ANNUAL SECURITY AND
FIRE SAFETY REPORT
2016

MAHARISHI UNIVERSITY OF MANAGEMENT
The information included in this report applies to the following locations:

- **MUM (Main) Campus**, including: 1000 N 4th Street, 1100 N 4th Street (Gateridge Court Bldg.), 2000 N Court Street (Utopia Park), 804 Dr. Robert Keith Wallace Drive (Foster Hall, cafeteria, entrances and hallways leading to them in the building of Maharishi School), Hildenbrand Hall (904 N 4th Street), MUM Farmland
- Headley Hall, 2100 Mansion Drive, Maharishi Vedic City, IA
- **MUM Hawaii Campus** 53-580 Iole Rd Kapa'au HI 96755 (in Kohala Institute) and 52-4670 Akoni Pule Hwy, Kapaau, HI 96755 (in Makapala Retreat Center, temporary student dorm)
- Noncampus locations, including base camp and other overnight trips
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Overview

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, as modified by the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4) is a federal law that requires colleges and universities to disclose certain information about their security and fire safety policies, also about the criminal activity and fires which took place on their locales. All public and private institutions of postsecondary education participating in federal student aid programs are subject to these regulations.

This report is provided to you to satisfy those legal requirements and to inform you of Maharishi University of Management’s policies on these matters and how the University seeks, with your help, to create a secure, safe and crime-free campus.

This annual security and fire safety report summarizes the core security and fire safety policies of Maharishi University of Management, including the issues of crime prevention, security and fire safety presentations, crime and sexual assault reporting and investigation procedures, timely warnings and emergency notifications; and contains 3 years’ worth of campus crime and fire statistics, as well. This report is updated periodically as circumstances require.

The Annual Security and Fire Safety Report contains information provided by numerous departments of MUM, primarily the Security and Safety Office, the Title IX Coordinator, the Department of Student Life, Human Resources, the Housing Office and the Management Office of Utopia Park. In addition, the report includes criminal statistics collected from the Jefferson County Sheriff’s Office, Fairfield Police Department, and from other law enforcement agencies on whose jurisdiction MUM noncampus courses or overnight trips took place.

Note for members of Headley Hall Campus. Due to legal changes, Headley Hall is a separate campus for the 2016/17 academic year. Following this academic year, the Headley Hall will be again part of Fairfield campus, as a noncampus location. During the 2016/17 academic year all security and other services will be provided through the Fairfield Campus. All information and policy statements included in this report applies fully to Headley Hall campus. Specific information applicable to Headley Hall Campus throughout the document will be marked with red letters.

Note for members of Hawaii Campus. All policy statements included in this report applies fully to MUM Hawaii Campus. Specific information applicable to MUM Hawaii Campus is included in the chapter "Services provided on Hawaii Campus" below. Further specific information applicable to MUM Hawaii Campus throughout the document will be marked with blue letters.
Availability of the Annual Report

We notify current and prospective students and employees about the publication of the report via email containing a direct link to the webpage of the Report. The full text of the report is available on the MUM website at: https://www.mum.edu/security-report/.

Hard copies of the Annual Security Report are available at MUM’s Enrollment Center, or you can request that a copy be mailed to you by calling (641) 472-1144.

Avert the danger which has not yet come

MUM’s approach to reducing and preventing crime on campus is unique among US higher education institutions.

Although no campus can completely isolate itself from crime and other detrimental effects, Maharishi University of Management has developed policies and procedures to address security challenges and create a strong campus culture that is more “safety-minded.”

Uniquely, MUM has incorporated effective consciousness-based tools and techniques into the curriculum and lifestyles of the students, faculty and staff—tools and techniques, which include the Transcendental Meditation program, which research has indicated assist in the reduction and prevention of crime. Extensive research and case studies on the Transcendental Meditation and TM-Sidhi programs show how both these self-development programs significantly reduce stress in the central nervous system. This natural reduction in stress mitigates tendencies for antisocial, violent and criminal behavior—at its root cause. By incorporating such simple, natural and enjoyable self-development programs into the daily lives of everyone on campus, including incoming freshmen, personal and social stresses naturally and effortlessly reduced.

To improve the quality of life of all community members, MUM has strict alcohol and drug policies, which also contribute to less crime on campus.

The University also gives great care and attention to educating and informing students, staff and faculty on how everyone can contribute to the safety and security of all. This proactive, prevention-oriented component of campus life also plays a crucial role in maintaining the University’s safety and security record.

This report contains a summary of policies and procedures on the legally specified security-related issues. For a more detailed explanation of the security and safety policies and procedures applied by the University, please refer to the handbooks for students, faculty and staff and other information published on the official University website (www.mum.edu).

Campus Security

Security patrol services by MUM Security are provided on the main campus (Fairfield, IA) and on Headley Hall (Maharishi Vedic City). MUM Security does not provide security patrol on MUM Hawaii Campus (Kapaau, HI).
Security and safety operations for all MUM locales are organized, directed and administered by the Security and Safety Office located on the main campus in Fairfield, Iowa. Both Headley Hall and MUM Hawaii Campus has a security liaison on site to whom reports about incidents and threats can be made.

Services provided on the Main Campus and Headley Hall

On the main MUM campus, a staffed phone number and on-campus security service is available 24 hours a day, 7 days a week, to request help and report emergencies and criminal actions. The 24-hour Security number is (641) 472-1115. This number is placed on all campus telephones along with the 911 emergency number. Campus security officers will respond as promptly as possible to your security and safety needs through this number.

The security officers patrol campus by vehicle and on foot 24 hours a day, 7 days a week. Hildenbrand Hall residence areas are patrolled by in-house security officers, as well. The security officers are trained first responders and have several years of experience in handling emergency situations. Any incident which exceeds their base level of training is reported to the 911 Operator and handled by the authorities.

Maharishi University of Management Security personnel are authorized to act on behalf of the University in enforcing all federal, state, local laws and ordinances, University rules, regulations and policies relating to security and safety. The University Security personnel do not have authority to arrest individuals. They work closely with state and local police agencies, principally the Fairfield Police Department and the Jefferson County Sheriff’s Office, who are called to physically detain and arrest individuals if necessary. Additionally, security officers provide locking/unlocking services and rides within the MUM main campus in Fairfield, IA. Students are encouraged to use the rides at night or when the weather is extremely hot or cold.

Security and Safety Office

To report any crime (including confidential reporting), make observations and suggestions concerning any security and safety issues, or to receive information concerning the University’s security and safety policies, the Security and Safety Office can be reached in person, via phone (during regular weekday office hours from 10 am and 4pm) and via e-mail.

The Security and Safety Office is located in Henn Mansion, Rms. 201 and 209, where reports or requests for assistance can also be made. Window hours at the Security and Safety Office are from 2:30-4:15 PM, Monday through Friday. Messages for the Security and Safety Office can be left at 641-472-1117 or campus Ext. 1117; for emergencies, call Security on duty at 641-472-1115 or the Director of Security and Safety at 641-233-8594.

E-mail communication concerning reporting crimes and/or observations and recommendation in relations to security and safety issues should be addressed to Beata Nacsa (Director of Regulatory Compliance) at bnacsa@mum.edu and/or Rig Gelfand (Director of Security and Safety) rgelfand@mum.edu.
Services provided on Hawaii Campus

Starting from September 2016, MUM commences its academic activities on the Hawaii Campus, located in Kohala Institute, Kapaau HI.

The security policies of MUM as indicated in this report, in the student, faculty and staff handbooks, on the MUM portals and elsewhere fully apply to MUM Hawaii Campus. Policy statements included into this report apply to MUM Hawaii Campus, unless stated otherwise in this section or elsewhere in this report. The specific information relevant to Hawaii Campus is marked by blue.

All security services which are offered on the main campus by the Security and Safety Office are continued to be provided for members of the MUM Hawaii Semester campus by the Security and Safety Office. The Security and Safety Office issues timely warnings and emergency notifications to the members of Hawaii Campus, and keeps the incident, crime and fire logs. Security trainings and presentations are provided for the members of the MUM Hawaii Semester campus throughout their tenure in MUM. The participants are informed about the specific hazards and risks present on the Hawaii Campus throughout their preparation for their trip, and in details during the pre-departure orientation. During the pre-departure orientation an agreement is concluded with all participants about their participation on the MUM Hawaii Campus which contains specific information about the trip, including security risks and what preparation and behavior is requested from the participants in order to avoid or mitigate problems throughout the trip.

Upon arrival to the MUM Hawaii campus, in collaboration with the Kohala Institute, further information is provided about the local security risks, and about the locally applied security procedures and practices.

Student, staff and faculty are encouraged to call 911 without delay in case of emergency. Other criminal activity must be reported to Kohala Police Station, 53-3900 Akoni Pule Highway, phone number is 808-889-6540. All incidents must be reported to the security liaison or directly to the Security and Safety Office in Fairfield IA. All incidents, arrests and emergencies on the MUM Hawaii Campus are handled by the authorities.

Student, staff and faculty are encouraged to report suspicious activity, mental health issues and other non-emergency incidents to the security liaison and/or directly to the Security and Safety Office, in order to aid further assistance, to prevent further occurrences of the incident/crime and to include the incident in the appropriate log kept by MUM Security and Safety Office. If students are travelling to a field trip from the MUM Hawaii Campus, and the security liaison is not travelling with the group, the report should be addressed to the course leader responsible for the field trip. MUM’s Security and Safety Office participates in the investigation of every incident that occurs on MUM Hawaii Campus.

Timely warning and emergency notification for MUM Hawaii Campus will be sent out through the main Fairfield Campus RAVE system and/or the local phone tree. The phone tree for the MUM Hawaii Campus will be administered by the security liaisons.

Fall Semester 2016

*MUM Hawaii Semester security liaisons:*

Name: Cheryl Michie, Director of Administration, Maharishi University of Management Hawaii Semester
The **Title IX Coordinator** for the MUM Hawaii Semester Campus is based in Fairfield, IA and can be reached at:

Name: Caterina Tomaselli-Roesler  
Phone: (641) 472-1175  
Email: croesler@mum.edu

Persons involved in sexual violence may also call the National Sexual Assault Hotline (800) 656-HOPE (4673); for online confidential chat with a trained volunteer: [https://ohl.rainn.org/online.rainn.org/](https://ohl.rainn.org/online.rainn.org/), or call 24/7 crisis line of the Crisis Intervention Services at 1-800-270-1620. Further resources are available at [https://hawaiisaysnomore.org/resources/](https://hawaiisaysnomore.org/resources/).

Information on registered sex offenders in Hawaii could be obtained online at [http://www.city-data.com/so/Hawaii.html](http://www.city-data.com/so/Hawaii.html), or by a search at:  

The fire log about the MUM Hawaii Semester campus student housing facilities is kept by the Security and Safety Office in Fairfield, IA.

The Kohala Institute plans to improve its security services later in 2016 by employing a security and safety officer, who will have a station in the GRACE Center. The security and safety officer will patrol the grounds and the buildings; will lock and unlock classrooms, offices and outer gates; in case of emergency will call 911 and secure the scene of the incident/crime. The security and safety officer, a trained first responder, will not have authority to arrest individuals.

## Services provided in Headley Hall

MUM Campus Security patrols Headley Hall occasionally.

In emergency situations, call 911 without delay.

Reports of any emergencies, criminal activities or threats should be made promptly to Campus Security (641) 472-1115 and its Director Rig Gelfand at (641) 233-8594. Any criminal activity should also be reported Jefferson County Sheriff. The Sheriff's Office is located in Fairfield at the Law Center at 1200 West Grimes Avenue, phone number (641) 472-4146 (non-emergency) or 911 for emergencies.

**Security liaison for Headley Hall:**
Security services on other locales

**Base Camp, Field trips and Rotating University Courses**

The security policies of MUM as indicated in this report and in student, faculty and staff handbooks, on the MUM portals and elsewhere fully apply to all locales of MUM academic activities, including but not limited to base camps, field trips and Rotating University courses. Information about the security risks of the trips is provided throughout the preparation to the trip, in details during the pre-departure orientation, and throughout the trip when specific issues arise.

Written agreements are completed with all participants before every trip which contain specific information about the trip, including security hazards and what preparation and behavior is requested from the participants in order to avoid problems and/or safeguard them throughout the trip. All participants are encouraged to be responsible for their own safety and the safety of others. Participants should report suspicious activity, incidents, crime and emergency to the course leader responsible for the trip, unless otherwise indicated during the pre-departure orientation, in order to aid in assistance, to prevent further occurrences of the incident/crime and to include the incident, crime into the appropriate log kept by MUM Security and Safety Office.

The Title IX Coordinator for all MUM sponsored trips outside the main campus is Caterina Tomaselli-Roesler, who is based in Fairfield IA and could be reached at (641) 472-1175; croesler@mum.edu.

**Special information for the First Year Team Building Course (Base Camp)**

The first year team building course (twice a year) is organized, directed and administered by the Department of Exercise & Sport Sciences. The participation in the course is based on the free choice of the individuals, who make an informed decision about their participation after learning about the nature and the purpose of the course, and the specific health and safety challenges and risks it will impose on the participants.

During the course, all large group activities are directly supervised by the Chairperson of the Department of Exercise & Sport Sciences, and all small group activities are supervised by a member of the staff or faculty, who assist the Chairperson during the course.

All base camps use commercial camping facilities which are patrolled by the campground’s security service (park rangers and/or camp directors). Participants are warned that they must conduct themselves in a safe manner and comply with the instructions or directions of the course instructors and adhere to the legal and environmental rules and regulations in the locations where the course takes place.

The point person for reporting health issues (including mental health), injuries, suspicious activity, incidents, crime and emergency is Prof. Ken Daley, the Chairperson of the Department of Exercise & Sport Sciences who can be reached during the course primarily in person and also via phone 641-209-9893 (cell). Please note that cell reception may not be available in all locations.
Emergency and crime reporting

In emergency situations, from any locales of MUM operations, call 911 without delay. When calling the local law enforcement agency and/or the Office of Security and Safety to report a crime be prepared to answer to the where, when, what and who questions, and be specific. Don't downplay the importance of your call. Remember to report immediately if anyone's life or safety is threatened; if anyone needs medical assistance or an ambulance; if the suspect(s) is still there; if the suspect(s) have a weapon. Don't hang up the phone until the dispatcher tells you to do so. You may be put on hold while the dispatcher contacts emergency responders. Further instructions are provided on MUM security portal about how and what should be communicated to the emergency dispatchers.

Reports of any emergencies and criminal activities on the main campus should be made promptly to Campus Security (641) 472-1115 and its Director Rig Gelfand at (641) 233-8594. Any criminal activity on MUM main campus should also be reported directly to the Fairfield Police / Jefferson County Sheriff. Both departments are located in Fairfield at the Law Center at 1200 West Grimes Avenue, phone number (641) 472-4146 (non-emergency) or 911 for emergencies.

From the MUM Hawaii Campus contact Kohala Police Station, 53-3900 Akoni Pule Highway, phone number is 808-889-6540.

Residence hall directors/advisors should also be informed of any emergencies or criminal actions so that they can aid in providing assistance.

MUM encourages the accurate and prompt reporting of crimes. MUM recommends victims of crime to submit their reports as soon as possible after the triggering event when they choose to do so.

In case the victim is unable to report the crime, MUM encourages witnesses and other bystanders of the crime, to file an accurate and timely report. MUM encourages the members of the campus community who have knowledge about a crime to report it to both the appropriate local law enforcement agencies and MUM’s Security Department.

Furthermore, MUM encourages the accurate and prompt reporting of threat of crimes to law enforcement and MUM Security Office.

This accurate and prompt reporting allows MUM to consider whether any ongoing threat to the community is present, so the University can take appropriate preventative measures, secure a location, ask assistance from law enforcement, and/or start a timely warning or an emergency notification procedure.

MUM encourages anyone who has knowledge about a crime, violation of MUM policy, incidents committed on any location of MUM operations, or security or safety concerns, to report such matters confidentially to:

**Director of Safety and Security**: Rig Gelfand, rgelfand@mum.edu, phone 641-472-1117, or ext. 1117 from campus phones, or 641-233-8594.

**Director of Regulatory Compliance**: Beata Nacsa, bnacsa@mum.edu, phone 641-472-7000 ext. 4275 or ext. 4275 from campus phones.

Confidential reporting means that while the reporter’s identity is known to the Security Office, the reporter’s identity is not shared with any third party. In addition, any details in the report that could
lead to the identification of the reporter will be removed before the report is communicated with any third party.

Complainants who wish to volunteer information confidentially may speak with MUM’s Student Support Services. Confidentiality will be retained unless there is a concern for the complainant’s safety, or the safety of others. If the counselor learns during their counselling sessions that a crime (including VAWA offences like domestic violence, dating violence and stalking) was committed, they might remind their clients, if and when they deem it appropriate, that the nature, time and location of the crime may be provided to Campus Security through the Director of the Student Support Services for inclusion in the University’s crime log and statistics with all other information, including the reporters identity, remaining confidential. The report will also be evaluated by Director of Security or designee whether timely warning notice should be issued.

**Reporting crime allegations to Campus Security Authorities**

Campus Security Authority (CSA) is a term introduced by federal law and covers those members of the University community to whom a crime could be reported. If a crime is brought to the attention of a “campus security authority” by a victim, witness, other third party or the offender, the crime is considered being officially “reported” to the University.

Campus Security Authorities are requested to report all incidents to the Security Office without delay that are reported to them or which they become aware of.

The Security and Safety Office collects the crime reports and make them available for the public through the daily crime log, the annual security report and the Department of Education’s website.

MUM has identified those members of staff and faculty, who have a significant responsibility for campus security in general and/or student and campus activities. They are, therefore, considered Campus Security Authorities by law. This list includes all members of the Security and Student Life Departments, the Title IX Coordinator, and other designated members of staff and faculty. The University reviews the list of campus security authorities at the beginning of every academic year and updates it. MUM provides training and re-training for CSAs concerning their obligations and reporting options.

Course leaders of noncampus courses and overnight trips are also campus security authorities. MUM requests course leaders of noncampus courses, base camp, field trips and other overnight trips to report the time and location of their courses and trips to the Dean of Faculty and/or Security Office so the trip will be included in the list of noncampus courses or overnight trips. The course leaders will be educated about their specific duties. The information about the course or trip will be included in the relevant lists of noncampus locations. Following their return, the course leader shall make a report of any Clery reportable incident which may have taken place during the course.

The Director of Regulatory Compliance will send to the Campus Security Authorities an email message in every academic year reminding them to send in their reports.

Although a wide variety of members of staff and faculty are designated by law to be Campus Security Authorities, we encourage the MUM community to report crimes and other incidents or security threats directly to the members of the Security Department either in person, via phone or through the online reporting from. The Security Office refers the cases to Title IX Coordinator, Student Life, Dean of Faculty or HR Director and to the law enforcement agencies, as appropriate.
The campus security authorities are advised to report crime and other incidents to the Security Office via email or phone or in person.

Witnesses and victims may also report a crime to the CSAs. This report may be made confidentially (the CSA will not record the identity of the reporter). In this case their report will be forwarded to the Security Office without the reporter’s personal identification information. The crime report will be included in the crime log and the annual crime statistics, and the case will be examined as to whether there is a need to send out timely warning.

Complainants who wish to volunteer information confidentially may speak with MUM’s Student Support Services. Confidentiality will be retained unless there is a concern for the complainant’s safety, or the safety of others. If the counselor learns during their counselling sessions that a crime (including VAWA offences like domestic violence, dating violence and stalking) was committed, they might remind their clients, if and when they deem it appropriate, that the nature, time and location of the crime may be provided to Campus Security through the Director of the Student Support Services for inclusion in the University’s crime log and statistics with all other information, including the reporters identity, remaining confidential. The report will also be evaluated by Director of Security or designee whether timely warning notice should be issued.

Campus Security Authorities are also educated to inform the victim what help is available on campus, in the community and online.

**Primary campus security authorities:**

- **Security officer on duty:** phone 641-472-1115, or ext. 1115 from campus phones.
- **Security officer in Hildenbrand Hall** (room no. 103 in Hildenbrand Hall): phone 641-226-4086.
- **Director of Safety and Security:** Rig Gelfand, rgelfand@mum.edu, phone 641-472-1117, or ext. 1117 from campus phones, or 641-233-8594.
- **Director of Regulatory Compliance:** Beata Nacsa, bnacsa@mum.edu, phone 641-472-7000 ext. 4275 or ext. 4275 from campus phones.
- **Title IX Coordinator:** Caterina Tomaselli Roesler, croesler@mum.edu, 641-233-8033.

**Additional campus security authorities on the MUM Hawaii Campus:**

- security liaisons (Cheryl and Adam Michie),
- academic director of the MUM Hawaii Semester Campus (Lonnie Gamble).

**Relation to state agencies**

State agencies periodically patrol all locations of MUM operations. The Fairfield Police Department and the Jefferson County Sheriff patrols the MUM Campus in Fairfield IA and Jefferson County Sheriff patrols MUM Farmland in Fairfield and Headley Hall in Maharishi Vedic City IA. Kohala Police Station patrols MUM Hawaii Campus.

MUM calls these and other appropriate agencies to MUM Campus, Headley Hall, MUM Hawaii Campus and other locales of MUM operations in case physical detention and/or arrest of individuals is necessary.
Law enforcement agencies investigate alleged crimes on campus and other locations of MUM operations following the victims’ report.

MUM Security Office has frequent meetings, consultations with the Fairfield Police Department and the Office of Jefferson County Sheriff about crime response and prevention strategies and measures, and how to cooperate in addressing specific cases. There is no written Memorandum of Understanding between the University and these agencies.

Police tours repeatedly the buildings of the all MUM campuses in order to keep their knowledge-base up to date concerning locations and facilities on campus.

MUM does not have any officially recognized student organization at non-campus location, which also includes student organization with non-campus housing facilities which would require the monitoring and recording criminal activities on these locations through local law enforcement agencies.

**Investigation and assessment**

Upon receiving the report, the Security Office will review and investigate it to determine an appropriate course of action. Such course of action may include preventative steps, securing a location, asking assistance from law enforcement, and/or starting a timely warning or an emergency notification procedure.

Reports about unlawful activity or violation of the Student, Staff or Faculty Handbooks received by the Security Office will be referred to the member of administration who supervises disciplinary matters. Student matters will be referred to the Vice President of Enrollment and Student Affairs, faculty to the Dean of Faculty, staff to the Human Resources Director or their assignee. Sexual harassment, sexual assault, domestic violence, dating violence and stalking cases are referred to the Title IX Coordinator.

When a potentially dangerous threat to the University community arises, timely warnings and/or emergency notifications will be issued through e-mail and text announcements via MUM e-mail system, RAVE Mobile Safety mass notification system, flyers, in-class announcements, or other appropriate means.

**Daily Crime Log**

**Keeping the Crime Log**

The University records all criminal incidents and alleged criminal incidents which were reported to the Security Department or other campus security authorities in a daily crime log. The reported crimes and allegations are recorded by the date on which the report was received by the Security Department, within two business days of receipt. Business days are from Monday to Friday, excluding federal holidays.

The entries of the crime log contain the following data: the classification of the crime, date and time when it was reported, date and time when the crime was committed, case number, general location and disposition. The entry will not contain individually identifiable information.

The crime log contains the entries made by the security officers, the Director of Security, and the Director of Regulatory Compliance into the internal crime reporting system. The crime log also contains
the reports received by other campus security authorities or law enforcement agencies who reported them to Campus Security.

If a reported crime is fully investigated by sworn or commissioned law enforcement personnel, and, based on the results of the investigation, they make a formal determination that the crime report is false or baseless, the log should indicate, as to the disposition of the report, that the crime is “unfounded.” If needed, the University invites the local police department to unfound a crime which was reported to the Security Office.

If the Security Department receives further information about the criminal allegation, the entries of the crime log are updated. For example, the log may be updated with information that the suspect is arrested or prosecuted. This update is made if the follow up report is received by the Security Department within 60 days from the date of the original report. If the follow up is received after the 60 day-time period, the crime log might not be updated.

**Availability of the Crime Log**

The crime log is available for the public, free of charge, in the Security Office, during the Security Office’s window hours. Crime logs older than 60 days are available for inspection in two business days from the request is made.

The University maintains an electronic crime log which is accessible from the computers of the Security Office. Periodically a hard copy of the log is printed out, which serves the function of a back-up log if the electronic log is temporarily not available.

The University, in agreement with law enforcement agencies, may determine that there is clear and convincing evidence that the release of information would jeopardize an ongoing investigation; jeopardize the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. In this case the University might withhold that information temporarily.

The University notifies the public through the Annual Security Report in every academic year about how they can review the log.

**Timely Warning Notice (Crime Alert Mass Notification)**

When the Security and Safety Office receives a report of a crime, the Office will review it to determine if there is a serious or continuing threat to the campus community. If it is determined that the crime results in a serious or continuing threat to the campus community, the University will issue a campus wide timely warning notice in the form of a crime alert email. The aim of the timely warning message is that community members are notified about the available pertinent information about criminal activity on campus so they can make the appropriate steps to protect themselves.

The notice contains the pertinent information about the crime and advise how students, employees and other members of the community could prevent similar crimes from happening.

We will consider issuing a timely warning notice for the following crime specifications:
• Murder/non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson;
• Larceny/theft, simple assault, intimidation and destruction/damage/vandalism of property, if committed as a hate crime;
• Illegal alcohol, drug or weapon possession;
• Dating violence, domestic violence and stalking.

The University might consider issuing timely warning notice for other crime specifications if they pose a continuing or imminent threat to students or employees.

All cases will be evaluated on a case-by-case basis, taking into consideration all available facts of the case, especially the nature of the crime; when, where and how the crime was committed and the motivation, while assessing the threat it poses to the campus community.

Director of Security sends out the timely warning notice, following a consultation with the security supervisor, Director of Regulatory Compliance, Title IX Coordinator, General Counsel, Chief Administrative Officer and/or Vice President of Operations and law enforcement agencies.

If the circumstances allows, the Director of Security calls without delay a timely warning notice meeting to discuss with the above mentioned members of the management the facts of the case, the nature of the threat, the draft of the notice and how else the University may eliminate or mitigate the threat. If the circumstances do not allow holding a meeting, the Director of Security consults the above-mentioned members of the management in person, via phone and/or email. If the urgency of the matter does not allow phone consultations either, the University issues the alert at once.

The University sends the crime alert to the registered e-mail address of MUM community members. The crime alert will include all the important known and substantiated facts, suggestions for protective measures a person could take and, if relevant, any suspect information.

The alert will be sent out either through the offices of Student Life, Dean of Faculty and Human Relations, and/or Rave mass notification system. The University might use some other forms of disseminating the information like classroom announcement, posters, etc.

If the Director of Security is not available to execute this task the Legal Counsel, the Vice President of Operations, the Title IX Coordinator and/or Chief Administrative Officer might act as his substitute.

How to Receive Timely Warning Notices and Emergency Notifications

The RAVE Mobile Safety mass notification system are used by the University to send out mass notifications via text and/or e-mail messages.

All members of the MUM community (including short term visitors) are encouraged to sign up for RAVE. RAVE is an emergency communication system, so you will get message from RAVE only if you need to take action immediately to keep yourself safe. So please always read a massage if it comes from MUM RAVE.

Please sign up to the RAVE Mobile Safety system with your mum.edu email address:

https://www.getrave.com/login/mum
All members of MUM community are encouraged to check periodically whether their data on the RAVE Mobile Safety system is accurate and up to date.

Short term visitors can sign up for the Rave Mobile Safety mass notification system. If you are not interested in getting these messages after leaving campus, please make sure that you delete your accounts.

During the security presentation for freshmen, the URL for signing up is distributed and the students are asked to sign up on the spot.

**Security and maintenance**

The Chief Administrative Officer and/or the Director of Security participates in approving the design, modification, maintenance, and improvement of all MUM facilities to assure compliance with all safety codes and security needs.

The security officers are trained to notify facilities management promptly if they observe the need of any repair work which has a security relevance, e.g., a broken lock, a non-operational emergency exit sign, a broken window, or any dysfunctionality of a fire panel. Facilities Management personnel are trained to notify the Security Department if they observe a security-related issue, for example if a fire egress is blocked by personal items in any campus building.

**Security Awareness Programs**

**General Information**

The University undertakes programs designed to improve security awareness and encourages students, staff, and faculty to take an active role in the prevention of crime. The purpose of such programs is to provide tools for students, faculty, and staff as to how to take responsibility for their own safety and the safety of others.

Security awareness programs are delivered through a variety of means:

- The University disseminates general and specific security awareness information in writing to the University community via email notifications and warnings, newsletters, booklets, leaflets, posters.
- The University also provides security-related presentations to groups of employees and students either in-person or via online courses, or both every academic year.
- In order to prevent theft of bicycles on campus, the University offers free of charge registration of bicycles in the Security Office. You may register your bike online: https://services.mum.edu/campus-security/car-and-bike-registration/ and arrange for a time when you get your sticker from the Security Office.
- The University encourages MUM community members to regularly read the police arrest reports published in the Fairfield Ledger; and to follow Jefferson County Iowa Mugshots - Fairfield Iowa and Jefferson County Sheriff's Office-Fairfield, IA on Facebook to learn the most current crime information in Fairfield and Jefferson County.
Security and Safety Education

Students and employees are provided with handbooks at the commencement of their study or work at the University, along with this annual report, which advises them of University rules and policies, including security and safety policies. Detailed description of security policies and practices are available online on our website for all community members.

On the main campus, the Security and Safety Office provides presentations to all new students and employees about the core security policies, including but not limited to policies concerning basic crime prevention strategies; active shooting; tornado safety; traffic safety and fire safety. The length and the content of the presentations are adjusted to the needs of the particular group. These presentations are provided to those students, staff and faculty, as well, who will continue their activity later on in Kapaau HI and in Headley Hall.

Staff and faculty are further informed of relevant security policies and procedures by their department heads and/or the Security and Safety Office directly throughout their tenure in different forms, including newsletters, presentations, and meetings, according to the annual security and safety training schedule developed by the Security and Safety Office.

New students are advised during orientation and/or during their first block about security and safety policies and practices, including the importance of crime prevention and crime reporting. At the end of the presentations written information is provided to the students about core security policies, e.g. run-hide-fight in case of active shooting; fire prevention strategies; emergency evacuation procedures, etc.

For MUM community members on the main campus announcements are posted via different forms (e.g. posters, newsletters, e-mail messages) throughout the year relating to relevant issues, e.g., bicycle safety notices in the spring, driving notices and emergency snow procedures in the winter, tornado procedures in the spring and fall.

For MUM Hawaii Campus members in Kapaau HI the electronic announcements are delivered via e-mail. During the on-site orientation procedure, the local security liaisons with the involvement of the security services of the Kohala Institute inform the students, staff and faculty about the local security procedures and practices, including crime and emergency reporting procedures, evacuation procedures, locally applied methods of emergency notifications and timely warning procedures and the local security and safety risks. Standing emergency procedure notices relating to these and other matters are posted on public bulletin boards placed throughout both campuses in public buildings and in-residence halls.

Regular student body, faculty and staff meetings conducted throughout the school year to discuss relevant security and safety issues as they arise on both campuses.
Training on Sexual Assault Prevention

Since 2015 MUM’s Sexual Assault Prevention Team, composed of “Mentors in Violence” Certified Trainers, provides training for University staff, faculty and students every year about policies on preventing and attending sexual assault cases.

Primary prevention and awareness programs

Every new student entry is educated about sexual misconduct prevention on campus. The prevention program is provided in the format of “Mentors in Violence Prevention” and trains the attendees how to identify red flags about a possibly problematic situation and how to intervene safely. It includes a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking on all its geographical locations and the university strictly enforces these policies and laws.

The prevention program covers the following topics: who is leader, who is bystander, types of abuse and respect, the meaning of consent in reference to sexual activity, definitions of sexual assault, dating violence, domestic violence, sexual assault, and stalking. The types of bystander intervention taught are direction, distraction, delegation and delay. The program provides education about resources available on and off campus and the victim’s rights under Title IX.

The training includes reference to basic risk reduction strategies like the risks stemming from being under the influence of alcohol and drugs, staying overnight in an unsafe environment and walking alone at night, etc.

Training for new students at each standard entry lasts approximately one and a half hours.

The same program is provided to new members of staff and faculty.

Within the first 6 weeks of being on campus all new students are also given an online educational program through Everfi-HavePlus that covers topics about sexual misconduct, including definitions, red flags, signs of healthy and unhealthy relationships. The completion of this approx. one hour long online course is required of all new MUM students. Throughout the year students will be reminded of the points they learned at orientation and about how to be an active bystander.

For more information go to www.mum.edu/sexual-respect

Ongoing prevention and awareness campaigns

Student Life integrates the ongoing prevention campaigns into new and ongoing program offerings.

The role of bystanders in prevention of sexual assaults and sexual harassment; definition of sexual assault, dating violence, domestic violence, stalking in federal law and domestic abuse and sexual abuse in state law; sexual harassment and abuse in the workplace are discussed periodically in meetings and via newsletters and emails sent out to staff, faculty and students; etc.

Staff, faculty and student-employees, who are identified as Mandatory Reporters are required to inform the Title IX Coordinator about any suspected sexual misconduct incident. The mandatory reporters (staff, faculty and student-employees) are provided an opportunity to participate in in-person training about their reporting duties.
Campus Security Authorities (staff, faculty and student-employees) are also provided an opportunity to participate on in-person training about the duties of campus security authorities every academic year.

**Disclosure of Crime Statistics**

**Crime Reporting Responsibility of MUM to the Community**

The law requires that the crime statistics, containing crime reports of specific crime categories, occurred on the locations of MUM operations, must be published in the institution’s annual security report and submitted to the Department of Education via the annual Campus Safety and Security Survey.

The crime statistics are based on the reports made to the members of Campus Security, other campus security authorities and law enforcement agencies.

Campus security authorities, including security officers, are trained to file, with the Director of Regulatory Compliance, all incident reports reported to them. At least once a year, all campus security authorities are asked to send the incident reports they receive to the Director of Regulatory Compliance. At least once a year the Security Office requests crime statistics from the law enforcement agencies on which jurisdiction MUM activities took place. We are grateful for the Fairfield Police Department and Jefferson County Sheriff’s Office for providing us crime statistics and/or the copy of the initial contact/complaint reports. The Security Office also contacts police departments, sheriffs’ offices who patrol the locations where noncampus courses or overnight trips take place via mail or email in the US and abroad, at least once a year.

**Categories of Reportable Crime**

Crimes are reported in the following legally specified categories:

1) **Criminal Homicide**, further divided in
   a) Murder and Nonnegligent Manslaughter and
   b) Negligent manslaughter;
2) **Sexual Assault (Sex Offences)** including
   a) Rape,
   b) Fondling,
   c) Incest and
   d) Statutory Rape;
3) **Robbery**;
4) **Aggravated Assault**;
5) **Burglary**;
6) **Motor Vehicle Theft** and
7) **Arson**.

The report must also indicate if any of the reported incidents were a hate crime. A hate crime is defined as a criminal offense committed against a person or property which is motivated by the offender’s bias.
Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity, national origin.

Higher education institutions are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral:

1. Liquor Law Violations;
2. Drug Law Violations; and
3. Illegal Weapons Possession.

If both an arrest and referral are made only the arrest is counted. Only violations of law must be reported, not mere violation of the strict MUM drug and alcohol policies.

The fourth category of statistics must be disclosed are offences stipulated by Violence Against Women Reauthorization Act of 2013, which includes:

1. domestic violence,
2. dating violence and
3. stalking.

**Definitions of Offences in Federal Law**

**Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

**Arrest**

A person processed by arrest, citation or summons.

**Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another.

**Burglary**

The unlawful entry of a structure to commit a felony or a theft.

**Dating Violence**

A violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of the relationship, the frequency of the interaction between the persons involved in the relationship.
**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.

**Domestic Violence**

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

**Drug Abuse Violations**

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. The relevant substances include but not limited to opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine), etc.

**Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Hate Crime**

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. The following crimes are reportable hate crimes: murder & non-negligent manslaughter, negligent manslaughter, sexual assault (sex offences), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

**Incest**

Sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law.
**Intimidation**

Intimidation is 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.

**Larceny-Theft**

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**Liquor Law Violations**

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. (See applicable local liquor law ordinances below this section.)

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

**Murder & Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter**

The killing of another person through gross negligence.

**Rape**

Penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim. (This offense includes the rape of both males and females.)

**Referral for Disciplinary Action**

The referral of any person to any official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

**Robbery**

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.


**Sexual assault (sex offences)**

Sexual assault (sex offences) covering the categories of rape, fondling, incest and statutory rape: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**Simple Assault**

Simple Assault is 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.

**Stalking**

Stalking engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; 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 in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. 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.

**Statutory Rape**

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

**Unfounded Crime**

A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless, following a thorough investigation of the case.

**Weapon possession (illegal)**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.
Definitions of Offences in State Law and Local Ordinances

**Domestic Abuse—Iowa Code Section 236.2, subsection 2**

Domestic abuse means committing assault as defined in section 708.1 under any of the following circumstances:

a. The assault is between family or household members who resided together at the time of the assault.

b. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.

c. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.

d. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.

e. The assault is between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault.

In determining whether persons are or have been in an intimate relationship, the court may consider the following nonexclusive list of factors:

a. The duration of the relationship.

b. The frequency of interaction.

c. Whether the relationship has been terminated.

d. The nature of the relationship characterized by either party’s expectation of sexual or romantic involvement.

**Assault—Iowa Code 708.1 subsection 2**

A person commits an assault when, without justification, the person does any of the following:

a. Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act.

b. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act.

c. Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

**Sexual Abuse—Iowa Code 709.1**

Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:
1. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.

2. Such other person is suffering from a mental defect or incapacity which precludes giving consent or lacks the mental capacity to know the right and wrong of conduct in sexual matters.

3. Such other person is a child.

**Sex Act—Iowa Code 702.17**

The term "sex act" or "sexual activity" means any sexual contact between two or more persons by any of the following:

1. Penetration of the penis into the vagina or anus.
2. Contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person.
3. Contact between the finger or hand of one person and the genitalia or anus of another person, except in the course of examination or treatment by a licensed person.
4. Ejaculation onto the person of another.
5. By use of artificial sexual organs or substitutes therefor in contact with the genitalia or anus.

**Incapacitation—Iowa Code 702.17 709.1A**

As used in this chapter, “incapacitated” means a person is disabled or deprived of ability, as follows:

1. “Mentally incapacitated” means that a person is temporarily incapable of apprising or controlling the person’s own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance.
2. “Physically helpless” means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited.
3. “Physically incapacitated” means that a person has a bodily impairment or handicap that substantially limits the person’s ability to resist or flee.

**Statutory Rape in Iowa (Sexual Abuse - Iowa Code 709.1)**

While Iowa does not expressly penalize statutory rape, sexual abuse in the 2d, and 3d degrees covers crimes which are called “statutory rape” in federal law and in other states.

Sexual Abuse (2d degree) if defendant performs any sex act and the victim is under the age of 12 years.

Sexual Abuse (3d degree) if defendant and victim are not cohabiting at the time of the sex act and the other person is 12 or 13 years of age; or the other person is 14 or 15 years of age and the defendant is four or more years older than the other person.
Alcohol Offences—Iowa Alcoholic Beverage Control Act


Persons under eighteen years of age, persons eighteen, nineteen, or twenty years of age, and persons twenty-one years of age and older.

1. A person shall not sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age.

2. Except as otherwise provided in subsections 6 and 7, a person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section commits a serious misdemeanor punishable by a minimum fine of five hundred dollars.

3. A person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section which results in serious injury to any person commits an aggravated misdemeanor.

4. A person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section which results in the death of any person commits a class "D" felony.

Alcohol Offences—Local Ordinances


1. Intoxication in public. A person shall not be intoxicated nor simulate intoxication in a public place. (Ord. 708 ' 2, 1985).

2. Consumption in public prohibited. No person shall use, drink or consume beer or other intoxicating liquor, while such person is on any public street, public alley or highway, or in any public park, public place, or public area within the city, or in an automobile or other vehicle while same is on any public street, public alley, or public ground, park, or area in the city. (Ord. 455 ' 2, 1963).

3. Possession by persons under legal age. No person under legal age as defined in Sections 123.47 and 123.47(a) of the 1991 Code of Iowa shall individually or jointly have in his or their possession or control, alcoholic liquor, wine or beer as the same is defined in Section 123.3 of the 1991 Code of Iowa. The provisions of this section shall not apply to any person under legal age who: (1) Is provided alcoholic liquor, wine or beer within a private home and with the knowledge or consent of the parent or guardian for beverage or medicinal purposes; (2) Is administered alcoholic liquor, wine or beer by either a physician or dentist for medicinal purposes; (3) Handles alcoholic liquor, wine or beer during the regular course of his or her employment by a liquor control licensee or beer permittee as defined in Chapter 123 of the Code of Iowa 1991. (Ord. 817 ' 2, 1991: Ord. 626-9-12 ' 1, 1980: Ord. 507, 1967: Ord. 455 ' 2, 1963).

4. Prohibited acts in all parks. (a) No person or persons shall consume any alcoholic beverage or liquid in any city park. (Ord. 555 ' 3, 1972).
Drug Offences—Controlled Substances Law (Iowa)


1. Prohibited acts: manufacturers, possessors, counterfeit substances, simulated controlled substances, penalties. 1. Except as authorized by this chapter, it is unlawful for any person to manufacture, deliver, or possess with the intent to manufacture or deliver, a controlled substance, a counterfeit substance, or a simulated controlled substance, or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver, or possess with the intent to manufacture or deliver a controlled substance, a counterfeit substance, or a simulated controlled substance.

2. It is unlawful for any person to sell, distribute, or make available any product containing ephedrine, its salts, optical isomers, salts of optical isomers, or analogs of ephedrine, or pseudoephedrine, its salts, optical isomers, salts of optical isomers, or analogs of pseudoephedrine, if the person knows, or should know, that the product may be used as a precursor to any illegal substance or an intermediary to any controlled substance.

3. It is unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner's professional practice, or except as otherwise authorized by this chapter.

Weapon Carry Laws—Iowa Chapter 724.4 of Iowa Code,


Carrying Weapons

1. Except as otherwise provided in this section, a person who goes armed with a dangerous weapon concealed on or about the person, or who, within the limits of any city, goes armed with a pistol or revolver, or any loaded firearm of any kind, whether concealed or not, or who knowingly carries or transports in a vehicle a pistol or revolver, commits an aggravated misdemeanor.

2. A person who goes armed with a knife concealed on or about the person, if the person uses the knife in the commission of a crime, commits an aggravated misdemeanor.

3. A person who goes armed with a knife concealed on or about the person, if the person does not use the knife in the commission of a crime: a. If the knife has a blade exceeding eight inches in length, commits an aggravated misdemeanor. b. If the knife has a blade exceeding five inches but not exceeding eight inches in length, commits a serious misdemeanor.

Exceptions to subsection 1 through 3 above are listed in subsection 4. For details see:


Weapons—Local Ordinances

From Code of Ordinances, City of Fairfield, IA, (9.40.010, 9.92.030) available at:
1. Discharging firearm or air rifle. No person shall discharge a firearm, air rifle, pistol, or any other type of gun of any kind or description in this city without first securing the permission to do so from the mayor, chief of police or other official designated to issue such permits by the city council, and the permit so issued must fix the time and place for the use and discharge of such firearm or gun. Nothing in this restriction or prohibition shall in any way apply to peace officers or other persons duly authorized by law to carry and use such firearms or guns. (Ord. 478 ' 42, 1965).

2. Prohibited acts in all parks. (b) No persons or persons shall use or discharge any firearms in any city park. (Ord. 555 ' 3, 1972).

**MUM’s Crime Reporting Geography**

The crime statistics are broken down geographically into legally stipulated categories like “on campus”, student housing facilities located on campus (which is a subset of the “on campus” total), “noncampus” locations, and on “public property” i.e., public property within the campus, or immediately adjacent to and directly accessible from campus.

Starting from 2016 August, Headley Hall, located 3 miles from the Main Campus in Fairfield, IA is a separate campus.

Starting from 2016 September, MUM has a new campus, MUM Hawaii Campus located in the Kohala Institute, Kapaau HI.

Crime statistics for these two new campuses will be included for first time into our 2017 Annual Security and Fire Safety Report.

**MUM Campus in Fairfield, IA**

**On campus locations:**

- 1000 N 4th Street
- 1100 N 4th Street (Gate Ridge Court Bldg.)
- 904 N 4th Street (Hildenbrand Hall)
- 2000 N. Court Street (Utopia Park)
- 804 Dr. Robert Keith Wallace Drive (Foster Hall, main entrance and cafeteria in MSAE building)
- MUM Farmland
- Undeveloped land to the N, W and NW of the Gateridge Building
- Streets in North Campus Village.
Noncampus locations:

- Rotating university courses
- First year team building course (base camp)
- Other overnight trips.

Public Property (adjacent to and directly accessible from campus):

- Highway 1 between the two parts of the main campus between Reiff Grain and Feed going south to Carpenter Street
- Highway 1 to the West of Campus Farmland
- North B Street immediately surrounding the two East entrances of the campus (50 feet to the North and South from the entrances)
- North B Street along Utopia Park
- Jefferson County Loop Trail on the W and NW side of campus.

MUM Hawaii Campus

Separate campus operated from 2016–2018 periodically.

The campus is located in the Kohala Institute, 53-588 Iole Rd, Kapa’au, HI 96775

On campus locations

- Grace Center
- Bond House
- Mediation Room
- Carter Cottage
- Chapel Building

Noncampus locations

- Temporary student dorm: Makapala Retreat Center (Oct 3 - 24, 2016) 52-4670 Akoni Pule Hwy, Kapaau, HI 96755
- Overnight trips

This campus has no Public Property (adjacent to or directly accessible from campus).

Headley Hall 2100 Mansion Drive in Maharishi Vedic City, IA 52556

Part of Fairfield Campus until the end of July 2016.

Separate campus in 2016/17 academic year.
On campus location:

- Headley Hall

This campus has no noncampus locations.

This campus has no student housing facilities.

Public property (adjacent to or directly accessible from campus):

- Jasmine Avenue (East)
- 180th Street (South)

The map of MUM Main Campus is accessible on the Security Office website:

https://services.mum.edu/campus-security/mum-clery-map/
## Crime statistics in 2013-2015

### MUM Campus in Fairfield

### Criminal offences

<table>
<thead>
<tr>
<th>Category of crime</th>
<th>Year</th>
<th>On campus</th>
<th>Noncampus locations</th>
<th>Public property</th>
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<tr>
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<tr>
<td></td>
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### Burglary

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### Motor vehicle theft

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### Arson

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### Arrests

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<td>Illegal weapons possessions</td>
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<td>Liquor law violations</td>
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Disciplinary actions

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<th>Public property</th>
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VAWA offences

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<td></td>
<td>2015</td>
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<td></td>
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</table>

No **hate crime** was reported in 2013, 2014 and 2015 in any crime category and in any bias category. There was **no unfounded crime** for 2013-2015 years.
Access to Campus

All locales of Maharishi University of Management’s are private, but open to visitors during daytime hours. The main campus in Fairfield IA is accessible through our Visitors Center in the Dreier Building. The MUM Hawaii Campus is accessible through the security liaisons in charge whose contact information is published on page 11 above. Headley Hall is accessible through the security liaison in charge whose contact information is published on page 12 above.

Our campuses are also open to guests of residents. Visitor and guest presence on the main campus is subject to the discretion of the Security and Safety Office and on the MUM Hawaii Semester Campus to the discretion of the security liaison.

On or off-campus visitors must leave residence halls by 9:30 P.M. and may not enter residence halls before 9:15 A.M.

Campus residence halls on both the main campus and MUM Hawaii Campus are closed 24 hours, with each resident having an outside door key. All individual residence rooms have locks. Keys may be obtained in Fairfield from the Campus Locksmith in Verrill Hall, Rm 67, ext. 4188 and on the MUM Hawaii Campus from the security liaisons.

Classroom buildings are locked after evening classes and/or at the end of the working time of employees working in the building. All buildings are secured with locks and are checked periodically by patrols conducted by security officers during closed periods and randomly during the day.

All students, faculty, and staff have identification issued by Maharishi University of Management which enables determination of appropriate campus access for a given individual.

Missing Person Policy for Students Living on Campus

Procedure for Missing Students

If anyone notices that a student who lives on-campus is missing and cannot be located, they should report this promptly to:

- Student Life Department (studentlife@mum.edu, 641-472-1225) or,
- Rod Eason, the Vice-President of Student Life (reason@mum.edu, 641-472-1204).
- Reports can also be made directly to Campus Security.

If Student Life, the security officers, or anyone receives a report that a student who lives on-campus is missing and cannot be located, they should report this promptly to the Director of Security Rig Gelfand, phone 641-472-1117 or ext. 1117 from campus phones, or 641-233-8594 (cell), rgelfand@mum.edu.
When Campus Security receives a report from anyone that a student who lives on campus is missing and cannot be located and there is concern for the well-being of the student, this student is immediately treated as a “missing person.”

24 hours after the student becomes a missing person, the following actions are initiated:

- Campus Security forwards a Missing Person Report to law enforcement and,
- The Student Life Department notifies:
  a) the student’s designated contact person, or
  b) the student’s parent or guardian, if the student is unemancipated under the age of 18.

At initial on-campus registration, the Enrollment Center requires all students to fill out a Personal Information Form, advising all on-campus students with the following recommendations:

- Students over the age of 18 (or students under the age of 18 who are emancipated) have the option to designate and provide confidential contact information for a contact person that MUM can contact 24 hours after the student is reported missing, and,
- Students under the age of 18 who are not emancipated, the school is required to notify a parent or guardian 24 hours after the student is reported missing.
- MUM is required to notify law enforcement 24 hours after any student become a “missing person.”

**Promoting Respectful Behavior**

Honoring diversity is one of the core values of Maharishi University of Management. We honor cultural diversity as well as diverse backgrounds and viewpoints, and welcome everyone’s contributions. We do not tolerate harassment in any form. This includes, but is not limited to, harassment on the basis of sex, race, color, religion, and disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, or political belief. Should you have any concerns, please contact the Dean of Student Life or any other member of the Department of Student Life. When the University becomes aware that harassment might exist, prompt and appropriate action will be taken (e.g. the issue will be investigated, evidence will be collected, disciplinary hearing will be initiated, and consequence will be applied).
What to Do in Case of Sexual Harassment or Violence

The policies described in this chapter apply to all locations of MUM, including Headley Hall and MUM Hawaii Campus and all noncampus locations.

The University does not discriminate on the basis of sex in its education programs. As sexual harassment and sexual violence are types of sex discrimination, they also are not permissible. The University’s policy prohibiting sex discrimination applies to everyone’s conduct—students, faculty and staff—both on and off campus and these policies are in place to protect us all along with visitors.

Furthermore, any kind of sexual violence is criminal behavior and will not be tolerated.

The University applies the same procedure to investigate accusations of sexual harassment or sexual violence regardless of whether the complainant and the accused is student, staff or faculty. The investigation is conducted by the Title IX Coordinator, who is accompanied by another member of staff or faculty.

The University will provide a written explanation of available rights and options, including procedures to follow, when it receives a report that a student or employee has been a victim of Sexual Misconduct or a VAWA Crime, whether the offense has occurred on- or off-campus or in connection with any University program.

It is the University’s policy to provide programs to prevent domestic violence, dating violence, sexual assault, stalking, and sexual harassment, which crimes are prohibited, by increasing awareness of gender violence in our students during their orientation.

These programs provide options that will be helpful to bystanders in intervening to prevent sexual and relationship violence. Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help.

Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, seek to take advantage of or have intimate relations with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources for support in health, counseling, or with legal assistance.
Sexual Harassment

According to the Sex Discrimination Guidelines of the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic performance, or

2. Submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting such individual, or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment, sexual assault, dating/domestic violence and stalking involving students may occur between two or more students, between students and faculty, or between students and administrators. Third party harassment may occur when a person who is not the direct target of harassment suffers the consequences of harassment indirectly, for example, when a student overhears others in the classroom talking and joking about sexual subjects. Complaints or incidents should be reported immediately to the Dean of Student Life (641-472-1225) or any other member of the Department of Student Life, or the Title IX Coordinator (641) 472-1175.

Once the University is notified of a complaint, the Dean of Student Life, or the Title IX Coordinator or a designee will conduct a prompt review. This will be conducted as confidentially as possible keeping in mind any request for privacy, but also the wellbeing of members of the University community. The accused will be notified of the complaint, afforded an opportunity to respond, and notified of the outcome of the review.

The goal of the review will be to determine if harassment has occurred, and if so, to redress the situation, including taking appropriate steps to prevent it from happening again. The review may result in a recommendation of mediation between the parties, legal action, or disciplinary action including a warning letter, probation, suspension, or dismissal from the University. Retaliation against a person who reports harassment in good faith will not be tolerated.

If a finding of harassment is made, a record will be filed in the harasser's file.

Sexual Violence

Sexual violence, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, co-curricular, athletic, study abroad, residential and off-campus conduct, and other programs.
“Sexual violence” is defined as attempted or actual sexual contact performed without the active, verbal consent of another individual. It includes Sexual Assault, Sexual Battery, Sexual harassment, sexual assault (sexual exploitation, stalking, domestic violence and dating violence are and any kind of “Sexual Contact”, obtained without effective consent.

“Effective Consent” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused student knows or reasonably should have known of such Incapacitation. This means that Sexual activity with someone mentally or physically incapacitated (because of disability, alcohol/drug use, sleep, unconsciousness, blackout or bodily restraint) is a violation of this policy. Effective Consent is also absent when the activity in question exceeds the scope of Effective Consent previously given. Silence in and of itself is not an indication of consent. Consent may be withdrawn at any time.

“Force” means physical force, violence, threat, coercion, or intimidation. Intimidating someone for one of the purposes described above is a form of sexual violence, as is retaliating following an incident of alleged sexual violence or attempted sexual violence.

“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated. Because Incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give Effective Consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Policy.

Sexual Assault includes, making unwanted and sexually offensive contact with an intimate body part of another person, including clothing covering any intimate body part, or which cause an immediate apprehension in the other person that such an act will occur, it includes but is not limited to, any sexual activity by a group or individual that takes place without the effective consent of the other individual(s) involved. Effective consent is shown by the exchange of mutually understandable words or actions between parties to a sexual interaction.

“Sexual Exploitation”: Sexual Exploitation happens when a student takes non-consensual sexual advantage of another for the purpose of arousing or satisfying his/her own sexual desires or those of those of a third party.
Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audiotaping of sexual activity, going beyond the boundaries of consent (such as letting your friends surreptitiously watch you having consensual sex), engaging in Peeping Tommery.

They also include:

**Knowing Transmission of STD:** Knowingly transmitting an STD (including HIV) to another student is a violation of this policy.

**Possession, Use, Distribution and/or Administration of Date Rape Drugs:** Possession, Use, Distribution and/or Administration of Date Rape Drugs of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, as is administering one of these drugs to another student for the purpose of inducing incapacity.

**Attempts to Commit/Aiding in the Commission of Sexual and/or Relationship Misconduct:** Attempts to commit Sexual or Relationship Misconduct and aiding in the commission of Sexual or Relationship Misconduct as an accomplice are also prohibited under this policy.

**Retaliation:** Intimidating, threatening, coercing or taking any other action that has an adverse impact on an individual’s grades, class selection or any other matter pertaining to a student’s status because she/he has sought guidance, filed a complaint or participated in an investigation under this policy.

**Domestic/Dating Violence** is the willful intimidation, physical assault, battery, sexual assault and/or other abusive behavior perpetrated by a domestic partner or a dating partner against the other partner.

**Stalking** means engaging in conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

Sexual violence also includes:

**Knowing Transmission of STD:** Knowingly transmitting an STD (including HIV) to another student is a violation of this policy.

**Possession, Use, Distribution and/or Administration of Date Rape Drugs:** Possession, Use, Distribution and/or Administration of Date Rape Drugs of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, as is administering one of these drugs to another student for the purpose of inducing incapacity.

**Attempts to Commit/Aiding in the Commission of Sexual and/or Relationship Misconduct:** Attempts to commit Sexual or Relationship Misconduct and aiding in the commission of Sexual or Relationship Misconduct as an accomplice are also prohibited under this policy.

**Retaliation:** Intimidating, threatening, coercing or taking any other action that has an adverse impact on an individual’s grades, class selection or any other matter pertaining to a student’s status because she/he has sought guidance, filed a complaint or participated in an investigation under this policy.

Sexual violence can be committed by anyone against a person of the same or other gender. Sexual violence can be committed by current or former lovers, friends, acquaintances, or strangers.
Students, faculty members, and administrators should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom the individual has any degree of formal power or authority must understand that the validity of the consent involved can and may be questioned. The University is particularly aware of the abuse potentially inherent in sexual relationships between staff or faculty members and students, and between supervisors and their employees.

**What to do if you believe you are the victim of sexual violence**

Maharishi University of Management urges people who have been sexually assaulted to pursue criminal charges against the person or persons they believe to have committed the sexual assault. A person who has experienced a sexual assault involving a member of the campus community is also urged to make a complaint to the University by contacting Campus Safety and Security and/or MUM’s Title IX Coordinator.

The Title IX Coordinator is Caterina Tomaselli-Roesler. She can be reached at (641)472-1175; croesler@mum.edu

Complainants are also advised to seek medical attention as soon as possible or within 72 hours of a sexual assault, though they may do this at any time. Seeking help as quickly as possible may help ensure a student’s physical safety, as well as preserve evidence, which in turns will make it easier for the University and for law Enforcement to respond effectively.

When informed of an alleged incident of sexual violence, all University students, faculty and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, M.U.M.’s Sexual Assault Response and Prevention Coordinator, or a member of the Student Life Department, and/or campus security authorities. A criminal charge and an internal complaint can be pursued at the same time.

**Reporting**

**Non-confidential reporting**

Complainants are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The University considers these people to be "responsible employees." In addition, all faculty, RAs and teaching assistants, are also responsible officers. Notice to them is official notice to the institution. Complainants have the right and can expect to have incidents of sexual misconduct to
be taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual. All responsible employees will promptly contact the Sexual Assault Response and Prevention Coordinator.

Upon receiving a report, the Title IX Coordinator is required to conduct an investigation by Title IX regulations but will also inform and seek to obtain consent from the complainant before beginning.

As required by law, all disclosures to any University employee of an on-campus sexual assault are tabulated for statistical purposes by the Security and Safety Office, without personal identifying information. In compliance with federal law, these statistics and other mandated crime statistics are reported annually, but no names are disclosed.

**Confidential reporting**

If you wish to make a confidential anonymous report concerning a crime for inclusion in our annual disclosure of crime statistics you may mail the report to Beata Nacsa, Director of Regulatory Compliance and Rig Gelfand, Director of Security and Safety at 1000 North 4th street, Fairfield Iowa 52557. The crime report will be reviewed by the Security and Safety Office and Title IX coordinator to determine the University's response. However, addressing such reports when the complainant chooses to remain anonymous is difficult, and we may not be able to investigate allegations based on an anonymous report. Other established university channels should be used to report these matters, whenever possible. Complainants or anyone who may want to speak to someone but require that details of an incident be kept confidential may speak with on-campus mental health counselors or off-campus rape crisis resources who can maintain confidentiality unless there is cause for fear for complainant’s safety, or the safety of others. These are individuals whom the University has not specifically designated as "responsible employees" for purposes of putting the institution on notice and for whom mandatory reporting is not required, other than in the stated limited circumstances.

You may also wish to speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

In addition, students are encouraged to get support from local crisis centers. Their services are free and confidential and include safety planning, support through reporting process, crisis counseling, and personal advocacy. These centers are available 24/7 on the phone and in addition, they are able to meet in person during daytime hours. Further available services include:

- Crisis Intervention Services, which serves victims of sexual assault and harassment. Their 24/7 crisis line is 1-800-270-1620. This service is available for MUM Hawaii Campus, as well.
- Crisis Center & Women's Shelter, which serves victims of domestic violence. Their 24/7 crisis line is 641-683-1750.
Medical Treatment

A person who has experienced sexual violence is urged to seek appropriate medical evaluation as promptly as possible, ideally within 72 hours of the incident, though they may do so at any time. As needed, students should call 911 or go to the Jefferson County Health Center Emergency Department. They may also contact Liza McClure RN, in the Wellness Clinic, 1080 North 4th Street, Fairfield Iowa 52556, (641) 472-7000, ext. 3411, nurse@mum.edu, for advice, first aid, and assistance in obtaining medical care. Clinic hours are generally Monday through Friday 1-4 PM. They may also call the security officer at (641) 472-1115 who will assist them in seeking medical attention. Members of MUM Hawaii Campus may contact MUM nurse via phone or email.

University counselors and Campus Safety and Security will also assist students who have been the victim of sexual violence in obtaining further assistance, including help with transportation to the Jefferson County Health Center, or local law enforcement. Please note that members of Campus Safety and Security cannot guarantee confidentiality as they have, by law, been designated as "responsible employees" who must alert the IX coordinator that an alleged sexual offence has occurred. University health care provider will maintain confidential the identity of a student who as sought their help for sexual violence but will report the incident to the University's Title IX Coordinator to enable the University to understand the existence and extent of the problem. Crimes are also reported to Campus Safety and Security without any identifying information for inclusion in the daily crime log and annual statistical report and for issuance of any warning, if needed.

A sexual assault exam is a specific form of medical attention that is available at the hospital emergency room. Sexual assault exams have two purposes. First the nurse makes sure that people who have experienced sexual assault are physically alright and addresses health concerns. Second, the nurse can collect, and store forensic evidence should the individual later decide to make a police report at that time or at a later date. It is paid for by the State of Iowa and free to victims of sexual assault.

Counseling (Confidential)

Students involved in a case of sexual violence are encouraged to seek counseling. On campus, they may contact Dr. Jonathan Shapiro, Director of Student Support Services, 641-472-1241 jshapiro@mum.edu. Dr. Shapiro can refer students to Victoria Knight, licensed therapist, or Optimae Life Services, both in Fairfield; the University will pay for three to five visits per semester for students whose insurance does not cover such visits. Students may also contact Victoria J Knight, 320-428-0957, or Optimae Life Services, 301 W. Burlington Ave., Fairfield, 641- 472-5771, directly. Members of MUM Hawaii Campus may contact Dr. Shapiro via phone or email.

Persons involved in sexual violence may also call the Iowa Sexual Abuse Hotline (800) 284-7821 or the National Sexual Assault Hotline (800) 656-HOPE (4673); for online confidential chat with a trained volunteer: https://ohl.rainn.org/online.rainn.org/ Other sources include the Crisis
Intervention Services, which serves victims of sexual assault and harassment. Their 24/7 crisis line is 1-800-270-1620. Another resource is Crisis Center & Women's Shelter, which serves victims of domestic violence. Their 24/7 crisis line is 641-683-1750. These resources are available for member of MUM Hawaii Campus. Further resources are available at https://hawaiisaysnomore.org/resources/.

**Procedure**

Upon receiving a report, the Title IX Coordinator ("Coordinator") will conduct an investigation into the incident and use a preponderance of the evidence standard (i.e., more likely than not) to analyze the information received.

The Coordinator will meet with the complainant to review the details of the allegation and to explain the subsequent steps involved in a sexual assault investigation. The Coordinator will also initiate an immediate response to separate the complainant and respondent (i.e., the accuser and the person accused of sexual misconduct) from engaging each other in common areas, residence halls, campus buildings, and student activities.

The Coordinator has the discretion to remove the complainant or respondent from a hostile living situation. Consequently, a student who believes he or she has been the victim of sexual misconduct, as well as a student who has been accused of sexual misconduct, may contact the coordinators to request any of the following, when related to the incident or accusation of sexual misconduct:

1. A change of the student’s on-campus housing location to a different on-campus location if alternate on-campus housing is available;
2. Assistance in exploring alternative housing off campus;
3. Assistance in securing a transfer of class sections or, arrangement for independent study courses;
4. Assistance in arranging grades of incomplete, leaves, or withdrawal;
5. Assistance in arranging alternate transportation, if needed;
6. Assistance in changing a working situation;
7. Issuance of a no-contact directive: Such a directive may occur if the University determines that continued contact between a student who has made a complaint, a student who has been accused of sexual misconduct, and/or a witness would be detrimental to any of the parties' welfare. Additionally, directives of no contact may be issued by the University if the university determines that such a directive is in the best interest of a student.
8. Other interim actions, when necessary to protect student welfare, such as interim suspensions.

The Coordinator will set up separate interviews with complainant, respondent, and any identified witnesses. Should this questioning not produce reasonable cause to charge the accused individual, the hearing will not proceed. However, complainants may still seek options such as reporting the incident...
to the Fairfield Police or Jefferson County Sheriff’s Office. At the conclusion of the interviews, the Coordinator will prepare a report which will be shared with the complainant and respondent.

As directed by federal law, mediation cannot be used as an option in cases involving sexual and domestic violence.

During any stage of the investigation, if the Coordinator reasonably suspects that the person or person identified by the complainant poses an imminent threat of harm or disruption to the campus community, she may immediately remove the respondent from campus, campus housing and/or restrict the respondent's movement on campus.

Any University investigation of sexual violence will proceed independently of any action taken in criminal or civil courts. The University will not delay its proceedings while a parallel legal action is ongoing. If a criminal proceeding involving the alleged incident is ongoing, the Coordinator may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for University procedures. The University expects that, barring special circumstances, an investigation will take no more than 60 days, though it may take longer in appropriate circumstances, in which case both Complainant and Respondent would be appraised of the delay and of the modified timeline.

Investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall afford both parties the same rights, which include:

- Be respectful of the needs and rights of individuals involved;
- Proceed as promptly as possible;
- Receive a copy of this policy for their inspection and review;
- Permit a complainant and a respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with applicable reporting laws;
- Participate or decline to participate in the investigation; (However, a decision to refrain from participating in the process cannot prevent the process from continuing with the information available.)
- Be conducted in accordance with applicable due process standards and privacy laws;
- Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law;
- Appeal the decision made by the Coordinator/Hearing Committee;
- Report the incident to law enforcement at any time;
- Understand that information collected in the process may be subpoenaed in criminal or civil proceedings.

At the conclusion of the preliminary investigation, if the report determines that sexual assault may have taken place, the investigation will proceed. There may be more interviews as needed. Should the investigation prove to be inconclusive, however, neither party would be subject to disciplinary action.
Once the information has been gathered, the Coordinator will convene a hearing following the procedures outlined for a Student Support Meeting for Serious Infractions in the M.U.M. Student Handbook under General Remedial Procedures.

If, at the conclusion of the hearing, a respondent is found to have committed sexual misconduct, the hearing committee will determine sanctions which will vary depending on the severity of the violation.

Action against a respondent found to have committed sexual misconduct may include probation, suspension, dismissal from the University, termination from employment, and any other appropriate measure to redress the situation.

Both the complainant and respondent will be informed of the outcome of a sexual assault proceeding within three (3) business days of the decision. To assist the Coordinator in formulating appropriate sanctions, the complainant may make a statement of the impact of the assault.

\section*{Appeal Process}

Any disciplinary action against a student who has violated the Sexual Violence Policy may be appealed by filing a request in writing within 5 business days of receiving the written decision for a review of the decision or the sanctions imposed, with Dr. Craig Pearson, Vice President of Academic Affairs, cpearson@mum.edu (641) 472-1186. Complainants may also appeal following the same process.

The ONLY grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; if the Vice President of Academic Affairs determines that new evidence should be considered, he will return the complaint to the Coordinator who shall return it to the hearing committee that heard the original complaint to reconsider in light of the new evidence, only. The reconsideration of the hearing committee is not appealable.

If the Vice President of Academic Affairs determines that a material, procedural or substantive error occurred, he may return the complaint to the Coordinator with instructions to cure the error. In rare cases, where the procedural or substantive error cannot be cured, the Vice President of Academic Affairs may order a new hearing on the complaint with a new hearing committee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the four applicable grounds for appeals.
Retaliation prohibited

Actions by a student, faculty or staff member intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

Training for individuals charged with decision-making authority

Individuals charged with decision-making responsibilities under applicable procedures shall receive appropriate training in order to facilitate a fair, respectful, and confidential procedure to address allegations of sexual violence, in accordance with this and other applicable policies, procedures and laws.

Information regarding registered sex offenders

Information on registered sex offenders in Iowa, including the town of Fairfield can be obtained online at http://www.city-data.com/so/Iowa.html and/or http://www.iowasexoffender.com/

Information on registered sex offenders in Hawaii could be obtained online at http://www.city-data.com/so/Hawaii.html, or by a search at http://sexoffenders.ehawaii.gov/sexoffender/welcome.html

FAQ's: questions and answers

Here are some commonly asked questions regarding the University’s sexual violence policy and procedures.

• Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct must be respected by the University, except insofar as it interferes with the University's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to action by the University.

In all complaints of sexual violence, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged complainant. Certain administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the University, Deans of Students, Director of Campus Security and Safety). If there is a report of an
act of alleged sexual violence and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a complainant must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- **Will my parents be told?**

   Generally no, not unless you tell them. Whether you are the complainant or the accused individual, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, or in a life-threatening situation, or if an accused individual has signed the permission form at registration that allows such communication.

- **Will the accused individual know my identity?**

   Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged complainant. If there is a hearing, the University does provide options for questioning without confrontation, including Skype or using a room divider.

- **Do I have to name the perpetrator?**

   Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the University's legal obligations depending on what information you share with different University officials). Complainants should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively and protect others.

- **What do I do if I am accused of sexual misconduct?**

   DO NOT contact the alleged complainant. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Department of Student Life, which can explain the University's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor or seek other community assistance.

- **Will I (as a complainant) have to pay for counseling/or medical care?**

   Not typically, if the institution provides these services already. If a complainant is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc.

- **What about legal advice?**
Complainants of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the County Attorney. You may want to retain an attorney if you are the accused individual or you are a complainant considering filing a civil action. Accused individuals may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.

- **What about changing residence hall rooms?**

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move, and believe that you have been subjected to sexual misconduct you must be willing to pursue a formal or informal University complaint. No contact orders can be imposed and room changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include:

  - Assistance from college support staff in completing the relocation;
  - Arranging to dissolve a housing contract and adjusting room charges;
  - Assistance with or rescheduling an academic assignment (paper, exams, etc.);
  - Taking an incomplete (if available) in a class;
  - Assistance with transferring class sections;
  - Temporary withdrawal;
  - Assistance with alternative course completion options;
  - Other accommodations for safety as necessary.

- **What should I do about preserving evidence of a sexual assault?**

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged complainant’s person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been subjected to a criminal sexual assault, you should go to the local hospital Emergency Room, before washing yourself or your clothing. A Campus Security officer or someone through the Department of Student Life can also accompany you to the hospital and law enforcement or Student Life staff can provide transportation. If a complainant goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a complainant, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the complainant decide later to do so.

For the Complainant: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you
are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the examination, if you want. Do not disturb the crime scene: leave all sheets, towels, etc. that may bear evidence for the police to collect.

• *Will a person be sanctioned when reporting a sexual violence policy violation if he/she has illegally used drugs or alcohol?*

No. The severity of the infraction will determine the nature of the University's response, but whenever possible the University will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the University does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

• *Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?*

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

• *Will either party’s prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?*

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

• *What should I do if I am uncertain about what happened?*

If you believe that you have experienced sexual violence, but are unsure of whether it was a violation of the institution's policy, you should contact the Department of Student Life who can help you to define and clarify the event(s), and advise you of your options.
Mandatory child abuse reporting policy

Purpose and Scope

The purpose of this policy is to explain who is required to report child abuse, when child abuse reporting is required, and the process for reporting. Maharishi University Management wants to protect all minors on campus. This includes minors who are visitors on campus, participating on campus programs, or off-campus University-sponsored programs, as well as, children of faculty, administrators, or any other child residing or visiting the campus for any reason.

Report

Consistent with Iowa Code 261.9, and Senate File 2225 this policy requires anyone who, in the scope of their employment responsibilities, examines, attends, counsels, or treats a child, to report suspected physical or sexual abuse of a child. This includes most University employees, including, but not limited to, faculty, coaches, student employees, administrators and staff—the "University Reporters". If you are not sure whether you are required to report, you are encouraged to err on the side of caution and report.

You do not need to have proof that abuse has occurred in order to be required to report.

When to Report

University Reporters must report child abuse when they see, know about, or reasonably suspect the abuse of a child. A report should be made as soon as possible and within twenty-four hours after becoming aware of the suspected abuse. The types of abuse that are required to be reported under this policy include any physical or sexual abuse of a child.

"Child" means any person under the age of eighteen years.

"Physical abuse" means non-accidental acts or omissions that cause, or fail to prevent, physical injury to a child.

"Sexual abuse" means the commission of a sexual offense according to Iowa law, including rape, sexual assault, molestation, incest, indecent exposure, or exploitation of a child in a manner in which the child is used for gratification or sexual enjoyment by another person.

Reporting Procedures

In the event of an emergency, first call 911.

Suspected abuse must be reported to
MUM’s Title IX Coordinator Caterina Tomaselli-Roesler (641) 472-1175, croesler@mum.edu

AND/OR

Campus Safety and Security ext. 1115 or (641)472-1115 or (641)472-1117

When making a report of child abuse under this policy the University Reporter shall provide the following information to the best of their knowledge:

- Name of the alleged victim(s)
- Name of the alleged perpetrator(s)
- Time and date of the incidents being reported
- Location where the incidents occurred
- Any additional information known about the abuse

**Mandatory Reporters under Iowa Code 232.69**

It is possible that some University Reporters, as well as others who interact with minors who are on the University campus or participating in off-campus University-sponsored programs may be Mandatory Reporters of child abuse under Iowa Code §232.69. These individuals have additional responsibilities to report *all forms* of child abuse as described in Iowa Code § 232.68(2). Under §232.69, Mandatory Reporters must report suspected abuse to the Department of Human Services. Child Abuse can be reported to the Department of Human Services by calling the toll-free child abuse reporting hotline 24 hours a day: 1-800-362-2178.

The University encourages everybody, including those who are not Mandatory Reporters under Iowa Code §232.69, to report all forms of child abuse to the Department of Human Services in addition to reporting to the Title IX Coordinator and to the Campus Safety and Security under this policy.

**Prohibition on Retaliation**

Consistent with the law, the University will take no retaliatory action against an employee who makes a good faith report of child abuse.
Drug and Alcohol Abuse Prevention Policies

Because the University is committed to supporting maximum growth of our students, we have a stringent policy regarding alcohol and non-prescribed drug use. Maharishi University of Management enforces underage drinking laws and federal and state drug laws on all locations of its operations, including overnight trips.

MUM Drug and Alcohol Abuse Prevention Policies fully applies to MUM Hawaii Campus and Headley Hall.

Here you can find the University’s Drug and Alcohol Prevention Policies:

https://services.mum.edu/campus-security/drug-and-alcohol-prevention-policy/

Drug and Alcohol Prevention Policy (summary)

MUM prohibits the possession, use, manufacture and/or distribution of alcohol and controlled substances (illicit drugs) on campus and noncampus courses, trips and events sponsored by MUM.

Maharishi University of Management promotes and actively facilitates healthy lifestyles free from alcohol and illicit drug use. MUM incorporates into the curriculum and lifestyles of students, faculty and staff the Transcendental Meditation and the TM-Sidhi program, which have been shown to have benefits in prevention and treatment of alcohol and drug abuse.

For those voluntarily seeking help with their alcohol and illicit drug problems, the University provides confidential and free support services, counseling and opportunities to take part in support groups. The University also distributes information about support services available off-campus.

MUM investigates all drug and alcohol policy violations and adjudicates them on a case-by-case basis.

Violators of MUM’s drug and alcohol policy will be subject to disciplinary action, which includes:

- obligation to attend alcohol or substance abuse treatment,
- obligation to attend alcohol or substance abuse education program,
- temporary or permanent suspension (students), or
- termination of employment (faculty and staff).

If appropriate, the violation may also be referred to law enforcement.

Following suspension or termination, violators of MUM’s drug and alcohol policy can apply for re-admission or re-employment. The University will decide about such requests on a case-by-case basis.

Note: Students taking any prescribed medications should continue until their health care provider recommends otherwise.

Students seeking assistance with substance abuse issues are strongly encouraged to visit privately any members of Student Support Services.
Drug and Alcohol Prevention Program

Detrimental Effects of Illicit Drug and Alcohol Abuse

Detrimental Effects of Drinking Alcohol

The health and social costs of drinking alcohol are high. Physical health problems include cardiovascular 
diseases; liver disease, neurological damage as well as making other diseases worse like diabetes. Long-
term diseases include high blood pressure, heart disease and strokes. For women, drinking alcohol 
increases the risk of developing breast cancer.

Tens of thousands of today’s college students will eventually die of alcohol-related causes, such as 
cirrhosis of the liver and cardiovascular diseases.

Heavy drinking changes the behavior, and possibly the overall personality. Alcohol consumption causes 
depression, loss of interest in family and friends, over-sensitivity, moodiness, nervousness, paranoia, 
secretive or suspicious behaviors. Often people experience lack of motivation and energy.

Drinking alcohol contributes to many school problems like poor attendance, difficulty in paying attention, 
lack of focus and declining or failing grades. Social problems include turning violent, becoming a victim 
of crime or getting isolated.

Drinking can compromise personal safety. Alcohol lowers inhibitions and can make people more 
vulnerable to troublesome situations. It is also good to remember that women are more easily impaired 
by alcohol than men because of the way their bodies absorb the alcohol. As many as 7% of college 
students admit to having engaged in sexual activity as a result of alcohol influence. 90% of all campus 
rapes occur when alcohol has been used by either the victim or the assailant.

Consequently, the detrimental effects of alcohol also extend to family members through sexually 
transmitted diseases, unintended pregnancy, and fetal alcohol syndrome.

Detrimental Effects of Consuming Controlled Substances

The earlier the consumption starts, the worst the effect is.

Until about 25 years of age, the brain goes through a long period of intense neurodevelopmental growth 
and maturation. As a result, until this age the brain is particularly vulnerable to the toxic effects of 
alcohol and other drugs. Persistent use of drugs, especially during the adolescence years, is associated

Sources:

https://yourlifeiowa.org/documents/alcohol/alcohol-binge-drinking-0

http://www.mentalhealthamerica.net/alcohol-substance-abuse-and-depression
with neuropsychological impairments across a range of different cognitive functions. Unfortunately, stopping use does not fully restore neuropsychological functioning.

Drug use can hurt all parts of the body—temporarily and permanently. The most serious health risks caused by drug abuse are high blood pressure, increased heart rate, heart attack, stroke, cancer, and different types of lung, kidney or liver diseases. Any of these can be fatal. Sharing needles exposes the user to serious infections and diseases like HIV/AIDS and hepatitis.

All drugs affect the brain causing the user to experience the world differently. Some drugs induce sudden mood changes: sadness, anger or feeling scared for no reason. Often this leads to overreaction to little problems, causes violent behavior or episodes of persecution paranoia.

Most drugs interfere with educational advancement by making it hard to pay attention, remember things, or think clearly. People on drugs frequently make poor decisions in every aspect of their lives.

Drug use, especially over a prolonged time, ruins the ability to enjoy companionship, food, entertainment, and the many small joys of life. The natural charm of life is lost and in turn, this strengthens the vicious circle of addiction.

Frequently addiction and mental health problems go hand in hand. Depression, anxiety, bipolar disorder, ADHD, antisocial personality disorder—all are commonly found among drug users. Recent research indicates that drug use causes mental health problems, as we discuss in more depth below.

Sources:
https://easyread.drugabuse.gov/

Video: Drugs: Shatter the Myths by National Institute of Drug Abuse

The Detrimental Effects of Alcohol and Drug Consumption on Safe Driving

Yearly, alcohol is involved in about 30% of traffic-related deaths. Almost 30 people die every day in car crashes as a result of alcohol-impaired drivers. Car crashes are the leading cause of death for youngsters under the age of 19.

Over the course of just one year more than one million drivers are arrested for driving under the influence of alcohol.

Many substances can impair driving, including alcohol, some over the counter and prescription drugs, and illegal drugs.

Alcohol, marijuana, and other drugs impair the ability to drive because they slow coordination, judgment and reaction times.

Cocaine and methamphetamine can make drivers more aggressive and reckless.

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1000 N 4th Street Fairfield, Iowa 52557 Tel: 641-472-7000 www.mum.edu
Using two or more drugs at the same time, including alcohol, can amplify the impairing effects of each drug.

Some prescription and over-the-counter medicines can cause extreme drowsiness, dizziness and other side effects. Read and follow all warning labels before driving and note that warnings against “operating heavy machinery” include driving a vehicle.

Impaired drivers can not accurately assess their own impairment—which is why no one should drive after using any impairing substances.

Remember: If you feel different, you drive different.

Source: If you feel different, you drive different.


Benefits of the Transcendental Meditation program for the Prevention and Handling of Alcohol and Drug Abuse

Many published studies over the past 40 plus years have validated the positive healing effects of the Transcendental Meditation technique, making TM an effective tool for preventing and managing alcohol and drug abuse on college campuses.

Research demonstrates that TM practice can significantly contribute to the management of alcohol abuse and was found effective with intervention and prevention in substance misuse.

A large statistical meta-analysis of 19 studies using TM to treat addictions (of all kinds), demonstrates the effectiveness of TM compared to other approaches. In this study the practice of TM alone was found to be 1.6 to 9 times more effective than other meditation/relaxation approaches and conventional programs used to treat addictions. The results of these studies are summarized in the following list.

Psychological Benefits of TM

Improvements in psychological functioning in substance abusers practicing TM was approximately twice as large as those produced by other forms of meditation/relaxation:

- For alcohol, the effects of TM practice were 1.5 to 8 times larger than other treatment approaches.
- For tobacco dependence (smoking), the effects of TM practice were 2-5 times larger than other treatments.
- For illicit drug use, the effects of TM practice were 1.5 to 6 times larger than other treatments.²
- Meditators enjoys the full advantaged of TM if they meditate regularly twice a day, especially if this happened in a longer period of time. A study published in 2018 about the integration of TM into alcohol abuse treatment shows that those who were closely adherent to twice-daily TM improved significantly compared to the members of the control group: their return

to any drinking was far lower (25% vs 59%), and none returned to heavy drinking following discharge from in-patient care (0% vs. 47%) during the research. Another study concluded that irregular or occasional practice still have beneficial effect on heavy drinking of men.

Unique Advantages of TM for Prevention

The unique advantages of TM for the prevention and handling of alcohol and drug abuse on college campuses include:

The personal benefits of TM practice are cumulative and the regular practice of TM over time can refine, purify, expand and balance consciousness, simultaneously counterbalancing and blocking addictive tendencies. This includes long term neuropsychological growth toward a more stable and permanent state of functioning, characterized by greater emotional and behavioral stability, inner happiness and psychological well-being.

The practice of TM reduces psychiatric symptoms common with addictive individuals.

The practice of TM simultaneously has been shown to have positive healing effects on many physical disease states and to a certain extent can help reverse the physiological damage produced by alcohol and other neurotoxic drugs.

Legal Sanctions of Drug and Alcohol Abuse

Legal Sanctions for Abuse of Illicit Drugs

Summary of the Legislation

Both state and federal laws prohibit distribution and manufacture of, or possession with intent to distribute a controlled substance, or a counterfeit controlled substance. The length of imprisonment and the dollar amount of fine is dependent upon the type and the quantity of the drug involved.

Federal penalties range from 5-year confinement to not more than life imprisonment, and fine up to 5 or 10 million dollars, for the first violation, depending upon the type and quantity of drug involved.

State penalties range from 6 months to life confinement and a fine of $1,000 to $1,000,000, depending upon the type and quantity of drug involved. Conviction may also result in the loss of state and federal benefits, such as grants, school loans, or work assistance, during the time periods required by law.

The maximum term and fine increase significantly if state or federal penalty enhancement rules apply. Factors which raise maximum penalties under federal penalty enhancement rules include death or serious bodily injury; prior drug conviction; placing at risk or distributing a drug to a person under 21 years old; using a person under 18 years of age to assist in the drug violation; and distributing or


manufacturing a drug within 1,000 feet of school property. Penalty enhancement rules apply to defendants age 18 years or older.

Factors which raise maximum penalties under state penalty enhancement rules include using firearms or dangerous weapons in the commission of the offense (sentence will be 2 times higher); distributing or possessing with intent to distribute within 1,000 feet of school, public pool, or recreation center (maybe sentenced for additional 5 years or 100 hours community service).

State and federal legal sanctions are subject to change by the General Assembly and Congress, respectively.

Sources:
Specific drugs, amounts, and penalties are described in Iowa Code § 124 (124.401-124.417.)

Schedule of federal penalties for the possession, use and distribution-controlled substances
Title 21 United States Code (USC) Controlled Substances Act

Legal Sanctions for Abuse of Alcohol

Summary of the Legislation
In Iowa, it is prohibited by law to sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age (21 years).

Criminal penalties imposed by the courts for an underage minor purchasing or attempting to purchase or controlling or possessing an alcoholic beverage:

- First violation - simple misdemeanor punishable by a $100 fine.
- Second violation - simple misdemeanor punishable by a fine of $500. Additionally, the person in violation shall choose between either completing a substance abuse evaluation or the suspension of the person's motor vehicle operating privileges for a period not to exceed one year.
- Third and subsequent violations - simple misdemeanor punishable by a fine of $500 and the suspension of the person's motor vehicle operating privileges for a period not to exceed one year. When the violation is committed by a minor under age 18, the matter is handled by the juvenile court.

Sources:
Iowa Code Section §123.47
Iowa Alcoholic Beverage Control Act
Local ordinances: City of Fairfield, Iowa Code of Ordinances Chapter 9.32 “Consumption or Possession of Alcoholic Liquor” (p.198-199)

Legal Sanctions of Driving Under the Influence (DUI)

Driving a vehicle while impaired due to consumption of alcohol or drugs is a dangerous crime. Charges range from misdemeanors to felony offenses, and penalties for impaired driving can include driver's
license revocation, fines, and jail time. A first-time offense can cost the driver upwards of $10,000 in fines and legal fees.

Under Iowa law, criminal consequences applied for people above the age of 21, if they operate while under the influence of alcohol or a drug or while having an alcohol concentration of .08 or more (OWI) in their blood or urine are:

- Imprisonment for minimum forty-eight hours maximum 5 years, and payment of fine, surcharges and fees, and revocation of the person’s driver’s license for a minimum period of one hundred eighty days maximum six years.
- The consequences are dependent upon the number of violations.
- In case of third or more offences courts may assign the violator to substance abuse evaluation and treatment, a course for drinking drivers, and, if available and appropriate, substance abuse prevention program and might apply additional sentencing terms and conditions.

Stricter rules apply for those who are under 21. A person who is under the age of twenty-one shall not operate a motor vehicle while having an alcohol concentration of .02 or more. Criminal penalties are as discussed above. If criminal penalties are not applied, driver’s license or operating privilege is revoked for one hundred eighty days if the person has had no revocation before, or one year if the person has had a previous revocation.

**Sources:**

- Legislative Guide: Operating While Intoxicated (OWI) Law in Iowa
- Iowa OWI Law - table

**MUM’s Alcohol and Drug Policies as described in the Student, Employee and Faculty Handbooks**

Maharishi University of Management strives to maintain a campus that is free from alcohol and illicit drug use.

MUM prohibits the possession, use, manufacture and/or distribution of alcohol and controlled substance (illicit drugs) on campus and off-campus courses, trips and events sponsored by MUM.

**Summary of Policies and Procedures about Alcohol and Drug Use from the Student Handbook**

Any student who uses alcohol or illicit drugs, promotes the use of these substances, makes them available to others, or is found in the presence of these substances, in violation of the Student Code of Student Behavior and/or the law, is subject to disciplinary consequences.

A student who is found in alleged violation of the alcohol or drug policies is required to have a Dean’s Meeting with the Dean of Student Life or his or her designee or attend a Student Support Meeting.

All infractions are investigated and adjudicated on a case-by-case basis.

Disciplinary consequences are warning, probation and suspension.
Other applicable measures are screening and assessment, referral to the Student Success Center, fines, making amends, a behavioral contract, a course in anger management/alcohol education/drug education.

If appropriate, the case might be referred to law enforcement, as well.

For those, who voluntarily seek help with their alcohol and illicit drug problems, MUM’s Student Life Department provides confidential and free support services, counseling and opportunity to take part in support groups. Student Life also distributes information about support services available off-campus.

For more details see the official MUM Student Handbook.

**Summary of Policies and Procedures about Alcohol and Drug Use applicable to Faculty and Staff**

A member of faculty and staff, who is found in possession, use, manufacture and/or distribution of alcohol and controlled substance (illicit drugs) on campus and off-campus courses, trips and events sponsored by MUM, is subject to disciplinary procedure.

All violation of MUM’s alcohol and drug policy is investigated and adjudicated on a case-by-case basis. If appropriate, the case might be referred to law enforcement, as well.

A faculty or staff, who is found in alleged violation of the alcohol or drug policies is required to have a meeting with a committee composed of their supervisor/head of department and/or Director of Human Resources and/or Dean of Faculty and/or Chief Administrative Officer.

Disciplinary consequences are warning, suspension or termination of employment.

Other applicable measures are screening and assessment, alcohol and/or drug abuse treatment, alcohol and/or drug abuse education.

For those voluntarily seeking help with their alcohol and illicit drug problems, the Office of Dean of Faculty and/or Human Resources Department distributes information about support services available off-campus and depending upon the circumstances, the University might also provide free and confidential counselling.

For more details see the official MUM Employee Handbook and Faculty Handbook.
Emergency Response and Evacuation Procedures

The University has established procedures for transmitting immediate emergency notifications upon the confirmation of a significant emergency or dangerous situation constituting an immediate threat to the health or safety of students or employees on campus.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to or otherwise mitigate the emergency.

Emergency notification will be sent out for example in case of an approaching tornado, earthquake, severe explosion, civil unrest, active shooter or other highly dangerous situations.

Emergency Notifications Methods and Procedures

If emergency notification is necessary, students, staff and faculty will be notified primarily via email and/or text messages sent out through the RAVE Mobile Safety mass notification system.

Emergency announcements may also be made through the campus radio station, KHOE, or other appropriate means, depending upon what systems remain working, the nature of the threat or other circumstances.

In addition to the activation of the RAVE Mobile mass notification system, faculty and administrative chairs and department heads may also notify their colleagues through email and phone tree about the nature of the problem and give them instructions.

In case of fire and other mechanical hazard in a building, a fire alarm might be initiated. Depending upon the situation and the availability of electronic notification systems, the Security and Safety Office might also post written notices and warnings in residence halls and public buildings, explaining the situation, with a directive to what action to take or not to take.

Whenever appropriate, parents and emergency contacts will be notified by university officials. Students’ emergency contacts will be notified by the Dean or Assistant Dean of Student Life. Student information should remain confidential and protected from unauthorized persons, including parents, unless a student has consented to parental notification.

At a later stage of the emergency response process, bigger or smaller group meetings will be held for updates and to disseminate any additional information and instruction.

Signing up to Receive Electronic Emergency Notifications (including visitors)

The RAVE Mobile Safety mass notification system is used by the University to send out mass notifications via text and/or e-mail messages.
All members of the MUM community (including short term visitors) are encouraged to sign up for both RAVE. RAVE is an emergency communication system, so you will get message from RAVE only if you need to take action immediately to keep yourself safe. So please always read a massage if it comes from MUM RAVE.

Please sign up for the RAVE Mobile Safety system here using your mum.edu email address: https://www.getrave.com/login/mum.

All members of MUM community are encouraged to check periodically whether their data on the RAVE Mobile Safety system is accurate and up to date.

Short term visitors can sign up for the Rave Mobile Safety mass notification system. If you are not interested in getting these messages after leaving campus, please make sure you delete your accounts in both systems.

During the security presentation for freshmen, the URL for signing up is distributed and the student is asked to sign up on the spot. Students and employees advised in an email shortly after their arrival to sign up for the RAVE system.

Please note that MUM uses the same channels of communication for sending out timely warning (crime alert) and emergency notification messages.

**Notification of and Cooperation with the Local Authorities**

Depending on the nature of the problem, the Police Department, Fire Department and Ambulance will be advised by the Director of Security and/or Vice President of Operations and/or Chief Administrative Officer on the nature and scope of the emergency. Notification will be conducted via phone, if the phone system is available. If not, notification will be conducted in person.

Periodically, in preparation for a possible emergency situation, the campus layout is supplied to all emergency responders, giving notice of new buildings, their type and location.

In addition to maps, all emergency services personnel are encouraged to drive through campus periodically to maintain a personal familiarity with the campus functioning.

Meetings are held with the county-wide Homeland Security emergency group, who may be called in for extreme situations which may involve terrorist activities and the like.

**Procedures for Disseminating Information to the Larger community**

The Office of the President, in conjunction with the University Council, will create the text of the message describing the emergency situation. The text will be sent by email and/or personal contact to the newspaper, radio station, Police and Fire Departments, and the Mayor's Office.

Information will also be conveyed via phone by the Administration of the University in order to reach the Fairfield community and other communities, as appropriate, within the shortest period of time.
Description of the Emergency and Evacuation Process

Confirmation of Significant Emergency or Dangerous Situation

Upon receiving the first calls or notifications about the emergency situation, the Security Office will confirm the existence of the emergency situation. If appropriate in the circumstances, the security officer on duty and/or the Director of Security will confirm the emergency situation by observing the location and examining the situation in person. Further methods of confirming the existence of the emergency can be obtaining further reports, contacting local law enforcement, etc.

For example, the security officer, upon receiving any call or complaint, will go to the site and advise the Facilities Management emergency personnel, and also the Director of Security, of any compromise in systems which, if left unchecked, could result in a situation could be a threat to life or health. For example, perception of gas leaks, downed electrical wires, or electrical malfunctions whose source cannot be located, etc.

If the reports indicate the compromise of gas or electronic systems, the Director of Security with Facilities Management will determine potential danger sites based on hazard assessment criteria (areas where gasoline and fuel oil are dispensed, power substations, natural gas regulators are located, etc.). If any of these systems become compromised, the emergency notification process will ensue to evacuate the appropriate areas, notify the local authorities and advise utility companies of irregularities.

Determination the Appropriate Segment or Segments of the Community to Receive Notification

Some emergencies could potentially affect a greater portion of the campus than others. It is the University's intention to send out notification to the segment or segments of the community of who would be directly and indirectly affected by the emergency or dangerous situation. The determination of the effected segment or segments will be carried out in an ongoing manner. The appropriate segment or segment of the community who receives the notification will be determined by the Director of Security, Vice President of Operations and/or Chief Administrative Officer, or Emergency Response Team following its involvement.

We will err on the side of sending out the emergency notification to a wider segment of the community. The guiding principle will be to accept the possibility that the worst possible situation could develop and to take the necessary precautions to prevent the escalation of the situation.

EXAMPLE 1: If there is a suspected fire in a building, the building will be evacuated through the fire alarm system; all occupants will be instructed to go to the assembly area for that building, where a head count will be conducted.

If the fire is contained and affects only one building and there is no risk of health and safety of occupants in other buildings, the notification will be executed via the fire alarm system and no text or email messages will be sent out.

As long as the circumstances allows, the Safety and Security Department might go through the intact part of the building to be sure that all occupants have been evacuated. The building and the surrounding grounds will be cordoned off, and once the Fire Department and Police arrive,
the situation will be turned over to the Fire Chief. If he requests, the building’s electrical and/or gas systems will be shut down.

EXAMPLE 2: If there is an emergency which would affect a larger segment or portion of the campus, that portion of the campus will be notified via text or email messages, or via written announcements and will evacuated and moved to the appropriate large assembly building(s) for shelter, while the investigation or repairs are under way.

For example, if there was a major power outage due to extreme storms or other circumstances that is projected to last for days, occupants of the affected buildings will be notified via text, email messages or written announcement posted in their buildings. The occupants will be evacuated primarily into large assembly buildings, and secondly into other usable and available accommodations.

EXAMPLE 3: If there is an emergency affecting most individuals on campus such as (1) an explosion at gas dispensing facility, or (2) train derailment or major accident on Highway 1 involving materials such as propane, anhydrous ammonia, or hazardous waste shipments, the emergency notification will be sent out to everyone on campus via text and email messages.

In this case the emergency procedures will be commanded by state authorities. Police, Ambulance and Fire Department will assume complete control and advise the university administration as to the appropriate action, based on information as to the size and location of the spill; wind direction; the ability of the first responders to have access to the site; any complicating factors such as weather; and staging areas for victim assistance and accommodations for mutual aid responders from other cities and counties. In such an extreme crisis, many of the campus residents would be evacuated to sites off-campus such as public high school and elementary school buildings, fairgrounds, hotels, and possibly to private residences in the city.

Determination of the Content of the Notification and Initiation of the Notification System

The content and the means of notification will be determined on the basis of the potential severity and nature of the emergency. The notifications usually will include a description of emergency or dangerous situations; the time, date, location of its occurrence; instructions about what to do and what not to do, and how to avoid or mitigate the danger. When applicable, the notification will include information of state agencies which took over the command of the emergency response. The content of the notification will be determined by the Director of Security, Vice President of Operations, Legal Counsel and/or Chief Administrative Officer, or Emergency Response Team following its involvement.

In the Rave Mobile mass notification system templates are available to be sent out immediately upon the confirmation of the threat or emergency situation. MUM created templates for major foreseeable emergency situations. These templates are reviewed and updated periodically. The templated are also reviewed and personalized before sending out.

The decision about initiation of the notification system is made by Director of Security, Vice President of Operations and/or Chief Administrative Officer, or Emergency Response Team following its involvement.

For example, in case a tornado caused severe damage to some of the campus buildings, text and email messages will be sent out via the RAVE system and Oohlala Campus App by the
Security and Safety Office, Vice President of Operations and/or Chief Administrative Officer or the Emergency Response Team. The initial notifications will contain information about in which buildings first aid or medical assistance are available for those who are able to move; what signs people should use if they are in the company of seriously injured individuals; where residents of demolished buildings can take shelter; how and where people can get food and water, etc.

Emergency Response Team (ERT)

Emergency Response Team will be called in, once there is confirmation of an emergency, and the nature and scope of that emergency have been determined. The Security and Safety Office will contact the members of the ERT. If the Security and Safety Office is unable to call in the ERT, any member of the ERT may call the rest of the members. If the news about a serious emergency reaches any member of the ERT, they may convene the team and put MUM Emergency Plan into action.

Members of ERT for Main Campus and Headley Hall:

Vice President for Operations Thomas Brooks
Vice President of Academic Affairs Craig Pearson
Vice-President for Enrollment, Business Administration & Marketing Rod Eason
Chief Administrative Officer David Todt
Legal Counsel Bill Goldstein
Dean of Faculty Cathy Gorini
Dean of Student Life Amelia Hesse
Director of Human Resources Stan Lamothe
Director of Facilities Management Craig Wagner

Additional members for MUM Hawaii Campus

Program director, MUM Hawaii Semester Lonnie Gamble (808-640-3268)
Director of Administration, MUM Hawaii Semester Cheryl Michie (608-669-8149)
Kohala Institute Noelani Kalipi
O: 808-889-5151
C: 808-365-3479

Response to a serious emergency or dangerous situation will be coordinated by ERT. Any or all of the members of the ERT may be actively involved in the response, depending upon the needs of the situation.

The President of MUM must be notified about the emergency situation and the response at the earliest convenience, usually by the Vice President of Operations or General Counsel.
Media inquiries will be referred to the General Counsel

**Contacts for ERT on Fairfield Campus and Headley Hall:**

- Jefferson County Sheriff
- Fairfield Police Department
- Fairfield Fire Department
- If appropriate, Homeland Security Emergency Response Coordinator

**Contacts for the ERT on MUM Hawaii Campus**

- Kohala Police Department
- If appropriate, Homeland Security Emergency Response Coordinator

**Emergency Response Center**

The emergency operations plan includes the activation of the Information Center, Henn Mansion, Rms. 201 and 209, where a phone bank will be made operational to receive updates and input and disseminate vital information as required. The Security and Safety Offices in Henn Mansion, Rms. 201 and 209 will be the Command and Coordination Center for first responders, inspection and assessment teams for damage, and planning and coordination for shelter, hygiene and meals for campus residents.

**Buildings Assigned for Emergency Conversion Use**

Certain buildings on campus are selected for emergency conversion use. Except for full evacuation of the campus, these buildings will serve as open barracks sleeping facilities (gender specific); makeshift dining facilities and classrooms; staging area for medical evaluation and evacuation; quarantining facilities during pandemics; supply depot for materials used in emergencies (as collected from county-wide sources); and for processing and coordinating information and emergency volunteer personnel. These facilities can also be used by the city and county for the same purposes if an emergency evacuation is necessary for Fairfield or other cities within the county.

**Testing of Emergency Response and Evacuation Procedures**

The Security and Safety Department will be conducting in-house testing of emergency evacuation procedures and, whenever it can be coordinated, the university will participate in the county-wide and/or state-wide review of emergency response drills. The university is in contact with the Emergency Response Coordinator for the county as sanctioned by Homeland Security; and the Security and Safety Department’s participation in these drills will consist of following instructions and coordinating equipment and supplies and other orders as directed by the Emergency Response Coordinator. When county and state-wide drills are announced, the university academic and administrative departments will be advised of the university’s role in the drills.
University In-house Testing of Emergency and Evacuation Procedures

Periodically the Director of Security will generate an emergency drill (mock crisis). This test situation will be announced to appropriate academic and administrative personnel and student groups. Those who are participating in the drill will be told of the situation and queried on the steps they would take in response to the assessed danger.

For the time being, the University does not plan unannounced emergency drills.

Security personnel will notify all the occupants of any affected building of the situation and the course of action (as appropriate to the type of test).

The exercises on campus will be tabletop and/or location-oriented, or both.

After each drill, the involved departments will convene to assess weaknesses in procedure, unforeseen difficulties which may have arose.

Records will be kept of every drill (participants, outcome). Results will be shared with the Administration of MUM and recommendations will be developed on procedures, equipment, training and other relevant factors.

MUM follows the Kohala Institute’s emergency and evacuation procedures on MUM Hawaii Campus. Kohala Institute tests, according to the applicable laws and policies, its emergency and evacuation procedures.

Information about Emergency and Evacuation procedures: MUM Hawaii Campus

If the emergency situation affects all the parts of the Kohala Institute (not only the parts rented by MUM), the emergency procedures of Kohala Institute will apply. In such a case, MUM ERT will cooperate with the Director of the Kohala Institute and the local authorities in Hawaii to handle the emergency situation in a coordinated and cohesive fashion.

If the emergency situation effects ONLY MUM Hawaii Campus, MUM emergency rules will apply.

Communication with the local HI authorities and local HI community will be conducted by the Director of the Kohala Institute.

The Emergency Response Center will be located in Grace Center.

The testing of emergency and evacuation procedures of the Kohala Institute, including the space rented by MUM, is conducted by Kohala Institute, as ordered by the Institute policies.

Future plans

There is a strong desire to use additional technologies that will further facilitate notification of the campus population. It is our feeling that no one method will work in every situation, so we want to build in redundancy to err on the side of trying to reach everyone, even if some get multiple notifications.
Research has been completed for the implementation of the following systems which will be purchased when resources are available:

**Public Address System** which will be configured to address occupants of every building singly or collectively. Enunciator horns will be on each floor of each building — residence halls first. The residents will be advised of any mass evacuation or instructed to lock their exit doors and their room doors and stay in their rooms, or to go to the lower level away from the windows in each building in case of tornado. Additionally, enunciators will be placed outdoors on or near buildings. The placement of the external public address horns will take into account wind directions, open areas, paths of travel around campus, etc. The notification system will consist of both pre-recorded and at-the-moment announcements advising the campus residents of the difficulty and appropriate action to be taken. Examples of application are:

- Instructions that their exterior doors should be or will be locked;
- Advice to be wary of individuals, with a description;
- Advice on numbers to call to receive updates on emergency conditions and to pass along information from their side of any critical observations;
- Instructions to email or text message their friends;
- Instructions to not over burden the phone system with unnecessary calls.

This system will be operated from a single station which will be receiving filtering and disseminating information as necessary or appropriate. During times of city-wide and county-wide emergencies, the Incident Commander (Police Chief, Fire Chief or Sheriff) can make announcements to the general campus population.

The following systems are under consideration:

- Small monitors which can be placed in strategic locations in each building where wireless signals can be regenerated into visual messages advising of the difficulty and appropriate action to be taken.

- Card entry system on exterior doors with controls to lock and unlock each door, barring entry of unwanted individuals. A card entry system with exterior camera support would help us to locate individuals of interest who may be trying to gain entry to any building, especially residence halls.

The university’s intention is to maintain the current notification system even as more sophisticated systems are brought into play, because the personal contact procedures work even when there is loss of power.

**Future plans for MUM Hawaii campus**

The Kohala Institute plans to improve its security services later in 2016 by employing a security and safety officer, who will have a station in the GRACE Center. The security and safety officer will patrol
the grounds and the buildings; will lock and unlock classrooms, offices and outer gates; in case of emergency will call 911 and secure the scene of the incident/crime. The security and safety officer, a trained first responder, will not have authority to arrest individuals.

**Future plans for Headley Hall**

Depending upon resources, the Security Department plans to offer more frequent patrols for Headley Hall.
Annual Fire Safety Report

Disclosure of Fire Safety Standards and Measures HEOA section 388(g) HEA 485(i)

Annual Fire Safety Reports on Student Housing

On-Campus Student Housing Facilities by Building Class:

“Frat” Residential buildings (14 buildings): Each building is 2 stories with partial basement, 17,920 square feet, and has a 40-room capacity, although some rooms have been converted into apartments. These buildings were built in approximately 1965 and are a combination of concrete block with brick facing on the lower 50% of the building, and wood frame and T-111 siding on the upper portion of the building.

These buildings have an automatic smoke and fire notification system, with the alarm system ringing local to the buildings. This system consists of a 24-Volt fire alarm panel, smoke and heat detectors, air handler relay shutdown for the HVAC system, pull stations, strobe horns, exit lights, and emergency lights. This class of building does not have a sprinkler system. (Please note that some of the frats are used as staff and faculty housing facilities.)

Hi-Rise Residence Halls (5 buildings): There are 5 of these buildings, 20,270 square feet each, with 67 rooms, and 3 floors. They were constructed in 1965. Construction is concrete block with brick facing, pre-stressed concrete floors, with external fire escapes.

These buildings have an automatic smoke and fire notification system, with the alarm system ringing local to the buildings. This system consists of a 24-Volt fire alarm panel, smoke and heat detectors, air handler relay shutdown for the HVAC system, pull stations, strobe horns, exit lights, and emergency lights. This class of building does not have a sprinkler system.

Hildenbrand Hall (1 building): This building is 58,100 square feet, with 152 rooms, and 2-1/2 floors, constructed 1960-1965. Construction is concrete block with brick facing and steel reinforcement throughout.

This building has an automatic smoke and fire notification system, with the alarm system ringing local to the building. This system consists of a 24-Volt fire alarm panel, smoke and heat detectors, air handler relay shutdown for the HVAC system, pull stations, strobe horns, exit lights, and emergency lights. This building does not have a sprinkler system.

Modular Residence Halls: There are 5 of these buildings; each is 2,200 square feet, single story, with 8 rooms. They were constructed in 2004. They are modular construction wood frames, with concrete hardboard siding.

These buildings have an automatic smoke and fire notification system, with the alarm system ringing local to the buildings. This system consists of a 24-Volt fire alarm panel, smoke and heat detectors, air handler relay shutdown for the HVAC system, pull stations, strobe horns, exit lights, and emergency lights. This class of building does not have a sprinkler system.

Mobile Homes: Some mobile homes in the Utopia Park, located within the campus, are used by students in every year. There buildings are 925 square feet, single story, with 2 or 3 bedrooms. They were constructed in 1983-84. Construction is sheet metal and wood frame.
These buildings have smoke detector fire alarm systems. This class of building does not have a sprinkler system.

**Grace Center, MUM Hawaii Campus (in Kohala Institute)**

This building has an automatic smoke and fire notification system, with the alarm system ringing local to the building. This system consists of a fire alarm panel, smoke and heat detectors, air handler relay shutdown for the HVAC system, pull stations, strobe horns, exit lights, and emergency lights and also sprinkler system.

**Fire Prevention Policies**

Maharishi University of Management prohibits cooking of any kind in student rooms. The university has implemented and maintains a no smoking policy throughout the campus (as also required by Iowa law) and does not permit the burning of candles, sage or any open flames in the residence hall rooms or any of the common spaces. The University does not allow any electronic cooking devices in the rooms of student housing facilities with the exception of electronic kettles.

MUM fire policies apply to MUM Hawaii Campus.

**Fire Safety Precautions**

- Use appropriate holders for incense.
- When you leave the room, extinguish any burning materials and turn off lights and electrical appliances (especially irons).
- Extension cords may not be used as permanent wiring.
- One possible cause of fires on campus is the use of sesame oil. Always use extreme caution when storing towels or other linens which have absorbed oil. Never machine dry oily towels at the hot setting; this often causes the towels to heat up and catch fire. Remove clothes from dryer immediately when dry.
- Familiarize yourself with your room and building; be familiar with all principal and alternate exits from your building, as well as the main routes to all exits. Locate and memorize your building’s “Designated Assembly Area” (posted with fire exit diagrams).
- Observe all posted regulations and policies.
- Keep room entries, fire exits, and hallways free of potential obstructions, such as boxes, bicycles, and mattresses.
- Take fire drills seriously. They are exercises to promote safe, smooth, and rapid departure from your building according to the fire escape plan.
- Smoke detectors and their batteries are required in every dorm room and must not be tampered with or damaged. Failure to comply with this State regulation will result in the offender paying for the damaged material, and possibly fines imposed by the State for tampering with life safety devices. If a smoke detector is malfunctioning, for example the alarm goes off due to a low battery, please contact facilities management (x1177) who will come and change the battery, (after hours please contact campus security, x 1115).
- Students will be held financially responsible for any damage to University property due to negligence on their part.
Supervised Fire Drills and Fire Inspections

It is MUM policy to conduct regular mandatory supervised fire drills once every academic year in on-campus student housing facilities. MUM conducted 32 announced fire drills in student housing facilities on the main campus in 2016-2018. No fire drills were conducted by MUM in the mobile homes in Utopia Park. Occupants of the mobile homes are informed about fire safety policies by the Management Office of Utopia Park, including the importance to leave the two fire egress unblocked.

The Facilities Management on campus inspects and maintains the fire alarm systems and accompanies the Department of Security and Safety during fire drills to correct any electrical/mechanical difficulties which may arise during the course of the drill. Utopia Park mobile homes are inspected every second year by the Fairfield fire chief.

On MUM Hawaii Campus, fire drills and fire inspections are conducted by Kohala Institute.

Fire Safety Education

The Department of Safety and Security conducts fire prevention and fire safety presentations for all new students during orientation and/or first block on campus. Annual training on fire safety, proper use of fire extinguishers and evacuation procedure is required for Facilities Services staff and Kitchen and Dining staff.

Fire safety presentation is included into the residential life orientation for the residential staff, which includes a video on fire safety, the use of a fire extinguisher, building evacuation procedures and the process for conducting fire safety checks in student dorm rooms and fire drill procedures. Periodically, fire trainings are provided to faculty and staff, as well.

Fire emergency procedures are posted in each student room.

What to Do in the Event of a Fire

**Very Important:** At no time should the closing of windows and doors or the activation of the fire alarm delay the exit from the building.

- Close your windows and doors and go quickly to the nearest exit.
- At the exit, pull the faceplate on the red pull station to sound the alarm.
- Once outside, go to the nearest building to call the Fire Department (911) and Campus Security (641-472-1115 or ext. 1115).
- Do not go back inside your building until there is an official All Clear.
- Never assume that you’re hearing a false alarm.
- Always leave the building when the alarm sounds.

Reporting Fire

According to federal law, Maharishi University of Management is required to annually disclose statistical data on fires that occur in on-campus student housing facilities. To report fires that have already been
extinguished in on-campus student housing (if you are unsure whether the Security and Safety Office is already aware of such a fire), please call the Director of Security at the following number: 641-233-8594

If you find evidence of such a fire or if you hear about such a fire, please call the number above. Please provide as much information as possible about the location, date, time and cause of the fire.

Fire on MUM Hawaii Campus is to be reported to Lonnie Gamble and Noe Kalipi.

**Plans for Future Improvements in Fire Safety**

As new residence halls are constructed, they will be equipped with automatic sprinkler systems.

**Fire Log**

The Security and Safety Office keeps fire log to record all fires on MUM Main Campus, Headley Hall in Maharishi Vedic City wherever they occur, and on-campus student housing facilities in MUM Hawaii Campus. The fire log includes the information about when the fire occurred and when it was reported (including date and time); the nature of the fire and the general location of the fire. The fire log is accessible upon request to any member of the MUM community in the Offices of the Security Department (Foster Hall, Rooms 340 and 345) by calling ext. 1117 or 4275 from university phones; (641) 472-1117; or visiting Security and Safety Office during window office hours (2:30–4:00 PM M–F).

Maharishi University of Management annually submits online to the Department of Education a copy of the fire safety statistics.

**Relation to the Fire Department**

The university is in contact with the local fire department, who is invited to tour the campus and review the systems without appointment.

Fairfield Fire Chief investigates every fire occurs on main campus and Headley hall. Kapaau Fire Chief investigates every fire occurs on MUM Hawaii Campus.
Fire Statistics

There were no fires reported on campus during the years of 2013, 2014, and 2015.

- Student Housing Facilities MUM Main Campus Fairfield IA 2013–15

<table>
<thead>
<tr>
<th>Building Number and Address</th>
<th>No. of Fires</th>
<th>Cause of Fires</th>
<th>No. of Fire-related Deaths</th>
<th>Value of Property Damages</th>
<th>Smoke Detector</th>
<th>Fire Panel</th>
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