2021 ANNUAL SECURITY & FIRE SAFETY REPORT

Columbus College of Art & Design (CCAD) makes this information available to all students, employees, and applicants for enrollment or employment as required by the U.S. Department of Education (DOE) under the Higher Education Reauthorization Act and the Jeanne Clery Annual Crime Statistics Disclosure Act (Clery Act). CCAD places a high priority on safety and seeks to provide a safe campus environment. Over the years, CCAD has not experienced a significant number of serious crimes, but no campus is isolated or immune from crime. Therefore, the college has developed policies and procedures designed to enhance campus security for students, employees, and guests.

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PREPARATION OF ANNUAL SECURITY & FIRE SAFETY REPORT
CCAD's Annual Security & Fire Safety Report is prepared by the Director of Safety & Security and the Associate VP for Student Affairs and Dean of Students. It is the result of the effort of many additional people on campus including the Director of Residence Life & Housing, the Residential Community Coordinator, the Counseling & Wellness Center staff, the Facilities & Office, and the Columbus Police Department (CPD). Each year, the offices and individuals listed above are contacted by the Director of Safety & Security and/or the Associate VP for Student Affairs and Dean of Students to compile and submit their data for inclusion in the annual crime statistics report. By law, data from professional counselors are exempt from any mandatory reporting requirement and are not included in this report with the exception of sexual harassment crime statistics. No formal police or security office report is required for a crime to be included in the statistics. Every effort is taken to ensure that all persons required to report do so and that our statistics are as accurate as possible and are reviewed for accuracy, completeness, and readability.

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PROCEDURES FOR CCAD COMMUNITY MEMBERS TO REPORT CRIMINAL ACTIONS OR EMERGENCIES ON CAMPUS
CCAD encourages community members to report crimes or suspicious activity promptly and accurately. If a community member is unable to report a crime, they can request someone else to do so on their behalf. Criminal actions or suspicious activity may be reported and requests for assistance made to any security officer directly or by calling 614.222.6165 at any time. CCAD community members can also report Clery Act crimes directly to either the Director of Safety & Security, Wallace Tanksley or the Associate VP for Student Affairs and Dean of Students, Athena Sanders. Emergencies may be reported at any time to the Columbus Police Department (CPD) by calling 911. Additionally, CCAD has installed 11 Emergency Call Stations, identified by a blue light, throughout campus. The caller can report a crime or suspicious activity to either campus security or 911 through the choice of push buttons on the call box. Reports should contain sufficient information to provide reasonable grounds for campus security to pursue an investigation or to refer the matter to local authorities for investigation and prosecution. CCAD will investigate reports of criminal activity and will refer reports of felonious crimes including murder, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft as required by law for prosecution or investigation by the CPD. Currently, CCAD does not have a process for voluntary, confidential crime reporting. CCAD also does not have a procedure or

process to encourage counselors to inform their clients of procedures to report crimes anonymously to CCAD.

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CAMPUS FACILITIES: SECURITY, ACCESS, & MAINTENANCE

The security of campus facilities is critical to maintaining the safety of campus. CCAD's Environmental Health and Safety Committee, composed of faculty and staff, meet periodically to discuss ways to improve the health and safety of our campus facilities and community. All CCAD buildings are equipped with ID badge swipe access readers and call boxes at the main entrance. The call boxes link directly to Safety & Security. Individuals can call for an access request. Security will determine if access is granted by either camera confirmation or ID verification, and if so, the door is opened remotely. Campus buildings (excluding residence halls) are open to students, employees, and guests during normal business hours. As a private, independent institution, CCAD's campus is private property, and persons who do not have legitimate business on campus may be removed or arrested as trespassers. Campus is monitored through a camera circuit with live viewing screens located in the Security Office. There is no formal policy requiring identification and admission of visitors on campus; however, specific policies govern access to buildings that remain open after 9:30 p.m. and restricted access to residence halls at all times. Only assigned residential students and appropriate staff have swipe access to residential buildings' living areas. Schottenstein Residence Hall is swipe access only 24 hours a day. Design Square Apartments is swipe access only 24 hours a day to areas of the building that permit access to the residential units. The main floor of the building is only accessible to the public during normal business hours through the front entrance, which directs persons to the Ampersand store, the dining hall, or restrooms. Both residential buildings have a front desk and are staffed by student Resident Advisors (RAs) each day from 8:00am – 12:00am. A Security Officer staffs the front desk of each residential building from 12:00am – 8:00am. Security is an important factor in college decisions regarding facilities, landscaping, and lighting and works closely with the Facilities Office to maintain safe facilities and maintenance schedules. This includes routine monitoring of campus lighting, signage, elevator functionality, door locks, etc. Refer to the Student Handbook for specific security and access policies for residence halls and other facilities.

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LAW ENFORCEMENT AND CCAD SAFETY & SECURITY JURISDICTION

CCAD's campus is located within the law enforcement jurisdiction of the CPD. CCAD employs a Director of Safety & Security and security personnel who are responsible for all aspects of campus security and coordinates safety measures within the CCAD community and property. The CCAD Safety & Security Office is normally open 8:30am – 5:00pm, Monday – Friday. At all other times, at least one security officer is on campus and can be reached by calling 614.222.6165.

The CCAD campus security force is composed of full-time security officers. Campus security officers are not commissioned police officers and carry only non-lethal, subject control oriented equipment. Campus security officers do not have the power to arrest. They are, however, trained and available to assist in maintaining a safe and orderly campus environment. Security officers are on duty 24 hours a day, seven days a week. They regularly patrol buildings, lots, and grounds to ensure a safe environment exists. Observations regarding security and safety are reported by the officers to the Director of Safety & Security for resolution.

CCAD frequently augments the campus security force with off-duty CPD officers and/or Franklin County Sheriff's Deputies. CPD officers maintain the authority and arrest powers granted to them by the City of Columbus while on campus. Furthermore, CCAD maintains a close relationship with the community affairs officers from the 16th Precinct, including monitoring and obtaining information related to crimes occurring in areas on and adjacent to campus. Additional security is provided for our campus by the Special Improvement District (SID), which has security personnel dedicated to patrolling CCAD's neighborhood called the Discovery District. While CCAD does not have any formal Memorandums of Understandings (MOUs) with local law enforcement agencies, we keep a good working relationship with the creative district community members, such as CPD, SID, and Columbus State Community College. Good Neighbor meetings are held monthly to discuss community safety issues and include representatives from all mentioned jurisdictions and agencies. CCAD also has a campus liaison at CPD with whom the Director of Safety & Security maintains close communication about issues impacting the CCAD campus. CCAD does not recognize off-campus student organizations and has no policy for monitoring the activity of such organizations off campus. CCAD does not have any non-campus buildings or property.

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SAFETY AND CRIME PREVENTION INITIATIVES
A significant part of every campus security program is prevention, including cooperative and precautionary measures by employees and students themselves. Accordingly, CCAD sponsors ongoing programs and information on security-related issues and provides informational booklets and pamphlets on safety topics. Students and employees should periodically inspect their surroundings, become familiar with all safety and health procedures, and identify and report unsafe conditions to the Director of Safety & Security. Initiatives include:

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BIAS INCIDENT RESPONSE TEAM (BIRT)
BIRT is an initiative of the President's Commission on Diversity, Equity, & Inclusion. The team receives, monitors, refers, provides consultation, and, as necessary, coordinates college responses to bias-related incidents that affect the CCAD community. BIRT is not intended to replace or subordinate any existing processes for reporting and addressing acts of discrimination, harassment, or violence, including but not limited to processes of the Human Resources Office, Safety & Security, the Title IX Response Team, and Student Conduct. For more information about BIRT or to report an incident, visit my.ccad.edu/bias-incident-reporting.

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BEHAVIORAL INTERVENTION TEAM (known as Care and Response Team – CART)
CCAD's CART exists to identify, assess, and (when appropriate) intervene with students who show signs of severe distress or who engage in disruptive or potentially harmful behavior. This may include: threats involving the potential for violence or harm to others, disruptive or inappropriate behavior, suicidal threats or self-injurious activities, and/or serious concerns about a student's health and well-being. As necessary, when a situation indicates violence escalation or a threat to the campus community, the Chair of the CART will notify Safety & Security.

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CRIME AWARENESS AND PREVENTION

Safety & Security and the Division of Student Affairs present information to students and prospective students and their families about college safety information and general safety tips. Safety literature and displays are available at each orientation and move-in, as well as posted around campus. These are updated annually. These materials and programs are intended to encourage the campus community to look out for themselves and for others. Additionally, new students receive an orientation program that reviews and outlines important safety information, including personal safety information, as well as information about campus safety measures. Students are also given information about the CCAD Alert system and how to register contacts. New students are also required to take two online course modules their first semester: 1. HAVEN, through EverFi, provides information about sexual violence and prevention, and 2. AlcoholEDU provides information about alcohol, its effects on the body, and ways to engage in low-risk decision making to avoid safety concerns. At various times throughout the academic year, Student Affairs partners with Safety & Security to offer training or other safety programs such as "Bike Safety" and "Self Defense" courses. Information also is available at my.ccad.edu/safety-security-parking.

CCAD employees also have access to campus safety information, such as a booklet that outlines different campus emergencies and response protocols, various trainings on active threats and disruptive persons, and how to respond to someone in crisis. New employees are required to take various online learning modules that address matters of discrimination, sexual harassment, and bias.

Lastly, CCAD publishes annually its Institutional Disclosures, which outlines where to locate campus safety information. It also publishes annually this Security Report.

CAMPUS ESCORTS
CCAD's Safety & Security Officers will assist a student on campus who would like a campus escort from one location to another, on campus, or to their vehicle if parked in a CCAD supervised lot.

EMERGENCY PHONES
Emergency phones are located throughout campus and are indicated with a blue light. Users have the option to be directed to CCAD's Safety & Security Office or to local law enforcement.
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ALCOHOL AND DRUG POLICIES
CCAD prohibits the unlawful use, possession, distribution, or sale of illegal and/or prescription drugs, drug paraphernalia, and alcohol by students and employees on the premises or as any part of college activities. CCAD complies with and enforces all local, state, and federal drug and alcohol laws. The use of alcoholic beverages is permitted at select campus locations by persons of legal age when authorized at college events and in accordance with local and state laws and with proper permits. In addition, alcoholic beverages and containers, whether full or empty, are not permitted in unauthorized residence hall areas or classrooms. Students may not be under the influence of alcohol or illegal substances while on college property except with special permission and under legal requirements. Additionally, students may not be in the immediate vicinity of alcohol or other drugs when such substances are knowingly being used in a prohibited manner. Possession and usage of alcohol or alcohol containers must comply with the

Code of Student Conduct and for residential students, in the Residential Student Handbook. It is unlawful and against CCAD policy for any persons under the age of 21 to possess and/or consume alcohol on and off campus.

DRUG AND ALCOHOL ABUSE EDUCATION: This information is available on CCAD's Institutional Disclosure page under Health & Safety and is shared annual in CCAD's Annual Institutional Disclosure notice.

PARENTAL NOTIFICATION: These guidelines were developed in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA) that enables colleges and universities to notify parents or legal guardians, under certain circumstances, of a student under 21's use or possession of alcohol or a controlled substance. Student Conduct notifies parents under certain circumstances and when notification will likely prompt conversations and other actions by families that best support the student's ultimate success. Generally, CCAD contacts parents in an effort to provide support for students' physical health and safety, academic success, and personal development. Factors that are considered when deciding to contact parents/legal guardians may include but are not limited to:
• 	A situation in which a student has received medical attention;
• 	The occurrence of an arrest and consequent criminal charges;
• 	A major disruption to the university's educational mission;
• 	Substantial harm caused to other students; and/or,
• 	Significant property damage.

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FIREARMS AND WEAPONS
Unless specifically authorized by the College or otherwise authorized by law, pursuant to the Ohio Revised Code, no student, employee or other persons having business with the college shall knowingly possess, have under the person's control, convey or attempt to convey a deadly handgun or dangerous ordnance, including firearms, explosives, knives, BB guns, paintball guns, martial arts weapons, antiques or other weapons of any kind, on CCAD property. This includes but is not limited to CCAD-owned or -leased buildings and parking lots. Neither shall individuals possess a replica of such items that could be reasonably mistaken for any item listed above. This excludes faculty using replicas in classroom settings in the course of instruction. Violations of this policy will be subject to disciplinary action up to and including suspension, termination of employment, termination of educational standing with the college, and referral to authorities for prosecution.

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DISCIPLINARY PROCEEDINGS: OUTCOME AND NOTIFICATION
CCAD, upon written request, will disclose to alleged victims of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of said victim shall be treated as the alleged victim for purposes of this notification.

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FRANKLIN COUNTY SEX OFFENDERS

Up-to-date information about known sexual offenders living in Franklin County, including the vicinity of the CCAD campus, can be obtained by visiting the Franklin County Sheriff's office website at https://sheriff.franklincountyohio.gov/, and clicking on the Sexual Offender Database link. Similarly, CCAD's Sexual Harassment & Grievance Process includes simultaneous notification to both the complainant and the respondent of any outcome of CCAD disciplinary proceeding that arises from an allegation of sexual harassment, sexual assault, dating violence, domestic violence, or stalking.

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EMERGENCY RESPONSE AND EVACUATION PROCEDURES

HOW CCAD IS MADE AWARE OF A POSSIBLE EMERGENCY
CCAD's Safety & Security Office should be notified about any potential emergency or safety concern on CCAD's campus or within close proximity. Once alerted or made aware, Security will verify any necessary information about a potential emergency or dangerous situation by collecting and assimilating information from a variety of possible sources, including but not limited to firsthand accounts from the public, CCAD employees or students, by staff or uniformed officers in the field, and/or through the use of security technologies such as alarms and surveillance systems. Alarm systems are monitored by the Security Office 24 hours a day, 7 days a week. In some locations, cameras can be reviewed in the event of an emergency. In some circumstances, CCAD may contact or be contacted by external law enforcement agencies, emergency management agencies, public health agencies, or other agencies with expertise in the type of situation affecting the campus. These departments or agencies may provide assistance and guidance in confirming the presence of an emergency or dangerous situation. Any CCAD community member that becomes aware of an emergency or dangerous situation that could be or is affecting campus must contact Security at 614.222.6165 to report the incident. Upon confirming that an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on the campus, the Director of Safety & Security will engage the CCAD Executive Emergency Response Team immediately.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES
CCAD's full Emergency Response Plan can be found at ccad.edu/emergency. This outlines the make-up of the different response teams that are charged with identifying, developing, testing, and executing specific responses to emergencies that are or may be impacting the CCAD campus and its community members. Situations that present a threat to the health and safety of students and/or employees will be reviewed by the CCAD Executive Emergency Response Team (EERT). This team will determine if the situation warrants an emergency notification or timely warning and if so, CCAD will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system(s), unless issuing a notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency. If the EERT can't be convened in a timely manner, the Director of Safety & Security and the Associate VP for Student Affairs and Dean of Students will determine whether or not to send a CCAD Alert and the content to be sent. Situations that may result in a CCAD Alert are, but not limited to: 1. Weather warning or emergency; 2. Active threat; 3. Utility emergency (gas, electric, water, etc.); 4. Assault or dangerous persons; 5. Shelter in place; 6. Sexual assault or other misconduct; and/or 7. Public health emergency. The Director of Safety & Security and the Associate VP for

Student Affairs and Dean of Students will finalize message content and determine the appropriate audience to receive the notifications.

EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS
If the need for an emergency notification is identified, The Associate VP for Student Affairs and Dean of Students will execute the message in RAVE, known as a CCAD Alert, which may include text messages, phone messages, email, Twitter postings, and/or media notifications. The content of emergency notifications (CCAD Alert) is designed to provide instruction to the CCAD community that promotes the safety and well-being of those impacted. To alert the campus community as quickly as possible, messages may state simply that an emergency has occurred on campus and will advise the community to be observant and take necessary actions as appropriate. In those situations, the Director of Safety & Security and the Associate VP for Student Affairs and Dean of Students will provide timely updates to keep the community informed as more information about the emergency becomes available. At other times, messages may recommend specific protective action, information about an area of campus to avoid, or recommendations or information about the nature of the incident itself. A message may be directed to the entire campus community or to specific areas or segments of the campus, depending on the nature of the incident and the breadth of impact (one building impacted vs. the entire campus community). The audiences notified may change throughout the development of an emergency. In addition, communication to agencies and individuals outside CCAD may occur if delivery of information is needed by local media, such as for a weather closure. Outside agencies might also include other area security agencies or colleges so that they can be aware of any ongoing or active threat in the vicinity of CCAD's campus. Delivery of an emergency notification may occur within minutes of the initial confirmation of a significant emergency or dangerous situation, depending upon the time of day, the methods chosen to disseminate information, and the successful activation and performance of technologies used to issue notifications.

Current CCAD students and employees are automatically registered in the RAVE emergency alert system upon joining the CCAD community and can adjust their communication preferences or add additional contacts within the RAVE system. To do so, they need to visit getrave.com/login/ccad and log in with the same credentials used for their CCAD email address. Once logged in, follow on screen instructions to update contacts and preferences.

EMERGENCY RESPONSE PROCEDURES
CCAD's emergency response procedures, including specific types of emergencies and the unique response for each is outlined in CCAD's comprehensive Campus Emergency Plan at ccad.edu/emergency.

EMERGENCY PROCEDURE TESTS
CCAD conducts scheduled emergency response tests throughout the year. Each semester, a test of the CCAD Alert system is sent to all CCAD community members and community partners outside CCAD. This typically occurs in the first week of classes. In addition, Residence Life & Housing, in conjunction with the Safety & Security Office, conducts at least one (1) fire and/or emergency drills each semester in each residential building that must qualify as a successful test under local authority directives. These drills are scheduled in advance and any resident

with a disability that is impacted by these alarms or who may need in-person notification of an alarm is notified 2-3 days in advance of an upcoming drill. Moreover, CCAD's Emergency Response Team conducts an annual test of 2-3 emergency response procedures outlined in the Campus Emergency Plan. Before a scheduled test, the Team holds a pre-test meeting to determine the test goals. Tests are then conducted live, in the field, as a tabletop exercise, or as a combination of both. After each test, a follow up debrief meeting occurs where the team will review the test, assess the predetermined goals and measure their attainment, and then evaluate necessary adjustments or improvements to areas of the plan where goals were not met. All emergency response procedural tests will be conducted at a campus-wide level and include a review of campus-wide evacuations for each building owned and operated on CCAD's property. CCAD documents emergency tests, including a description of the exercise, the date of the test, the test start and end time, and whether the test was announced or unannounced. Test records are kept for a minimum of seven (7) years and are housed by the Emergency Response Team.

DISTRIBUTION OF EMERGENCY PROCEDURES
See E.3 above for our CCAD distributes and communicates its emergency procedures to the campus community.

TIMELY WARNINGS
Timely warnings are specific, timely campus emergency notifications about a crime that has been committed and that will aid in the prevention of similar crimes and aid in the ability for persons to protect themselves. Timely warnings are issued as soon as pertinent information is available and typically is sent before convening the CCAD Executive Emergency Response Team. The incidents that constitute a timely warning are crimes outlined in the Jeanne Clery Crime Act or other incidents that pose a direct, ongoing threat to CCAD's community, that occur within CCAD's geographical authority that are reported to Safety & Security or to local police/authorities, and are considered by CCAD to represent a serious or continuing threat. The Director of Safety & Security and the Associate VP for Student Affairs and Dean of Students have jurisdiction and decision making authority on when to issue a timely warning.

The decision to issue a timely warning is based on the following factors: 1. the nature of the crime; 2. the continuing danger to the campus community; and 3. the possible risk of compromising law enforcement efforts.

The content in a timely warning typically includes information that promotes safety and aids in the prevention of similar crimes, including details about time, place, and location of the incident, actions/behaviors observed or reported, current status of the situation, and information or directions on what community members can or should do to avoid the relevant area or to keep themselves away from danger.

Timely warnings are administered as a CCAD Alert through the RAVE notification platform. These are typically sent in the form of text and email messages and as appropriate, postings around campus buildings. Incident updates will be sent, as appropriate or as information is available.

MISSING STUDENT NOTIFICATION

Residential students will be provided an opportunity at the beginning of each semester to confidentially inform the college of a person they wish to be contacted in case they are assumed to be missing. This information will be collected by Residence Life & Housing staff and retained in a secure location that can be accessed only by approved staff members. Students are able to update their contact information whenever they choose. This contact information will not be disclosed to anyone except law enforcement in furtherance of a missing person investigation. If a student is under the age of 18 years old and not emancipated, CCAD must notify the custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to contacting the noted contact person provided by the student.

If a residential student is believed to be missing or has been missing for 24 hours, individuals should notify Safety & Security immediately at 614.222.6165, who will then notify the Associate VP for Student Affairs and Dean of Students and the Director of Residence Life & Housing or the Residential Community Coordinator. If Safety & Security is unavailable, the individual reporting the missing student must contact the Columbus Police Department by calling 911. Within twenty-four (24) clock hours after receiving notification that a student is missing, a designated CCAD staff member will notify the student's designated missing student contact and any appropriate law enforcement agency, unless the local law enforcement agency was the entity that made the determination that the student is missing.

CCAD CRIME LOG

A daily crime log is available for public review in the CCAD Safety & Security office. All crimes occurring on campus are written into the log within two days of the crime report.

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, & STALKING

For purposes of the Clery Act, this section addresses the following types of sexual based misconduct: 1. Sexual assault; 2. Domestic violence; 3. Dating violence; and, 4. Stalking –all of which are crimes that CCAD strictly prohibits. Moreover, this section does not represent CCAD's comprehensive sexual harassment policy, as mandated by Title IX, which can be found at my.ccad.edu/community-standards.

I. **TERMINOLOGY**
   a. Sexual Assault: an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

   b. Dating violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the **purposes of this definition dating violence includes, but is not limited to, sexual or** physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

c. Domestic Violence: a felony or misdemeanor crime of violence committed:
- by a current or former spouse or intimate partner of the victim.
- by a person with whom the victim shares a child in common.
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

d. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

e. Consent: is knowing and voluntary and with clear permission by word or action to engage in sexual activity.

II. PROCEDURES FOR SURVIVORS OF SEXUAL ASSAULT, DOMESTIC or DATING VIOLENCE, and/or STALKING:
Survivors of sexual based misconduct are strongly encouraged to promptly report the alleged misconduct to one or more of the following CCAD offices/staff and/or law enforcement agencies:
- Associate VP for Student Affairs, Dean of Students, and Title IX Coordinator (asanders@ccad.edu),
- Residence Life & Housing staff (Director, Residential Community Coordinator, and/or Resident Advisor [RA]),
- Safety & Security (614.222.6165); and/or,
- The Columbus Police Department at 911.

It is recommended that complainants report the incident as soon as possible after the incident, however, reports can be made to CCAD at any time. Law enforcement or security personnel who receive such reports will address the survivor's immediate needs and obtain preliminary details so they can ascertain the best way to assist. Emergency health care will be summoned if needed or requested. Survivors have the option of seeking medical assistance at a local hospital emergency room where specially trained medical professionals can conduct a forensic examination. Survivors can also elect to contact a local sexual assault advocacy organization, such as a SARNCO (Sexual Assault Response Network of Central Ohio), who has trained advocates who can accompany victims to the hospital, provide emotional support, and help connect survivors with community resources. The evidence preserved and/or collected from a forensic examination can aid survivors in proving the alleged conduct in a criminal proceeding or in seeking and obtaining a civil protection order, therefore, in certain cases, it is recommended that the survivor not eat, drink, smoke, wash, douche, use the toilet, or change clothing before a medical/legal examination so that any evidence may be preserved. Completing a forensic examination does not require a survivor to file a police report. If transportation to any Columbus area

hospitals is needed or requested, CCAD Security will assist in providing it. CCAD Security or other college official will also notify the Columbus Police Department of any alleged felonies and inform the survivor about how to file a police report and/or charges and or assist them in doing so. The decision whether to file, however, rests with the survivor.

These are a few local hospitals with specialized forensic examine nurses, but others exist in the surrounding area:

The Ohio State University Wexner Medical Center   614.293.8333
Grant Medical Center   614.566.9270
Riverside Methodist Hospital   614.566.5321

CCAD does not issue protection or restraining orders, however, the Director of Safety & Security can offer assistance in explaining how to file a civil protection or restraining order. Wallace can also help the complainant with filing one by working through a local prosecutor. Wallace can also explain the purpose and grounds for a campus-wide no trespass order, depending on the respondent's status with the college. The Dean of Students may be included on this action if the respondent is a current member of the CCAD community. The Director of Security can be reached at wtanksley@ccad.edu.

For assistance in seeking a no-contact order from CCAD, complainants should contact the Title IX Coordinator, Athena Sanders, at asanders@ccad.edu.

III. EDUCATIONAL PROGRAMS AND CAMPAIGNS

CCAD's primary prevention and awareness campaigns are designed to promote awareness of sexual violence, including sexual assault, dating and domestic violence, and stalking. These programs are also designed to aid in the prevention of sexual violence by providing engaging, accurate information that is culturally relevant, inclusive, and sustainable. Moreover, the content is based on community needs and is informed by research and best practices.

New CCAD students and employees are required to complete an online training module through the company EverFi. The employer based module focuses on the awareness, education, and prevention of sexual harassment, violence, and discrimination in the work place and within their role serving students. The student based module focuses on the awareness and prevention of sexual violence, helping students understand the nuances that contribute to this type of misconduct and ways to combat sexual based misconduct.

CCAD's primary prevention campaign is #UOKCCAD, which focuses on an array of prevention topics including: 1. Healthy relationships and ways to identify unsafe situations; 2. Preventative communication – how to listen and respect others' messages; 3. By-stander intervention –strategies for how to safely and effectively intervene ins possible incidents of sexual violence; 4. Healthy sexual behaviors to better understand preventative measures against disease and pregnancy; 5. Self-defense –gender inclusive classes that focus on body empowerment, owning space, and defending against physical threats; and programs about alcohol and drug use and its influence on unsafe situations. These various programs are

scheduled routinely throughout the academic year through Student Government sponsored events, Student Engagement & Inclusion events, in partnership with student organizations such as Queer Artist Collective, and in partnership with Residence Life & Housing, as Resident Advisors are required to conduct monthly programs for their residents. The Title IX Response Team also holds routine information sessions for all audiences, information tables and booths at engagement fairs, and other campus wide events.

In addition, the Division of Student Affairs maintains a working/planning group on the topics of Wellness & Prevention. This group focuses its programming on a dense week of offerings held annually in April, which aligns with National Sexual Violence Awareness & Prevention Month. These programs include the following:
• A clear statement that CCAD prohibits the crimes of sexual assault, dating violence, domestic violence, and stalking;
• Definitions of the terms in our law enforcement jurisdiction;
• The definition of "consent" in reference to sexual activity and in our applicable jurisdiction;
• A description of safe and positive options for bystander intervention;
• Information on risk reduction; and,
• Information on CCAD's policies and procedures after a sex offense occurs.

Moreover, CCAD's Title IX Coordinator presents annually at new faculty orientation, new student orientation, and at resident advisor training on the topic of sexual violence. These trainings include an overview of CCAD's sexual harassment policy and grievance process, key terms, how reports are filed, policy for mandated reporters, and contact information for the Title IX Coordinator.

Lastly, CCAD participates in a biennial campus climate survey that is overseen and developed by the Ohio Department of Higher Education's Changing Campus Culture Initiative. This survey provides detailed information about students and employee' personal experiences at CCAD, as well as their general feeling about CCAD's practices regarding sexual harassment and violence. It aids CCAD in understanding what it's doing well and what areas on which it needs to improve. This data is used to inform updates and changes to its existing programs and services, including communication and content delivery methods.

Training events, programs, and educational sessions are promoted to all CCAD community members, as applicable, and is done so through email, posters, social media, and word of mouth.

IV. **CCAD's PROCEDURES FOR REVIEWING, RESPONDING TO, AND INVESTIGATING COMPLAINTS OF SEXUAL ASSAULT, DOMESTIC/DATING VIOLENCE, AND STALKING**

a. CONFIDENTIALITY AND PRIVACY
CCAD adheres to all FERPA regulations in regard to privacy of student records. This includes reports of alleged sexual harassment policy violations and a complainant's experience. Only trained, vetted members of CCAD's Title IX Response Team will be aware of identifiable information related to any reported allegations of sexual

harassment, even if the complainant does not request privacy. Documented records are stored on a secure drive with limited access to Team members. Other parties that will become aware of the complainant's identity are the respondent in question, the respondent's advisor, and any identified relevant witnesses. All parties are reminded of the confidential nature of the circumstances. If faculty need to be alerted to the situation, no details are shared about what type of situation is requiring the outreach from the Title IX Coordinator but the identity of the complainant has to be shared so the faculty knows who to support. In addition, accommodations and supportive measures will be kept private to the extent that maintaining such privacy would not impair the ability of CCAD to provide the accommodation or supportive measure. The Title IX Coordinator is responsible for making decisions about what information, if any, can be disclosed that pertains to a complainant's privacy. If any information needs to be shared, the complainant will be made aware of which persons will receive it and why, and a list of what information will be disclosed.

Recordkeeping for purposes of the Clery Act crime statistics requirement only records quantities of reported cases and does not include identifiable information. CCAD's daily crime log contains basic identifiable information for purposes of documentation and reporting requirements, however, only trained, relative staff have access to this log. When others request copies of the crime log, identifiable information is not disclosed.

b. WRITTEN NOTICE OF SUPPORTIVE MEASURES AND OTHER ON/OFF-CAMPUS RESOURCES
CCAD will provide written notification to complainants about existing supportive measures available, including any counseling, VISA advice, financial, or other services. Complainants needing access to any of these services can contact Title IX Coordinator, Athena Sanders, at asanders@ccad.edu. Services include:
- VISA consultation assistance: Contact Emily Houlis, Admissions Counselor at ehoulis@ccad.edu
- Student mental health and counseling services: Counseling & Wellness Center at counseling@ccad.edu or through the Title IX Coordinator at asanders@ccad.edu.
- Off campus survivor advocacy services can be obtained by calling SARNCO (the Sexual Assault Network of Central Ohio) at 614.267.7020
- Employees can go to Human Resources directly or through the Title IX Coordinator to understand what benefits might exist through health insurance to assist them. The Director of Human Resources, Beverly Thomas, can be reached at bthomas@ccad.edu.
- For all other requested services, complainants can contact the Title IX Coordinator at asanders@ccad.edu.

Supportive measures, such as changes to an academic schedule, living arrangements, no-contact order, and/or transportation assistance, among others, are available to all parties involved in a Title IX case. CCAD is obligated to provide these supportive measures and will be offered immediately upon receiving a report of alleged misconduct, regardless of whether or not the complainant wants to file a formal

complaint to initiate an investigation. Regardless of where the incident took place, CCAD will notify the complainant of their rights and options.

c. GRIEVANCE PROCESS & DISCIPLINARY PROCEDURES
(Regarding Cases of Sexual Assault, Domestic Violence, Dating Violence, and Stalking)
Allegations of sexual assault, domestic violence, dating violence, or stalking are investigated and adjudicated by CCAD's Title IX Response Team, led by CCAD's Title IX Coordinator, Athena Sanders. The Title IX Coordinator can be reached at 60 Cleveland Ave, Columbus, OH 43215, 614.222.5251, or at asanders@ccad.edu.

i. REPORT AND FORMAL COMPLAINT
A complainant can share an instance of sexual misconduct with any CCAD employee in order for a report to be filed with the Title IX Coordinator (therapists in counseling center excluded), or the complainant can report an alleged incident directly to the Title IX Coordinator either by mail (60 Cleveland Ave, Columbus, OH 43215), over the phone (614.222.5251), via email (asanders@ccad.edu), or in person by appointment. The Coordinator will schedule an initial assessment meeting as soon as possible to better understand the allegation and provide supportive measures and reporting options with instructions in writing, should the complainant ever wish to open an investigation by filing a formal complaint.

If the complainant wishes to initiate a formal investigation, they must submit in writing (handwritten or electronically) a request for an investigation for the respective allegation and it must be signed/dated. Once the formal complaint is received, the Coordinator will send notice of allegations to all parties and then review and determine if the allegations qualify under Title IX or some other college conduct policy and process.

ii. INVESTIGATION
Upon confirmation that the allegations qualify under Title IX, the Title IX Coordinator will initiate a prompt, fair, and impartial process from the initial investigation to the final result and will treat the complainant and respondent with respect before, during, and after the investigation.

The Coordinator will assign a trained, neutral Civil Rights Investigator to interview the complainant and the respondent and any pertinent witnesses. The Investigator will also review submitted evidence, including any police reports. After all interviews are complete and evidence has been reviewed, the Investigator will produce and provide a summary of the interviews, including all related, relevant, and not related evidence, to each party and their advisor for review and comments. The review period is ten (10) calendar days. After this time period, the Investigator will finalize the report and submit back to both parties and their advisors for another ten (10) calendar day period. The entire investigative process will be consistent with CCAD's published policies and will be transparent to the complainant and the respondent. The Investigator will provide both parties with timely notice of meetings at which they

may be present, and both parties will be provided with equal access to case materials.

A typical investigation will take approximately 60 calendar days following receipt of the formal complaint. This will vary depending on the complexity of the investigation and the severity and extent of the alleged sexual misconduct. The process may be extended, if necessary, because of illness, holidays, unavailability of parties or witnesses, complexity of the case, or competing demands on investigators or decision makers. Parties will be updated on the status of the investigation.

iii. ADVISORS
Complainants and respondents may have an advisor of their choosing, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the investigative resolution process, including being present for any meetings or hearings. The advisor may not engage in any conduct that would constitute harassment or retaliation against any person who has participated in an investigation and may be denied further participation if such conduct occurs. The advisor is also the party's representative in live hearings and who will conduct cross-examination of the other party during the hearing. All questions presented by the advisors will be permissible to the hearing by the Hearing Decision-Maker.

iv. RESOLUTION PROCESS: LIVE HEARING WITH CROSS-EXAMINATION
Under Title IX and CCAD policy, all formal investigations of allegations of sexual harassment and misconduct must be resolved through an investigation and live hearing resolution process. The Hearing will be scheduled as early as possible and will be recorded. Space will be made available to either party who does not wish to be in the same room as the other party. These will be virtual but both parties must be able to see and hear one another. Parties must bring an Advisor for cross-examination. If a party does not have an Advisor, CCAD will supply a neutral, unbiased Advisor with no conflict of interest existing. A Decision-Maker will preside over the hearing and maintain decorum throughout. The Decision-Maker and panel, if applicable will review the hearing procedures and ask all questions they have for the parties. Then, the parties' Advisors will engage in cross-examination of the other party. Parties may not question or speak to the other party directly. All questions asked by the Advisors must be allowed or revoked by the Decision-Maker before either party answers. If either party refuses to bring an Advisor or participate in cross-examination, their previous statements can't be used in making a finding on the allegations. Witnesses will be called in independently from one another to be questioned by the panel and/or Advisors and then dismissed from the room. After the hearing concludes, the parties and their advisors will be dismissed. The Decision-Maker and panel, if applicable, will deliberate on the merits of the case and determine a finding of responsible or not responsible using a preponderance of the evidence standard of proof (more likely than not). If found responsible, sanctions will be determined by the Decision-Maker. The Title IX Coordinator, in partnership with the Decision-Maker, will promptly communicate simultaneously, in writing, to both

parties the outcome of the hearing, including a timeline of the entire investigation process and actions taken, a summary of how the finding was determined and what evidence led to a preponderance of the evidence threshold, the institution's appeal procedures, and applicable sanctions.

v. SANCTIONS
There are several possible sanctions that may be imposed when a student is found responsible for violating CCAD's policies regarding sexual assault, domestic violence, dating violence, or stalking. Available sanctions include:
- Suspension: This is a temporary separation from the college and can be for any length of time with required return conditions (reflection paper, demonstration of professional help and assessment results as applicable), as determined by the Decision-Maker. A suspension from CCAD ends the student's current enrollment, if applicable, does not trigger any financial credits or refunds, and bans the sanctioned student from campus. This may also include the immediate eviction from student housing.
- Dismissal: This is a permanent separation from the college without eligibility to return, ends the student's current enrollment, if applicable, does not trigger any financial credits or refunds, and bans the sanctioned student from campus. This may also include the immediate eviction from student housing.
- Probation: This is a disciplinary warning that typically has additional sanctioned attached and will warrant more severe sanctions for any further conduction violations in the future. This typically lasts one or two semesters but is at the discretion of the Decision-Maker.
- Additionally, students may receive additional sanctions, referred to as educational sanctions, including making restitution for property damage or misappropriation of college property or services or the property of any person, residence hall contract termination or reassignment to another room, restriction of access to specified campus facilities and/ or property, research assignments, community service projects, referral to medical resources or counseling personnel, behavioral assessments, educational workshops, community service, or other instructive experiences.

vi. APPEALS
Both parties will have the opportunity to appeal any decision on the following grounds only and must do so within three (3) calendars of receipt of the resolution outcome notice by emailing the Title IX Coordinator, Athena Sanders, at asanders@ccad.edu:
- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or,
- The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

A separate Appeal Decision-Maker will be assigned to all appeals and will review the original finding summary and appeal information. A decision will be rendered within seven (7) calendars from the date of the received appeal and both parties will be notified simultaneously of the finding of the appeal. The decision of the Appeal Decision-Maker is final and not appealable. A summary of the appeal rationale will be provided to both parties and if the finding is responsible, sanctions implemented immediately.

vii. PROTECTIVE MEASURES
When a finding of responsibility is determined for a case of sexual misconduct, the complainant will be offered protective measures to stop the misconduct, to remedy the impact of the misconduct, and to prevent its recurrence. These measures may be, but are not limited to:
- No-contact orders
- No-trespass orders
- Security escorts and/or transportation service
- Modifications to academic requirements or schedules
- Housing adjustments

vii. TRAINING & CONFLICT OF INTEREST
All employees, staff, and students involved in an investigation or hearing are trained annually on issues related to sexual assault, domestic violence, dating violence, stalking, and proper hearing procedures that protect survivor safety and promote accountability. Training typically results in a certification designation by the applicable organization. All training materials used by the Team are posted at my.ccad.edu/community-standards.

All members of the CCAD Title IX Response Team are trained on biased, neutral attitudes and engagement with this the process. Any member who discovers a conflict of interest or bias against either party, their advisor, or their witnesses must remove themselves. The Team may also remove a member from a case if this is discovered.

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CRIME STATISTICS REPORT
In compliance with federal law, CCAD compiles and reports certain crime and arrest statistics on an annual basis. Any criminal activity or emergency that is considered to be a continuing threat to students and/or employees will be reported via the CCAD Alert notification service, noting any specific details or information to help individuals keep themselves safe.

Geography locations, as defined by the Department of Education:
1. On campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, not including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1)   that is owned by the institution but controlled by

another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

2. Residence halls: Any residential building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes.

3. Public property: All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Public property, for purposes of data collection and this report, does not include businesses or private residences adjacent to the campus.

   a. From January 1, 2018, through December 31, 2020, the following on-campus, residence halls, and public property criminal offenses were reported to campus security or local police agencies:

On Campus	2018	2019	2020
Murder/non-negligent man-slaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	1	0	0
Fondling	1	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Note: Includes all college-owned property contiguous to campus, educational in purpose, or used by students.

Residence Halls	2018	2019	2020
Murder/non-negligent man-slaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	1	0	0
Fondling	1	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Note: These statistics are also included in the "On Campus" category.

Public Property	2018	2019	2020

Murder/non-negligent man-slaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Note: This category includes crimes reported on public streets, sidewalks, and lots immediately adjacent to campus property. These statistics are not included in the "On Campus" category.

b. The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, gender identity, disability, national origin, or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534) occurred on-campus, in campus residence halls, or on public property adjacent to CCAD from January 1, 2018, through December 31, 2020, and were reported to campus security or local police agencies:

Hate Offenses On Campus	2018	2019	2020
Murder/non-negligent man-slaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism to Property	0	0	0

Hate Offenses in Residence Halls	2018	2019	2020
Murder/non-negligent man-slaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0

Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism to Property	0	0	0

Note: The above statistics are also included in the "Hate Offenses On Campus" category.

Hate Offenses on Public Property	2018	2019	2020
Murder/non-negligent man-slaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism to Property	0	0	0

Note: The above statistics are not included in the "Hate Offenses On Campus" category.

c. From January 1, 2018, through December 31, 2020, the following arrests and disciplinary actions/judicial referrals occurred:

Arrests On Campus	2018	2019	2020
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons	0	0	0

Arrests in Residence Halls	2018	2019	2020
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons	0	0	0

Note: These statistics are also included in the "Arrests On Campus" category.

Disciplinary Actions/Judicial Referrals On Campus	2018	2019	2020
Liquor Law Violations	1	6	0
Drug Law Violations	4	3	0
Weapons	0	0	0

Disciplinary Actions/Judicial Referrals in Residence Halls	2018	2019	2020
Liquor Law Violations	1	6	0

Drug Law Violations	4	3	0
Weapons	0	0	0

Note: The above statistics are also included in the "Disciplinary Actions/Judicial Referrals On Campus" category.

Reports of Domestic Violence, Dating Violence, and Stalking Incidents (On Campus)	2018	2019	2020
Domestic violence	0	0	0
Dating violence	2	0	0
Stalking	4	0	0

Reports of Domestic Violence, Dating Violence, and Stalking Incidents (Residence Halls)	2018	2019	2020
Domestic violence	0	0	0
Dating violence	1	0	0
Stalking	2	0	0

Note: These statistics are also included in the "Reports of Domestic Violence, Dating Violence, and Stalking Incidents On Campus" category.

Reports of Domestic Violence, Dating Violence, and Stalking Incidents (Public Property)	2018	2019	2020
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Note: These statistics are not included in the "Reports of Domestic Violence, Dating Violence, and Stalking Incidents On Campus" category.

There are very limited circumstances in which CCAD may remove reports of crimes that have been deemed "unfounded" by sworn or commissioned law enforcement officials. Such determinations will be made only after a full investigation has occurred and only in circumstances where the crime report is found to be false or baseless. Any findings of unfounded crime reports will be notated in this crime report for the succeeding three years. From January 1, 2018, through December 31, 2020, there were no crime reports that were determined to be unfounded.

2021 ANNUAL FIRE SAFETY REPORT

Fire prevention at CCAD is led by the Safety & Security Office. Other campus partners include the Division of Student Affairs, CCAD Facilities Office, Residence Life & Housing, food service vendor (currently Aramark), and local law enforcement and fire departments. Together, along with the support of the CCAD community, we can foster an effective fire prevention culture on campus to help maintain the safety of our campus.

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PURPOSE

This report provides information and data related to fire safety and statistics at CCAD. The data and information contained in this report are shared on an annual basis in compliance with the legal requirements set forth by the Higher Education Opportunity Act. Information outlined in this report provides policies and data required by federal law, as well as circumstantial awareness to help develop a culture of safety and preparation on CCAD's campus. For information or questions pertaining to this report, please call the CCAD Safety & Security Office at 614.222.6165.

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CONTACT INFORMATION

1. **Safety & Security**
   CCAD's Safety & Security Office security services, emergency management planning, and other public safety services designed to enhance a safe and secure community at CCAD. They can be reached by calling 614.222.6165, 24 hours a day, 7 days a week.

2. **Division of Student Affairs**
   Student Affairs partners closely with Safety & Security to ensure appropriate policies and procedures are developed and enforced related to fire safety in the student residence halls. Student Affairs also partners with Security to educate the CCAD community about emergency response protocols, as well as to respond to and notify the CCAD community about emergency situations on campus. Student Affairs, including the AVP and Dean of Students and Residence Life & Housing, can be reached at studentaffairs@ccad.edu.

3. **Facilities Office**
   The Facilities Office partners with Security and Student Affairs to maintain our residence halls, monitor the mechanical systems to ensure they are in good working order, and helps CCAD comply with all facility related codes and safety requirements. Facilities can be reached at facilities@ccad.edu.

4. **Columbus Division of Fire**
   The Columbus Division of Fire is the lead fire department for fire response, fire investigation, inspection, fire prevention, emergency medical response, training, and many other services to the CCAD community. You may contact the Columbus Division of Fire at 614.221.3132 or visit fire.columbus.gov.

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HIGHER EDUCATION OPPORTUNITY ACT FIRE RELATED DEFINITIONS

1. Cause of Fire: the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature (34 C.F.R. §668.49 (a)).

2. Fire: any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner (34 C.F.R. §668.49 (a)).

3. Fire Drill: a supervised practice of a mandatory evacuation of a building for a fire (34 C.F.R. §668.49 (a)).

4. Fire log: an institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire. An institution must make an entry or an addition to an entry to the log within two business days, as defined under §668.46(a), of the receipt of the information. An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection. An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section (34 C.F.R. §668.49 (d)).

5. Fire–related death: any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or, dies within one year of injuries sustained as a result of the fire (34 C.F.R. §668.49 (a)).

6. Fire–related injury: any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals (34 C.F.R. §668.49 (a)).

7. Fire safety system: any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert someone to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire (34 C.F.R. §668.49 (a)).

8. Fire statistics: an institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning: 1. the number of fires and the cause of each fire; 2. the number of people who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center; 3. the number of deaths related to a fire; and, 4. the value of property damage caused by a fire. An institution is required to submit a copy of the fire statistics in paragraph (c)(1) of this section to the Secretary on an annual basis (34 C.F.R. §668.49 (c)).

   Value of property damage: the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul, but it does not include indirect loss, such as business interruption (34 C.F.R. §668.49 (a)).

FIRE PREVENTION

1. **BUILDING INSPECTIONS**
   CCAD takes an active role in fire prevention. This is accomplished in many ways and requires the collaborative efforts of individuals and departments across the campus community. To aid in this work, CCAD conducts building inspections and plan reviews to provide the best opportunity to ensure our community is adequately mitigated and protected in the event of a fire. Building inspections allow CCAD to monitor and maintain its buildings for compliance with the Ohio Fire Code, local ordinances, CCAD policies, and national standards promulgated by the National Fire Protection Association (NFPA). The inspection frequency is determined by the occupancy and use of the building. Residence halls are inspected quarterly. Other building types or user groups on campus are inspected on varying schedules. In addition, the Residence Life & Housing staff conduct routine room safety checks of all living units in residential buildings. During inspections, compliance is promoted by noting deficiencies, assigning corrective actions, highlighting positive efforts, and developing and enhancing relationships with building residents and the professional staff overseeing the building. The inspection process also allows CCAD staff to become familiar with building systems and locations of fire safety equipment. This knowledge assists local first responders when responding to alarms, fires, and other incidents on campus.

2. **FIRE SAFETY SYSTEMS AND DRILLS**
   Fire safety systems and fire drills work together to promote the safety and wellness of our students, faculty, staff, and visitors on campus. Fire safety systems provide detection capabilities, fire suppression, and the opportunity to evacuate a building early in the onset of a fire. Both CCAD residence halls are equipped with central alarm monitoring capabilities and fire safety systems. Some components of fire safety systems in both residential buildings include:
   - Smoke detectors, heat detectors, duct detectors placed in hallways, stairwells, elevator shafts, ventilation ducts, and mechanical spaces.
   - Automatic alarms such as bells, tones, klaxons, and strobes.
   - Suppression systems such as wet, dry, pre-action, and deluge sprinkler systems.
   - Alarm panels, annunciators, talk-aloud PA systems.
   - Fire resistant building design, wall/floor assemblies, and materials.
   - Smoke evacuation systems, automated fire doors, standpipes, etc.

   Fire drills, conducted two times a semester, minimum, in residence halls, educate and empower our students, staff, and visitors with the familiarization required to evacuate in the event of an actual fire on campus. These drills highlight exit locations, stairwell access, protective actions, and safe areas of refuge away from the impacted building. Each year, Residence Life & Housing professional staff and student Resident Advisors are required to attend training that includes information about their duties and responsibilities during fire alarms and fire drills.

FIRE SAFETY EDUCATION AND TRAINING

CCAD offers safety discussions, training, and educational opportunities to students, faculty, and staff across campus. Education and training events help institutionalize the culture of preparedness and fire safety on campus. Education and training programs assist students, faculty, and staff in developing the confidence and knowledge required to safely act during the event of a fire or other emergency.

The combination of fire prevention training programs and fire drills specifically focused and targeted toward evacuation provide the best opportunity to preserve life and avoid injury in the event of a fire incident on campus.

Education and training events are collaborative efforts among the Safety & Security Office, Student Affairs, Facilities, Residence Life & Housing, and area fire departments. Student Resident Advisors in CCAD residence halls are required to provide training to their residents regarding general emergency procedures and safety strategies during the first floor meeting of the academic year. Topics of instruction include but are not limited to evacuation procedures, mandatory evacuation under alarm conditions, 9-1-1 dialing procedures, and fire prevention practices. Evacuations are mandatory for all students in residence halls when a fire alarm is activated. Failure to evacuate is a violation of the CCAD Residence Life & Housing Student Handbook, as well as the CCAD Code of Student Conduct and may be investigated or result in sanctions through the CCAD conduct process. For more information about procedures that should be followed in case of a fire, see the Residence Life & Housing Student Handbook or contact Safety & Security at 614.222.6165.

CCAD is required by federal law to annually disclose statistical data about all fires that occur in on-campus student housing facilities. To report a fire, call the Safety & Security Office at 614.222.6165. Provide as much information as possible about the location, date, time, and cause of the fire. Occupants in CCAD residence halls can also activate the fire alarms located throughout the building in the event of an actual fire.

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FUTURE IMPROVEMENTS IN FIRE SAFETY
CCAD strives to continuously improve its fire safety prevention programs and practices. Throughout next year, CCAD will focus on educational programs for student residents on appropriate fire safety procedures and fire prevention.

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FIRE PROCEDURES
To ensure that fire safety issues are adequately addressed and to ensure that fires in residence halls are included in the statistics provided by this report, students, faculty, and staff must call CCAD Safety & Security at 614.222.6165 immediately and follow all instructions provided. Dispatch will engage local emergency fire responders, deploy Security Officers to the scene, and notify the Director of Safety & Security, Wallace Tanksley. This policy applies to all college buildings, including residence halls.

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FACILITY INFORMATION: RESIDENCE HALLS

1. **Design Square Apartments (DSA)**
   Address:

Design Square Apartments (DSA)
Columbus College of Art & Design
91 Cleveland Ave. Columbus, OH 43215

Evacuation Instructions:
Walk, do not run. Evacuate the building by route of the closest stairwell at time of alarm or notice (do not use the elevator) and move to the west parking lot located on North Grant Street (walk out the west entry doors to that lot, which faces the Hills Market and Dominoes).

Facility Mechanicals:
Design Square Apartments is a CCAD student residential facility that is equipped with a fire safety system installed by Johnson Controls (previously Tyco SymplexGrinnell). The building is equipped with smoke detectors, a sprinkler system, a fire monitoring panel that directly communicates to the Security Corporation monitoring station and the CCAD Safety & Security Office, fire extinguishers, evacuation plans and placards, and two evacuation fire drills each semester. Anyone discovering a fire or other safety concerns must contact CCAD Security immediately at 614.222.6165.

2. **Schottenstein Residence Hall (Schott)**
   Address:
   Schottenstein Residence Hall
   Columbus College of Art & Design
   95 N. Ninth St. Columbus, OH 43215

   Evacuation Procedures:
   Walk, do not run. Evacuate the building by route of the closest stairwell at time of alarm or notice (do not use elevator) and move to the parking lost on East Gay Street by Canzani and the church.

   Facility Mechanicals:
   Schottenstein Residence Hall is a CCAD student residential facility that is equipped with a fire safety system installed by Johnson Controls (previously Tyco SymplexGrinnell). The building is equipped with smoke detectors, a sprinkler system, a fire monitoring panel that directly communicates to the Security Corporation monitoring station and the CCAD Safety & Security Office, fire extinguishers, evacuation plans and placards, and two evacuation fire drills each semester. Anyone discovering a fire or other safety concerns must contact CCAD Security immediately at 614.222.6165.

FIRE DRILLS
CCAD conducted 1 fire drill in DSA in 2020 and 1 fire drill in Schott in 2020.

POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES IN RESIDENCE HALLS

1. **APPLIANCES**

Schottenstein residents are permitted one microwave per suite and one refrigerator (3.1 - 4.4 cubic feet or smaller) per bedroom (not one per student). The refrigerator and/or microwave must comply with stated guidelines of size and amperage. In DSA, each apartment comes equipped with a two-burner stove top, microwave, sink, and full- sized refrigerator/freezer. Small refrigerators are not permitted. (Those 21 and older with apartment mates under 21 can apply to the Director of Residence Life & Housing to request a small refrigerator for their private bedroom.) Residents are permitted to have a two-slice vertical toaster, a rice cooker, coffee maker (auto drip and pod-style), and/or an espresso machine. All other cooking devices are not permitted. The prohibited list includes but is not limited to: toaster ovens, hot plates, electric skillets, electric and stove-top pressure cookers, indoor and outdoor grills, steamers, sandwich presses, waffle makers, and any appliances with exposed heating elements. If in doubt, consult a Residence Life & Housing professional staff member for approval.

2. **SMOKING AND VAPING**
Residence halls are smoke free (including tobacco, hookahs, and e-cigarettes). Smoking is only permitted outside, away from building entrances in designated smoking areas. Smoking is expressly prohibited within 20 feet of any entrance and on the bridge to the front door of Schottenstein. Violations may result in disciplinary action or fines.

CCAD's Director of Safety & Security and Residence Life & Housing Staff conduct one fire drills during each semester in each on-campus student housing facility to ensure the system is functioning properly and to educate students and staff about how to safely evacuate a facility in case of a fire or other emergency.

CCAD's Director of Safety & Security and/or the Columbus Fire Department provide life safety training, fire safety inspections, and emergency evacuation drills on an annual basis. Fire and safety training is also available upon request to all on-campus departments.

The CCAD Residence Life & Housing Office distributes a notice of the Residential Student Handbook to all building occupants at the beginning of the academic year. The handbook addresses fire safety concerns, as well as evacuation procedures for students living in on-campus housing facilities.

3. **OPEN FLAMES**
To prevent a fire hazard, candles (even with the wick removed), incense, and all similar items designed or used for the prolonged burning of an open flame are prohibited anywhere in the residence halls. Similarly, lighter fluid, lamp fuel, propane, other fuel, and large containers of compressed air are prohibited.

Scented wax warmers and fragrance plug-in warmers are permitted, but should be closely monitored when in use. Such warmers should always be free and clear of paper, fabrics, and other items. Light bulb ring scented oil warmers are not permitted. Roommates should be consulted and considered before using any fragrance dispenser. In addition, residents may need to work with flammable solutions such as turpentine,

solvents, rubber cement, and fixatives. These items should be stored very carefully and should never be placed near heat. Turpentine, solvents, and other similar substances must never be put down sink drains, in toilets or in trashcans. Such disposal is against the law and is extremely dangerous and hazardous to residents' health and the environment. Dispose of these substances in the proper receptacles, located in the spray rooms in the residence halls.

2021 ANNUAL FIRE SAFETY REPORT FOR CCAD RESIDENCE HALLS

2018

Residence Hall	Number of Fires	Cause of Fire	Injuries	Deaths	Property Damage
Design Square Apartments	0	na	0	0	$0.00
Schottenstein Residence Hall	0	na	0	0	$0.00

2019

Residence Hall	Number of Fires	Cause of Fire	Injuries	Deaths	Property Damage
Design Square Apartments	0	na	0	0	$0.00
Schottenstein Residence Hall	0	na	0	0	$0.00

2020

Residence Hall	Number of Fires	Cause of Fire	Injuries	Deaths	Property Damage
Design Square Apartments	0	na	0	0	$0.00
Schottenstein Residence Hall	0	na	0	0	$0.00

Emergency Telephone Numbers:
- Emergency at any campus location 911
- CCAD Safety & Security 614.222.6165
- Columbus Fire 614.221.2345
- Columbus Police 614.645.4545
- Sheriff's Office 614.525.3333
- Design Square Apartments Front Desk 614.453.2200
- Schottenstein Residence Hall Front Desk 614.222.3240
- Director of Safety and Security 614.222.6172

FIRE LOG

The public can contact Safety & Security to view the maintained fire log in that office at 614.222.6165.