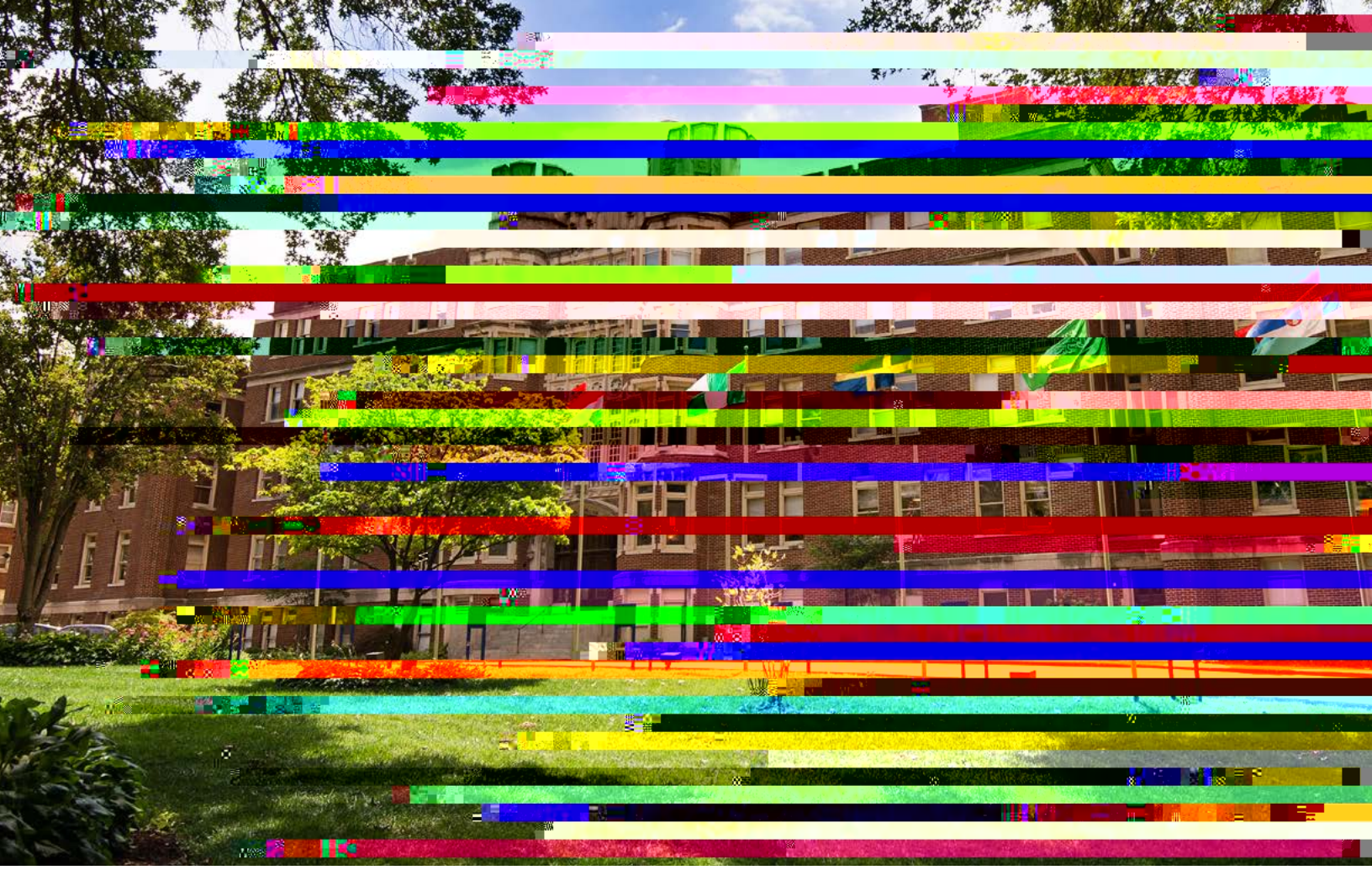

WEBSTER UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

2024 Annual Security and Fire Safety Report Webster Groves

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WEBSTER GROVES CAMPUS CRIME STATISTICS

Arrests and Disciplinary Referrals Reporting Table (Webster Groves Campus):

Offense	On-Campus Property			On-campus Student Housing Facilities								

Preparing the Annual Disclosure of Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: Webster University DPS, local law enforcement, and Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year in which the crime was reported. A written request for statistics is made on an annual basis to all Campus Security Authorities and local law enforcement.

All of the statistics are gathered, compiled, and reported to the University community via this report, which is published by Webster University DPS and the university's Clery Compliance Officer. The university's Clery Compliance Officer submits the annual crime statistics published in this brochure to the Department of Education, which is available on their website.

Pastoral and Professional Counselors

Campus "Pastoral Counselors" and "Professional Counselors," when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. DPS communicates annually with the individuals on campus acting in the role of a licensed pastoral or professional counselors regarding the procedures for Confidential Reporting described above and asks these counselors to inform their clients about voluntary confidential reporting as they deem appropriate.

However, statistics included in the Annual Security Report never include any identifying information for any of the involved parties, regardless of whether or not the crime was reported confidentially.

DPS Response to Reports of Crime or Suspicious Activity

Regardless of how an incident is reported to DPS, the Department will respond by either:

1. Dispatching an officer to meet with the reporting party and document the incident (and investigate as needed), or
2. An officer will contact the reporting party by phone to document the incident.[4] DPS also has immediate access to the Webster Groves Police Department, the St. Louis County Police Department, and other law enforcement agencies to report crimes and/or ask for emergency assistance. Reporting parties should be aware that reports (and any associated investigation) involving students may be referred by DPS to the Dean of Students Office, Housing & Residential Life, or a Title IX Coordinator for review and possible disciplinary referral depending on the nature of the report. Likewise, reports involving employee's/faculty members may be forwarded by DPS to Human Resources and/or a Title IX Coordinator for review and possible disciplinary referral.

Higher Education Opportunity Act Victim Notification

It is University policy to, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Webster Alerts Mass Notification System

Webster University's Webster Alerts system is powered by Rave Alert™, a global leader in higher education emergency notification. Webster Alerts are used to notify the campus community about certain crimes and emergencies as described more fully below in the following sections of the Annual Security & Fire Safety Report related to Timely Warnings and Emergency Notifications. The University may also use Webster Alerts to communicate unexpected school closures due to inclement weather or power outages from time to time; however, it is never used to send information regarding advertising or campus activities.

Rave Guardian is another safety and security measure to keep students and staff safe. Rave Guardian Safety App keeps students connected directly with Public Safety, receiving campus notification, and giving access to resources for safety on campus.

Students, faculty and staff are automatically enrolled in the Webster Alerts system; however, their account initially only lists their webster.edu email address. These individuals are only signed up to receive alerts for

4 The type of response will take into consideration the nature of the report and location of the reporting party.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

What Is Included in a Timely Warning?

Once the Director of Public Safety (or designee) determines that a Campus Safety Alert should be issued to the campus community, he or she will provide the Chief Communications Officer (or designee) with pertinent information regarding the incident so that he or she can draft the content of the Campus Safety Alert. The Chief Communications Officer (or designee) has primary responsibility for developing the content of the Campus Safety Alert; however, the Director of Public Safety (or designee) is also authorized to draft Alerts if necessary.

The content of Campus Safety Alerts varies depending on what information is known at the time and the type of offense involved; however, the following information (if known) is typically including unless it could potentially compromise law enforcement efforts or victim confidentiality:

- Date/time/location of the crime;
- Brief description of the crime;
- Suspect description(s);
- DPS and/or local law enforcement contact information;
-

Monitoring and Recording of Criminal Activity at Non-Campus Locations

Webster University does not have of cially recognized student organizations that own or control housing facilities outside of the Webster University core campus. Therefore, local PD is not used to monitor and record criminal activity since there are no Non-campus locations of student organizations.

the instructions of any rst responders from DPS or local law enforcement agencies on the scene. These rst responders may instruct you to evacuate the building you are inside of, or shelter in place. You may be instructed to shelter in place if circumstances dictate that evacuation outside the building/area is not advisable. These situations include, but are not limited to, tornados, severe weather and chemical attack.

At the sound of a re alarm or if you are instructed to evacuate, leave your work area immediately and

6. Make a list of the people with you and ask someone (Housing staff, faculty, or other staff) to call the list in to DPS so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Emergency Noti cations Policies & Procedures

What Are Emergency Noti cations?

It is the University's policy to immediately notify the campus community (in the form of an Emergency Noti cation) any time the Director of Public Safety (or designee) con rms that there is a signi cant emergency or dangerous situation which poses an immediate threat to the health or safety of students, faculty or staff occurring on the campus. The Director of Public Safety (or designee) is also responsible for determining the appropriate segments or segments of the campus community to receive a noti cation based on the type of incident involved and its location.

When Are Emergency Noti cations Issued?

Any time a member of DPS is noti ed about a potential emergency or dangerous situation on the University's Clery Act Geography, DPS staff will immediately communicate that information to the Director of Public Safety (or designee). The Director of Public Safety (or designee) will then reach out to the appropriate University administrators, DPS personnel, local rst responders and/or the National Weather Service to quickly gather enough basic information to evaluate whether the situation poses an immediate threat to the health or safety of students, faculty or staff at that time. The Public Safety staff is responsible for responding to reported emergencies and con rming the existence of an emergency, sometimes in conjunction with campus administrators, local rst responders and/or the national weather center. If the Director of Public Safety (or designee) con rms that there is not a signi cant emergency or dangerous situation which poses an immediate threat to the health or safety of students, faculty or staff at this time, the Director will continue to monitor the situation closely.

Examples of situations which would require an Emergency Noti cation include but are not limited to: an active shooter on campus, serious inclement weather such as a tornado, or a serious spill of hazardous

How Are Emergency Notifications Issued?

Emergency Notifications are always communicated via the following methods: blast emails to all addresses[1] associated with the Webster Groves campus which are registered with Webster Alerts; text message alerts to any mobile devices associated with the Webster Groves campus which are registered with Webster Alerts; broadcast announcements through all IP phones located on campus; and alerts posted on the University's official website[2] and social media pages.

The University may also choose, on a case-by-case basis, to supplement the primary methods of issuing Emergency Notifications with one or more of the following additional methods of communications: alerts posted to digital signage across campus; and desktop alerts to any computers on campus which are connected to the University's network. If any of these systems fail or the University deems it appropriate, in person communications may be used.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender/ Distributor	Backup Message Sender/ Distributor
Primary					
Blast Email	Chief Communications Officer or his/her designee	Director of Public Safety or his/her designee	President, Director of Public Safety and/or designee or Chief Communications Officer and/or designee	Chief Communications and/or designee	Director of Public Safety and/or designee
Text Message	Chief Communications Officer or his/her designee	Director for Public Relations or his/her designee	President, Director of Public Safety and/or designee or Director for Public Relations	Chief Communications Officer or designee	Director of Public Safety and/or designee
IP Phones	Chief Communications Officer or designee	Director of Public Safety or designee	Both Director of Public Safety or designee and Chief Communications Officer or designee	Chief Communications Officer or designee	Director of Public Safety or designee
University Website/ Social Media	Chief Communications Officer or designee	Director of Public Safety or designee	President, Director of Public Safety or designee and Chief Communications Officer or designee	Chief Communications Officer or designee	Director of Public Safety or designee

1 This will always include every student, faculty, and staff's webster.edu email address, as well as any additional email addresses these individuals have added to their Webster Alerts accounts.
2 Anytime there is an emergency notification posted to the University's website it will appear in a banner at the top of the page.

System to Creator Creator	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender/ Distributor	Backup Message Sender/ Distributor
Secondary					
Digital Signage on Campus	Chief Communications Officer or his/her designee	Director of Public Safety or designee	Both Director of Public Safety or designee and Chief Communications Officer or designee	Chief Communications Officer or designee	Chief Communications Officer or designee
Desktop Alerts	Chief Communications Officer or his/her designee	Director of Public Safety or designee	Both Director of Public Safety or designee and Chief Communications Officer or designee	Chief Communications Officer or designee	Chief Communications Officer or designee

Communicating Emergency Notifications to the Larger Community

The University always provides information regarding any emergency notifications to the larger community by posting information on the University website's main page (www.webster.edu). The University may also decide on a case-by-case basis to utilize its official Twitter and Facebook pages or provide information directly to local or national media.

Follow Up Information Regarding Campus Emergencies

The Director of Public Safety (or designee) will stay in close contact with appropriate University administrators, DPS personnel, local first responders and/or the National Weather Service as the situation unfolds, so that he or designee can determine when it is appropriate to provide follow up information to the community. Any follow up information will be provided using the same procedures and methods as the initial Emergency Notification, except fire alarms.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances: however, the institution must provide adequate follow-up information to the community as needed

Publication & Tests of Emergency Response and Evacuation Procedures

The University publicizes its emergency response and evacuation procedures annually by email to all "webster.edu" email addresses, in conjunction with at least one test per calendar year. This same information is also publicly available year-round on the DPS website at: https://webster.edu/public-safety/crisis.php. Additional crisis response materials can also be found on students, faculty, and staff's

information to residents after move-in occurs, along with presenting the Public Safety emergency plan website as a resource for residents. In the residence halls, the evacuation protocols and routes are posted on the back of the room doors.

The University conducts a variety of tests of its emergency plans and evacuation policies and procedures. Tests include regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Drills are relatively small-scale activities that are designed to focus on specific areas or specific sections of this plan which are normally developed and evaluated by internal personnel to help acquire knowledge/skills. Exercises are generally larger in scale and are formal events and are designed to be as close to "real-life"' as possible. They are typically not stopped or interrupted to make corrections except for safety concerns or real incidents that could impact the participants. The exercises have a debriefing and a critique at the conclusion. The purpose of exercises is to test the knowledge/skills of the participants.

Fire evacuation drills are conducted annually in certain on campus student housing facilities and the University Center each fall in collaboration with the Webster Grove Fire Department. Additional information regarding the fire evacuation drills in on campus student housing facilities is provided in the Fire Safety section of this document. DPS also designates one of its staff members as the Department's Fire Safety Specialist who is responsible for coordinating routine maintenance and annual testing of all fire safety systems, including those in the on-campus student housing facilities, in collaboration with an outside fire protection company. The Fire Safety Specialist also works with this vendor to perform extensive obstruction testing of all sprinkler systems on campus every five years. DPS works collaboratively with other departments on campus to annually test the University's IP telephone, and Webster Alerts systems. DPS personnel test the University's blue light telephones and panic button systems on a weekly basis. The University also conducts annual tabletop exercises involving a different hypothetical emergency or crisis to test its emergency response and evacuation procedures. These tabletop exercises are coordinated by the Director of Public Safety, and members of many different departments from across the University participate each year.

After each the conclusion of each drill or exercise, DPS documents: a description of the drill/exercise, the date/time of the drill/exercise, and whether it was announced or unannounced.

- Facilities Services has a member of their staff on-call for Emergency Maintenance issues each night.
- The Behavioral Intervention Team (BIT) is a cross departmental group chaired by the Dean of Students which addresses reports of troubling behavior which could potentially lead to security concerns on campus. The BIT is responsible for assessing reports of troubling behavior by students, faculty, or staff, and implementing interventions that are in the best interest of the University and the individual. The Director of Public Safety and Director of Counseling and Life Development both serve on the BIT. Individuals can request assistance from the BIT by either calling DPS (the emergency number should be used for immediate threats) or calling the Dean of Students Office for issues related to students which do not involve immediate threats. Callers will be asked to provide basic information about the student, how to contact you (in case the BIT Committee has follow-up questions), and for a description of the incident or behaviors that prompted the referral.
- Rave Guardian App keeps students connected directly with Public Safety, receiving campus notification, and giving access to resources for safety on campus.

associated activities; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use and abuse; and a description of available counseling, treatment, rehabilitation and/or re-entry programs for WU students and employees. The University's full Drug and Alcohol Policy is available at _____

O□ce of Student Engagement

Staff in the Office of Student Engagement provide training on safe program and event planning for student organizations throughout the year.

Housing & Residential Life

- Housing & Residential Life takes a proactive role in both prevention and educating residents about healthy decisions. Residential Life staff members are trained on alcohol/drug issues and conducts educational workshops for residents.
- Housing & Residential Life Staff, along with campus partners like student organizations, Gorloks Aware, Public Safety and Student Affairs staff work together to implement the "Safety Block Party" the weekend before classes start to educate students on Alcohol, drugs, campus and housing policies, and resources. All resident Assistants are required to bring their communities.
- Housing & Residential Life houses conduct officers who work with students through policy violations for those residents who are found in violation of the Alcohol/Drug policy(ies), the conduct officer utilizes a program (EChug) which allows students to examine their behaviors in relation to other college students. Additionally, students can gain knowledge pertaining to the effects of continued usage of these substances.
- Housing & Residential Life staff also create "passive" programmatic efforts to provide students with information pertaining to Drug/Alcohol prevention. This comes in the forms of bulletin boards providing educational items that are posted periodically throughout the year.

Student A□airs

Addresses alcohol and drug-related issues within Webster 101 courses.

Dean of Students O□ce

The Dean of Students Office partners with other departments to assist with programming efforts as needed.

Title IX

- The effects of alcohol and drug usage are addressed within the University's sexual misconduct prevention programming.
- The role of alcohol and drug usage is included in the training provided to the University's Title IX Office, Title IX Hearing Officers, Title IX Appeal Offices and Panel, and Title IX Advisors.

Human Resources

The Office of Human Resources is required to communicate with all employees regarding drug/alcohol abuse in the workplace.

POLICIES AND PROCEDURES RELATED TO SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

This section of the Annual Security and Fire SafeTD5(e55.oA)4(i(e)-- S)sohis ssef t STx-5.9aIC Vs2(CEault, S)-5(T)43(ALK)5

- 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; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for her, his, or others' safety; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including but not limited to acts 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

Rape

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.

Fondling

The touching of the private 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

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

While all sexual assaults reported to a Campus Security Authority or DPS are included in the annual crime statistics and Daily Crime Log without regard to the issue of consent, the definition of consent (both in regard to the Title IX Policy and Missouri state law) is an essential component of the Title IX Policy and the University's primary and ongoing prevention and awareness programs.

The University's Title IX Policy defines Sexual Consent as an "affirmative and willing agreement to engage in a specific form of sexual contact with another person."

The Title IX Policy expands on this definition by explaining that:

> Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has voluntarily chosen to engage in a specific form of sexual contact.
>
> Consent cannot be achieved through manipulation, coercion, force or by taking advantage of the incapacitation of another individual.
>
> An individual can withdraw consent at any time prior to or during any form of sexual contact, and when consent is withdrawn during any form of sexual contact, the sexual contact must end immediately.
>
> When the issue of consent is placed in dispute by a complainant or respondent, the University will consider all relevant facts and circumstances, including without limitation (i) the presence or absence of affirmative words or actions indicating a willingness to engage in sexual contact, (ii) whether a reasonable person would have understood the words and acts at issue as expressing consent; and (iii) whether there are any circumstances, known re reasonably apparent to any of the involved parties, demonstrating incapacitation or any other inability to make a voluntary choice to engage in sexual contact.

The Title IX Policy uses the University's definition of consent provided above; however, the Missouri state law definition is provided in Appendix D for education and awareness purposes. The University's definition of consent is used to identify potential misconduct from a sexual assault perspective in connection with disciplinary procedures.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking has Occurred.

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at St. Mary's Hospital, 6420 Clayton Rd, Richmond Heights, MO 63117. In Missouri, evidence may be collected even if you chose not to make a report to law enforcement. The hospital will require the victim to provide their name. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or maybe helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be

The Title IX Coordinator has ultimate oversight responsibility and works with an investigator who assist in fulfilling the Title IX Coordinator's responsibilities. Members of the Office for Civil Rights Compliance receive training at least on an annual basis related to carrying out their roles and responsibilities. Contact

when necessary to advise the person regarding options available for filing civil and/or criminal charges related to the offense. Those who believe they have experienced asexual offense may also report the offense directly to Campus Public Safety, the Title IX Coordinator, the Chief Human Resources Officer, or one of the offices listed above.

- The Sexual Offense Advocate may serve as the reporting party's support person during all proceedings carried out under University auspices. The Sexual Offense Advocate may designate an alternate to act as representative in the event the Sexual Offense Advocate is unable to perform the duties due to illness or other professional conflicts.
- The Sexual Offense Advocate can assist the reporting party in understanding options related to pressing civil and/or criminal charges as well as in the process of working with DPS and/or local law enforcement authorities.

Reports to the Department of Public Safety

Reporting parties also have the option of reporting sexual offenses directly to DPS. DPS can be reached at 314-246-6911 (emergency) or 314-246-7430. As noted above, anytime an individual reports a sexual assault or incident of dating violence, domestic violence or stalking to DPS, DPS will automatically contact the Sexual Offense Advocate, and the incident will be forwarded to the Title IX Coordinator for review regardless of whether the reporting party chooses to participate in a university disciplinary proceeding or pursue criminal charges.

When making a report, the party talk to a DPS officer and provide a written statement about the incident. Depending on the incident, the report will be forwarded to the proper department for follow-up and resources.

Reports to Local Law Enforcement

As noted above, both the Sexual Offense Advocate and DPS can assist reporting parties with notifying local law enforcement agencies. Alternatively, reporting parties also have the option of reporting incidents directly to local law enforcement authorities themselves. Webster Groves Police Department can be reached in cases of emergency by dialing 911 or at the non-emergency number: 314-963-5402.

Sexual assault, dating violence, domestic violence and stalking also constitute potential criminal acts that could be grounds for criminal and/or civil action. Reporting parties have the right to file a criminal complaint against the perpetrator of the sexual offense and a complaint with Webster University simultaneously, however, reporting parties also always have the right to decline to notify law enforcement.

When making a report, the party talk to the law enforcement officer and provide a written statement about

of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA) or U.S. Department of Education regulations pursuant to FERPA (34 CFR part 99), as otherwise required by applicable law, or as needed to carry out the purposes of the Title IX Regulations, including the conduct of any investigation, hearing, or judicial proceeding arising the Title IX Regulations. Of course, where the University is required by applicable law to disclose information in a report or formal complaint of sexual harassment, such disclosures will be made. Nothing in this shall be construed to prohibit a complainant or respondent from freely discussing the details of a report or formal complaint of sexual harassment. There are only two types of University employees who are not required to forward these types of reports to a Title IX Coordinator: 1) the Sexual O□ense Advocate,[3] 2) a Professional or Pastoral Counselor[4] who is employed by the University in that capacity and is acting in that role at the time the disclosure is made.

As required by law, disclosures to any other Webster University employee of a sexual assault, incident of dating violence, domestic violence or stalking will be forwarded to a Title IX Coordinator, and in the event that the incident meets the definition of a Clery Act Crime and allegedly took place on the University's Clery Act Geography will be included in the University's Daily Crime Log, and the annual crime statistics, and may result in a Timely Warning (Campus Safety Alert). However, the Daily Crime Log, annual crime statistics, and Timely Warnings never include any personally identifying information[5] about the reporting party.

Victims may request that directory information on file with the University be withheld by request in the registrar's office.

Regardless of whether a victim has opted-out of allowing the University to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

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3 As explained previously, reports of sexual assault, dating violence, domestic violence or stalking made to the Sexual Offense Advocate which meet the definition of a Clery Act Crime and which allegedly occur on Clery Act Geography are still included in the University's annual crime statistics and Daily Crime Log, but these statistics never include any personal-identifying information. Sexual assaults reported to the Sexual Offense Advocate may also result in a Timely Warning (Campus Safety Alert); however, Timely Warnings never include information that identifies the reporting party.
4 Note that disclosures to a professional or pastoral counselor at the University, who is acting in that role at the time the information is received, will not be included in the University's Daily Crime Log or annual crime statistics, and will not result in a Timely Warning (Campus Safety Alert) unless the reporting party gives his or her permission for the counselor to forward information about the incident to another employee or department at the University such as the Sexual Offense Advocate, a Title IX Coordinator, or the Department of Public Safety.
5 The term personally identifying information is defined in section 40002(a) (20) of the Violence Against Women Act of 1994 (42 U.S.C. 1395(1)(20)).

Other Considerations Regarding Incidents of Sexual Assault, Dating Violence, Domestic Violence or Stalking

Seeking Prompt Medical Attention

Regardless of whether (or to whom) an individual chooses to make a report, the University strongly encourages anyone who has experienced sexual intrusion, sexual penetration, dating or domestic violence to seek prompt medical attention. A medical examination can identify any internal trauma, test for sexually transmitted diseases, as well as obtain appropriate medical evidence should one choose to pursue legal charges at some later date. In the event that an individual chooses not to participate in forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.[6]

St. Mary's Health Center's Emergency Department is located near the Webster Groves campus and its Emergency Department has Sexual Assault Nurse Examiners on staff. St. Mary's is located at 6420 Clayton Rd, Richmond Heights, MO 63117 and the Emergency Department can be reached at (314) 768- 8360. The YWCA also provides a Rape Crisis Hotline (314) 531-7273, which can provide support and resources about sexual assault and forensic exams, including referrals to additional medical providers. Any of the individuals or departments listed above can also assist reporting parties with referrals to an appropriate medical provider.

Preserving Evidence

Regardless of when and to whom an individual chooses report to, it is important that a reporting party immediately preserve any evidence that may assist in establishing the facts of the alleged violation so that authorities and relevant administrators may ultimately take appropriate action against the responding party. It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Such evidence may include, but is not necessarily limited to, physical evidence or electronic or written communications.

Preserving Physical Evidence through a Forensic Exam

Any individual who believes he or she may wish to pursue legal charges are advised not to bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted (if the offense occurred within the past 96 hours) prior to a medical exam. However, individuals who have already engaged in any of these activities, can still choose to have an exam performed.

Preserving Other Forms of Evidence

In cases where individuals believe they may be interested in pursuing criminal and/or civil charges, it is also important to work with local law enforcement agencies so that statements can be taken, and evidence can be collected immediately. Reporting parties are also encouraged to save evidence such as letters, notes, emails, records of phone calls, videos, photos, texts, social media postings (Facebook, Twitter, etc.), computer screenshots, voicemails, or any other form of evidence that may be helpful to a criminal investigation or campus judicial proceeding.

Amnesty from University Drug and Alcohol Policy

The University encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for his/her/their own conduct, which may violate other University policies and codes of conduct.

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6 Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

An individual who reports sexual misconduct will not be subject to disciplinary action by the University, for

Any time a student or employee reports to the University that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student or employee's rights and options, including:

- the procedures affected individuals should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of reporting parties and other necessary parties;
- a statement that the institution will provide written notification to students and employees about support services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request interim protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Anytime a reporting party is referred to the Office for Civil Rights Compliance, the Title IX Coordinator will also provide the reporting party with the same written explanation of rights and options.

Orders of Protection

Webster University encourages reporting parties of sexual misconduct to make a formal report to the appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking and enforcing a no-contact, restraining or similar Court Order and has the right to be assisted by the University in exercising this option. Certain members of DPS can also assist individuals with obtaining an ex parte order of protection.

Missouri courts issue orders of protection pursuant to the Domestic Violence Act. These orders which restrains a person from abusing, stalking or harassing another person. An order of protection carries criminal penalties for violation and is valid in other states. Missouri Domestic Violence Act (Chapter 455, RSMo).

There are two types of orders of protection: an ex parte order of protection and a full order of protection. An ex parte order of protection is a temporary order issued by a court which remains in effect until a hearing is held. A full order of protection can only be issued after a hearing on the record when the person against whom the order is directed has received notice of the proceedings and has had an opportunity to be heard. Visit https://www.courts.mo.gov/page.jsp?id=533 for more information on Orders of Protection under Missouri law.

To file for an ex parte Order of Protection in St. Louis County, in which Webster University is located, one of the following conditions must be met: The Reporting Party must reside in St. Louis County, the Responding Party can be served with the order in St. Louis County, or the act of domestic violence must have occurred in St. Louis County.

Members of the Webster University community who receive a lawful order of protection (including ex parte orders) should provide a copy to DPS and to the applicable University appointed Title IX Coordinator. DPS also suggests that individuals with orders of protection meet with DPS to develop a Safety Action Plan – a plan intended to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts and special parking arrangements.

In addition to orders of protection issued by the courts, Webster University may impose a mutual no contact directive. Mutual No Contact directives prohibit an individual from contacting a specific person or specific people until rescinded. Contact includes, but is not limited to in person, by phone, text messaging, social

media, by third person, etc. Mutual No Contact directives may be issued by the Of ce for Civil Rights Compliance, the Hearing Of cers, and the Appeal Of cers.

Students or staff also have the right to request that his or her campus directory information on le be removed from public sources by directing a request to the Of ce of the Registrar, Loretto Hall 63, Webster Groves Main Campus, 314-968-7450/800-987-3447, registrarof ce@webster.edu

Accommodations and Interim Protective Measures

The University provides written noti cation to reporting parties about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The institution will provide such protective measures if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information regarding how to request changes to academic, living, transportation and working situations or protective measures; and the University is obligated to comply with any reasonable requests following a report of an alleged sexual assault, incident of domestic violence, dating violence or stalking. The Title IX Coordinator is responsible for coordinating the effective implementation of such measures.

These options include counseling, extensions of deadlines or other course-related adjustments, modi cations of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures, if requested and reasonably available, regardless of whether the reporting party chooses to le a formal report. No contact measures may also be implemented.

Any interim protective measures imposed should avoid any lasting negative effects on the any party before any ndings of responsibility are made as much as is possible in the circumstances presented.

The University maintains the con dentiality of any protective measures provided to any involved party to the extent that maintaining such con dentiality would not impair the ability of the institution to provide the accommodations or protective measures. The Title IX Coordinator reviews options and interim protective measures with the reporting party, and in doing so explains that he or she will limit the information shared with University employees in other campus departments involved in certain accommodations/ protective measures (e.g., Housing & Residential Life, Academic Affairs, Human Resources, etc.) The Title IX Coordinator provides the most minimal amount of information possible in order to affect the accommodation/protective measure, and never communicates the reason for the requested accommodation/protective measure to anyone outside of the Title IX Of ce.

On Campus Resources Available to Parties Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information on the following resources:

Counseling & Mental Health Services
In addition to the variety of assistance provided to reporting parties by the University's Sexual Offense Advocate listed above, the Advocate also offers individual trauma focused therapy. Contact the Counseling & Life Development of ce or the Sexual Offense Advocate for additional information on on-campus counseling support by calling 314-968-7030.

Health Services
Student Health Services provides limited health services on campus (e.g., minor rst aid), but is available to assist with making referrals to nearby providers. Health Services can be reached at 314-246-4207.

Victim Advocacy Services
As explained above, the University's Sexual Offense Advocate can assist reporting parties with a full range of advocacy services.

Legal Assistance
The University does not offer reporting parties legal assistance on campus, but the University's Sexual Offense Advocate can assist with legal referrals.

Visa & Immigration Assistance
Blerina Polovina, Director of International Admission & Services, can assist reporting parties with visa or immigration matters on campus. She can be reached at 314-246- 7860 or by email at ngjble@webster.edu.

Student Financial Aid
The Of ce of Financial Aid can be reached at 314-968-6992 or by email at ancialaid@webster.edu

Additional Services
Reporting parties can always contact the University's Sexual Offense Advocate or a Title IX Coordinator for assistance with other related services which are not included here.

Community Resources Available to Parties Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information on the following resources in the metropolitan St. Louis region:

Counseling

Victim Advocacy Services
ALIVE provides counseling, emergency sanctuary, and other critical services to adults and children impacted by domestic abuse. ALIVE also serves the LGBTQ community through the Anti-Violence Advocacy Project (AVAP) which can be accessed through ALIVE's main crisis line.

Mental Health

Victim Advocacy Services
ALIVE - Alternatives to Living in Violent Environments
(http://www.alivestl.org/) 314-993-2777 –available 24 hours/7 days a week.

Victim Advocacy Services
ALIVE provides counseling, emergency sanctuary, and other critical services to adults and children impacted by domestic abuse. ALIVE also serves the LGBTQ community through the Anti-Violence Advocacy Project (AVAP) which can be accessed through ALIVE's main crisis line.

Victim Advocacy Services
YWCA Women's Resource Center
314-531-RAPE (7273) – available 24hours/7 days a week crisis line. YWCA Woman's Place provides immediate and ongoing support for women who have experienced emotional, physical or sexual abuse.

YWCA Woman's Place is unique in being the only non-residential stand-alone drop-in center in the St. Louis region where no appointment is needed and there are no eligibility requirements or fees. All are welcome without regard to age, background, ethnicity or cultural traditions. At YWCA Woman's Place women have the confidential opportunity to assess their situation, experience understanding and encouragement, and access resources helpful to them.

Woman's Place (St. Louis County drop-in center) https://www.ywcastl.org/what-we-do/womens-crisis-and-housing-services/
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Notifications to Reporting and Responding Parties

The Title IX Policy states that in all cases of allegations of violations of the Policy, the reporting party and responding party will receive simultaneous notification, in writing, of: (1) any result of a disciplinary proceeding (including the rationale for the result and any sanctions imposed); (2) procedures for the reporting party and responding party to appeal the result of the disciplinary proceeding; (3) any change in the result of a disciplinary proceeding (including the rationale for the result); and (4) when the results of any disciplinary proceeding become final.

Standard of Evidence

The standard of evidence to be used to determine responsibility in the processing of a formal complaint is the preponderance of the evidence standard. Notwithstanding the suggestion or mandate to apply, in general, any other evidentiary standard to charges or complaints against faculty or other University personnel, where any respondent is accused of sexual harassment in a formal complaint, the standard of evidence shall be the preponderance of the evidence standard.

Sanctions

In determining sanctions, the Hearing Boards will consider the nature and seriousness of the offaill considelomprocions99

TITLE IX POLICY ON SEX DISCRIMINATION, INCLUDING SEXUAL HARASSMENT

Effective August 14, 2020
Revised March 8, 2024

I. PURPOSE

The purpose of Webster University's Title IX Policy on Sexual Harassment ("Policy") is to prohibit sexual harassment, as that term is defined under the terms of this Policy and the Department of Education's regulations construing Title IX of the Education Amendments Act of 1972 ("Title IX").[1] Webster University

d) “Stalking” refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to

(1) fear for their safety or the safety of others; or

(2) suffer substantial emotional distress. See 34 U.S.C. § 12291(a)(30).

C. Inquiries about Title IX Requirements. Inquiries about the application of this Policy, Title IX and the Title IX Regulations may be referred to the University’s Title IX Coordinator:
Kimberley Bynum-Smith
Director, Office for Civil Rights Compliance and Title IX Coordinator
200 Hazel, 2nd Floor, St. Louis, MO 63119
314-246-7780
kimberleybynumsmith@webster.edu

D. Interaction with Other University Policies. This Policy addresses sex discrimination. There are other University policies (e.g., the Student Code of Conduct, the Human Resources Grievance Policy, and the Equal Employment Opportunity Commission [EEOC] policy) that address different forms of discrimination and harassment. If the Title IX Coordinator receives a report about misconduct that is not sex discrimination and is therefore not covered by this Policy, the Title IX Coordinator will not adjudicate that complaint. The conduct may be adjudicated by other individuals under the relevant policy(ies).

Individuals who fail to comply with this Policy and the procedures set forth therein may be subject to disciplinary actions guided by the Student Handbook, the Employee Handbook, or the Faculty Manual. Non-compliance with this policy may result in disciplinary action, up to and including separation from the

responsibility for violation of this Policy, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

D. Complaints of Retaliation. Complaints alleging retaliation under this Policy may be filed according to the grievance procedures for sex discrimination, including sexual harassment, that are set forth in this Policy.

E. Penalties for Retaliation. A violation of this Policy may result in disciplinary action. The same range of disciplinary actions that are described in this Policy as available for a finding of sex discrimination, including sexual harassment, can be imposed as result of a finding that prohibited retaliation has occurred.

IV. CONFIDENTIALITY

This Policy requires the University to keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA") or U.S. Department of Education regulations published pursuant to FERPA (34 CFR part 99), as otherwise required by applicable law, or as needed to carry out the purposes of the Title IX Regulations, including the conduct of any investigation, hearing, or judicial proceeding arising from the Title IX Regulations. Of course, where the University is required by applicable law to disclose information in a report or formal complaint of sexual harassment, such disclosures will be made. Nothing in this Section IV shall be construed to prohibit a complainant or respondent from freely discussing the details of a report or formal complaint of sexual harassment.

V. SUPPORTIVE MEASURES

A. Availability of Supportive Measures. The University shall make available to every complainant and respondent supportive measures as part of the University's handling of a report of sex discrimination, including reports and formal complaints of sexual harassment. Individuals involved in a complaint of

b)

nature and degree of the intoxication go beyond the stage of merely reduced inhibition and reach a point in which the victim does not understand the nature and consequences of the sexual contact. In the latter case, the person cannot provide consent. A person who is asleep or who is passed out or unconscious as a result of the consumption of alcohol or drugs is physically helpless and is not able to consent.

A person violates this Policy if the person has sexual contact with someone who the person knows or should know is incapacitated—regardless of the cause, including intoxication to the point of causing incapacitation. The test of whether an individual should know that another person is incapacitated is whether a reasonable, sober person would be able to ascertain the other person's incapacitation.

A respondent cannot rebut an allegation of sexual harassment merely by arguing drunkenness or other drug impairment prevented the respondent from knowing that the other person was incapacitated.

6. Respondent. The term "respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

C. Reporting Sex Discrimination.

1. Persons Who Can Report Sex Discrimination. Any person participating in, or attempting to participate in, a university program or activity may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), sexual assault, dating violence, domestic violence or stalking. Following such report, the Title IX Coordinator will provide the student or employee a written explanation of the individual's rights and options, irrespective of whether or not the offense occurred on-or-off campus.

2. Reporting Methods. A report of sex discrimination, including sexual harassment, may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed in this Policy for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed in this Policy for the University's Title IX Coordinator. In addition to the Title IX Coordinator, the University's Chief Human Resources Officer may also receive notice of reports of sex discrimination, including sexual harassment, under this Policy.

3. Amnesty from Drug, Alcohol, and Related University Policies. The University encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct, which may violate other University policies and codes of conduct.

An individual who reports sexual misconduct will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding the use of alcohol or other drugs. This amnesty policy applies to the University's student conduct process as well as related policies applicable to students, faculty and staff.

While the University may waive disciplinary action under its policies related to use of alcohol and drugs as indicated above, it retains the responsibility to report any illegal use of these substances as required by law and will act in compliance with those laws.

D. Responding to Sexual Harassment in the Absence of a Formal Complaint.

1. Prompt ResponseWhen the University has actual knowledge of sexual harassment in an education program or activity of the University against the person in the United States, the University will respond promptly, reasonably and with deliberate attention.

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formal complaint against a University faculty member, the default decision-maker will be the Vice President for Academic Affairs or such person's designee. For formal complaints against a student, the default decision-maker will be the Dean of Students or such person's designee. For each of these role assignments, an analysis will be performed to determine whether a person selected as an investigator or decision- maker has a conflict of interest that would prevent such person from serving in the role at issue.

c) Training RequirementsThe University will ensure that all Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment; the scope of the University's education program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The University will also ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evideny,cg nd in11n 1(g R) istacestionand evg and

and the respondent of the delay or extension and the reasons for the action. Good cause may include the complexity of the circumstances surrounding an allegation; scheduled and unscheduled breaks; campus closures; the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

h) Burdens of Proof and of Gathering Evidence. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the parties.

i) Standard of Evidence. In determining whether this Policy has been violated, the University will apply the preponderance of the evidence standard, meaning "is it more likely than not that the allegation(s) are substantiated." This standard of evidence applies to all complaints of sexual harassment, sexual assault, dating violence, domestic violence, or stalking, including such complaints that fall outside the scope of Title IX.

j) Equal Opportunity to Present and Inspect Evidence. The University's investigation and adjudication of the allegations must be based on an objective evaluation of the relevant evidence available in a particular case; however, the type and extent of evidence available will

G. Emergency Removal. Notwithstanding any other provision of this Policy that may suggest otherwise, the University may choose to remove a respondent from any University education program or activity on an emergency basis if, based on an individualized safety and risk analysis, the University determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies such removal. When the University exercises its right to implement an emergency removal, the University will notify the respondent of that decision and provide the respondent with an opportunity to challenge the decision immediately following the removal.

H. Administrative Leave. Notwithstanding any other provision of this Policy that may suggest otherwise, the

qualify as sexual harassment as de ned in this Policy. The Sexual Offense Advocate is available to assist campus community members with the following areas of concern:

3. The Sexual Offense Advocate has training in crisis intervention and support techniques, and provides emotional, medical, and/or judicial support either directly or through on- or off-campus referral.

   a) The Sexual Offense Advocate informs the person of all rights under this Policy and provides procedural information and support as needed. The Advocate also works with Public Safety Of cers when necessary to advise the person regarding options available for ling civil and/ or criminal charges related to the offense. Those who believe they have experienced a sexual offense may also report the offense directly to Campus Public Safety or to the appropriate Title IX Coordinator or Deputy Title IX Coordinator as indicated above.

   b) The Sexual Offense Advocate may provide support to the party who has made a report to the Sexual Offense Advocate during all proceedings carried out under University auspices. The Sexual Offense Advocate, in consultation with the party who has made a report to the Sexual Offense Advocate, may designate an alternate to act as representative in the event the Sexual Offense Advocate is unable to perform the duties due to illness or other professional con icts.

   c) Please note that the Sexual Offense Advocate's role is separate from the administrative functions associated with the Title IX grievance procedure and grievance process.

4. When any incident of sexual offense occurs to a member of the University community— even if off-campus, the University strongly encourages reporting to the Sexual Offense Advocate and/or the Of ce of Public Safety even if such incident does not constitute sexual harassment as de ned in this Policy. When contacted rst, Public Safety will automatically contact the Sexual Offense Advocate.

   The Sexual Offense Advocate as well as Public Safety are trained to provide assistance in making decisions about pursuing medical attention, counseling/support services, ling campus disciplinary procedures, preserving evidence, and ling criminal and/or civil charges.

5. It is especially important that someone experiencing sexual assault or some other form of sexual offense preserves any evidence that may assist in establishing the facts of the alleged offense that occurred so authorities and relevant administrators may appropriately investigate the report. Such evidence may include, but is not necessarily limited to, physical evidence or electronic or written communications. Parties may also obtain a con dential forensic examination by a Sexual Assault Nurse Examiner at St. Mary's Health Center, 6420 Clayton Rd, Richmond Heights, MO 63117,314-768-8360. The YWCA also provides a Rape Crisis Hotline 314-531-7273, which can provide support and resources about sexual assault and forensic exams.

B. Reports to the Title IX Coordinator. In addition to con dentially reporting sexual harassment to the Sexual Offense Advocate, an individual may also le a written statement with the Title IX Coordinator should they choose to do so. See VI. E. for more information.

C. Reports to the Local Authorities. Behaviors de ned above such as sexual assault, dating violence, domestic violence and stalking constitute potential criminal acts that could be grounds for criminal and/or civil action. Reporting parties of sexual offenses have the right to le a criminal report against a respondent simultaneously with a report of sex discrimination, including sexual harassment, under this Policy.

1. The University encourages individuals experiencing sexual misconduct (even if such conduct does not qualify as sexual harassment as de ned in this Policy) to make a formal report to the appropriate local law enforcement authorities for the purpose of ling a criminal report and/or seeking and enforcing a no contact, restraining or similar Court Order and has the right to be assisted by the University in exercising this option.

2. In cases where individuals are interested in pursuing criminal and/or civil charges, it is especially important to work with law enforcement so that statements can be taken and evidence can be collected immediately. If a party experienced sexual intrusion or sexual penetration, one is encouraged to seek medical attention immediately. A medical examination can identify any internal trauma, test for sexually transmitted diseases, as well as obtain appropriate medical evidence should one choose to pursue legal charges at some later date.

3. The Sexual Offense Advocate can assist the party who has made a report in understanding options related to pressing civil and/or criminal charges as well as in the process of working with Public Safety and/or local authorities. The Webster University Of ce of Public Safety can be reached at 314-968-6911 (emergency) or 314-968-7430.

4. Although the Sexual Offense Advocate and the University's Of ce of Public Safety are available to receive reports of sexual misconduct, including conduct that—if proven— would constitute sexual harassment as de ned in this Policy, a report of such conduct to the Sexual Offense Advocate and/or the Of ce of Public Safety will not trigger grievance procedures or a grievance process under this Policy.

D. Reports Involving Minors or Suspected Child Abuse. Under most state laws, an individual must make a mandatory report of suspected child abuse and neglect, including sexual assault, when that individual, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a minor whom the individual knows or reasonably suspects has been the victim of child abuse or neglect, including sexual assault.

1. All University employees, whether designated as a mandatory reporter under state law or not, are required to immediately report any suspected child abuse and neglect to the Title IX Coordinator and the Director of Public Safety. The source of abuse does not need to be known in order to le a report.

2. The University will report all suspected child abuse and neglect, including sexual assault, to law enforcement as required by the state in question. The University must act quickly regarding all reasonable suspicions of sexual or physical abuse. It is not the responsibility of any employee, student, or volunteer to investigate suspected child abuse. This is the role of and law enforcement and other authorities. Timeliness of the reporting is critical.

E. Options for Seeking Con dential Resources. The University encourages individuals who experience sexual assault and offenses to talk to somebody about what happened—so they can get the support they need, and so the University can respond appropriately.

Different employees on campus have different abilities to maintain a party's con dentiality.

1. Some are required to maintain near complete con dentiality; talking to them is sometimes called a "privileged communication." Professional, licensed counselors and pastoral counselors who provide mental health counseling to members of the University community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without the permission of the party who has made a report to a counselor.

XI. FALSE STATEMENTS

The University will not tolerate the making of any materially false statement by any party or witness in any grievance procedures or grievance process under this Policy. The University takes very seriously the accuracy of information collected under this Policy. A good-faith report that results in a finding of not responsible is not considered a materially false accusation of sexual misconduct. Likewise, a good-faith denial of sexual harassment allegations will not be considered a materially false statement even if the respondent is ultimately found responsible for violating the Policy. However, it is a violation of the Code of Student Conduct for any student to make an intentionally, materially false statement in any grievance procedure or grievance process under this Policy, and it is a violation of the University's Equal Employment Opportunity policy for any employee to make an intentionally, materially false statement in any grievance procedure or grievance process under this Policy.

The Wellness Center

Any professional counselors working in the Wellness Center must attend an approved program on the counseling of sexual offense reporting parties.

Employee Resources

Prudential's Employee Assistance program, offered by ComPsych, helps you and your family cope with life, from the everyday to the unexpected. Whether managing everyday issues such as job pressures, relationships, retirement planning, or finding childcare, or faced with grief, loss, or the impact of a disability, ComPsych is your resource for professional support. You and your family, including spouse and dependents, have access to ComPsych at no additional cost to you as long as your employer offers a covered product from Prudential. Professionals are available 24/7 and 365 days a year. Referrals may be made to appropriate professionals for up to 3 in- person visits, per year, per occurrence at no cost to the employee.

- ComPsych's Website: https://www.compsych.com/
- Guidance Resources' Website: https://www.guidanceresources.com/
- Hotline: 800-311-4327
- Human Resource Department: 314-246-6961 or benefits@webster.edu

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Bystander Intervention

The University takes care to educate students, staff and faculty about safe and positive options to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. This is commonly referred to as bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. The University recognizes the importance of educating the campus community how to safely engage in bystander intervention.

All students are encouraged to report suspected sexual offenses, and in no case should intervene directly in a situation without assistance from the administration or authorities if doing so risks harm to the bystander or victim. Bystander intervention should be carried out only where safe and positive results are warranted. In all cases, bystanders should report any observed sexual offense. Employees are also required to comply with the reporting requirements for responsible employees.

Appendix D contains some suggested techniques for effectively engaging in bystander intervention. Additional training and information on bystander information is provided in all Primary Prevention and Awareness Programs and several the Ongoing Prevention and Awareness Campaigns.

Risk Reduction

Education on risk reduction is another important piece of education and awareness related to dating violence, domestic violence, sexual assault and stalking. In this context, risk reduction refers to options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Information on risk reduction is included in all Primary Prevention and Awareness Programs and a number of the Ongoing Prevention and Awareness Campaigns. The University's suggested risk reduction strategies are based on the needs of the campus community and never encourage victim blaming.

The Department of Public Safety also operates a Campus Safe Walk Service as previously described in this Report.

The University's primary prevention and awareness programs for students and faculty/staff both include the following components:

- A statement that the University prohibits the crimes of domestic violence, dating violence, sexual assault and stalking;
- The VAWA definitions of domestic violence, dating violence, sexual assault and stalking;
- The Missouri state law definitions of dating violence, domestic violence,21 sexual assault and stalking;
- The Missouri state law definition of consent;
- The University's definition of consent and the purposes for which that definition is used
- Descriptions of safe and positive options for bystander intervention;
- Information on risk reduction;
- A statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking, and of procedures that the institution will follow when one of these crimes is reported; and the procedural requirements for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking.

Program Name	Date	Behavior Covered	Description of Program
Domestic Violence Awareness Month Resource Fair	10/3/23	DV/DA/SA	Staff from Office for Civil Rights Compliance, Counseling and Life Development, Student Conduct, Public Safety, ALIVE, Safe Connections, Housing, and Gorloks Aware provided information on bystander intervention, Start by Believing pledges, and campus and community resources for survivors of dating and domestic violence. Open to all.
SGA Open Forum	10/3/23	DV/DA/SA/S	Provided an explanation of prevention program available to all students and coordinated community response. Open to all
Webster 101 Green Dot Bystander Intervention Training	10/5/23	DV/DA/SA/S	This discussion and activity-packed bystander intervention training leads with hope and the belief that we have the power to create culture change. Participants build skill in four areas: (1) identifying

Program Name	Date	Behavior Covered	Description of Program
Green Dot Bystander Intervention Training	10/19/23	DV/DA/SA/S	This discussion and activity-packed bystander intervention training leads with hope and the belief that we have the power to create culture change. Participants build skill in four areas: (1) identifying red dots/flags of dating violence, sexual violence, and stalking; (2) identifying their own personal barriers to intervention; (3) selecting realistic intervention strategies; and (4) building a proactive anti-violence culture. Open to all
What Would You Do? Info Table	10/23/23	DV/DA/SA/S	At this info table, participants answer what they would do when faced with a bystander intervention scenario. Handed out victim services brochures and Start by Believing pledges. Open to all.
Boos and Brews	10/24/23	DV/DA	Collaborated with Campus Activities to provide root beer floats. Handed out information on healthy and unhealthy relationships including materials specific to LGBTQ+ relationships. Open to all.
RA Trick or Treat Event	10/24/23	DV/DA	Collaborated with Resident Assistants to provide information on healthy and unhealthy relationships including materials specific to LGBTQ+ relationships. Open to all campus housing students.
What Would You Do? Info Table	10/26/23	DV/DA/SA/S	At this info table, participants answer what they would do when faced with a bystander intervention scenario. Handed out victim services brochures and Start by Believing pledges. Open to all.
Student Affairs Green Dot Bystander Intervention Training	10/30/23	DV/DA/SA/S	This discussion and activity-packed bystander intervention training leads with hope and the belief that we have the power to create culture change. Participants build skill in four areas: (1) identifying red dots/flags of dating violence, sexual violence, and stalking; (2) identifying their own personal barriers to intervention; (3) selecting realistic intervention strategies; and (4) building a proactive anti-violence culture. Open to Student Affairs staff.
Student Government Association Green Dot Bystander Intervention Training	10/31/23	DV/DA/SA/S	This discussion and activity-packed bystander intervention training leads with hope and the belief that we have the power to create culture change. Participants build skill in four areas: (1) identifying red dots/flags of dating violence, sexual violence, and stalking; (2) identifying their own personal barriers to intervention; (3) selecting realistic intervention strategies; and (4) building a proactive anti-violence culture. Open to Student Government Association members.
What Would You Do? Info Table	11/9/23	DV/DA/SA/S	At this info table, participants answer what they would do when faced with a bystander intervention scenario. Handed out victim services brochures and Start by Believing pledges. Open to all.
Gentleman's Club	11/13/23	DV/DA/SA	This event, focused on engaging men as allies in violence prevention and connecting male survivors to victim services, was a facilitated discussion on the impact hip hop music has on how our community views and engages in sex and relationships. Free haircuts from a barber were provided. Open to all.

2022 Fire Statistics for On-Campus Student Housing Facilities

2021 Fire Statistics for On-Campus Student Housing Facilities

FIRE SAFETY POLICIES AND PROCEDURES

This section of the Annual Security and Fire Safety Report provides information on the specific fire safety systems included in each on-campus student housing facility, information on how to report afire to the

7. After you leave the building, keep a safe distance away from it and do not interfere with the re department or public safety operations. Return to the building only when told it is safe to do so by a member of the Housing & Residential Life professional staff or DPS.
8. Residents who do not evacuate the halls or apartments during a re alarm are subject to nes and disciplinary action.

If you discover a re in a student housing facility:

1. Go to the nearest alarm box, follow the instructions printed on the box, and activate the alarm. Evacuate the building immediately and do not use an elevator.
2. As soon as it is safe to do so, call DPS (x6911 or 314-968-6911) and give the exact location of the re and notify a member of the residential life staff.
3. If your door is warm or if the hallway is smoke- lled, stay in your room with your door closed. Seal cracks around the door with towels or sheets to keep the smoke from entering the room.
4. If smoke does enter your room, open one window slightly. Hang something noticeable out the window like a towel or sheet to indicate your exact location to re ghters.
5. If you cannot open the window, remain close to the oor. The best breathing air will be approximately 18 inches above the oor.
6. Above all, remain calm. The Webster Groves Fire Department is very familiar with all campus housing and will be on the scene immediately directing rescue operations.

Procedures for Evacuating Student Housing Facilities in Case of Fire

All occupants of a residence hall or any of the on-campus apartment complexes must immediately evacuate the building when an alarm sounds. Whenever an alarm sounds in one of the residence halls or the Webster Village Apartments, all RAs available at the time will knock on resident doors, informing them of the need to evacuate, provided it is safe to do so. DPS will support the RAs and any available professional HRL staff in ushering people outside and keeping them assembled in the designated evacuation location.

Whenever an alarm sounds in an apartment at Glen Park or Big Bend Apartments, all occupants must immediately evacuate the building and should immediately contact Public Safety on the emergency line at 314-968-6911. Public Safety will contact the Webster Groves Fire Department and coordinate a response to the emergency with that department and HRL. All residents should remember to walk (not run) during evacuations and be sure to use stairwells (not elevators) when evacuating the buildings during a re alarm or other emergency. Additional information HRL's Emergency Procedures is available at https://www.webster.edu/documents/housing/emergency_procedures_2122.pdf

Residents with disabilities that could affect their ability to evacuate in case of emergency should contact the Of ce of Housing & Residential Life (HRL) at 314-246-4663 prior to move in (or as soon as possible after becoming injured or disabled). HRL will work with the Academic Resource Center (ARC)to develop a plan for assisting the resident during emergency drills and/or emergency situations.

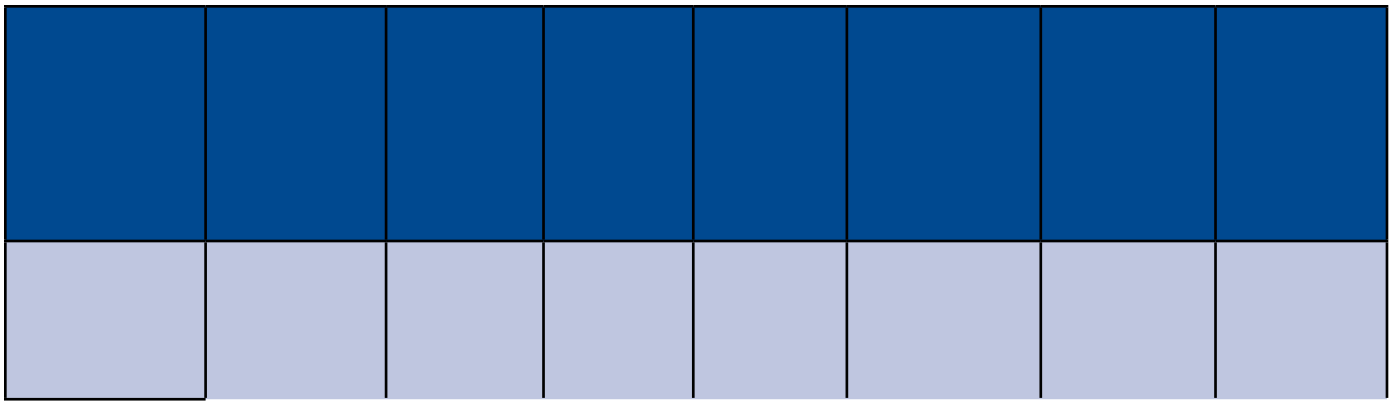
Emergency evacuation route signage is visible on residence hall room doors, and evacuation point signage is posted at designated assembly points.

Evacuation meeting points for all on campus student housing facilities appear below:

Building	Evacuation Location
Webster Village Buildings # 1, 2, and 6	The parking lot behind the pool and in front of building 6.
Webster Village Buildings # 3, 4, and 5	The parking lot between buildings 5 and 6.
East Hall	The parking lot to the north of West Hall.
West Hall	The parking lot to the east of East Hall.
Maria Hall	The area near the Facilities Services Building.
Glen Park Apartments	Parking lot for Garden Café to the west of the parking lot.
Big Bend Apartments	Across Big Bend on the south side in the parking lot adjacent to the White Bluff Apartments.

Misuse of the fire alarm and protection equipment (which includes fire alarms and fire extinguishers) constitutes a serious threat to the safety of the occupants of a building and is prohibited. Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel is prohibited, and will result in severe disciplinary action, including possible dismissal from Webster University along with possible criminal prosecution. Criminal prosecution may subject the violator to fines, imprihori4 lSEMCQq1 0 0 1 54 icevacilitult in sperc ult in sperc fifififififififififififififator

See below for details regarding the specific fire safety systems currently in place in each on campus student housing facility. The University does not anticipate a need for future improvements to fire safety systems at this time.



During the fall of 2023, HRL professional staff covered the following information with residents at orientation as they do each year:

- Explain that it is University policy that anytime a smoke alarm goes off, you must exit the building;
- Explain what will happen during an evacuation;
- Explain that residents can't leave evacuation location until they're cleared by re department or public safety; and
- Discuss the consequences for misusing re alarm and protection equipment.

Webster University also offers general re safety education or training for employees upon request. Students, faculty and staff are all encouraged to review the general emergency procedures related to re safety on the DPS website at_____

Hate Crimes
A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

The Department of Education directs institutions to report statistics for hate crimes in connection with the following offenses: Murder and Non-negligent Manslaughter; Sexual Assault; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson. These definitions are provided above.

Institutions must also report statistics for hate crimes in connection with the following offenses which are not otherwise included in the annual crime statistics:

- Larceny: the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- Simple Assault: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism of Property: to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Types of Bias reportable under the Clery Act:

Race
A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

Religion
A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation
A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Gender
A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity
A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non- conforming individuals.

APPENDIX E – MISSOURI STATUTES

556.061. Code definitions. [Preliminary Provisions (Criminal Code)]

(Selected definitions only)

(14) “Consent”: consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
b) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
c) It is induced by force, duress or deception;

(27) “Forcible compulsion” either:

a) Physical force that overcomes reasonable resistance; or
b) A threat, express or implied, that places a person in reasonable fear of death, serious physical injury or kidnapping of such person or another person;

(28) “

3.“Forced labor”, a condition of servitude induced by means of:
   a) Any scheme, plan, or pattern of behavior intended to cause a person to believe that, if the person does not enter into or continue the servitude, such person or another person will suffer substantial bodily harm or physical restraint; or
   b) The abuse or threatened abuse of the legal process;
4. “Sexual conduct”, sexual intercourse, deviate sexual intercourse or sexual contact;
5. “Sexual contact”, any touching of another person with the genitals or any touching of the genitals or anus of another person, or the breast of a female person, or such touching through the clothing, or causing semen, seminal fluid, or other ejaculate to come into contact with another person, for the purpose of arousing or gratifying the sexual desire of any person or for the purpose of terrorizing the victim;
6. “Sexual intercourse”, any penetration, however slight, of the female genitalia by the penis.

566.023. Marriage to victim, at time of o□ense, a□rmative defense, for certain o□enses. –

It shall be an affirmative defense to prosecutions under sections 566.032, 566.034, 566.062, 566.064, and 566.071, that the defendant was married to the victim at the time of the offense.

566.030. Rape in the first degree, penalties--suspended sentences not granted, when. –

1. A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim’s knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.
2. The offense of rape in the first degree or an attempt to commit rape in the first degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than five years, unless:
   1. The offense is an aggravated sexual offense, in which case the authorized term of imprisonment is life imprisonment or a term of years not less than fifteen years;

566.031. Rape in the second degree, penalties –

1. A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person's consent.
2. The offense of rape in the second degree is a class D felony.

566.060 Sodomy in the rst degree, penalties--suspended sentence not granted, when. –

1. A person commits the offense of sodomy in the rst degree if he or she has deviate sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.
2. The offense of sodomy in the rst degree or an attempt to commit sodomy in the rst degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than ve years, unless:
    1. The offense is an aggravated sexual offense, in which case the authorized term of imprisonment is life imprisonment or a term of years not less than ten years;
    2. The person is a persistent or predatory sexual offender as de ned in section 566.125 and subjected to an extended term of imprisonment under said section;
    3. The victim is a child less than twelve years of age, in which case the required term of imprisonment is life imprisonment without eligibility for probation or parole until the offender has served not less than thirty years of such sentence or unless the offender has reached the age of seventy- ve years and has served at least fteen years of such sentence, unless such sodomy in the rst degree is described under subdivision (4) of this subsection; or

degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than ve years, unless:

1. The offense is an aggravated sexual offense or the victim is less than twelve years of age, in which case the authorized term of imprisonment is life imprisonment or a term of years not less than ten

455.010. Definitions. [Abuse--Adults and Children--Shelters and Protective Orders Adult Abuse]

As used in this chapter, unless the context clearly indicates otherwise, the following terms shall mean:

1. "*Abuse*" includes, but is not limited to, the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse does not include physical harm or fear of physical harm based upon accidental means or reasonable discipline administered by a parent or person in loco parentis to a child in the course of taking proper care and maintenance of the child, unless the manner or method of discipline results in abuse as defined in this subdivision:

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15. "Stalking" is when any person purposely engages in an unwanted course of conduct that causes alarm to another person, or a person who resides together in the same household with the person seeking the order of protection when it is reasonable in that person's situation to have been alarmed by the conduct. As used in this subdivision:
    a) "Alarm", to cause fear of danger of physical harm; and
    b) "Course of conduct", two or more acts that serve no legitimate purpose including, but not limited to, acts in which the stalker directly, indirectly, or through a third party follows, monitors, observes, surveils, threatens, or communicates to a person by any action, method, or device.

455.020. Relief may be sought — order of protection e□ective, where. —

1. Any person who has been subject to domestic violence by a present or former family or household member, or who has been the victim of stalking or sexual assault, may seek relief under sections 455.010 to 455.085 by filing a verified petition alleging such domestic violence, stalking, or sexual assault by the respondent.
2. A person's right to relief under sections 455.010 to 455.085 shall not be affected by the person leaving the residence or household to avoid domestic violence.
3. Any protection order issued pursuant to sections 455.010 to 455.085 shall be effective throughout the state in all cities and counties.

565.072 Domestic assault, first degree--penalty.

1. A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic viCID 6860Ɐ0a(.085 shall no)8(t be af)-26

4. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of any violation of federal, state, county, or municipal law.
5. The offense of stalking in the first degree is a class E felony, unless the defendant has previously been found guilty of a violation of this section or section 565.227, or any offense committed in another jurisdiction which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section or section 565.227, or unless the victim is intentionally targeted as a law enforcement officer, as defined in section 556.061, or the victim is targeted because he or she is a relative within the second degree of consanguinity or affinity to a law enforcement officer, in which case stalking in the first degree is a class D felony.

565.227. Stalking, second degree, penalty.

1. A person commits the offense of stalking in the second degree if he or she purposely, through his or her course of conduct, disturbs, or follows with the intent to disturb another person.
2. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of any violation of federal, state, county, or municipal law.
3. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.
4. The offense of stalking in the second degree is a class A misdemeanor, unless the defendant has previously been found guilty of a violation of this section or section 565.225, or of any offense committed in another jurisdiction which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section or section 565.225, or unless the victim is intentionally targeted as a law enforcement officer, as defined in section 556.061, or the victim is targeted because he or she is a relative within the second degree of consanguinity or affinity to a law enforcement officer, in which case stalking in the second degree is a class E felony.

**Note that Missouri does not define the term Dating Violence

APPENDIX F – BYSTANDER INTERVENTION TIPS

The University encourages the campus community to recognize that we all have an opportunity to make a difference and reduce the incidents of sexual misconduct on our campus, by learning how to intervene when we witness a situation that makes us uncomfortable, or we know is wrong. One method of bystander intervention is referred to as the "3 D's - Distract, Delegate, and Direct." Information about how to engage in this method appears below. IMPORTANT REMINDER: You should always assess whether you can safely intervene before engaging in any of the techniques described below.

Distract: This technique involves causing some form of distraction that will interrupt the flow of what is happening. Once you identify a high-risk situation you can attempt to distract either of the two individuals.

Examples:

- Ask one of the people to help you find a lost item.
- Interrupt to ask for directions.
- Spill a drink.
- Start talking to the couple and don't leave, so isolation cannot happen.
- An easy technique you can use is to invite the targeted individual to go outside for some fresh air. Once he or she is away from the other person, check in and ask if she or he needs help.

Delegate: When a bystander doesn't feel safe to approach the situation alone, she or he can involve others.

Examples:

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APPENDIX E – FIRE SAFETY TIPS

If your clothes are on fire, stop, drop, and roll to extinguish fire. If you are trapped in a room:

- Place cloth material around the bottom of the door to prevent smoke from entering.
- Close as many doors as possible between you and the fire.
- Do not break glass unless necessary. Outside smoke may enter.
- Signal from a window if possible.

If you are caught in smoke:

- Drop to your hands and knees, and crawl.
- Hold your breath as long as possible.
- Breathe shallowly through your nose and use clothing as a filter.

If you are forced to advance through flames:

- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Lower your head and close your eyes often.

APPENDIX F – RISK REDUCTION TIPS

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately by calling 911