

CRANBROOK ACADEMY OF ART

2014 ANNUAL SECURITY AND FIRE SAFETY REPORT

INTRODUCTION

Your safety is important to Cranbrook Art Academy. For that reason and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“the Clery Act”), this report, produced by the Public Safety Department of Cranbrook Educational Community in collaboration with various departments and administrators constitutes our annual disclosure of current policies with regard to crime reporting and campus security. This report also includes the required annual listing of crime statistics. Policy revisions do occur from time to time, so any individual reading this report is encouraged to contact the Public Safety Department to obtain any policy updates since the date this report was published. Policy updates may also be viewed on the home page of the Public Safety Department on the Academy internet site (www.cranbrook.edu).

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I. REPORTING A CRIME OR EMERGENCY

A. General Procedures

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Public Safety Department in a timely manner. This publication focuses on the Public Safety Department because it patrols all of the campus.

To report a crime or an emergency on the Academy or CEC campus, call Public Safety at (248) 645-3170. Public Safety officers are available 24 hours a day. In response to a call, Public Safety officers take the required action, dispatching an officer to the site of the complaint along with any additional off-campus emergency assistance requested or needed, or asking the victim to report to Public Safety to file an incident report. All incident reports are forwarded to the appropriate deans and/or administrators for any necessary follow-up.

If assistance is required from the Bloomfield Hills Police Department, Public Safety will contact the appropriate agency. Crimes should be reported to the Public Safety Department even if the individual does not wish to involve law enforcement to ensure inclusion in the annual crime statistics and to aid in providing Security Alerts to the community, when appropriate. More detail regarding the circumstances under which the Academy issues a Security Alert is contained in Section II below.

B. Reporting a Crime

Dial 911 on Cranbrook Phones for life threatening emergencies. Contact the Public Safety Department 24 hours a day at (248) 645-3170 or ext. 3170, or use the emergency call box phones (Blue Phones) located in the parking garage and various remote areas of the campus recreational facility areas, and near buildings.

In addition, you may report crimes to the following areas:

Bloomfield Hills Department of Public Safety (248) 644-4200 (911)

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around residential housing should be reported to the local police department by calling 911 and to Public Safety using the above 24/7 phone numbers.

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The Public Safety Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the Public Safety Department. If you are the victim of a crime and do not want to pursue an action with the Academy under our internal procedures or through the criminal justice system, you may still wish to consider filing a report. The purpose of a report is to allow the Academy to take steps to enhance the safety of yourself and others. With such information, the Academy can keep accurate records of the number of incidents involving students, determine whether there is a pattern of crime with respect to a particular location, method, or assailant, and alert the campus to any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the Academy. They are also maintained in a confidential fashion with disclosure internally or externally only when deemed reasonably necessary for the safety of the student or others, when disclosure is required by law, or when disclosure and follow up on information contained in a report is warranted under our policies, as part of our ethical obligations in certifying student character, or as deemed appropriate in the form of referral to the Student of Concern Council in order that support and assistance efforts can be coordinated.

C. SECURITY ALERTS AND OTHER EMERGENCY INFORMATION

Security Alerts are warnings issued by the Academy (typically by the Public Safety Director or Emergency Management Team) immediately upon confirming a significant emergency or dangerous on-campus situation that involves an immediate threat to the health or safety of students or employees and gathering sufficient information to issue a Security Alert. The intent of a Security Alert is to caution the campus community about immediate threats, thereby enabling community members to take precautions to protect themselves. Therefore, a public warning may not be issued if we determine in the exercise of professional judgment that it will compromise efforts to assist the victim, or hinder the response by any investigating agency.

D. SEXUAL ASSAULT PREVENTION AND RESPONSE

A. Introduction

Sexual assault is the commission of an unwanted sexual act, whether by an acquaintance or by a stranger, that occurs without indication of consent of both individuals, or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. A person is legally incapable of giving consent if less than the age recognized by law, if

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intoxicated by drugs and/or alcohol, if developmentally disabled, or if temporarily or permanently mentally or physically unable to do so.

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

Sexual assault is unacceptable and will not be tolerated at the Academy. Any individual who has been sexually assaulted is urged to make an official report. A report of a sexual assault will be dealt with promptly. Confidentiality will be maintained to the greatest extent reasonably possible.

The Academy is committed to providing information regarding on- and off-campus services and resources. Any of the resources listed in this policy can assist a person to access the full range of services available.

B. Reporting Offenses

If you are a victim of a sexual assault at the Academy, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Public Safety Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Public Safety Department, at (248) 645-3170 (Ext 3170 from a Campus Phone).

C. Confidentiality

The Academy will make every effort reasonably possible to preserve an individual's privacy and protect the confidentiality of information. The degree, to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts.

• **Medical Treatment** — an individual who has been sexually assaulted is urged to seek appropriate medical evaluation as promptly as possible. For life-threatening conditions, call 911 or go to the Emergency Room of the nearest hospital. For treatment of less serious injuries or for evaluation and prevention of sexually transmitted diseases and pregnancy, as well as consultation for other health issues, individuals and/or their spouses/domestic partners should seek medical treatment using ordinary channels such as local clinics or personal physicians.

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• **Medical-Legal Evidence Collection** — an individual who has been sexually assaulted (particularly by rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. To obtain a free medical-legal exam, the individual will need to contact the police and file a police report.

• **Obtaining Information, Support, and Counseling** — Whether or not one chooses to make an official report, an individual who has been sexually assaulted is encouraged to obtain information, support and counseling. The degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed. Counseling referrals or information can, in the case of employees, be obtained from Human Resources. For students, referral can be made by Academy Office.

D. Academy Resources for Prevention and Awareness

In addition to the information provided by the Title IX / VAWA policy in this report, Cranbrook Academy of Art makes educational and prevention programs available to all students, staff and Artists-in-Residence of the Academy through EduRisk online training. These programs include information on the new Campus SaVE Act, information on understanding healthy versus abusive relationships; resources for help and information on preventing sexual assault; information to help students and staff understand respectful relationships and both prevent and report harassing behaviors; and resources for safe and positive options for bystander intervention.

The Student and Staff Training Learning portal of EduRisk is made available to all members of the Art Academy community for on-going learning. For detailed information on the programs, including registration and log-in instructions, please see the EduRisk Course Catalog for Higher Education and Information sheet (below).

Follow these instructions to enroll in UE's online courses:

1. Go to www.edurisklearning.org
2. First-time users should select the option to Register Now on the right side of the screen.
 - a. Create a username and provide information for a user profile.
 - b. Be sure to enter a valid email address & correct role at your institution ***Please contact your training administrator if you are unsure of your role.**
 - c. Select the department and position that is most applicable to you
 - d. Enter this institution registration code: **0586-FPC4-XY12**
 - e. After clicking Register, you should receive an email with a temporary password
 - f. Follow the link in the email to sign on.
 - g. You will be prompted to enter a new password.
3. For more detailed instructions on the registration process see below
4. For more information on viewing courses please view this brief tutorial:
https://www.ue.org/files/Ue_web_files/kenexaM2/story.html

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5. If you have any issues with the course please visit our support page at <http://support.edurisklearning.org/>

IV. SEXUAL OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (CSPA) of 2000 is a federal law that requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under State law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

V. SEXUAL HARASSMENT, SEXUAL ASSAULT, SEXUAL MISCONDUCT, RELATIONSHIP (DATING) VIOLENCE AND STALKING POLICY

Nondiscrimination Statement

The Cranbrook Academy of Art (Cranbrook) prohibits discrimination based on sex in employment and education programs and activities both on and off campus. This policy applies to all students and employees and to conduct on school grounds, off-campus, at school-sponsored activities, and through technology resources provided by or used at Cranbrook.

Title IX of the Education Amendments of 1972 and other laws,¹ prohibit discrimination on the basis of sex in employment and education programs and activities. Title IX protects all persons from sex discrimination, which includes sexual harassment and sexual violence. Cranbrook will process all sex discrimination complaints it receives, including complaints of sexual harassment and sexual violence, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of an employment or education program or activity, or had continuing effects on campus. If alleged off-campus sexual harassment or sexual violence occurred in the context of an education program or activity or had continuing effects on campus, the complaint will be treated the

Cranbrook Academy of Art does not discriminate on the basis of race, color, national origin, religion, creed, sex, height, weight, marital status, disability, veteran status, age, sexual orientation, gender identity, genetic information, or any other basis prohibited by local, state or federal law in its programs and activities. Inquiries regarding the non-discrimination policies may be addressed to: Sarah Turner, Dean, Cranbrook Academy of Art, 39221 Woodward Avenue, P.O. Box 801, Bloomfield Hills, MI 48303-0801.

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same as a complaint involving on-campus conduct. This includes complaints of sexual assault or harassment by students, employees, and third parties.

A. Title IX Coordinator

Complaints of sexual assault, sexual harassment or other conduct prohibited under this policy and inquiries concerning the application of Title IX and its regulations should be directed to the Cranbrook Academy of Art's Title IX Coordinator:

Sarah Turner, *Deputy Director/Dean*

Cranbrook Academy of Art

39221 Woodward Avenue

Room # _____

Bloomfield Hills, MI 48303-0801

(248) 645-3090

sturner@cranbrook.edu

The Title IX coordinator's responsibilities include investigating or overseeing the investigation of all incidents of alleged sexual assault or harassment; ensuring that consistent standards and practices apply to all investigations; being available to meet with students and employees who believe sexual assault or harassment has occurred; and assisting campus security or law enforcement as needed. Students may also contact the U.S. Department of Education, Office for Civil Rights, (800)421-3481 or ocr@ed.gov.

B. Policy Definitions

Sex discrimination is an adverse action taken against an individual because of sex, including sexual harassment, sexual violence, domestic violence, dating violence, and stalking, as prohibited by Title IX, Title IV, VAWA/Campus SaVE Act, and other laws and regulations. Both men and women can be victims of sex discrimination.

Sexual harassment is any unwelcome conduct of a sexual nature. This includes unwelcome verbal, nonverbal or physical conduct including but not limited to unwelcome

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sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual violence, sexual advances, requests for sexual favors, and indecent exposure, where:

- a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through Cranbrook; *or*
- b. Such conduct is unwelcome; *or*
- c. Submission to, or rejection of, the conduct by a Cranbrook employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; *or*
- d. Such conduct is sufficiently severe or pervasive to create a hostile educational or employment environment.

Sexual harassment also includes acts of verbal, non-verbal (e.g., written) and physical aggression, intimidation or hostility based on sex or gender stereotyping, even if these acts are not sexual in nature.

Sexual Violence is a form of sexual harassment and means physical sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, domestic violence, dating violence, and stalking (if based on sex), taken against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to the use of drugs or alcohol, being a minor, or an intellectual or other disability. Sexual violence includes acts of physical force, violence, threats, and intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through drugs or alcohol, or taking advantage of another person's incapacitation, including voluntary drug or alcohol intoxication. **Incapacitated** means the victim is temporarily incapable of appraising or controlling his/her conduct due to the influence of a narcotic, anesthetic or other substance administered without consent or due to any other act committed upon the victim without consent.²

Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX. Both men and women can be victims of sexual violence.

Statutory rape is unlawful sexual intercourse with a minor under 18 years old, even if the intercourse is consensual. Under Michigan law, children under the age of 16 cannot consent to conduct of a sexual nature, and children under the age of 18 cannot consent to conduct of a sexual nature when the other person is a teacher, a substitute teacher, or a school employee, contractual service provider, or administrator.

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Sexual Assault is a form of sexual violence and means (1) forcing or coercing an individual to engage in any non-consensual sexual contact or sexual penetration; or (2) an attempt to commit an unlawful act that places another person in reasonable apprehension of immediate, non-consensual physical contact for sexual purposes.

Sexual Battery is a form of sexual violence and means an intentional, unconsented to and harmful or offensive touching of the person of another, or of something closely connected with the person, for sexual purposes.³

Rape is a form of sexual violence that may or may not involve force or a threat of force, coercion, violence, or immediate bodily injury, threats of future retaliation, or duress. Rape means nonconsensual sexual intercourse or sexual penetration, which, in addition to intercourse, means nonconsensual cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body.⁴ Any sexual penetration is sufficient to constitute rape. Sexual acts are considered non-consensual when they involve a person who is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or due to a mental or physical disability is incapable of giving consent.⁵

Acquaintance Rape is a form of sexual violence committed by an individual known to the victim. This includes a person the victim may have just met, such as at a party, been introduced to through a friend, or met on a social networking website (*see above for definition of rape.*)

Consent means an informed and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

- Consent must be **voluntary** and given without coercion, force, threats, or intimidation.
- Consent can be **withdrawn or revoked**. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity.
- Consent cannot be given by a person who is **incapacitated**. A person cannot give consent if s/he is unconscious or coming in and out of consciousness. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an *intoxicated* person (as a result of using alcohol or other drugs) is *incapacitated* depends on the extent to which the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments is impaired.

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• Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered when determining culpability include whether the person knew, or whether a reasonable person in the accused's position should have known, that the victim could not give, did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.

Domestic violence is a form of sexual violence and means abuse committed against a person who is a spouse or former spouse of the abuser, an person with whom the abuser resides or has resided in the past, a person with whom the abuser has or has had a dating or sexual relationship, a person with whom the abuser is or was related by marriage, or a person with whom with the abuser has a child. As to these persons, domestic violence means causing or attempting to cause them physical or mental harm, placing them in fear of mental or physical harm, causing or attempting to cause them to engage in involuntary sexual activity by force, threat of force, or duress, or engaging in activity toward them that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.⁶

Dating violence is a form of sexual violence, and is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include a new acquaintance or person the complainant just met; *i.e.*, at a party, introduced through a friend, or on a social networking website.

Stalking means 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 suffer substantial emotional distress. For purposes of this definition,

- i. "Course of conduct" means two or more acts, including but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- ii. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

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Hostile Educational Environment. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

C. Prohibited Conduct

Any conduct by an employee, student, or third party that denies or limits the ability of a student or employee to participate in or receive the benefits, services, or opportunities of employment or any Cranbrook program or activity based on sex is prohibited. This includes any circumstance where:

1. An employment or educational decision or benefit is conditioned on submission to unwelcome sexual advances or conduct;
2. Submission to, or rejection of, unwelcome sexual conduct is used as a basis for denying employment or an opportunity to participate in or benefit from any school program or activity;
3. Conduct has the purpose or effect of unreasonably interfering with, denying or limiting a student ability to participate in or benefit from any school program or activity or a term, condition or benefit of employment;
4. Conduct alters the educational environment to the degree that it adversely affects the student's ability to participate in or benefit from any school program whether or not that student is the target of the harassment;
5. There is a pattern and practice of sexual harassment;
6. A teacher, administrator or other person in a position of authority engages in sex discrimination or sexual harassment of a student or employee; and/or
7. A student or a group of students engages in sexual harassment of another student or students.

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The following are examples of behaviors that are prohibited under this policy. This is not intended to be an exhaustive list:

8. Unwelcome sexual flirtations, advances or propositions;
9. Derogatory, vulgar or graphic written or oral statements regarding one's sexuality;
10. Unwanted touching, patting, pinching, or other attention to an individual's body;
11. Attempted or actual physical assault;
12. Any nonconsensual sexual act, including but not limited to, rape, sexual assault, sexual battery and sexual coercion;
13. Unwelcome sexual comments, innuendoes, suggestions or jokes;
14. Display of sexually suggestive pictures or objects;
15. Domestic violence, dating violence, sexual violence, and stalking, including cyberstalking;
16. Sending text messages, e-mails, or other electronic communications with nude or sexually suggestive photos, videos, or other images; and
17. Sharing or sending nude or sexually suggestive images over the Internet.

This policy specifically includes electronic communications, including but not limited to phone calls, text messages, e-mail, and communications using social media such as Instagram, Snapchat, Twitter, and Facebook.

D. Reporting sexual misconduct or filing a complaint

Where to report. Sexual assault, sexual harassment and other behavior prohibited by this policy should be reported to Sarah Turner, Title IX coordinator, at (248) 645-3090 or sturner@cranbrook.edu. A complaint or report may be verbal or written and does not need to take a particular form.

Students may also report any incident of sexual violence or sexual harassment that may create or contribute to the creation of a hostile environment to any instructor or school employee. Students, staff and faculty may notify the head of their department or unit, their supervisor, or any member of the administration with whom they are comfortable. Any instructor or other employee receiving such a report is responsible for reporting it to

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the Title IX coordinator. Failure to comply with this policy shall be grounds for disciplinary action, up to and including termination.

What to expect. A representative of Cranbrook will meet with the complainant, provide a copy of this policy, and explain:

1. The importance of seeking immediate medical attention for sexual assaults
2. The importance of preserving evidence
3. The right to report a crime to campus or local law enforcement
4. The right to *not* report a crime to law enforcement or file criminal charges
5. The right to simultaneously file both a criminal complaint with campus security or local law enforcement and an institutional Title IX complaint
6. The right to assistance from school officials with filing a criminal complaint, if assistance is requested
7. Internal options, including informal and formal resolution⁷
8. Available health care, victim advocacy, academic support, mental health, legal assistance resources and counseling services available both on and off campus, such as sexual assault resource centers, campus health centers, and pastoral counselors, including Catholic Charities of Southeast Michigan, Common Ground Mental Health Services, and HAVEN, a sexual assault counseling center providing specialized, comprehensive services in the areas of domestic violence and sexual assault
9. Even if a complainant asks Cranbrook not to take any action, it is obligated to investigate the complaint
10. Prohibitions against retaliation
11. Interim measures that may be put in place, including a no-contact order pending the outcome of the investigation, providing support services, changing living arrangements or course schedules, assignments, or tests, and temporary removal of the alleged perpetrator from the campus community pending the outcome of an investigation.

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- Options for avoiding contact with the alleged perpetrator(s), including being allowed to change academic and extracurricular activities and living, transportation, dining, and working situations as appropriate

When taking steps to separate complainants from alleged perpetrators, Cranbrook will attempt to minimize the burden on the complainant.

Confidentiality. Cranbrook will make reasonable and appropriate efforts to preserve student complainants' and alleged perpetrators' privacy and to protect the confidentiality of information. Cranbrook will only disclose information regarding complaints under this policy on a need to know basis, primarily to persons who are responsible for its investigation and any reporting requirements.

Cranbrook strongly supports a student complainant's interest in confidentiality in cases involving sexual violence. If a student complainant requests confidentiality, the Title IX coordinator will determine whether Cranbrook can honor this request while providing a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence. A student complainant's request for confidentiality could preclude a meaningful investigation; therefore, Cranbrook will consider whether there are circumstances present that demonstrate a risk that the alleged perpetrator may commit additional acts of sexual violence or other violence. These include whether other sexual violence complaints have been received about the same alleged perpetrator; whether the alleged perpetrator has a history of arrests; whether the alleged perpetrator has records from a prior school indicating a history of violence; whether the alleged perpetrator threatened further sexual violence or other violence against the student or others; and whether the sexual violence was committed by multiple perpetrators. Other factors include whether the sexual violence was perpetrated with a weapon, and the age of the student subjected to the sexual violence.

If the complainant asks that the complaint not be pursued, Cranbrook will take reasonable steps to investigate and respond to the complaint consistent with the request not to pursue an investigation.

Even when a student asks that a complaint not be pursued or that information be kept confidential, if necessary, Cranbrook will take action to protect the student. This includes providing support services and changing living arrangements or course schedules, assignments, or tests as appropriate.

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E. Investigation

Complaints under this policy will be investigated by the Title IX coordinator or a designee (referred as the “investigator”). Other university officials may assist in gathering facts during the investigation and information from campus security or local law enforcement officials may be considered. Both parties will be given the same opportunity to present relevant evidence and witnesses, including character witnesses. If the alleged perpetrator is allowed to review the complainant’s statement, the complainant may also review any statement by the alleged perpetrator.

Relevant Information for Investigation. At the outset of an investigation, the Title IX coordinator/investigator will notify the alleged perpetrator of the allegations against him or her and request a written response. In addition, the Title IX coordinator/investigator may collect and consider the following types of information:

- Statements by witnesses to the alleged incident(s);
- Evidence about the credibility of the alleged victim and the alleged harasser;
- Evidence that the alleged harasser has been found to have harassed other victims;
- Evidence that the alleged victim has made false allegations against other individuals;
- Evidence as to whether the alleged victim’s reaction or behavior after the alleged harassment;
- Evidence as to whether the alleged victim filed a complaint or took other action to protest the conduct soon after the incident occurred; and
- Other evidence of the harassment (e.g., reporting conduct to parents, counselors or friends, medical records, *et cetera*)
- The fact of a current or previous consensual dating or sexual relationship between the parties will not imply consent or preclude a finding of sexual violence.

Evidentiary Determinations. The Title IX coordinator/investigator has broad discretion in determining whether a proffered witness or documentary information would be relevant or helpful to a determination.

Evidentiary Standard. A “preponderance of the evidence” standard will be used.

Time Frame for Investigation. An investigation should normally be completed within 60 calendar days after notice of a complaint. This time may be extended for good cause,

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including breaks or the unavailability of the complainant or alleged perpetrator. A written decision should be provided to the parties within fifteen calendar days after completion of the investigation.

Cooperation. All faculty, staff and students are required to cooperate in the investigation process.

Notice of Investigation. At the outset of an investigation, the investigator will advise the alleged perpetrator of the allegations against him or her in writing.

Opportunity to Participate. Both the complainant and the alleged perpetrator will have the same opportunity to meet with the investigator, to submit relevant documentary or other evidence, including character evidence, and to request that the investigator meet with relevant witnesses and evaluate written documents and statements.

Pending criminal matters. Internal investigation of a sexual assault allegation will proceed whether a related criminal matter is pending or not. If there is an ongoing criminal investigation, Cranbrook will *not* wait for the conclusion of the criminal investigation or criminal proceeding to begin its own Title IX investigation. However, Cranbrook may temporarily delay the fact-finding portion of a Title IX investigation while the police or other law enforcement officials are gathering evidence.

F. Decision and Findings

Following completion of the investigation and review of all materials, Title IX coordinator will prepare a written decision. The written decision will include, but not be limited to, whether the allegations were substantiated, and if so, the disciplinary and recommended remedial measures. The decision will be provided to both parties, although the content of each letter may be modified subject to the limitations of FERPA and other federal or state privacy laws.

If the Title IX coordinator determines that a sexual harassment claim is proven by a preponderance of the evidence (*i.e.*, that it is more likely than not that sexual harassment occurred), he/she will recommend immediate action to end the harassment and prevent its reoccurrence. The recommended action will depend on the degree of control the school has over the harasser and the nature, frequency and severity of the substantiated sexual harassment. In all instances, the Title IX coordinator will follow up and communicate with the complainant at the conclusion of the investigation.

Sanctions and protective measures. Depending on whether the alleged harasser is a student, teacher, staff member, or third party, sanctions can include a verbal warning, written reprimand, a no-contact order, short-term or long-term suspension, expulsion, or

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dismissal/termination. Counseling for the complainant and the harasser will also be considered as remedial action. In addition, the following protective measures may be imposed following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking:

Protective or remedial measures. Available protective and remedial measures include, but are not limited to:

- a. Providing an escort to ensure that the complainant can move safely between classes and activities;
- b. Ensuring the complainant and perpetrator do not share classes or extracurricular activities;
- c. Moving the perpetrator or complainant (if the complainant requests to be moved) to a different residence hall or, in the case of an elementary or secondary school student, to another school within the district;
- d. Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring;
- e. Arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty; and
- f. Reviewing any disciplinary actions taken against the complainant to see whether there is a causal connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined

Any sanction imposed on the perpetrator of sexual assault or harassment that relates directly to the victim, such as a “no contact” order, transfer to different classes or housing, or a suspension will be disclosed to the complainant. The perpetrator will not be notified of the individual remedies offered or provided to the complainant. In cases of alleged sexual violence, the result of the hearing and any sanction imposed will be disclosed to both parties regardless of whether the hearing concludes an assault was committed

There is no right of appeal.

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G. Informal Resolution

If the complainant requests mediation or informal resolution, he/she will not be required to work out problems directly with the accused individual. Mediation cannot be used in cases of alleged sexual assault. In addition, the complainant has the right to terminate the informal resolution procedure at any time and pursue a formal complaint.

H. Alleged student perpetrator's rights under the Family Educational Rights and Privacy Act (FERPA)

Under FERPA, an alleged student perpetrator may ask to inspect and review information about the allegations against him or her if the information directly relates to the alleged student perpetrator and is maintained as an education record. In such a case, Cranbrook will either redact the complainant's name and all identifying information before allowing the alleged perpetrator to inspect and review the sections of the complaint that relate to him or her, or notify the alleged perpetrator of the specific information in the complaint that is about the alleged perpetrator. See 34 C.F.R. § 99.12(a).

I. Non-retaliation

Retaliation against a student, employee, or other individual who reports or complains about sex discrimination to an appropriate school official or participates in a report, investigation or proceeding involving a claim or allegation under this policy because he or she made a complaint, testified, or participated in an investigation or proceedings is prohibited.

J. Dissemination of policy

This policy must be distributed to:

1. Students
2. Administrators, faculty, and other employees
3. Applicants for admission
4. Applicants for employment

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This policy must be available:

1. On the school website
2. In hard copy at multiple campus locations
3. In both printed and electronic publications, including student handbooks, codes of conduct, and catalogs

K. Health care, victim advocacy, support and other service providers.

The following health care, victim advocacy and support services are available:

- **Cranbrook Public Safety, (248) 645-3170.** Public Safety staff is available to assist students 24 hours a day, 7 days a week.
- **Common Ground Mental Health Services and Crisis Helpline: #800.231.1127.**
Common Ground, a community based organization, provides a lifeline for individuals and families in crisis, victims of crime, persons with mental illness, and people trying to cope with critical situations. Common Ground's Victim Assistance Program provides 24-hour access to counselors and advocates for victims of crime, domestic and sexual abuse and workplace violence. Assistance includes on-site advocacy, personal protection order assistance and accompaniment of victims to hospitals, police stations and courtrooms. To receive assistance from the Victim's Assistance Program or for more information, call Common Ground's 24-hour Resource and Crisis Helpline at 1-800-231-1127. For more information, visit www.commongroundhelps.org. *Common Ground's offices are located at 1410 S. Telegraph, Bloomfield Hills, MI 48302.*
- **HAVEN, 24-HR Crisis & Support: 248.334.1274 Toll-Free Crisis Line: 877.922.1274.**
Haven is a sexual assault counseling center providing specialized, comprehensive services in the areas of domestic violence and sexual assault. Oakland County's only comprehensive program for victims of domestic violence and sexual assault, Haven provides shelter, counseling and advocacy. Haven's Safe Therapeutic Assault Response Team (START) is a team of forensic nurse examiners and first responders that provides comprehensive forensic exams and compassionate emotional support for victims of sexual assault. *There is no fee for this service.* The Forensic Examiners (FEs) are specially trained to perform medical forensic examinations of adolescent and adult victims of acute sexual assault. They collect evidence from suspects in police custody and work with victims. They are also trained in giving court testimony. FEs assist any victim of sexual assault, 12 years of age or older, who reports the crime within 96 hours of its occurrence. FEs examine both males and females and provide evidence collection from both victims and suspects. For more information, visit www.haven-oakland.org/programs/assault-response. *Haven's mailing address is 30400 Telegraph Rd #101, Bingham Farms, MI 48025.*

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- **Catholic Charities of Southeast Michigan (CCSEM), (248) 666-8870.**

All Cranbrook Academy of Art students are offered up to 5 free counseling sessions each academic year through CCSEM. Additional sessions are available on a sliding scale fee basis, and a low-cost graduate-student practitioner option is also offered. Students who have been victims of sexual violence are encouraged to seek counseling through CCSEM. Those wishing to schedule an appointment may call (248) 666-8870 and identify themselves as an Academy student. Counseling is confidential; Academy staff is not informed of the names of students who use CCSEM's services. CCSEM provides confidential support at state-licensed facilities; counseling programs are accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF). Therapists are licensed and registered psychotherapy practitioners in the state of Michigan; master's level therapists and clinicians are under the supervision of a board certified psychiatrist and clinical psychologist. Experts on staff include domestic violence specialists. For more information, visit: www.ccsem.org/mental-and-behavioral-health-counseling/.
**CCSEM's counseling clinic locations include 6637 Highland Road, Waterford, MI 48327 (the location where students are directed to call for an appointment); appointments may be requested for other locations through the Waterford office.*

VI. CAMPUS ACCESS POLICY

All non-public areas of the campus are locked at the conclusion of the scheduled events each day, after-hours accessibility is limited to authorized personnel.

During business hours, the Community (excluding residential areas) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all Community facilities is by key, if issued, or by admittance via the Public Safety Department with appropriate permission. Classrooms, seminar rooms, offices or other facilities are locked and unlocked according to daily usage schedules posted on the Public Safety Officers' information pass-on board.

Access to residential areas is limited to students and their guests and authorized Community personnel as outlined in the applicable lease agreements.

VII. SECURITY OF CAMPUS FACILITIES

Public Safety officers patrol the campus twenty-four hours a day. Patrol is by foot and vehicle. Officers also conduct visual inspections of all Community facilities with regard to safety. Officers' conduct lighting inspections and test emergency call boxes, generating work orders for repairs of any deficiencies. Additionally, officers report any overgrown

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trees or hedges that may cause a security concern, including those near residential housing areas.

VIII. REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

This report is prepared in cooperation with the deans, administrators and department heads for the Academy as well as local law enforcement agencies surrounding our campus.

Campus crime, arrest, and referral statistics include those reported to Public Safety, local law enforcement agencies, and designated campus officials (including but not limited to directors, deans, and department heads). The Academy submits this annual report on crime statistics to the State of Michigan and the U.S. Department of Education. In accordance with Clery requirements, the Academy follows the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook for crime reporting. In addition, any of the required categories of Clery reportable crimes and any other crime involving bodily injury that also meet the definition of a hate crime under the FBI's Uniform Crime Reporting Hate Crime Data Collection and Training Guide for Hate Crime Data Collection is reported under hate crimes. Beginning with the crime statistics reporting for calendar year 2008, the reporting of hate crimes will be expanded to include the additional otherwise non-reportable crimes of larceny-theft, simple assault, intimidation and destruction, damage, or vandalism of property if such crime(s) meets the definition of a hate crime.

XI. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

During new student orientation each August and January, students are informed about services offered by the Public Safety Department. The Director of Public Safety addresses all new students regarding ways to maintain personal safety. Students are informed about crime on campus and in surrounding neighborhoods. Students are informed of availability of Public Safety escort services, parking lot safety and security patrols, and emergency call box locations around campus. At orientation, all students are given a Public Safety handbook containing information on the crime statistics, campus access policies, security in residence halls, alcohol and drug policies, and community responsibility in safety programs.

Safety and security information is also available from the Public Safety office one-on-one basis upon request at the Public Safety Department. All students and employees are encouraged to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the Academy community through Security Alerts via email, text messaging, and voice messaging system.

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The Academy does not provide specific crime prevention programs other than the services listed above.

XII. CAMPUS PUBLIC SAFETY AUTHORITY AND JURISDICTION

The Cranbrook Public Safety officers are not sworn law enforcement personnel; therefore, they do not have any arrest powers beyond the citizen's arrest. Officers have the authority to ask persons for identification and to determine whether individuals have lawful business on the Campus. They enforce the Community's policies. They have the authority to issue parking tickets. Criminal incidents are referred to the local police who have jurisdiction on the campuses. The Community does not have any written agreements or memoranda of understanding with local law enforcement agencies for the investigation of alleged criminal offenses on campus. Rather, crime reports and investigations are handled in accordance with the responding agency's own policies and procedures.

The Public Safety Department has a close working relationship with local law enforcement agencies in Bloomfield Hills and County of Oakland. Officers assist these agencies with incidents that occur both on and off campus. The Public Safety Department schedules instructional classes for the officers with the local fire and police departments relating to fire safety, campus security.

The Cranbrook Public Safety officers are also provided training that is in compliance with standards for Security Officers in the State of Michigan. All Officers receive additional Security and Life Safety training from US Dept. of Education, FEMA, Federal, State and County Homeland Security Departments. Officers also conduct training exercises in conjunction with Bloomfield Hills Department of Public Safety. Officers also receive training from American Red Cross Certified trainer for CPR/AED and First Aid. Officers are assigned to the campus patrol 24 hours a day 365 days a year.

XIII. NON-RETALIATION FOR CLERY IMPLEMENTATION

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

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to Human Resources. Any other individual believing this policy has been violated should immediately report that fact to the Vice President for Finance.

Missing Persons Policy

Missing Persons Policy and Procedures

In accordance with the Higher Education Opportunity Act of 2008, the Academy has implemented a Missing Persons Policy to establish procedures to respond to reports of a missing student. This policy applies to students residing in campus dormitories who are deemed missing or absent from the Academy for a period of **more than 24 hours without any known reason or which may be contrary to usual patterns of behavior or unusual circumstances that may have caused the absence**. Such circumstances include, but are not limited to:

- Reports or suspicions of foul play;
 - Evidence of suicidal thoughts, drug use, any life threatening situations;
or
 - has been with persons who may endanger the student's welfare.

Once a student has been reported missing, an investigation will begin. Notification will be made to the individual identified by the missing student as his/her missing persons contact (if any) and if necessary the local law enforcement agency.

Notification of Missing Person: If a member of the the Academy community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify:

1. Cranbrook Public Safety, (248)645-3170 (3170 on campus phones); or
2. Assistant Registrar + Student Services Coordinator, (248)645-3306 (3306 on campus phones).

Report: If Public Safety is contacted, the Director of Public Safety will immediately inform the Assistant Registrar + Student Services Coordinator (and vice versa). The Assistant Registrar + Student Services Coordinator will generate a missing persons report and investigate. Public Safety will assist as necessary.

Action: After investigating the missing person report, should the Assistant Registrar + Student Services Coordinator determine that the student is missing and has been missing for **more than 24 hours**, the Academy will notify the student's missing persons contact* (if any) and will request that Public Safety notify Bloomfield Hills Police Department no later than 24 hours after the student is determined to be missing.

*Students residing in on-campus housing will have the option to identify an individual to be contacted by the Academy in the event the student is missing for more than 24 hours; this contact information will be confidential. If a student has identified such an individual, the Academy will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing a Missing Persons Contact Form in the Academy's Administration Office.

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Annual Crime Statistics

CATEGORY VENUE

On Campus	2010	2011	2012	2013
CRIMINAL HOMICIDE: On Campus	0	0	0	0
Murder and Non-negligent Manslaughter	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0
Negligent Manslaughter On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0

SEX OFFENSES:	2010	2011	2012	2013
Forcible				0
On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0
Non-forcible On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0

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	2010	2011	2012	2013
ROBBERY On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0
AGGRAVATED ASSAULT On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0
BURGLARY On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0
ARSON On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0
	2010	2011	2012	2013

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MOTOR VEHICLE THEFT On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0
LIQUOR LAW ARRESTS On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0
DRUG RELATED ARRESTS On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0
WEAPONS ARRESTS On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS				
On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0

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LIQUOR LAW VIOLATION

REFERRED FOR DISCIPLINARY ACTION

	2010	2011	2012	2013
On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0

DRUG LAW VIOLATION REFERRED FOR DISCIPLINARY ACTION

On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0

ILLEGAL WEAPONS POSSESSION REFERRED FOR DISCIPLINARY ACTION

On Campus	0	0	0	0
In dormitories or other residential facilities	0	0	0	0
In or on a non-campus building or property	0	0	0	0
On public property	0	0	0	0

Annual Crime Statistics Academy Campus

Hate Offenses – On Campus

2010	2011	2012	2013
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Types 2006 2007 2008

Murder and Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
	2010	2011	2012	2013
Sex Offenses – Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Other Crimes with Bodily Injury	0	0	0	0
Larceny Theft	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Criminal Mischief/Vandalism	0	0	0	0

Annual Crime Statistics Academy Campus

2010 2011 2012 2013

Hate Offenses – Dormitories/Residential Facilities Types

Murder and Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0
Robbery	0	0	0	0
	2010	2011	2012	2013

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Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Other Crimes with Bodily Injury	0	0	0	0
Larceny Theft	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Criminal Mischief/Vandalism	0	0	0	0

Annual Crime Statistics Academy Campus	2010	2011	2012	2013
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Hate Offenses - Non Campus				
Murder and Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Other Crimes with Bodily Injury	0	0	0	0
Larceny Theft	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0

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Criminal Mischief/Vandalism	0	0	0	0
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Annual Crime Statistics Academy Campus

	2010	2011	2012	2013
Hate Offenses – Public Property Types				
Murder and Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Other Crimes with Bodily Injury	0	0	0	0
Larceny Theft	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Criminal Mischief/Vandalism	0	0	0	0
Dating Violence				0
Domestic Violence				0
Sexual Assault				0
Stalking				0

Information contained within this publication is for purposes of federal compliance with the Campus Security Act. More specifically addressed issues on discrimination, harassment, and other important issues are contained within the policies set forth by the Cranbrook Art Academy.

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CONTACTING PUBLIC SAFETY (248)645-3170 or ext. 3170 / 24 Hours

The Community Public Safety Department (PSD) administrative office is located at 22 Valley Way Cranbrook Educational Community, Bloomfield Hills MI 48304.

The Public Safety Office regular business hours are Monday through Friday 8:00AM – 4:30PM. The office is staffed 24hours/day and may be reached by dialing extension 3170 from any telephone within the campus telephone system or by dialing (248) 645-3170 direct.

Emergency Phone Numbers

The campus is staffed by PSD personnel twenty-four (24) hours a day including weekends and holidays. A Public Safety Officer may be reached at any time by dialing (248) 645-3170 or by using emergency call boxes located around the campus.

IN CASE OF EMERGENCY, call 911 if able to do so, and then call (248) 645-3170 or ext. 3170 or use campus emergency call boxes.

Emergency Call Boxes - These emergency call boxes connect directly to the dispatcher at Public Safety. There are emergency call boxes/phones located as follows:

- Vaughan Boys Middle School – In Valley (Northwest corner of campus)
- Lower Athletic Fields – Near Scorers stand
- 550 Parking Lot near entrance to PAC
- Kingswood Upper School – Dirt road/Athletic Fields West side of school building
- Kingswood Lower parking lot – at Girls Middle School Walkway.
- Elevator Emergency Phones in the CIS/Art Academy Parking Garage connect directly to the Public Safety Office

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Annual Fire Safety Report

If a fire occurs in a Cranbrook Academy of Art building, residents should immediately evacuate the building and notify Cranbrook Public Safety at 248-645-3170 or Call 911. Campus Public Safety will initiate a response, as the department can summon the fire department quickly. If a member of the Cranbrook Art Academy community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Public Safety has already responded, the community member should immediately notify Campus Public Safety to investigate and document the incident.

The fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.

Cranbrook Public Safety publishes this fire safety report as part of its annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for the Cranbrook Academy of Art. This report includes statistics concerning the number of fires, the cause of each fire, the numbers of injuries and deaths related to a fire, and the value of the property damage caused by a fire.

Fire Log

The information regarding any fire incidents of damages may be obtained from the Cranbrook Public Safety Department Office. This report would include any injury reports and the cost of any damages.

Fire Safety Tips

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED.

Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials such as clothing.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University Policy.

Almost 75% of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any Cranbrook Art Academy building.

Campus security and fire safety procedures are discussed during new student orientation. The Public Safety Department and Academy Administration participate in meetings and programs to address students concerns and explain Academy security, public safety, and fire safety measures and procedures.

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Cranbrook Academy of Art 2013-14 Residential - Annual Fire Statistics

	Number of Fires	Cause of Fires	Number of Injuries	Number of Deaths	Value of Property Damage
Location	2011-2012-2013	2011-2012-2013	2011-2012-2013	2011-2012-2013	2011-2012-2013
Dorm I	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Dorm II	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Dorm III	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0

Fire Drill Reports: 2013-2014

Drills/False Alarms for Housing Facilities (FA=False Alarm).

All fire alarms are monitored, responded to and documented by Public Safety Personnel.

As indicated sufficient False Alarms occurred to accommodate requirements. Recent improvements in the fire alarm systems have significantly reduced the number of false alarms that occur in the dorm areas.

Public Safety Personnel document all actions by occupants and they are reported. Instructive information is provided to resident/occupants on proper procedures during a Fire Emergency.

Dorm 1	Dorm 2	Dorm 3
9-20-2013 FA	10-2-2013 FA	9-6-2013 FA
10-15-2013 FA	12-8-2013 FA	9-24-2013 FA
10-18-2013 FA	12-18-2013 FA	11-15-2013 FA
12-15-2013 FA	2-9-2014 FA	1-12-2014 FA
1-6-2014 FA	3-20-2014 FA	1-20-2014 FA
3-9-2014 FA	4-1-2014 FA	2-8-2014 FA
4-20-2014 FA	4-15-2014 FA	3-15-2014 FA
5-2-2014 FA	5-10-2014 FA	4-9-2014 FA