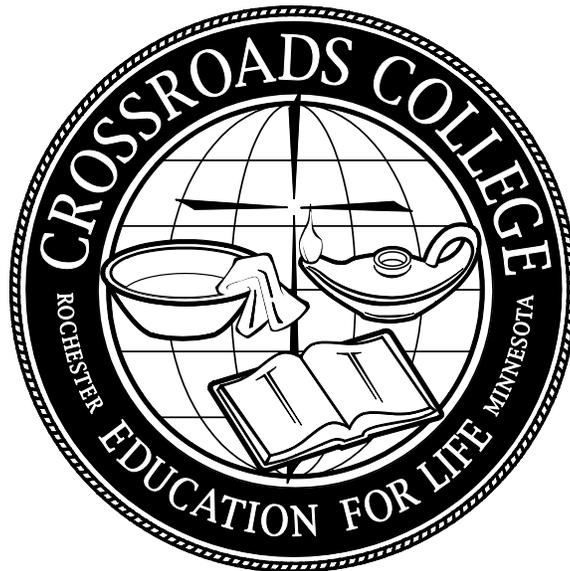


Annual Security and Fire Safety Report
and
Community Awareness Information
2015 - 2016



Office of Student Development

David E. Olson Academic Building

507-288-4563 ext. 305

Crossroads College
920 Mayowood Rd SW Rochester, MN 55902

Campus safety and security is essential to providing an environment where students can receive the maximum benefit from their educational experience. Crossroads College takes this responsibility seriously and provides the information in this report to keep the campus community informed of current trends and College policies and procedures. The most recent data may be viewed on the Crossroads College web site at www.crossroadscollge.edu/safety. A copy of the report also may be obtained by calling 507-288-4563 ext. 306 or by visiting the Office of Student Development located at 920 Mayowood Rd SW Rochester, MN 55902 in the David E. Olson Academic Building.

The *Crossroads College Annual Security Report* has been prepared to comply with the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (The Clery Act).



Crossroads College



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Reporting Procedures

General Procedures for Reporting a Crime or Emergency

It is essential that all crime and suspicious activity be reported promptly and accurately to Crossroads College Security, Student Development Office or to the Rochester Police Department. As students and staff work together with the Student Development Office, crime on campus can be reduced. Reporting criminal activities or emergencies may be done in several ways. Crossroads recognizes some individuals may prefer to report to other individuals or College offices on campus. A list of titles of individuals to whom criminal offenses may be reported can be found in the “Resources” section of this report.

All campus incident reports are forwarded to the Office of the Vice President for Student Development for review and action as appropriate. Follow up investigations of reports take place and involve the necessary parties and/or agencies.

Reporting to the Rochester Police Department

Individuals reporting a crime to Student Development also have the right to report the crime to the Rochester Police department by calling 911 or utilizing the Rochester Police Department non-emergency number at (507) 328-6810.

Reporting to Student Development

For reporting crimes or emergencies on campus please notify Student Development at (507) 288-4563. Campus Security may be reached twenty-four hours a day at their emergency number: (507) 398-8148 or during hours at (507) 424-1342. The Campus Security Office is overseen by the Vice President of Administration and Finance and is located on the lower level of the David E. Olson Academic Building.

Confidential Reporting

Students wishing to report a campus crime confidentially may meet with the school counselor in the Counseling Office. With the student’s permission, the counselor will forward basic information about the crime such as date, location, and type of crime to the Vice President of Student Development for reporting to the appropriate authorities. Information on the incident will be included in the annual campus crime statistics report. The purpose of a confidential report is to maintain privacy, while taking steps to ensure the future safety of the campus community.

Other Crossroads College faculty and staff are required by law to report incidents and /or crimes and cannot promise confidentiality. They are designated as campus security authority mandatory reporters.

Off-Campus Locations

Crossroads College does not currently recognize any off-campus locations of student organizations, including off-campus housing facilities.

Timely Warnings

The Vice President for Student Development or designee will issue a campus-wide “timely warning” in the occurrence of a crime that is serious in nature or poses a continuing threat to the campus community. The college email system will be the primary mode of communication for timely warnings. The Student Development Department may also use its social networking websites, text messaging and/or flyers to further disseminate information depending upon the circumstances.

Anyone with information warranting a timely warning should report the circumstances to Campus Security at 507-398-8148 or to Student Development at 507-288-4563 ext. 306 or in person at the Student Development Office.

Information for Alerts/Timely Warnings may also come from other law enforcement agencies or officers. Alerts/Timely Warnings will be issued to the campus community as soon as pertinent information about the crime is available.

Information included in Campus Crime Alerts/Warnings will include, at minimum:

- A description of the incident and type of crime, including location, date and time of occurrence
- A physical description of the suspect, including gender and race
- Composite drawing of the suspect, if available
- Apparent connection to previous incidents, if applicable
- Race of the victim, but only if there was an apparent bias motive
- Sex of the victim, if relevant
- Injury sustained by the victim
- Date and time the campus alert was released
- A notice to the campus community to exercise caution

Campus Security and Access

Crossroads College’s main campus is located at 920 Mayowood Road SW in Rochester, Minnesota. The College has one point of entry. Campus Security currently posts a Security Representative in the 1712 Music Building overlooking the entrance to campus between the hours of 11pm and 4am. The make and model as well as license plate number (if clearly observed) of every vehicle which enters the campus during the times Security Representatives are posted is recorded along with the date and time the vehicle entered as well as left.

All external groups must have the approval of the President’s Cabinet to use Crossroads College facilities. Portions of the College may be made available to the general public during designated times for special events.

Campus Security Representatives lock and check exterior doors to each building every evening. When buildings are closed to general use Campus Security Representatives are allowed to grant access to authorized personnel only.

Access to campus residential halls is restricted to resident students, their guests and to College personnel. Campus Security patrol the exterior of the residence halls on a regular basis at night and work with the Student Development office to enforce security measures.

Crossroads College also provides enhanced services to assist in crime prevention. Some of these services include:

- Safety escort services for students, faculty and staff
- Lighting surveys for building, area and parking lots
- 9-1-1 capability from all College phones and personal cell phones

Security Maintenance

Crossroads College facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Security Representatives regularly patrol the campus at night and report malfunctioning lights and other unsafe conditions to the Maintenance office for repair.

Crime Report

The information below provides context for the crime statistics reported in compliance with the Clery Act.

The statistics in this report are published in accordance with the standards and guidelines used by The Handbook for Campus Crime Reporting issued by the U.S. Department of Education Office of Secondary Education. The Vice President for Student Development submits the annual crime statistics published in the report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. The annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: Campus Security, the Rochester Police Department, and the Vice President of Student Development of Crossroads College. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Designated campus security authority includes but is not limited to the College administrators, directors, faculty and residence life staff. These designated campus security authorities report crime or discipline issues to the Department of Student Development when issues arise. The incidents that rise to the level of reporting in the Clery Act report are included in the annual report.

Definitions: Crime Categories

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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, personal property, etc.

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

Dating Violence: Dating Violence is controlling, abusive, and/or aggressive behavior occurring in a romantic relationship. It can include verbal, emotional, physical, or sexual abuse, or a combination.

Disciplinary Referrals: Includes those individuals referred to Student Development for liquor law, drug law and illegal weapons violations. The numbers include incidents reported via Campus Security incident reports and reports provided directly to Student Development from other members of the College community.

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

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non narcotic drugs (barbiturates, Benzedrine).

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person or the using of a vehicle for illegal transportation of liquor. Drunkenness and driving under the influence are not included in this definition.

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle (classifying as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned- including joy riding).

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

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, violence and/or causing the victim fear.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses – Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses – Non-Forcible: Unlawful, non-forcible sexual intercourse.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays the 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: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

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

Weapons Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors and all attempts to commit any of the aforementioned.

Definitions: Geographical Locations

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Note: Statistics for College housing facilities are recorded and included in both the all on-campus category and the on-campus residential only category.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

2012- 2014 Crime Statistics

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIMES STATISTICS ACT

**Crossroads College
920 Mayowood Road SW Rochester, MN 55902**

CATEGORY	VENUE	2012	2013	2014
CRIMINAL HOMICIDE: Murder and Non-Negligent Manslaughter	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
SEX OFFENSES: Forcible	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Non-forcible	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
ROBBERY	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
AGGRAVATED ASSAULT	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
BURGLARY	On Campus*	1	0	0
	In dormitories or other residential buildings	1	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
MOTOR VEHICLE THEFT	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
ARSON	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0

ARREST FOR: Liquor law violations	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Drug-related violations	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Weapons Possession	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
DISCIPLINARY REFERRALS: Liquor law violations	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Drug-related violations	On Campus*	0	1	0
	In dormitories or other residential buildings	0	1	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Weapons Possession	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
HATE CRIMES	There were no hate crimes reported for the years 2005, 2006, and 2007	0	0	0
DATING VIOLENCE	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
DOMESTIC VIOLENCE	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
STALKING	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
INTIMIDATION	On Campus*	0	0	0
	In dormitories or other residential buildings	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	<i>On-campus* - This category includes all on-campus incidents, including those listed as occurring "In dormitories or other residential buildings". Therefore, these statistics are not cumulative.</i>			

Reporting Location:

Crossroads College
920 Mayowood Rd SW
Rochester, MN 55902

For more information on Crossroads College Clearly reporting visit

Hate Crimes

Crossroads College strives to cultivate a safe and healthy learning environment that represents diversity and inclusion of all member of the College community. The Hate Crime statistics are separated by categories of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. If a Hate Crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of compliance documentation. If the facts of the incident indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability the assault is then classified as a hate crime.

To report a Hate or Bias crime, please use one of the following resources:

By phone:

Crossroads College	(507) 288-4563
Campus Security	(507) 398-8148
Rochester Police Department	(507) 328-6810

In person:

Student Development Office
David E. Olson Academic Building
920 Mayowood Road SW
Rochester, MN 55902

Crime Prevention

Crossroads College offers programs and information designed to inform students and employees about campus safety procedures and practices. Students, employees, and visitors are reminded and encouraged to be vigilant and responsible for their own safety and for the safety of others on campus. Crime prevention programs include safety education briefing, distribution of materials, and discussion. Materials include: alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, theft prevention, emergency notification and opting in procedures, shooter on campus video and discussion. The Student Development Department and the Resident Life staff participate in the prevention and safety briefing with all existing students and employees along with incoming students and new employees.

Programs and Services for Crime Prevention and Safety Awareness

Safety Escort – Students uncomfortable walking alone at night or those who have temporary mobility impairment are encouraged to contact Campus Security for assistance. This service is available 24-hours a day seven days a week.

Campus Safety Resident Assistant Training - Resident Assistants are trained in Crossroads College safety and emergency procedures. Topics include emergency procedures, theft prevention and personal safety.

New Employee Orientation - All new part-time and full-time employees are given a copy of this report, notified of their responsibilities as mandated crime reporters and given safety and security training. Training includes topics of campus safety, workplace injury, College policies and practices, emergency procedures and the responsibilities of Title IX reporting.

New Student Orientation – Incoming students are required to attend Orientation meetings addressing topics including crime prevention, personal safety, evacuation procedures, how to report a crime, how to report a sexual assault, dangerous person procedures, how the College’s mass communication system works and how to opt into the system.

Safety Awareness

Tips for your safety: Members of the College community must assume responsibility for their own personal safety and the security of their personal property.

- Report all suspicious activity to Student Development or the Rochester Police Department.
- Add the Campus Security phone number into the contact list on your phone 507-398-8148.
- Avoid walking alone at night, travel with friends or use Campus Security’s Safety Escort service.
- Always lock the door to your residence hall room whether or not you are there.
- Keep windows closed and locked when you are away from your room.
- Be aware of your surroundings. Instead of texting or looking down at the ground, watch for cars and people around you.
- Never leave valuables unattended.
- Carry your keys and Crossroads College identification card at all times and do not lend them to anyone.
- Lock car doors and close windows before leaving your car.
- Do not leave valuables in your car, especially where they can be noticed.
- Inventory your personal property and have it appropriately covered with your insurance.

Notification of Missing Students

Crossroads College takes student safety very seriously. To this end, the following policy and procedure is to assist in locating Crossroads College student(s) living in campus residences who, based on the facts and circumstances known to the College, are determined to be missing.

This policy complies with Section 488 of the Higher Education Act of 2008. (For students reported missing who live off campus, see Item 6 below.)

Most missing person reports in the College environment result from students changing their routines without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to Campus Security, the Residence Life staff or the Student Development staff.

An immediate investigation will follow every report made to the College once a student has been missing. Parents of a missing student under the age of 18 or not emancipated will be notified. In the event that parental notification is necessary, the Vice President for Student Development or designee will place the call.

At the beginning of each academic semester, residential students will be required to complete/ update the "Emergency Contact" portion of our student database. The information provided will be used in the event a student is reported missing while enrolled and living on campus at Crossroads College. Hard copies of this emergency information will be in the Office of the Vice President of Student Development.

General Procedure

1. The Crossroads College official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g., visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student's cell phone number (if known by the reporter).
2. The Crossroads College official receiving the report will contact the Vice President of Student Development and Campus Security. The Office of Student Development with the assistance of Campus Security will launch an investigation into finding the missing student.
3. Upon notification from any entity that a student may be missing, the Vice President of Student Development or their designee may use any or all of the following resources to assist in locating the student:
 - a. Go to the student's residence hall room,
 - b. Talk to the student's RA and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - c. Secure a current student photo ID or other photo of the student from a friend.
 - d. Call and text the student's cell phone and call any other numbers on record.
 - e. Send the student an email.
 - f. Check all possible locations mentioned by the parties above including, but not limited to, Library, Residence Halls, Student Center, other campus buildings, etc.
 - g. Contact the student's current faculty.
 - h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as Facebook and Twitter.
 - i. Ascertain the student's car make, model and license plate number. A member of Campus Security or designee will also check all College parking lots for the presence of the student's vehicle.
4. Crossroads College Informational Technology Services may be asked to obtain email logs in order to determine the last log in and/or access of the College computer network.
5. Once all information is collected and documented, College Administration or Campus Security may contact the local Olmsted County Law Enforcement agencies to disseminate the information. (Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off campus legal jurisdiction should be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the College.
6. If the missing student resides off campus and the matter is first reported to the College, Student Development will assist contacting the local jurisdiction legally responsible for investigating the report. The Student Development office or others will also assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.

Response to Sexual Violence

The purpose of the Crossroads College anti-harassment policy is to comply with all applicable legal requirements prohibiting harassment against any member of the Crossroads community. Moreover, as a Christian community, Crossroads College has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work, academic, and campus environment free of unlawful harassment, which includes sexual assault, violence, or misconduct.

Members of the College community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Crossroads College has a zero-tolerance policy for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The Crossroads College Sexual Harassment Policy can be found in the following publications:

Crossroads College Student Handbook	p. 16
Crossroads College Personnel Handbook	p. 10
Crossroads College Policies Manual	p. 92

Definitions

Sexual Misconduct Offenses Include, But Are Not Limited to:

1. Sexual Harassment

- unwelcome, verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; bullying.

2. Non-Consensual Sexual Contact

- any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force.

Sexual Contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse:

- any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. Sexual Exploitation

- when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Exploitation includes: Invasion of sexual privacy, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), non-consensual sharing of explicit pictures of a former girl/boy friend, engaging in voyeurism, knowingly transmitting a STI or HIV to another student, exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, sexually-based stalking and/or bullying.

Additional Applicable Definitions

- **Gender-based violence:** Gender-based violence is violence that is directed against a person on the basis of gender. It constitutes a breach of the fundamental right to life, liberty, security, dignity, and equality between women and men.
- **Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to future sexual acts.
- **Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”)
 - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 - NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
 - In order to give effective consent, one must be of legal age.

- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.

Hostile Environment

When such conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from an educational program or activity.

Crossroads College considers a variety of related factors to determine if a hostile environment has been created; and also considers the conduct in question from both a subjective and an objective perspective. Specifically, Office of Civil Rights standards require that the conduct be evaluated from the perspective of a reasonable person in the alleged victim’s position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

Sanction Statement

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from suspension to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of expulsion.
- Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Other Misconduct Offenses (will fall under Title IX when gender based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;

3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Crossroads College Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community, this includes cyber stalking.

Prevention and Education Programs

Crossroads College offers prevention and education programs in an effort to prevent sex offenses including sexual assault, domestic violence, dating violence and stalking within the College community. Programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Provides an overview of the Annual Security report in compliance with the Clery Act.
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provide safe and positive options for bystanders intervention.
- Defines what behavior and action constitutes domestic violence, dating violence, sexual assault and stalking.
- Identifies domestic violence, dating violence, sexual assault and stalking ads prohibited conduct.

Educational programs include:

- Bystander training to reduce power-based personal violence on campus by teaching students to recognize warning signs of abuse and provide them with safe and effective options for intervening.
- Student Orientation - During fall and spring orientation Student Affairs personnel address the issues of sexual assault and violence. A brochure has been developed that outlines definitions and procedures for reporting.
- Faculty Training – Before fall and spring semester the faculty are reminded about their Title IX responsibilities. After a review of the Crossroads College policy on sexual assault and violence each faculty member receives and reads a handout which outlines the program and their responsibilities. This document is signed by the faculty member and kept on file in the Director of Human Resource Office.

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.

- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Be an Active Bystander

If you think someone is at risk for sexual assault, consider it an emergency and get involved. Don't wait for someone else to act. Tips for Intervening:

- Approach everyone as a friend.
- Be honest and direct.
- Don't be aggressive or use violence.
- Keep yourself safe.
- Get help from other bystanders, if necessary.
- Call the police if a situation becomes too serious.

Reporting a Complaint

To Report Confidentially:

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the College has not specifically designated for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. If personally identifiable information is shared, it will only be used as necessary with as few people as possible, and all efforts will be made to protect individual privacy.

If one desires that details of the incident be kept confidential, he or she may speak with the on-campus counselor. Campus counselors are available to help free of charge, and may be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Crossroads College confidential reporting options:

Crossroads Counseling Office
(507) 424-1342

Ruth Picker, Professor of English
David E. Olson Academic Building
(507) 288-4563 ext. 320

Andrew or Amanda Walston, Campus Ministers
Crossroads Hill Unit 2
(507) 424-1257

Non-Confidential Reporting Options:

You are encouraged to speak to officials of the institution to make formal reports of incidents (vice presidents or other administrators with supervisory responsibilities, Campus Security, RAs, faculty members, advisors to student organizations, Student Success staff, admissions officers, student activities personnel, and others). The College considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution 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.

Non-confidential reporting options:

Crossroads Campus Security
(507) 398-8148

Rochester Police Department
9-1-1 or (507) 328-6810
101 4th Street SE Rochester, MN 55902

Saint Mary’s Hospital
(507) 255-5123
1216 2nd Street SW Rochester, MN 55902

Reporting Procedure

Any individual who believes he or she has been subjected to discrimination or harassment, or who has witnessed or has knowledge of such discrimination or harassment, may report to any College employee including administrators, faculty, staff or notify one of the following offices as soon as possible after the incident.

- Vice President for Student Development, Brad Jorde, David E. Olson Academic Building, Office of Student and Enrolment Services, Phone (507) 288-4563 ext. 306, bjorde@crossroadscollege.edu. Coordinator for Title IX, Discrimination and Harassment (Students), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504) investigations.
- Vice President of Administration and Finance, Roger Langseth, David E. Olson Academic Building, Business Office, Phone (507) 288-4563 ext. 309, rlangseth@crossroadscollege.edu. Coordinator for Discrimination and Harassment (Employees), and Age Discrimination investigation.
- President of the College, Michael Kilgallin, David E. Olson Academic Building, President’s Office, Phone (507) 288-4563 ext. 312, mkilgallin@crossroadscollege.edu.
- Professor of Counseling Psychology, Kimber Schletty, Hill Unit 101, Counseling Psychology Office, (507) 288-4563 ext. 341, kschletty@crossroadscollege.edu.
- Rochester Police Department, Call 9-1-1 or (507) 328-6810, 101 4th Street SE Rochester, MN 55902

Adjudication of Violations

Although the College asks that you submit a written complaint, any suspected incident of sexual assault or violence will be investigated and addressed promptly, whether reported in writing or otherwise. Any College employee including administrators, faculty, and staff who observes any incident of sexual assault or violence involving a student or receives a complaint or other notice of such harassment, shall, promptly, report this information to the Office of Student Development, whether or not the targeted student files a complaint.

Complaints must be filed within 180 days of the date of the alleged discriminatory events. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The staff member in charge of the investigation will document all reports of incidents of sexual assault or violence. The College will immediately undertake an effective, thorough and objective investigation of the sexual assault or violence allegations. The complainant will be provided the opportunity to present relevant evidence including witness testimony.

The College will interview individuals who have knowledge relevant to the complaint, including, but not limited to, the complainant (petitioner), the person who was the subject of the discrimination if different, the person accused of discrimination, anyone who witnessed the reported discrimination, and anyone identified as having relevant information. The College will review any records, notes, memoranda, correspondence or statements related to the discrimination. The College may take other appropriate investigative steps, such as visiting the location where the discrimination is alleged to have taken place.

The College shall determine whether interim measures are necessary during, (and pending,) the results of the investigation. Any such actions, whether interim or permanent, shall avoid or minimize to the extent possible any burden on the student who complained. The College will investigate reports of sexual assault or violence promptly and will complete its process and report the outcome within 60 days of receiving complaint notice.

Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to

- providing an escort to ensure that the complainant can move safely between classes and activities
- ensuring that the complainant and alleged perpetrator do not attend the same classes
- moving the complainant or alleged perpetrator to a different residence hall
- providing counseling services providing medical services
- providing academic support services, such as tutoring

Procedure used by the College in addressing Stalking, Dating Violence, Domestic Violence

- assess immediate safety need of the complainant
- assist complainant with contacting local police if complainant request
- provide written instructions on how to apply for Protective Orders
- provide written information to complainant on how to preserve evidence
- assess need to implement inter or long-term protective measures to protect the complainant, if appropriate
- provide a “No Entry” directive to accused party if deemed appropriate
- In the case of student involvement adjudication will use the preponderance of the evidence standard.

Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence or stalking to the best of their ability.

Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Minnesota, a victim of domestic violence, assault, dating violence, sexual assault or stalking has additional rights. The rights are found in a variety of Minnesota Codes and Regulations. For complete and up-to-date information please refer to the State of Minnesota Department of Public Safety Office Website at <https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/resource-list-victims.aspx>. Crossroads College complies with Minnesota law in recognizing protection orders by

contacting local law enforcement authorities in the event of a protection order violation. Any person who obtains a protection order should provide a copy to the Title IX Coordinator and the Campus Security Office. A complainant may then meet with the Title IX Coordinator and Campus Security to develop a Safety Action Plan, which is a plan to reduce risk of harm while on campus or coming and going from campus.

This plan may include: escorts, special parking arrangements, changing class room location or allowing a student to complete assignment from home, etc. If necessary, a complainant may be offered changes to academic schedules, living or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant.

On-Campus Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Crossroads College Counseling Office (507-288-4563 ext. 341) will provide confidential support for you during this difficult period. Talking about your concerns with a counselor in a safe and supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call for information. Counselors will not reveal your identity to anyone without your permission.

The Student Development Office offers information and guidance to victims when they file a report. The office will take your report by asking you to describe the assailant(s), the scene of the crime, about any witnesses and what happened before and after the incident. You may have a person with you during the interview. It should be noted that reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings.

The reasons for reporting an incident are:

- To take action which may prevent further victimization, including issuing a Safety and Security Alert to warn the campus community of an impending threat to their safety;
- To apprehend the assailant;
- To seek justice for the wrong that has been done to you;
- To have the incident recorded for purposes of reporting statistics about the incidents that occurred on campus.

Title IX Coordinator - can provide assistance in addressing the incident through consultation, administrative review and/or formal hearing. The Title IX Coordinator for Crossroads College is Brad Jorde. He may be reached at (507) 288-4563 ext. 306.

Off-Campus Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

24-hour Sexual Assault Victim Crisis Line – In addition to counseling services through the Crossroads Counseling Office, survivors of sexual assault or abuse are encouraged to contact Sexual Assault Victim Services at (507) 289-0636. They provide free counseling, accompaniment and advocacy.

General Crime Victims Assistance – The Olmsted County Office of Victims Services provides advocacy and support to help meet the needs of crime victims, professional and community

education and prevention efforts to challenge the existence of violence in the greater Rochester community. Crime Victims Services can be reached at (507) 328-7270.

Intercultural Mutual Assistance Association (IMAA) – IMAA provides culturally and linguistically appropriate support services that foster the well-being and independence of refugees and immigrants in their new home. These services include a spectrum of need and range including employment, interpreting, health care access, vocational training, social services and victim services. The IMAA can be reached at (507) 289-5960 and is located at 2500 Valleyhigh Drive NW Rochester, MN 55901.

Rochester Police Department – Can be contacted by dialing 9-1-1 in an emergency or by dialing their business line at (507) 328-6810. The Rochester Police Department is located at 101 4th Street SE Rochester, MN 55902.

Responsible Employee Policy

Any member of the Crossroads community, guest or visitor who believes the policy on Equal Opportunity, Nondiscrimination, Sexual Harassment, and other forms of Harassment has been violated should contact:

- Vice President for Student Development, Brad Jorde, David E. Olson Academic Building, Office of Student and Enrolment Services, Phone (507) 288-4563 ext. 306, bjorde@crossroadscollege.edu. Coordinator for Title IX, Discrimination and Harassment (Students), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504) investigations.
- Vice President of Administration and Finance, Roger Langseth, David E. Olson Academic Building, Business Office, Phone (507) 288-4563 ext. 309, rlangseth@crossroadscollege.edu. Coordinator for Discrimination and Harassment (Employees), and Age Discrimination investigation.
- President of the College, Michael Kilgallin, David E. Olson Academic Building, President's Office, Phone (507) 288-4563 ext. 312, mkilgallin@crossroadscollege.edu.

It is also possible for employees to notify a supervisor, for students to notify an administrative adviser or faculty member, or for any member of the community to contact Student Development. All employees receiving reports of a potential violation of College policy are expected to promptly contact one of the above individuals within 24 hours of becoming aware of a report of incident. The initial contacts will be treated with the maximum possible privacy. Specific information on any complaints received is subject to the obligation of the College to redress violations; every effort will be made to maintain the privacy of those initiating the report of a complaint.

In all cases Crossroads College will give consideration to the complainant with respect to how the complaint is pursued, but reserves the right to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

Non-Retaliation Policy

Living in a Christian community requires that members provide both support and accountability to each other. Initiating accountability is often uncomfortable and risks interpersonal conflict between the respective parties. The College will not tolerate retaliation against parties who exercise their obligation to see that accountability is brought to bear when warranted. Retaliation may be exerted in many ways, including but not limited to: physical assault, verbal abuse, social ostracizing and other forms of offense and humiliation.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information is provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services or is a student.

In Minnesota, registered sex offenders are required to register with the state. Information about registered sex offenders may be found at <https://por.state.mn.us/OffenderSearch.aspx>.

Alcohol and Drug Policies

College Prohibited Behavior and Activities

Alcohol/Tobacco/Drugs – The use, possession or distribution of alcoholic beverages (including non-alcoholic or “near” beer), tobacco in any form (or any non-medicinal substance inhaled into the lungs), non-medicinal drugs (including marijuana) or paraphernalia are prohibited for any reason. The College prohibits the possession of empty alcoholic beverage containers anywhere on campus.

When Do Lifestyle Expectations Apply? – Students are responsible to abide by the Student Handbook and Lifestyle Covenant starting when they enroll at Crossroads through graduation day, whether on or off campus including all College breaks (i.e. Spring Break), summer break, holidays and any other time including but not limited to any off-campus events such as mission trips, study abroad and internships.

Biennial Review

Crossroads College will conduct biennial reviews of alcohol violations, controlled substances violations, and related fatalities as required by section 485(f)(6) of the Higher Education Opportunity Act. This will be conducted by the Vice President for Student Development and will include the number of violations and related fatalities reported to campus officials that occurred on Crossroads College property or at Crossroads activities as well as the number and type of sanctions imposed by the College.

The following is a list of educational services and programs available to students and employees:

- Referral to counseling services;
- Seminars and lectures presented by community organizations;
- Informational brochures on drug and alcohol abuse published by community organizations.

Firearms and Weapons Policies

Crossroads College is a gun free zone. The possession or use of fireworks or possible explosives of any kind are prohibited on campus. Flammable agents such as gasoline, propane, or butane and the lighting of objects such as candles, incense or charcoal is prohibited within fifteen feet of college buildings. Weapons of any kind are not allowed on College property or at College functions. This would include but is not limited to any type of gun (real, BB, airsoft, pellet, etc.), knife with a blade over 4 inches, dagger or switchblade, any object associated as a weapon such as a club, sling shot or unguarded razor, recreational weapons such as bows and arrows, other dangerous sporting equipment or martial arts weapons. Violators are subject to criminal prosecution and discipline.

Emergency Evacuation Procedures and Policies

Crossroads College’s Emergency Procedures address the College’s response to emergencies. Members of the Crossroads community should familiarize themselves with the information in these procedures. Brochures are distributed to offices on campus and information is placed in all classrooms. Evacuation routes and information is posted in all buildings.

The Emergency Procedures have provisions for division of responsibility for administrators, staff and faculty to perform during a crisis on campus. Bi-annual drills are conducted and with a review of each building evacuation and shelter in place procedure and location. The Rochester Police Department can be consulted to observe these drills and provide feedback as to how to effectively improve any and all safety and emergency procedures.

Emergency Notification System

Crossroads College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

The College utilizes a regularly updated list with Google Docs for an emergency notification system (ENS). This is a web-based system that can be activated either from a computer or a smart phone. It has the capability of accessing select groups or the entire community of faculty, staff, and students. The ENS is used in situations where immediate notification is required due to a threat to the health and safety of the campus community, or any other emergency situation in which information needs to be disseminated quickly.

If the Crossroads College Vice President of Student Development confirms (with the assistance of key campus administrators, local first responders or the National Weather Service) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Crossroads College community, the Vice President of Student Development or designee will determine the content of the initial message. The Vice President of Student Development and key administrators have the ability to send messages using some or all of the systems described below to communicate the threat to the Crossroads College community, or to the appropriate segment of the population.

Crossroads College 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 to contain, respond to, or otherwise mitigate the emergency. Emergency messages will be distributed using the following primary distribution methods: Email, voice mail, and instant text messaging.

Emergency messages will generally have this format:

“EMERGENCY NOTIFICATION FOR CC. [SITUATION] in progress at/in [LOCATION]. -Or- [SITUATION] occurred at [TIME]. [PERSON/AGENCY/DEPT] on scene. Situation is [STABLE/UNDER CONTROL/SERIOUS]. Access to campus is [RESTRICTED/CLOSED/NORMAL]. [DATE/TIME]”

The Emergency Notification System is tested at least twice each year.

Other forms of emergency notification include the Crossroads College home web page, and social media outlets.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender

PRIMARY					
Text Messaging	VP of Student Development	Registrar Academic Dean COMPASS Director	VP of Student Development	VP of Student Development	Registrar Academic Dean COMPASS Director
Voice Messaging	VP of Student Development	Registrar Academic Dean COMPASS Director	VP of Student Development	VP of Student Development	Registrar Academic Dean COMPASS Director
Email Messaging	VP of Student Development	Registrar Academic Dean COMPASS Director	VP of Student Development	VP of Student Development	Registrar Academic Dean COMPASS Director
SECONDARY					
Crossroads College Website	VP of Student Development	Enrollment Services Assistant	VP of Student Development	Enrollment Services Assistant	Registrar Academic Dean COMPASS Director
Social Media	VP of Student Development	Enrollment Services Assistant	VP of Student Development	Enrollment Services Assistant	Registrar Academic Dean COMPASS Director
Face to Face Communication	VP of Student Development	Enrollment Services Assistant	VP of Student Development	Enrollment Services Assistant	Registrar Academic Dean COMPASS Director

Follow up messages will be sent to the College community using some or all of the systems described above. Follow-up messages may be developed and/or distributed by the Vice President of Student Development or designee.

Members of the larger community or family members of students and staff who are interested in knowing about emergencies at Crossroads College may visit the Crossroads College website, or find information through media outlets.

Emergency Response Procedures

a. Campus Drills and Exercises

The Crossroads College Emergency Management Plan includes information regarding shelter-in-place and evacuation guidelines and procedures. At least one campus-wide evacuation takes place annually. Testing of the Emergency Notification System is conducted at least twice each year.

These tests and exercises are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. General information about the emergency response and evacuation procedures is publicized each year as part of the College's Clery Act compliance efforts.

b. Evacuation Procedures

1. All faculty, staff and students should note the following at the beginning of each semester.
 - a) Look at the evacuation diagrams for the building and rooms you will be in.
 - b) Know the location of at least TWO exits,
 - c) At the sound of an alarm...
 - 1) Stop whatever you are doing.
 - 2) Turn off, or close the container of anything potentially hazardous, if you can.
 - 3) Grab your personal possessions quickly.
 - 4) Do not take time to gather more things than you can quickly fine.
 - 5) DO NOT WAIT! Walk to the nearest exit.
 - 6) If your nearest exit is blocked, move immediately to another exit.
 - 7) If you need assistance, notify the faculty member or building coordinator so they can summon an appropriate response for you.
2. Special Note to Faculty
 - a) Students will look to you for guidance in emergency situations and practice drills, so make sure you know all of the emergency exits in every building you teach, or have an office.
 - b) Before an Evacuation
 - 1) On the first day of class review the following:
 - Review emergency exits for the room and building.
 - Review the location of nearest phone.
 - Identify building evacuation gathering point(s).
 - Notify students that if more than one building is being evacuated the primary gathering point is: the front entrance parking lot.
 - Develop a “buddy” system or other method for attendance accounting.
 - Review the actions to be taken in the event of a shelter-in-place.
 - Notify students that backpacks and other personal belongings are to be kept with them at all times. Do not disturb a suspicious object. Backpacks left unattended pose a risk and may be confiscated or destroyed.
 - 2) In the event of a command to evacuate:
 - Instruct student to gather personal belongings.
 - Do not allow anyone, including yourself, to remain in the room, or building.
 - Offer assistance if someone needs it.
 - Proceed with class to the established gathering point.
 - Report to the emergency staff assigned to supervise the gathering point.
 - Wait with class at the gathering point until given further instructions by the appropriate emergency personnel.
 - FOR EVENING CLASSES, be ready to take the lead and guide your students out of the building to a safe location.

c. Crisis Management Plan

The Crossroads College Emergency Management Plan is designed to provide a resource for College personnel, administrators, students and to include crisis coordinators in assisting with information and guidelines in planning and responding in a crisis. While the Plan does not cover every conceivable contingency situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

This Emergency Response Plan describes and directs the College’s response to emergency situations and disasters. It becomes effective for Crossroads College when a hazardous condition reaches or has the potential of reaching proportions beyond the capacity of normal campus operations to handle.

The purpose of this multi-hazard emergency operations plan is to provide the framework for coordination and full mobilization of the College community in an emergency. Additionally, it clarifies strategies to 1) prepare for, 2) respond to, and 3) recover from an emergency or disaster incident that could impact the campus or region.

The goal of the Plan is to provide a system to manage personnel and resources to respond effectively to critical situations. The following objectives support this goal:

1. Establish and staff an effective emergency response and communications system;
2. Request and coordinate mutual aid according to established procedures;
3. Identify potential hazards that could affect the campus;
4. Manage the movement, reception, and care of the campus community during an emergency or catastrophic event;
5. Assemble a team of trained personnel to operate the Emergency Operations Center in times of crisis;
6. Restore essential services.

Consistently integrated into every facet of this system is the response priority to preserve life, provide stability to the situation and to protect the environment, in that order. All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the Emergency Management Plan, must adhere to these guidelines. Only those College administrators responsible for directing and/or coordinating emergency operations may approve exception(s) to these crisis management procedures as required to fulfill the emergency response.

Annual Fire Safety Report

Crossroads College publishes this fire and safety report as part of its annual Clery Act Compliance. This report contains a description of the fire safety practices and standards for Crossroads, including statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire and the value of the property damage caused by the fire. This report is available for review 24 hours a day on the Crossroads website. A physical copy may be obtained by making a request to the Department of Student Development at (507) 288-4563 ext. 306.

Fire Statistics – 2011-2013

Resident Hall – Fire Systems					
Residence Hall	Dialer*	Smoke Detector	Fire Extinguishers	Fire Drills	2011-13 Fire Incidents
Dobson	Yes	Yes	Yes	Yes	0
Hoff	Yes	Yes	Yes	Yes	0
Bloomington	Yes	Yes	Yes	Yes	0
French	Yes	Yes	Yes	Yes	0
West	Yes	Yes	Yes	Yes	0
Grice	Yes	Yes	Yes	Yes	0
Hill North	No	Yes	Yes	Yes	0
Hill South	No	Yes	Yes	Yes	0

* All Residence Halls fire alarms are monitored by a contracted service.

Fire Safety

A daily fire log is available for review by visiting the Department of Student Development Offices located in the David E. Olson Academic Building, main level, Enrollment Services office. The fire log includes information about fires that occur in the residential facilities, including the nature, date, time and general location. If a fire occurs in a Crossroads building, community members should immediately notify Student Development and or dial 9-1-1. When calling, provide as much information as possible about the location and cause of the fire.

The College takes fire safety seriously and has established fire safety programs for the student living in on-campus residence halls. Fire evacuation plans are posted in each resident's room. Drills for evacuation and shelter-in-place are practiced each year.

Means for Reporting a Fire

Pull the nearest fire alarm pull station if available. Pull station are usually located near building exits. Contact 9-1-1 and call Student Development at (507) 288-4563.

Evacuation Procedures

- Call 9-1-1. Make sure you have the correct address available (920 Mayowood Road SW Rochester, MN 55902).
- Check your door with the back of your hand before opening it to make sure it is not hot and the fire is not on the other side.

- Sound the alarm if your building is equipped with a fire alarm pull station. To activate the alarm, pull the handle in the fire alarm box closest to the location of the fire. Alert others in your living space by shouting “FIRE.”
- Immediately evacuate, get out and stay out. **DO NOT FIGHT THE FIRE.** Contact Student Development: (507) 288-4563
- If you encounter smoke when leaving the building stay low to the floor as possible.
- If you become trapped in your building or room, hang something outside the window such as a sheet or curtain to warn firefighters that you are still in the building. Place wet towels around the top, sides, and bottom of the door to your room. Close any remaining doors to reduce the fire’s spread.
- Remain outside of the building and at a safe distance away from the building. Have a central meeting place so everyone in your group can be accounted for. **DO NOT RE-ENTER THE BUILDING.** Immediately notify fire fighter personnel on scene that everyone in your group is safely out of the building.

Residence Hall Fire Safety - Prohibited Behavior and Activities

Failure to Evacuate: Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a campus representative.

Breaching Security Systems: Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.

Misuse or Tampering with Emergency Equipment: Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to criminal charges.

Flammable Agents: Use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine dependent upon combustible fuel for operation, etc.

Burning Objects: Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or adjacent to buildings.

Possessing Weapons: Knowing possession or use of an explosive, dangerous chemical or deadly weapon on campus property or at a Crossroads campus function. The term “deadly weapon” would include but is not limited to any type of gun (real, BB, airsoft, pellet, etc.), knife with a blade over 4 inches, dagger or switchblade, any object associated as a weapon such as a club, sling shot or unguarded razor, recreational weapons such as bows and arrows, other dangerous sporting equipment or martial arts weapons. Violators are subject to criminal prosecution and discipline.

Cooking/Appliances: Cooking of any kind is not permitted in Residence Hall rooms. All food preparation requiring appliances must be used in the kitchen. Cooking at anytime, regardless of location, should coincide with adequate ventilation.

Prohibited appliances include: Heated Coil Space Heaters, hot plates; electric woks; “non auto-shut off” coffee pots; popcorn poppers; etc. OSHA approved mini-refrigerators (less than 4 cubic feet) are permitted (maximum of 2 per room.) Leftover and unsealed food products should be taken out of the building as soon as possible, for health and cleanliness concerns.

Fire Safety Systems in Residential Facilities

All Crossroads College residential halls are equipped with automatic fire detection and alarm systems that are monitored by an off-site private company. Fire drills are conducted each year in all residence halls.

College Resources

Campus Security	Emergency: (507) 398-8148
On-Campus emergency (24 hours)	Non-emergency: (507) 424-1342
Safety escorts (24 hours)	
Crossroads Counseling Center	(507) 288-4563 ext. 341
Vice President for Student Development	(507) 288-4563 ext. 306
Vice President of Administration and Finance (HR)	(507) 288-4563 ext. 309
Dean of Academics	(507) 288-4563 ext. 318
David E. Olson Academic Building, Main Level, Academic Office	
Rochester Police Department	9-1-1 (507) 328-6810 (Business Line)
Saint Mary's Medical Center	(507) 255-5123
1216 2 nd Street SW Rochester, MN 55902	
24-hour Sexual Assault Victim Crisis Line	(507) 289-0636
General Crime Victims Assistance	(507) 328-7270
Rape, Abuse, Incest, National Network	1-800-656-HOPE (4673)
National Domestic Violence Hotline	1-800-799-SAFE (7233)

