



Hope COLLEGE

HOLLAND, MICHIGAN

2017 Annual Security & Fire Safety Report





Photo By: Jon Lundstrom

The *Annual Security and Fire Safety Report* is published online at http://www.hope.edu/admin/campsafe/annual_security_report.html.

Printed copies are available upon request at Campus Safety, Student Development, Human Resources, and the Admissions office on the campus of Hope College.

The *Annual Security and Fire Safety Report* is compiled by the Department of Campus Safety, Occupational Health and Fire Safety, Student Development, and the Office of the President.

Hope College programs described in the Annual Security and Fire Safety Report are continually reviewed and may change.

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Mission

The Hope College Department of Campus Safety strives to create a safe environment to learn, live, and work by providing excellent service and building trust in the community.

The success of our mission depends upon a true partnership between Campus Safety personnel and the diverse population of students, faculty, and staff that comprise the College – a partnership built upon mutual respect, responsibility and participation.

Through that partnership, the members of Campus Safety pledge respect for the needs and rights of the community. Our main objective is to provide a safe campus through diligence and professionalism in the protection of persons and property, and determination to seek new ways to reduce the opportunity for crime. Obtaining this objective is possible by fostering harmony with our neighbors, increasing awareness of safety issues, and developing a sense of communal concern for each other's well-being.

We are accountable to the College community and open to partnering with its members. By working together in creative ways, problems related to security, crime and the fear of crime can be addressed.

The information contained in this document is for your use and understanding, and it is our expectation that you will assist us in making the Hope College campus as safe and secure as possible. If you have any questions regarding the information contained in this report, please contact Campus Safety at 616-395-7770 or e-mail pubsafe@hope.edu.

Campus Safety is committed to a true partnership with the community. We ask that you join us in making a safe and secure Hope College campus community.

General Information

Frequently Referenced & Important Websites

Hope College	www.hope.edu
Campus Safety	www.hope.edu/admin/campsafe
Daily Crime & Fire Log	https://in.hope.edu/daily-crime-fire-log/
InHope	https://in.hope.edu
Student Handbook	www.hope.edu/offices/student-development/policies-resources/
Employee Handbook	www.hope.edu/admin/hr/employment/policies.html
Campus Shuttle Service	www.hope.edu/trasportation
Emergency Response Guide	www.hope.edu/admin/campsafe/emergency_guide
Title IX Office	www.hope.edu/titleix
Report Discrimination/Harassment	www.hope.edu/reportdiscrimination
Counseling and Psychological Services (CAPS)	www.hope.edu/admin/counseling/
Employee Assistance Program	www.hope.edu/admin/hr/benefits/eac.html
Center for Women in Transition	www.cwitmi.org
Holland Department of Public Safety	www.cityofholland.com/police
Ottawa County Central Dispatch	www.ocda.org

Important Phone Numbers

Campus Safety	616-395-7770 From an on-campus landline, dial: 7770 or 9-1-1
Counseling and Psychological Services (CAPS)	616-395-7945 (School year 8:00 AM - 5:00 PM)
Title IX Coordinator	616-395-6816
Holland Department of Public Safety (Police)	Non-emergency: 1-800-249-0911 Emergencies: 9-1-1
Holland Area Silent Observer	1-877-88-SILENT (745368)
Center for Women in Transition	Physical, emotional & sexual abuse crisis line: 1-800-848-5991 General line: 616-392-2829
National Suicide Prevention Lifeline	1-800-273-TALK (8255)
National Alliance on Mental Health	Crisis support (24/7): Text NAMI to 741-741
National Domestic Violence Hotline	1-800-799-SAFE (7233)

Reporting a Crime or Suspicious Behavior

To keep our campus safe, it is crucial to report crimes and suspicious activity as soon as possible. When emergencies such as injury, fire, or crime occur on campus, persons should call 9-1-1 from campus phones. Emergency calls to 9-1-1 from your cell phone will be received by the Ottawa County Central Dispatch. For non-emergency situations on campus, Campus Safety can be reached by dialing 7770 from campus phones or 616-395-7770 from a cell phone. Campus Safety is located at 178 East 11th Street and is staffed 24 hours a day.

For any fire, police, or medical emergency, dial 9-1-1.

- Give your name, phone number, and exact location.
- Describe the nature of the incident or situation.
- Be prepared to respond to questions or instructions from the dispatcher.
- Please stay on the line until all pertinent information is obtained.

Students and employees should promptly and accurately report criminal offenses and suspicious activity to Campus Safety for assessment of making timely warning notifications, for inclusion in the daily crime log, and for annual statistical disclosure. In addition to Campus Safety, incidents may also be reported to the Holland Department of Public Safety by contacting Ottawa County Central Dispatch 9-1-1. If you witness a crime, and are uncertain if the victim has reported it, will report it, or is unable to report it because of a disability or other circumstance, contact Campus Safety or dial 9-1-1 and allow emergency personnel to evaluate the situation.

In response to your call, Campus Safety officers and other appropriate emergency personnel will be sent to your location or arrange to meet you at a different location of your choosing if you have safety or privacy concerns.

If you do not wish to file a standard report, you are still encouraged to file an anonymous report with details of the incident. This will inform the campus community that an incident occurred, allow the College to take steps to enhance the future safety of the community, and have the incident included in the annual disclosure of crime statistics. This can be done through the offices of Campus Safety or Student Development. Pastoral and professional counselors are encouraged to inform the persons they are counseling to report crimes on a voluntary confidential basis for inclusion in the annual disclosure of crime statistics.

Campus Security and Building Access

Hope College maintains the campus in a manner that reduces the likelihood of crime.

Residence Hall Security and Access

Hope College residence halls are locked 24 hours a day, 7 days a week. Students are issued ID cards that also act as their access card that requires a Personal Identification Number (PIN) to access the residence halls. Sharing PINs and/or other security codes is a violation of College Residential Life staff are on duty daily from 8:00 P.M. to 8:00 A.M. in all residence halls. Periodic rounds of the hall are conducted by Residential Life staff between 8:00 P.M. and 12:00 A.M. on weekdays, and from 8:00 P.M. until 2:00 A.M. on weekends. There is always a professional, non-student Resident Director or Residential Life Coordinator on call during the academic year.

Academic and Administrative Building Security and Access

Administrative and academic buildings are unlocked during the week by the custodial staff or remotely by Campus Safety through the electronic access system. During normal business hours the facilities will be open to students, parents, employees and visitors. The buildings are checked and locked each night by Campus Safety officers. Campus Safety officers conduct routine patrols of the buildings to monitor building security. The time for locking and unlocking the buildings is established by the Office of the Provost and coordinated with the Events and Conferences Office, Campus Safety and custodial staff.

Keys are issued to faculty and staff through their department chairs, supervisors or building supervisors. The Physical Plant office issues keys to contractors as needed. Contractors wear identification tags while in campus facilities. Requests for additional keys or lock changes must be sent to the Campus Safety Locksmith by using the online work order or key request form on InHope, the College's internal website. Individuals are not allowed to duplicate keys to college facilities.

Lighting of Campus Facilities

In an effort to provide a safer community, the College has numerous types of outdoor lighting. Report out-of-service lights to the Physical Plant at 616-395-7835 or complete an online work order form on InHope. All outside light repairs are given high priority.

Maintenance of Campus Facilities

Reported maintenance problems that pose a threat to safety and security such as broken locks or windows on the ground level are given urgent priority. Maintenance issues that may pose a threat to safety need to be reported to the Physical Plant at 616-395-7835 or the Locksmith at 616-395-7773 or complete an online work order form on InHope. For emergency maintenance issues, contact Campus Safety at 616-395-7770.

Security Awareness and Crime Prevention Programs

Hope College Campus Safety officers patrol campus buildings and grounds to help ensure a safe environment for students, faculty, staff, and visitors. In addition to the 24/7 patrols by the Department of Campus Safety, the College provides additional crime prevention measures.

Crime Prevention Programs

Campus Safety presents crime prevention programs to students and staff upon request. Those interested should call Campus Safety and ask to speak with the on duty officer for further information. These programs may focus on general crime prevention or special topics such as protection against identity theft, personal safety and self-defense, and drug and alcohol abuse. Speakers are also available to discuss law enforcement topics such as the legal process, fines/penalties, and common violations.

Educational Awareness Programs

The Student Development Office and Campus Safety coordinate various awareness programs during the academic year. Some examples are Rape Aggression Defense, personal safety, and alcohol awareness.

Security Awareness Programs

At the beginning of each academic year, Campus Safety and the Holland Department of Public Safety meet with various groups to review procedures and advise them of the resources and programs

available. Campus Safety is part of orientation for new students and employees of the College. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Campus Safety also partners with the Department of Homeland Security in their See Something / Say Something campaign.

Code Blue Emergency and Safety Phones

Hope College has strategically installed Code Blue phones around campus. These phones are marked with a blue light and can be used to report an emergency or a crime in progress. In addition, there are safety phones on the exterior of the residence halls located at the main entrances. Phones are also available inside academic and administrative buildings and residence halls that can be used to report an emergency, an incident, or request assistance.

Bicycle Registration

To deter bicycle theft and recover stolen bicycles, Campus Safety provides access to Holland Department of Public Safety bicycle registrations at the Campus Safety Office. This is a free service that is strongly encouraged.

The Daily Crime and Fire Log

The Campus Safety Crime and Fire Log is available online on the Campus Safety website, under the *Resources* tab on InHope, and a printed copy of the Crime and Fire Log is available for anyone, including the public, at the Campus Safety office.

Shuttle Service

The Transportation Department provides an on-campus evening shuttle service for students seven days a week during the academic school year with the exception of college breaks. Information can be found at www.hope.edu/admin/transportation/campus_shuttle_service.html.

Safety Escorts

Upon request, Campus Safety provides safety escorts for students. Contact Campus Safety at 616-395-7770 for an escort.

Help for Crime Victims

Campus Safety will assist victims by arranging transportation for medical attention due to an incident, taking incident reports, and helping victims work with the Prosecuting Attorney's Office and the Ottawa County Court. If you are a victim of a crime and do not want to pursue action within the Hope College judicial system or the criminal justice system, we encourage you to still make a confidential report. With permission, Campus Safety will forward reports on behalf of the victims to the appropriate officials.

If an incident is reported to a member of the Hope College Counseling and Psychological Services, Confidential Advocate, or the Campus Ministry chaplains, the report is protected and considered confidential, and is therefore not required to be disclosed to the campus community. If deemed appropriate, the person reporting may be encouraged to report the incident anonymously to Campus Safety so that it can be included in the annual crime statistics or become the basis of a timely warning notification.

Hope College offers counseling during the academic year, and a 24 hour on-call crisis response system to students through Counseling and Psychological Services (CAPS). Campus Safety has contact information for counselors after the office closes, as well as a number of additional resources both on and off campus.

Hope College will disclose to the alleged victim of a crime of violence, or sex offense, a report on the results of any disciplinary proceeding conducted by Hope College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin shall receive the same rights and privileges as the alleged victim for purposes of this paragraph.

A crime of violence defined as:

- An offense that has as an element of use, attempted use, or threatened use of a physical force against the person or property of another; or
- Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Law Enforcement Authority and Partnership with Outside Agencies

The Department of Campus Safety has a professional working relationship with area law enforcement agencies, fire departments, and other emergency responders. This professional relationship allows for cooperation in the investigation of alleged crimes, emergency response, special event coordination, and crime prevention and safety efforts on campus. Most often, the College works with the Holland Department of Public Safety, Ottawa and Allegan County Sheriff's departments, the American Medical Response ambulance service, and the Ottawa County Health Department. The Holland Department of Public Safety has assigned a Community Policing Officer to the campus area as a consistent point of contact for Campus Safety and all of the College community. In addition to meeting weekly with the Community Policing Officer, and/or other Holland Department of Public Safety officers assigned to the campus area, Hope College hosts an annual luncheon for area law enforcement and public safety personnel to further develop professional relationships.

Hope College does not formally monitor or record criminal activity that takes place at private, off-campus residences that are leased directly by students from third party property managers/owners. While students with similar interests or organizational affiliations may choose to reside together in these off-campus locations, Hope College does not own or have control of these properties, and has no formal or informal agreements with these private property owners for housing or other use of space. Campus Safety works closely with the Holland Department of Public Safety and other law enforcement agencies regarding incidents and issues involving students that occur at off-campus locations. Hope College relies on the Holland Department of Public Safety to notify Campus Safety in the event of incidents or emergencies that occur off-campus that could affect the safety of students or employees.

Campus Safety officers patrol the campus on a 24-hour basis and have the authority to respond to a variety of requests for assistance on campus and at all Hope College properties. These requests include emergency situations, criminal complaints (in conjunction with the Holland Department of Public Safety), parking violations, violations of College policies, medical emergencies, building security, providing safe rides, and other requests for assistance or service for the campus community.

Campus Safety officers do not possess arrest powers or enforce state law. While Campus Safety does not have a written memorandum of understanding with any agencies pertaining to the investigation of criminal incidents, the enforcement of state law and Holland City Ordinances on campus is conducted by the Holland Department of Public Safety.

Campus Safety employs full and part-time staff and student employees to assist with the functions of the department. All employees receive training in the proper procedures for the handling of emergencies and various types of requests for assistance.

Drugs and Alcohol

Hope College is committed to maintaining an environment of teaching and learning that is free of alcohol and illicit drugs. Possession, use, sale, and consumption of alcoholic beverages and/or illicit drugs are not permitted on College properties and will be enforced in accordance with College regulations.

Laws regarding the possession, sale, use, and furnishing of alcohol are governed by the State of Michigan and enforced by the Holland Department of Public Safety.

The possession, use, sale, manufacture, or distribution of any controlled substance or illegal drug is prohibited under both State and federal law. The federal laws are enforced by the United States Drug Enforcement Agency and the State laws are enforced by the Holland Department of Public Safety.

The Drug-Free Schools and Communities Act Amendments of 1989 require that Hope College, as a recipient of federal funds including federally provided student financial aid, notify its residential students annually that the unlawful possession, use, or distribution of alcohol and illicit drugs on College property is prohibited and that campus and community drug counseling programs are available.

For residential and non-residential students, this information is found in the Student Handbook.

For employees of Hope College, this information is found in the Employee Handbook.

Annually, there are several educational programs regarding the use of drugs and alcohol. Examples include: Greek Life risk management training sessions, Intercollegiate athletics substance abuse policy quiz, some Health Dynamics courses include information regarding the use of alcohol and drugs and its effects, and Residential Life programming.

Registered Sex Offenders

The federal Campus Sex Crimes Prevention Act (§ 1601 of the Victims of Trafficking and Violence Protection Act of 2000) requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services, or is a student. In Michigan, information on registered sex offenders is compiled and maintained by the Michigan State Police. Information on registered sex offenders can be obtained at www.mipsor.state.mi.us.

Responsibility of the College Community

The cooperation and involvement of all members of the College community in a campus safety program is imperative. Members must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, any student - male or female - is at less risk in the company of friends or by utilizing the shuttle service when on campus late at night. Security measures taken by the College do not relieve individuals of responsibility for self-protection. One should always remain sober and alert to the surrounding environment and less trusting when in association with strangers. Residential room and office doors should be locked at all times when they are unoccupied and when residents are asleep. Valuable items should be etched with the owner's information that can be easily identified. Engraving instruments can be obtained from Campus Safety for your use at no charge. Items should never be left unsecured and unattended, even for short periods of time. Bicycles should be registered with the City of Holland, which can be done at the Campus Safety office, and should be secured with sturdy locks. Cars must be parked in assigned areas and should be kept locked. Any valuables that must remain in the vehicle should be locked in the trunk. Campus community members should report any suspicious individual(s) or activity to Campus Safety immediately.

Emergency Response and Evacuation Procedures

The College's Emergency Response Guide includes information about operating status parameters; incident priorities and performance expectations; and shelter-in-place and evacuation guidelines. The guide is available at www.hope.edu/admin/campsafe/emergency_guide/.

Campus Safety officers and supervisors have received training in Incident Command System and National Incident Management System. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Safety and the Holland Department of Public Safety as well as emergency medical services. They typically respond and work together to manage the incident. Depending on the nature of the incident, other Hope College departments, local, State, or federal agencies, and/or private organizations (e.g., AMR Ambulance, Red Cross) could also be involved in responding.

All members of the Hope College community are required to notify Campus Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. This information is included in the Employee Handbooks. Campus Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Safety has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, federal law requires that the College immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Shelter in Place

Sheltering in place provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. When authorities issue directives to shelter-in-place, do not walk outdoors - take refuge indoors immediately. If the directive is issued as a result of a hazardous materials incident, try and remain upwind. It is important to remain calm and help others to do the same.

When a shelter-in-place order is issued:

- Remain calm.
- Do not to leave and do not to go outside.
- Close and lock all windows and exterior doors - close shades and blinds.
- Once closed, stay away from all windows and doors.
- Turn off fans and heating and cooling systems.
- Select a small interior room that
 - is above the ground floor (except during severe weather),
 - has the fewest windows or air vents, and
 - has adequate space for everyone.
- Await further instructions from emergency personnel.

General Evacuation Procedures

At the sound of a fire alarm, or if you are instructed to evacuate, leave your work area immediately and vacate the building through the nearest exit. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Safety or Ottawa County Central Dispatch at 9-1-1.

In the event of an evacuation:

- Remain Calm.
- Do **not** use elevators.
- Assist others with disabilities if you are able and it is safe to do so.
- Proceed to a clear area at least 150 feet from the building.
- Keep walkways and streets clear for emergency personnel.
- Do not re-enter the building.

If you or someone else is unable to evacuate without using an elevator, find a safe location near a stairwell and immediately contact Campus Safety or call 9-1-1 to inform dispatchers of your location.

Muster and Head Count

Individuals in leadership positions should attempt to account for students, faculty, staff, and visitors who are under their supervision at the time of the evacuation. Those positions may include faculty or instructors in the classroom, office managers, supervisors, and Residential Life staff.

Once you have assembled at your designated meeting place, account for all individuals under your direction or leadership. Inform Campus Safety or other emergency personnel on scene if someone is unaccounted for or if you suspect someone did not exit the building. Be prepared to provide a description of the unaccounted person and their last known location.

Emergency Notifications

Upon confirmation of a significant emergency or dangerous situation (e.g., gas leak, train derailment, contagious virus, etc.) involving an immediate threat to the health or safety of students or employees occurring on campus, the College will, without delay, initiate the emergency response system to notify the campus community. The only exceptions of this are when notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

To confirm there is a significant emergency or dangerous situation, an evaluation will be conducted by one or more of the following: the President of the College, Provost, Director of Operations, Director of Campus Safety, Assistant Director of Campus Safety, Vice President of Public Affairs and Marketing, and/or the Vice President for Student Development. This group of individuals, or their respective designee, in part or in whole, will gather all available information from their areas of expertise to determine which segment or segments of the campus community to notify, if the threat is contained to a particular segment of campus, and to determine the content of the notification and initiate the notification system.

The College will communicate advisories through email and/or the text messaging system. Campus media, face-to-face communication, telephone-trees, and/or posters may also be used. The Holland Department of Public Safety will be informed using some or all of these communication methods as needed. The information will also be placed on InHope and the College's publicly viewable home page (www.hope.edu). Members of the larger community who are interested in receiving information about emergencies on campus can access this information by visiting the publicly viewable home page. Hope College students, faculty, and staff can sign up for emergency text messages at plus.hope.edu by clicking *Personal Information*, then *Update Emergency Contacts*, and listing himself or herself as the first emergency contact with a cell phone number, and selecting *Self* from the relationship drop-down menu, then click *Submit Changes*.

Primary Communication Methods:

- Hope College's public website,
- InHope website,
- Campus-wide email, and/or
- Text message notification system.

Secondary Communication Methods:

- Face-to-face communication,
- Warning/advisory posters,
- Campus media (radio), and/or
- Departmental phone-trees.

The Hope College Emergency Alert System can be activated by the following personnel:

- College President,
- Provost,
- Vice President for Finance and Administration,
- Vice President for Public Affairs and Marketing,
- Vice President for Student Development,
- Director of Operations,
- Director of Campus Safety,
- Assistant Director of Campus Safety, or
- Any designee of the aforementioned personnel.

Follow up messages will be sent to the campus community using some or all of the communication methods described above.

Hope College annually tests the emergency response and evacuation procedures and publicizes its procedures in conjunction with at least one test per calendar year. These tests are documented and a description of each exercise including the date and time of the exercise and whether it was announced or unannounced.

Timely Warnings

In the event that a situation arises that includes a serious crime against people, where it is determined that the incident may pose a serious or ongoing threat to the members of the Hope College community, the Campus Safety Director or a designee will develop a Timely Warning Notice to notify the campus community.

Timely Warning Notices are usually distributed for the following types of crimes: major incidents of arson, criminal homicide, robbery, aggravated assault, sexual assault, and possibly burglary. The location of the crime, the serious nature of the crime, and whether the incident poses an ongoing threat to the campus are the key determinants in the decision to send out a Timely Warning. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other College community members; therefore, a Timely Warning Notice would not be distributed. Sexual assaults are considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Campus Safety Department. Timely Warning Notices may be distributed for other crimes as determined necessary by the Director of Campus Safety or designee in his or her absence.

A Timely Warning will be sent out after pertinent information about the crime is available to Campus Safety. The Timely Warning, and critical updates thereafter, will be sent to all students and employees by text messaging and emails. Timely warnings will describe the crime that prompted the messaging and provide message recipients with information that promotes safety and prevention of similar crimes.

Non-emergency updates to the College community may be distributed by campus-wide e-mail, text message, on InHope, on the College's publicly viewable home page, or may be shared with the Anchor (student newspaper) for a follow-up story.

The Vice President of Public Affairs and Marketing, or their designee, is the designated spokesperson for any College statement made to the news media. Anyone with information warranting a Timely Warning should report the circumstances to Campus Safety immediately.

Missing Persons

A Student at Hope College will be considered missing

- If after 24 continuous hours a student's location is not known and with reasonable inquiry cannot be determined where they are;
- OR
- When his or her behavior is contrary to an established pattern of behavior or there are unusual circumstances that may have caused their absence.
- Any individual on campus who has information that a residential student may be a missing person should notify Campus Safety as soon as possible.

Official notification procedures of missing persons:

- I. Campus Safety will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who the student might be with, vehicle description, information about the

physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

- II. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), Campus Safety will notify the appropriate law enforcement agency within 24 hours to report the student is a missing person and the law enforcement agency with jurisdiction will take charge of the investigation, regardless if the student has a confidential contact person, is above 18, or is an emancipated minor.
- III. No later than 24 hours after determining that a residential student is missing, the Vice President for Student Development will notify the designated missing person contact (for students 18 and over) or the parent/guardian (for students under the age of 18 and not emancipated) that the student is believed to be missing.

Each Hope College student has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. To register a person to be notified, students should log on to the secure area on plus.hope.edu, access the *Personal Information* section, select *Update Emergency Contacts*, and input the contact information for that person and change the relationship selection to *Missing Person Contact*. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information and contact the designated individual.

VAWA Offenses: Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Hope College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Hope College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, Hope College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These four terms, and other related terms, are defined below for the purposes of the Clery Act by: (a) the Violence Against Women Act (VAWA) (34 CFR 668.46(c)(1)(iv)); (b) Michigan law; and (c) College policy. Hope College reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

For a complete copy of Hope College's policy governing sexual misconduct, entitled "Equal Opportunity, Harassment and Nondiscrimination Policy" (referred to within the definitions section as *the college policy*) visit www.hope.edu/titleix.

To access the many resources Hope College offers relating to those complaining of sexual misconduct, visit www.hope.edu/titleix or see the "On-Campus Resources" section of this document.

To report an incident, you may use the form located at www.hope.edu/reportdiscrimination, or contact the College's Title IX Coordinator, Ms. Sara Dorer, at dorer@hope.edu, via telephone at 616-395-6816, or in person at the DeWitt Center, 141 E. 12th Street, 2nd Floor, Room 220.

Definitions

The following Sexual Assault, Dating Violence, Domestic Violence, and Stalking definitions are provided by the Jeanne Clery Act, Michigan State Statute, and/or Hope College Policy as available.

Consent

State of Michigan: The State of Michigan does not specifically define consent, but Criminal Sexual Conduct laws explicitly state consent can be absent based on age, mental challenges or incapacitation. Also, State of Michigan courts through jury instructions have identified the term consent as: "...a person consents to a sexual act by agreeing to it freely and willingly, without being forced or coerced."

In the State of Michigan, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old may be a crime, and a potential violation of this policy, even if the minor wanted to engage in the act.

Hope College: Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Incapacitation

State of Michigan: "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his or her conduct due to the influence of a narcotic, anesthetic, or other substance administered to that person without his or her consent, or due to any other act committed upon that person without his or her consent.

Hope College: Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed 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, involuntary physical restraint and/or from the taking of incapacitating drugs.

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

Dating Violence

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

State of Michigan: The State of Michigan includes Dating Violence in its Domestic Violence statute (MCL 750.81) – The assault or assault and battery of:

- a spouse or former spouse;
- an individual with whom he or she has or has had a dating relationship;
- an individual with whom he or she has had a child in common; or
- a resident or former resident of his or her household.

Dating relationship means the frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context.

Hope College: Intimate Partner Violence, is defined as violence or abuse (physical, verbal or emotional) between those in an intimate interaction and/or relationship to each other. Intimate Partner Violence includes Dating Violence and Domestic Violence as defined by the Violence Against Women Act. Consistent with VAWA, the College will evaluate the existence of an intimate relationship based upon the Complainant's statement and taking into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Intimate partner violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, emotional violence, and verbal abuse. It may involve one act or an ongoing pattern of behavior. Intimate partner violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. Sexual harassment, sexual assault, sexual exploitation, harm to others, stalking, and retaliation all may be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating or other relationship of a romantic or intimate nature with the Complainant.

Domestic Violence

VAWA: 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 in common;
- 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.

State of Michigan: Domestic Violence (MCL 750.81) – The assault or assault and battery of

- a spouse or former spouse;
- an individual with whom he or she has or has had a dating relationship;
- an individual with whom he or she has had a child in common; or
- a resident or former resident of his or her household.

Dating relationship – The frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context.

Hope College: Intimate Partner Violence, is defined as violence or abuse (physical, verbal or emotional) between those in an intimate interaction and/or relationship to each other. Intimate Partner Violence includes Dating Violence and Domestic Violence as defined by the Violence Against Women Act. Consistent with VAWA, the College will evaluate the existence of an intimate relationship based upon the Complainant's statement and taking into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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Sexual Assault (Sex Offenses)

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

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

Fondling is 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.

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

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

State of Michigan: Criminal Sexual Conduct (CSC). There are four degrees of CSC: First and Third Degrees (MCL 750.520b and 750.520d) require sexual penetration; Second and Fourth Degrees (MCL 750.520c and 750.520e) require sexual contact.

Sexual contact includes the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for revenge, to inflict humiliation or out of anger.

Intimate parts include the primary genital area, groin, inner thigh, buttock, or breast of a human being.

Sexual penetration means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.

Hope College: Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual intercourse means vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

Sexual touching is the intentional contact with the breasts, groin, or genitals, mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

Violations include:

Non-Consensual Sexual Intercourse –

- Any sexual intercourse;
- however slight;
- with any object;
- by a person upon another person;
- that is without consent and/or by force.

Non-Consensual Sexual Contact –

- Any intentional sexual touching;
- however slight;
- with any object;
- by a person upon another person;
- that is without consent and/or by force.

Stalking

VAWA: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress.

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.

State of Michigan: Stalking means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested (MCL 750.411h).

Course of conduct means a pattern of conduct composed of a series of two or more separate non-continuous acts evidencing a continuity of purpose.

Emotional distress means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

Harassment means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

Unconsented contact means any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:

- Following or appearing within the sight of that individual.
- Approaching or confronting that individual in a public place or on private property.
- Appearing at that individual's workplace or residence.
- Entering onto or remaining on property owned, leased, or occupied by that individual.
- Contacting that individual by telephone.
- Sending mail or electronic communications to that individual.
- Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.

Hope College: Stalking 1 is

- a course of conduct;
- directed at a specific person;
- on the basis of actual or perceived membership in a protected class;
- that is unwelcome; AND
- would cause a reasonable person to feel fear.

Stalking 2 is repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

Education and Prevention Programs

Hope College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. These programs are tailored to specific audiences and are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, as well as ongoing awareness and prevention campaigns. Passive and active programming and awareness opportunities are available for the campus community throughout each academic year.

Awareness Programming

Awareness programs consist of campus-wide programming, initiatives, and opportunities aimed to increase knowledge of resources and information to prevent forms of violence, promote safety, and reduce perpetration of violence.

Primary Prevention

Primary prevention programs consist of programming, initiatives, and opportunities intended to stop interpersonal violence before it occurs. The focus of primary prevention includes promoting healthy and respectful behaviors, understanding and expressing personal boundaries, encouraging mutually respectful dating relationships, healthy sexuality, and safe bystander intervention.

Risk Reduction

Risk Reduction is aimed to provide students with information to reduce their risk of experiencing or perpetrating forms of interpersonal violence. Risk reduction education ranges from alcohol and drug education, looking out for friends, safety planning, and understanding, establishing, and respecting personal boundaries. This form of education is not considered a primary form of prevention, however, risk reduction is an essential component to interpersonal violence prevention as a whole.

Bystander Intervention

Bystander Intervention is a community-oriented approach to violence prevention and promoting a community of safety and respect. These skills can be carried out by an individual or a group of individuals to prevent harm and reduce the risk of a potentially harmful situation from getting worse. This includes recognizing potential harmful behaviors and situations, recognizing barriers or obstacles to intervene, identifying safe and effective options for intervening, and taking action to intervene. Currently, Hope College uses the Green Dot model for bystander intervention education.

Peer Educators

Hope College has also incorporated the use of Peer Educators to strengthen educational training and opportunities for students. Students Teaching and Empowering Peers (STEP) is an organization that was developed by Hope College students in 2011. STEP is comprised of students that wish to educate and inform other students about forms of interpersonal violence (i.e. sexual assault, violence in relationships, harassment, and stalking), empower those impacted by interpersonal violence to seek resources and support, and to encourage members of the campus to be active bystanders. By

equipping a select group of students with the knowledge and tools they need to educate their peers about their role in preventing interpersonal violence on campus, STEP capitalizes on the extensive research indicating that peers are the single most potent source of influence on undergraduate student affective and cognitive growth and development during college (Astin, 1993; Kuh, 1993; Whitt, Edison, Pascarella, Nora, & Terenzini, 1999).

STEP Educators use this influence to facilitate interactive workshops that are designed to: (1) create an awareness of the definition and dynamics of sexual assault and relationship violence, (2) encourage healthy relationships, (3) promote becoming an active bystander, and (4) provide tools students can use to establish an intolerance of sexual assault, relationship violence, and stalking on campus. STEP Educators assist in providing educational training sessions to their peers along with organizing campus-wide awareness opportunities such as speakers, documentary showings, and annual events during Domestic Violence Awareness Month and Sexual Assault Awareness Month (i.e. Take Back The Night).

Incoming Student and New Employee Education

The College has developed an annual, in-person educational session for incoming students which includes distribution of educational materials and an educational presentation. Incoming students are notified of the educational session via email prior to arriving to campus and by their Resident Assistant/Resident Director within their living community. Students are encouraged to attend one of several sessions offered. Similarly, in-person presentations are facilitated during new employee orientation and educational materials are provided.

Programing Conducted

Primary prevention and awareness programs, in addition to ongoing awareness and prevention campaigns for students and employees, aim to:

- Identify domestic violence, dating violence, sexual assault, and stalking behaviors as prohibited conduct.
- Define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking based on the Department of Education and Michigan State Law.
- Inform that the College prohibits forms of harassment, intimidation, and abuse; specifically, the crimes of domestic violence, dating violence, sexual assault, and stalking.
- Gain knowledge of the spectrum of relationships from healthy, to unhealthy, and abusive.
- Encourage the formation of healthy relationships, establishing boundaries, and ongoing, effective communication.
- Define what behavior and actions constitute consent to sexual activity in the State of Michigan and in the Equal Opportunity, Harassment and Nondiscrimination Policy.
- Provide safe and effective options for active bystander intervention.
- Identify confidential resources and reporting options on campus and within the local community.
- Provide information regarding supporting victims/survivors of domestic violence, dating violence, sexual assault, and stalking.
- Provide an overview of information contained in the Annual Security Report in compliance with the Clery Act.

2016 Primary Prevention Student Programs

Date	Target Audience	Training Program	Location	Prohibited Behavior Covered*
8/8/2016	Summer Bridge Program	Brief Introduction of Title IX and Campus Resources	Martha Miller	DoV, DaV, SA, S
8/24/2016	Orientation Assistants	Title IX, Healthy Relationships, and Campus	Schaap Science	DoV, DaV, SA, S
8/25/2016	International Students	Brief Introduction of Title IX and Campus Resources	Martha Miller	DoV, DaV, SA, S
8/29/2016	Incoming Students	Title IX, Healthy Relationships, and Campus	DeWitt Center	DoV, DaV, SA, S
8/30/2016	Incoming Students	Title IX, Healthy Relationships, and Campus Resources	DeWitt Center	DoV, DaV, SA, S
8/31/2016	Incoming Students	Title IX, Healthy Relationships, and Campus Resources	DeWitt Center	DoV, DaV, SA, S

*Prohibited behavior abbreviations: DoV – Domestic Violence; DaV – Dating Violence; SA – Sexual Assault; S – Stalking.

2016 Primary Prevention Employee Programs

Date	Target Audience	Training Program	Location	Prohibited Behavior Covered*
Multiple (7 sessions)	New Employees	Title IX and Responsible Employee	Various	DoV, DaV, SA, & S
12/20/2016	Current Employees	Sexual Harassment Staff-to-Staff	Online Training	n/a
8/21/2016	Residence Life Staff	Title IX/Bystander Intervention	Maas Auditorium	DoV, DaV, SA, & S

*Prohibited behavior abbreviations: DoV – Domestic Violence; DaV – Dating Violence; SA – Sexual Assault; S – Stalking.

2016 Ongoing Prevention & Awareness Student Programs

Date	Target Audience	Training Program	Location	Behavior Covered
1/16/2016	STEP Peer Educators	Bystander Intervention Training	Schaap Science	DoV, DaV, SA, S
1/21/2016	STEP Peer Educators	Prevalence and Definitions of IPV	Graves Hall	DoV, DaV, SA, S
1/24/2016	STEP Peer Educators	Survivor Support, Campus Resource Panel, SANE Kit Info	Martha Miller	DoV, DaV, SA, S
1/28/2016	STEP Peer Educators	Consent	Martha Miller	DoV, DaV, SA, S
1/30/2016	Residents of Gilmore Hall	Discussion on healthy relationships, boundaries, etc.	Keppel House	DoV, DaV, SA, S
1/31/2016	STEP Peer Educators	Title IX, Hope College Policy and Process, Reporting Options	Martha Miller	DoV, DaV, SA, S
Month of February	All Campus	Healthy Relationships Wheel Display in DeWitt	DeWitt Center	DoV, DaV
2/1-14/2016	All Campus	14 Days of Healthy Relationships Social Media Campaign	Social Media	DoV, DaV
2/3/2016	Women and Gender Studies 200	Panel Discussion related to sexuality, sexual health, and violence	Lubbers Hall	DaV, SA
2/4/2016	STEP Peer Educators	Addressing Rape Culture and Victim Blaming	Martha Miller	DoV, DaV, SA, S
2/4/2016	Residents of Durfee Hall	View The Mask You Live In Documentary & Group Discussion	Durfee Hall	DoV, DaV, SA, S
2/5/2016	Women & Gender Studies 200	View The Mask You Live In Documentary & Group Discussion	Lubbers	DoV, DaV, SA, S
2/4-6/2016	Vagina Monologues	Informational Table at Vagina Monologues Performances	Martha Miller	DoV, DaV, SA, S
2/7/2016	STEP Peer Educators	Presentation/Facilitation Skills and Practice	Martha Miller	DoV, DaV, SA, S
2/8/2016	SAC	Title IX, Hope College Policy, and Bystander Intervention	DeWitt Center	DoV, DaV, SA, S
2/9/2016	Advanced Media Writing Course	Student Class Project about STEP	Martha Miller	DoV, DaV, SA, S
2/11/2016	STEP Peer Educators	Healthy Relationships	Martha Miller	DoV, DaV, SA, S
2/16/2016	WTHS 89.9-FM	Title IX, Hope College Policy, and Bystander Intervention	Martha Miller	DoV, DaV, SA, S
2/17/2016	Health Dynamics Course	Bystander Intervention Training	Dow Center	DoV, DaV, SA, S
3/1/2016	Health Dynamics Course	Bystander Intervention Training	Dow Center	DoV, DaV, SA, S
3/6-12/2016	All Campus	No More Week of Action	Various Locations	DoV, DaV, SA, S
3/6/2016	Anchor Staff	Title IX, Hope College Policy, and Bystander Intervention	Martha Miller	DoV, DaV, SA, S
3/7/2016	All Campus	The Hunting Ground Documentary Viewing & Panel	Maas Auditorium	SA
3/9/2016	Health Dynamics Course	Bystander Intervention Training	Dow Center	DoV, DaV, SA, S
3/14/2016	Women and Gender Studies 200	Bystander Intervention Training	Lubbers	DoV, DaV, SA, S
3/14/2016	Fraternities (New Members & Exec Board Members)	Title IX, Bystander Intervention, Campus Resources	VanZoren	DoV, DaV, SA, S
3/15/2016	Religion 200: Christian Love	Addressing & Understanding Sexual Violence	Dinnent Chapel	SA
3/16/2016	Health Dynamics Course	Bystander Intervention Training	Dow Center	DoV, DaV, SA, S
3/16/2016	Health Dynamics Course	Bystander Intervention Training	Dow Center	DoV, DaV, SA, S
3/16/2016	Health Dynamics Course	Bystander Intervention Training	Dow Center	DoV, DaV, SA, S
3/16/2016	Psych 382: Psychology of Gender	View The Mask You Live In Documentary & Group Discussion	Schaap Science	DoV, DaV, SA, S
3/16/2016	Sororities (New Members & Exec Board Members)	Title IX, Bystander Intervention, Campus Resources	Schaap Science	DoV, DaV, SA, S
4/2/2016	Select STEP Educators	SAPAC Student Activist Conference (Ann Arbor, MI)	Ann Arbor, MI	
4/5/2016	All Campus	Pinwheels in the Pine Grove: Visual Display in the Pine Grove (National Statistics of SA in college)	Pine Grove	SA
4/6-4/8	All Campus	Handprints for Change: members of campus can place their painted handprint on the SAAM Banner to show their support for SA prevention	Phelps Hall	SA
4/12/2016	All Campus	"Teal Games" Men's Lacrosse	Van Andel Stadium	SA
4/16/2016	All Campus	"Teal Games" Softball and Baseball	Boeve Baseball Stadium	SA
4/20/2016	All Campus	The Hunting Ground Documentary Viewing & Group Discussion	Graves Hall	SA
4/27/2016	All Campus	Take Back the Night	Martha Miller	SA
9/7/2016	Student Organization Leaders	Title IX, Healthy Relationships, and Campus Resources	Maas Center	DaV, SA, S
9/8/2016	Student Organization Leaders	Title IX, Healthy Relationships, and Campus Resources	Maas Center	DaV, SA, S
9/28/2016	Sigma Sigma Sorority	The Hunting Ground Documentary Viewing & Group Discussion	Sigma Sigma Cottage	SA
Month of October	All Campus	"The Door" Art Exhibit	Van Wylen	DoV, DaV
10/5/2016	Off-campus students	Open Discussion - Sexual Assault	Winants Aud.	SA
10/6/2016	Dykstra Hall Residents	Open Discussion - Sexual Assault	Dykstra Lounge	SA
10/6/2016	Knickerbocker Fraternity	STEP Overview & Invitation to create STEP Representatives	Van Zoren	DoV, DaV, SA, S
10/7/2016	IFC President, STEP Educators, & Emersonian STEP Rep	Greek Life Integration to SA Prevention	DeWitt Center	DoV, DaV, SA, S
10/12/2016	All Campus	It's On Us Info Table & T-shirt Sales	DeWitt Center	SA
10/14-20/2016	All Campus	Clothesline Project on Display	Phelps Dining Hall,	DoV, DaV
10/16/2016	Phi Sigma Kappa Fraternity	STEP Overview & Invitation to create STEP Representatives	Van Zoren	DoV, DaV, SA, S
10/16/2016	Arcadian Fraternity	STEP Overview & Invitation to create STEP Representatives	Martha Miller	DoV, DaV, SA, S
10/19/2016	Health Dynamics Course	Bystander Intervention	Dow Center	DoV, DaV, SA, S
10/19/2016	Health Dynamics Course	Bystander Intervention	Dow Center	DoV, DaV, SA, S
10/22/2016	All Campus	Opening Doors Survivor Art Exhibit	Martha Miller	DoV, DaV
10/23/2016	Durfee Hall Residents	Men's Role in Sexual Assault Prevention	Durfee Hall	SA
10/25/2016	Health Dynamics Course	Bystander Intervention	Dow Center	DoV, DaV, SA, S
10/25/2016	Health Dynamics Course	Bystander Intervention	Dow Center	DoV, DaV, SA, S
10/26/2016	Health Dynamics Course	Bystander Intervention	Martha Miller	DoV, DaV, SA, S
10/27/2016	All Campus	Town Hall: Addressing Sexual Assault at Hope College	Maas Center	SA
10/28/2016	All Campus	Safe Halloween Campaign	Phelps Dining Hall	SA
11/9/2016	Health Dynamics Course	Bystander Intervention	DePree	DoV, DaV, SA, S
12/1/2016	WGS 200 Course	Addressing Rape Culture & Victim Blaming	Graves Hall	SA
12/3/2016	Gilmore Hall Residents	Campus Resources	Gilmore Hall	DoV, DaV, SA, S

* Prohibited behavior abbreviations: DoV - Domestic Violence; DaV - Dating Violence; SA - Sexual Assault; S - Stalking.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. Active bystanders 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” (Burn, 2009; *A situational model of sexual assault prevention through bystander intervention*. *Sex Roles*, 60, 779-792). At Hope College, we aim to promote a culture of community accountability where everyone is responsible for creating an environment of safety and respect. The College uses the evidenced-based, Green Dot model to disseminate practical, skills-based knowledge of bystander intervention techniques.

Bystander intervention includes recognizing potential harmful behaviors and situations, recognizing barriers or obstacles to intervene, identifying safe and effective options for intervening, and taking action to intervene. There are various ways to be an active bystander; we encourage bystanders to think creatively and explore their options to intervene safely and effectively. We encourage bystanders to be mindful of their own safety when intervening. If you or someone else is in immediate danger, or there is risk of physical violence, dial 9-1-1.

If you see a situation that makes you feel uncomfortable or is a “red flag,” be an active bystander and safely intervene.

- *Direct:* If it is safe to do so, directly confront the situation by checking in, asking if everything is okay, or stating that you feel uncomfortable with what’s happening.
- *Distract:* Do something to distract those involved in the situation. This can diffuse the situation, reduce risk of anything bad happening, and give you time to follow up and make sure everything is okay.
- *Delegate:* Get others involved. This can be getting a close friend to help you, or finding someone with authority like your RA, contacting Campus Safety at 616-395-7000 or calling 9-1-1.

Along with being an active bystander and responding in the moment when we see or hear something that could be harmful, Hope College also encourages members of campus to be proactive bystanders. Being a proactive bystander means doing little things each day through words, thoughts, and actions that promote a campus of safety, healthy relationships, care, and respect. Proactive bystander techniques promote two main ideas: (1) Violence is not tolerated in our community, and (2) we each have a responsibility to positively contribute to our community.

Here are some ideas of ways that you can be proactive:

- Post a relevant article on your Facebook page.
- Sign the ItsOnUs Campaign pledge.
- Learn about campus and community resources.
- Attend a campus event related to interpersonal violence prevention.
- Talk with a friend about being an active and proactive bystander.
- Wear your It’s On Us Hope t-shirt.
- Use the hashtag #ItsOnUsHope.
- Follow STEP and ItsOnUsHope on Facebook.
- Request a STEP Educator Presentation by emailing step@hope.edu.
- Change the signature line on your email to include a relevant quote or link to the ItsOnUs Campaign website.

Risk Reduction

As described above, risk reduction is aimed to provide members of campus with information to reduce their risk of experiencing or perpetrating forms of interpersonal violence. Risk reduction education ranges from alcohol and drug education, looking out for friends, safety planning, and understanding, establishing, and respecting personal boundaries. While not considered a primary form of prevention, risk reduction is an essential component to interpersonal violence prevention as a whole. Risk reduction is presented in a way that does not encourage victim blaming. Hope College incorporates risk reduction information from various national sexual violence resources (adapted from the Rape, Abuse, Incest National Network (RAINN) and Cornell College Risk Reduction Strategies).

Examples of risk reduction include:

- Listen carefully. Take time to ensure that you hear what the other person has to say. If you feel they are not being direct or are giving you an unclear message, ask for clarification.
- If your partner says “no” to sexual contact, believe them and stop. If they seem uncomfortable or uncertain, stop and check in.
- Refrain from assumptions about a person’s behavior. Remember that the way someone dressed, what they’re drinking or how much they drink does not imply consent. Be sure to seek clear consent for each sexual activity.
- Be aware that having sex with someone who is mentally or physically incapable of giving consent is rape. If you have sex with someone who is drugged, intoxicated, passed out, or is otherwise incapable of saying no or knowing what is going on around them, you may be guilty of rape.
- Remember that drinking and drug use can impair your judgment, ability to weigh consequences, and make decisions. You might not make the same choice while you’re under the influence of drugs or alcohol as you would when you are sober.
- Be mindful in group situations; resist pressure from friends to participate in acts of harassment, intimidation, or violence.
- Intervene if you believe that someone is at risk.
- Know your sexual intentions and boundaries. You have the right to say “NO” to any unwanted sexual contact.
- Listen to and follow your gut feelings. If you feel uncomfortable or think you or a friend may be at risk, leave the situation immediately and go to a safe place.
- Attend large gatherings with friends you trust. Agree to “look out” for one another. Arrive and leave with the same group.
- Know where you are going and speak up if you are uncomfortable with the plans.

Victim and Survivor Information

The College has resources and procedures in place to support those who report sexual assault, domestic violence, dating violence, and stalking that occurred on or off campus. These include informing individuals about their right to file criminal charges, to file a complaint on campus, the availability of counseling and health services, victim advocacy, legal assistance, visa and immigration assistance, financial aid and other services available to victims on and/or off campus. Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims and will provide each victim with a written explanation of their rights and options. Victims also have rights through the State of Michigan.

Preservation of Evidence

The College strongly encourages students and employees who are victims of any crime to work with law enforcement in reporting and cooperating so the perpetrator can be brought to justice. In Michigan, forensic and other evidence may be collected even if you chose not to make a report to law enforcement. Regardless whether you chose to make a formal report to law enforcement, having evidence collected before it is lost is very important. Having evidence collected reserves your right to be able to have it available later when you may be ready to make a decision. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection through abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she should consider speaking with Campus Safety or local law enforcement to preserve evidence in the event that the he or she changes their mind at a later date.

Medical Assistance

An individual who experiences sexual assault or any other form of interpersonal violence is strongly encouraged to seek immediate medical attention at Holland Hospital to treat for physical wounds. Holland Hospital Emergency Department will *only* treat physical wounds and provide any immediate medical care. Campus Safety can provide transportation to Holland Hospital for non-traumatic/life-threatening injuries, otherwise contact Ottawa County Central Dispatch 9-1-1 for emergency medical services.

Holland Hospital Emergency Department
602 Michigan Avenue
Holland, Michigan 49423

Forensic Sexual Assault Examination/Evidence Collection

Every victim has the right to have a forensic exam completed. These are free and comprehensive medical exams for rape victims/survivors. The Center for Women in Transition is the only agency in Holland where an individual can receive a forensic sexual assault examination by a Sexual Assault Nurse Examiner (also known as a *SANE Nurse*).

SANE Nurses can assess injuries related to physical trauma; evaluate for sexually-transmitted infections and possible pregnancy; provide medical care (including medications to prevent infections and pregnancy); and can, within the first 120 hours after a sexual assault, administer a *forensic exam*. During the forensic exam, the SANE Nurse documents and collects evidence of sexual contact and/or

physical trauma (including injuries to the body and genitals), trace evidence, biological fluids, and identifiable DNA. When there is reason to believe that an assault may have been facilitated by the use of drugs or alcohol, the forensic exam may also include the collection of urine and blood samples for toxicology testing.

Victims/survivors are not required to report an incident to law enforcement or Hope College in order to receive medical attention or a forensic exam. The Center for Women in Transition will store the forensic exam evidence for up to 12-months. Victims/Survivors can contact the SANE Nurse and inform them that they would like to file a report at any time within 12 months after the exam is completed. Victims/Survivors may have a support person of their choosing present while at the Center for Women in Transition. In addition, the Center for Women in Transition ensures that an advocate from their agency is available to all patients reporting sexual assault. Victims/Survivors may accept or decline the confidential services of the Center for Women in Transition advocate.

Regardless of whether a forensic exam is obtained within the first 120 hours after a sexual assault, Victims/Survivors are encouraged to seek follow-up care to address any ongoing medical concerns, including those related to sexually-transmitted infections and pregnancy. They may access follow-up care at the Hope College Health Center, the Ottawa County Health Department, or through any appropriate health care provider outside of the College of their choice.

Center for Women in Transition
411 Butternut Drive
Holland, Michigan 49424
24-hour Crisis Line 1-800-848-5991

Filing a Report

Students and employees may report sexual misconduct to the police, Hope College Department of Campus Safety, to both or to neither. These reporting options are not exclusive. Those who choose to report may simultaneously pursue the criminal justice system and Hope College processes. Hope College will assist reporting parties in understanding and assessing the reporting option that may be best for them.

Reporting to Law Enforcement

Students and employees are encouraged to report any prohibited conduct that may constitute a crime to local law enforcement immediately. Police have unique legal authority to seek and execute search warrants, to collect forensic evidence that may have been left at the scene or at other relevant locations, and to make an arrest when supported by probable cause to believe a crime has been committed. Police are also able to assist students in seeking *Personal Protection Orders*.

Police can be reached by calling 9-1-1, Ottawa County Central Dispatch, or by calling Campus Safety and simply requesting to be transferred to Ottawa County Central Dispatch. Students seeking medical attention at Holland Hospital can ask that police be called on their behalf.

Filing a police report typically does not mean the reporting party is obligated to participate in any criminal proceedings that may follow. Although a police report may be made at any time, students and employees should be aware that a one-year statute of limitations may apply to certain misdemeanors in Michigan. Incidents that occur off-campus may fall into a jurisdiction other than Holland City, depending on their exact location. Students and employees will be directed to the appropriate law enforcement agency when they dial 9-1-1.

Reporting on Campus

Incidents that occur on or off-campus, in which the suspect is a member of the College community, fall within the jurisdiction of Hope College through the Equal Opportunity, Harassment, and Nondiscrimination Policy. Students and employees can file a report in person at Campus Safety; with the Title IX Coordinator; or in a non-emergent situation, can complete the online reporting form at hope.edu/reportdiscrimination (online reports can also be made anonymously).

The Title IX Coordinator will ensure students and employees receive written notification of their rights and options, regardless of whether they choose to report the misconduct to police or pursue a Title IX investigation on campus.

Rights and Options for Victims and Survivors

In the State of Michigan, through the Victims' Rights Act, PA 87 of 1985, a victim/survivor of domestic violence, dating violence, sexual assault, or stalking has the following rights if the case is prosecuted in the courts:

- The right to be treated with fairness and respect for their dignity and privacy throughout the criminal justice process.
- The right to timely disposition of the case following arrest of the accused.
- The right to be reasonably protected from the accused throughout the criminal justice process.
- The right to notification of court proceedings.
- The right to attend trial and all other court proceedings the accused has the right to attend.
- The right to confer with the prosecution.
- The right to make a statement to the court at sentencing.
- The right to restitution.
- The right to information about the conviction, sentence, imprisonment, and release of the accused.

Personal Protection Orders

Members of the College who obtain a Personal Protection Order within the State of Michigan, or any other state, against another person should contact and provide a copy of the order to Campus Safety and the Office of the Title IX Coordinator to keep on file. A complainant may then meet with Campus Safety, Human Resources, the Title IX Coordinator, the Confidential Advocate, or a representative from Student Development to develop a *safety plan*. A safety plan is a plan for the College and the victim to reduce risk of harm to the victim while on campus or coming and going from campus. The plan may include, but is not limited to change of academic, housing, transportation, working, or other special safety factors on a case-by-case basis. The College cannot apply for a legal personal order of protection for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services and may contact the local police or Campus Safety for further assistance.

Personal Protection Orders (PPO) can be obtained by petitioning a court. In a Personal Protection Order a court orders another person to stop threats or violence against you. Generally there are two types of PPO orders, Domestic/Non-Domestic and Stalking.

A Domestic/Non-Domestic PPO is available if the person you want protection from is:

- Your spouse or former spouse;

- Someone with whom you have a child in common;
- Someone you are dating or dated in the past;
- Someone who lives now, or has ever lived, in the same household with you; or
- Someone who sexually assaulted you.

It must be shown that this person is interfering with your personal freedom or has threatened or committed violence against you.

A Stalking PPO is available to protect you from anyone else who has engaged in a pattern of two or more acts without your consent that make you feel threatened, harassed, frightened, or molested.

A parent may not obtain either type of PPO against their minor child. A minor child is unable to obtain a PPO against a parent. In such cases, the county Juvenile Division of the Family Court should be contacted for support. A State of Michigan guide for Personal Protection Orders is available online at www.michigan.gov/documents/msp/PPO_Brochure_2_176129_7.pdf.

Under circumstances where a campus community member does not wish to obtain a PPO for domestic or stalking incidents, yet does not want contact with another person, the Department of Campus Safety can assist with a *No Contact/Cease and Desist* letter. To obtain such a letter, a campus community member is required to file a report with Campus Safety and the Holland Department of Public Safety summarizing the nature of the incident. The letter outlines that a community member is making notice to another person that the other person is prohibited from contacting the community member by various means including in person, telecommunication devices or by a third party. The document serves as notice that no contact is wanted. If contact continues, the letter has the potential to be used as evidence towards a criminal stalking complaint.

Individuals who are suspect in sexual assault, dating/domestic violence or stalking and are not part of the campus community may be banned from entering onto College property. Campus Safety can assist with the trespass order. A report is required to be filed with the Department of Campus Safety outlining the nature of the incident. Under certain circumstances, a member of the community can be banned from specific areas on the campus.

For general information about how to file a Personal Protection Order, and what else you need to do, visit the State of Michigan's Personal Protection Self-Help Center online at <http://courts.mi.gov/Administration/SCAO/Forms/Pages/Personal-Protection.aspx>.

For specific information about filing a Personal Protection Order in the county where Hope College's main campus is located, see the Ottawa County Clerk Office website online at <https://www.miottawa.org/Departments/CountyClerk/CourtRecords/PPO.htm>.

Resources for Victims and Survivors of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking		
Resource	Location/Address * *	Phone Number
On-Campus Resources		
Counseling and Psychological Services (CAPS) *	Bultman Student Center - 2nd Floor	616-395-7945
Health Clinic *	Dow Center - 1st floor	616-395-7585
Campus Ministries *	Keppel House	616-395-7145
Confidential Advocate *	DeWitt Center - 1st floor	616-395-7802
Campus Safety	Campus Safety Office	616-395-7770
Dean of Students	DeWitt Center - 1st floor	616-395-7800
Center for Diversity & Inclusion	Bultman Student Center - 1st floor	616-395-7867
Office of the Title IX Coordinator	DeWitt Center - 2nd floor	616-395-6816
Visa and Immigration Assistance	Martha Miller - 1st floor Fried Center for Global Engagement	616-395-7605
Financial Aid	Anderson-Werkman Financial Center	616-395-7765
Off-Campus Resources		
Holland Department of Public Safety	89 W. 8th St.	1-800-249-0911
Holland Hospital	602 Michigan Ave.	616-392-5141
Employee Assistance Program	493 Century Lane	1-800-227-0905
Counseling - Holland Behavioral Health	854 Washington Ave.	616-355-3926
Center for Women in Transition	411 Butternut Dr., Holland, MI 49424	Info. Line: 616-392-2829 Crisis Line: 616-392-1970 or 1-800-848-5991
Victim Assistance/Advocacy	85 West 8th St.	616-355-4310
Ottawa County Prosecuting Attorney - Legal Assistance	85 West 8th St.	616-355-4310
Domestic Assault Intervention - Ottawa County Prosecutors Office	85 West 8th St.	616-355-4340
Ottawa County - 58th District Court	85 West 8th St.	616-392-6991

* Confidential Resources

* * All locations are in Holland, MI 49423, unless otherwise noted

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Rape, Abuse, and Incest National Network – www.rainn.org

Department of Justice – www.ovw.usdoj.gov/sexassault.htm

Department of Education, Office of Civil Rights – www2.ed.gov/about/offices/list/ocr/index.html

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 fullest extent permitted by law. The college does not publish the name or personally identifiable information of crime victims in the Daily Crime Log, online or through Timely Warning communications. We make efforts to treat information as private, sharing only with those who need to know based on the complaint process or in order to provide support or services to involved parties. Students may request that directory information on file be removed from public sources by contacting the Registrar's Office. Campus Safety and the Dean of Student's Office can also assist you. The college will maintain as private any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective measures.

Interim Remedies/Actions

The Title IX Coordinator, Sara Dorer, can provide students with information, support, and assistance and can arrange for a broad range of remedial and protective measures. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement.

The Title IX Coordinator may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations. These remedies may include, but are not limited to:

- Referral to counseling and health services.
- Referral to the Employee Assistance Program.
- Education to the community.
- Altering the housing situation of the responding party (resident student or resident employee), or of the reporting party, if desired.
- Altering work arrangements for employees.
- Providing campus escorts.
- Providing transportation accommodations.
- Implementing contact limitations between the parties, including no-contact orders.
- Offering adjustments to academic deadlines, course schedules, etc.
- Interim suspension.

Campus Procedures for Victims and Survivors

Hope College will act on any formal or informal allegation or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination in regards to domestic violence, dating violence, sexual assault or stalking, that is received by the Title IX Coordinator or a member of the administration, faculty, or other non-confidential employee.

Upon notice to the Title IX Coordinator, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the College will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determines whether the nondiscrimination policy has been violated. If so, Hope College will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

The preliminary inquiry is typically one to three days in duration. This inquiry may also serve to help the Title IX Coordinator to determine if the allegations evidence violence, threat, pattern, predation

and/or weapon, in the event that the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Title IX Coordinator may respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. As necessary, Hope College reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party.

In cases where the reporting party wishes to proceed or the College determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will direct a formal investigation to commence, and the allegation will be resolved through one of the processes discussed briefly here and in greater detail in the policy at www.hope.edu/titleix.

Conflict Resolution is typically used for less serious offenses and only when both parties agree to conflict resolution.

Administrative Resolution is the investigation by trained Equity Resolution Panel (ERP) members or an outside contractor, resolution determined by a separate team of trained ERP members.

The process followed considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator. Conflict Resolution may only occur if selected by all parties, otherwise the Administrative Resolution Process applies. ERP members will typically conduct investigations that are selected for Administrative Resolution. Complex investigations will be referred to an outside, contracted investigator. Upon reviewing the report, the Title IX Coordinator will determine which investigative method will be utilized. If the investigation is assigned to the ERP for investigation, either party can submit an appeal to request use of an outside contractor. The appeal must be submitted in writing to the Associate Vice President and Chief of Staff within two days of learning the assigned investigation method. The decision of the Associate Vice President and Chief of Staff is final.

ERP pool members receive annual training organized by the Title IX Coordinator, including a review of Hope College policies and procedures as well as applicable federal and state laws and regulations so that they are able to appropriately address allegations, provide accurate information to members of the community, protect safety and promote accountability. This training will include, but is not limited to: how to appropriately remedy, investigate, render findings and determine appropriate sanctions in reference to all forms of harassment and discrimination allegations; Hope College's policies and procedures; confidentiality and privacy; and applicable laws, regulations and federal regulatory guidance. All ERP pool members are required to attend annual training to be eligible to serve.

If conflict resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation, unless a pattern of misconduct is suspected or there is an actual or perceived threat of further harm to the community or any of its members.

Once a formal investigation is commenced, the Title IX Coordinator will provide written notification of the investigation to the responding party at an appropriate time during the investigation. Hope College aims to complete all investigations within a sixty calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties as appropriate.

Once the decision is made to commence a formal investigation, the Title IX Coordinator appoints ERP pool members (typically using a team of two ERP investigators) or an outside contractor to conduct the investigation, usually within two to three days of determining that an investigation should proceed. Investigations are completed expeditiously, normally within ten days, though some investigations take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc.

The investigators will typically take the following steps, if not already completed (not necessarily in order):

- In coordination with campus partners (e.g.: the Title IX Coordinator), initiate or assist with any necessary remedial actions;
- Determine the identity and contact information of the reporting party;
- Identify all policies allegedly violated;
- Assist the Title IX Coordinator with an immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy.
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Prepare the notice of allegation [charges] on the basis of the preliminary inquiry;
- Meet with the reporting party to finalize their statement, if necessary;
- If possible, provide written notification to the parties prior to their interviews that they may have the assistance of a ERP pool member or other advisor of their choosing present for all meetings attended by the advisee;
- Provide reporting party and responding party with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- Prior to the conclusion of the investigation, provide the reporting party and the responding party with a list of witnesses whose information will be used to render a finding;
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses.
- Provide parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Provide regular updates to the reporting party and the responding party throughout the investigation, as appropriate;
- Once the report is complete, the report is shared with the parties for their review and comment. The investigators may incorporate feedback from the parties as appropriate;
- Recommend a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not); and
- Meet with the Title IX Coordinator and the Resolution Administrators to review the report and answer any questions.

Resolution and Outcome

After the investigation report is complete, the Title IX Coordinator will assign two ERP members who have not been involved in the resolution process in any other capacity to serve as Resolution

Administrators. The Resolution Administrators will receive a redacted version of the investigation report (removing names of parties involved).

In Administrative Resolution, the Resolution Administrators have the authority to address all collateral misconduct, meaning that they hear all allegations of discrimination, harassment and retaliation, but also may address any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment and Nondiscrimination. Accordingly, investigations should be conducted with as wide a scope as necessary.

Any evidence that the Resolution Administrators believe is relevant and credible may be considered, including history and pattern evidence. The Resolution Administrators may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial.

Unless the Resolution Administrators determine it is appropriate, the investigation and the finding will not consider: (a) incidents not directly related to the possible violation, unless they show a pattern; (b) the sexual history of the reporting party (though there may be a limited exception made in regards to the sexual history between the parties); or (c) the character of the reporting party. While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the investigation report will supply the Resolution Administrators with information about previous good faith allegations and/or findings to consider as evidence of pattern and/or predatory conduct. Additionally, if there is a finding of responsibility and there were any previous conduct/performance findings, previous sanctions will be taken into consideration when determining an appropriate sanction level (as we utilize the concept of progressive discipline). The Title IX Coordinator will provide this information to Resolution Administrators based on student conduct or human resource records.

Neither the Resolution Administrators nor investigators will meet with character witnesses, but investigators will accept up to two letters supporting the character of each of the parties. The Resolution Administrators will base the determination(s) on the preponderance of the evidence, whether it is more likely than not that the responding party violated policy as alleged. The responding party may choose to admit responsibility for all or part of the alleged policy violations at any point during the investigation or Administrative Resolution process. If the responding party admits responsibility, the Title IX Coordinator will render a determination that the individual is in violation of Hope College policy. If the responding party admits the violation, or is found in violation, the Resolution Administrators, in consultation with others as appropriate, will determine an appropriate sanction or responsive action, will implement it, and act promptly and effectively to stop the harassment or discrimination, prevent its recurrence and remedy the effects of the discriminatory conduct.

The Resolution Administrators will inform the parties of the final determination within three days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official Hope College records; or emailed to the parties' Hope College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the college is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the college is permitted to share under state or federal law. The notice will also include information on when the

results are considered by the college to be final, any changes that occur prior to finalization, and any appeals options that are available. All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within seven days of the delivery of the written finding. Any party may appeal the findings and/or sanctions. Grounds for appeal and appeal procedures are outlined in full in the Equal Opportunity, Harassment and Nondiscrimination Policy.

Sanctions

Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous allegations or allegations involving similar conduct;
- Any other information deemed relevant by the Resolution Administrator;
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation; and/or
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community.

Student Sanctions

The following sanctions may be imposed upon students or organizations, singly or in combination.

- I. Primary sanctions include:
 - a. Letter of Warning
 - b. Probation Level I: Probation set for a specific length of time. If an individual is found in violation of any College policy during that time, a more serious sanction will be imposed.
 - c. Probation Level II: Probation set for a specific length of time. Students on Probation II may be removed from leadership positions in student organizations. If an individual is found in violation of any College policy during that time, a more serious sanction imposed.
 - d. Withheld Suspension: The most serious form of discipline short of suspension. This sanction means that if an individual is involved in a violation of any College policy during the stated period of time, he/she may be immediately suspended from the college.
 - e. Suspension: A set length of time when an individual may not be involved in any aspect of the college. This includes courses, housing, and campus activities. A student may apply for readmission at the end of the suspension period.
 - f. Expulsion: A student is dismissed from the College permanently.
- II. Secondary sanctions may be assigned in addition to primary sanction levels. These include, but are not limited to:
 - a. Educational Sanctions: Could include research papers/projects, reflective essays, educational event development and planning, and required meetings with faculty/staff.
 - b. Loss of housing, meal, or other campus access privileges
 - c. Organizational Sanctions: Could include deactivation, de-recognition, loss of all privileges (including College registration), for a specified period of time; required training or meetings; development of an action plan.

- d. Referral for Assessment: This could include, but not be limited to, behavioral, psychological, or substance use assessments.

Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation can include, but is not limited to:

- Warning – verbal or written;
- Performance improvement/management Process;
- Required counseling;
- Required training or education;
- Probation;
- Loss of annual pay increase;
- Loss of oversight or supervisory responsibility;
- Demotion;
- Suspension with pay;
- Suspension without pay;
- Termination; and/or
- Other Actions: In addition to or in place of the above sanctions, Hope College may assign any other sanctions as deemed appropriate.

Protective Measures/Long-Term Remedies

Following the conclusion of the Equity Resolution Process and in addition to any sanctions implemented, the Title IX Coordinator may utilize long-term remedies or actions to stop the harassment or discrimination, remedy its effects and prevent their reoccurrence. At the discretion of the Title IX Coordinator, long-term remedies may also be provided even when the responding party is found not responsible. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services.
- Referral to the Employee Assistance Program.
- Permanently altering the housing situation of the responding party (resident student or resident employee), or of the reporting party, if desired.
- Permanently altering work arrangements for employees.
- Providing campus escorts.
- Providing transportation accommodations.
- Implementing long-term contact limitations between the parties.
- Offering adjustments to academic deadlines, course schedules, etc.

The institution will maintain as confidential any long-term remedies/actions or protective measures, provided confidentiality does not impair the institution's ability to provide the actions or protective measures.

Statement of the Rights of the Parties

Statement of the Reporting Party's rights:

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination of any kind made in good faith to Hope College officials;
- The right to be informed in advance of any public release of information regarding the incident;
- The right not to have any personally identifiable information released to the public, without their consent;

- The right to be treated with respect by Hope College officials;
- The right to have Hope College policies and procedures followed without material deviation;
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
- The right not to be discouraged by Hope College officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
- The right to be informed by Hope College officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by campus authorities in notifying such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report, as well;
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus safety and other campus officials;
- The right to be notified of available counseling, mental health, victim advocacy, health, student financial aid, legal assistance, visa and immigration assistance, or other student services, both on campus and/or in the community;
- The right to a campus no contact order (or a trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations for students may include:
 - Change of an on-campus student's housing to a different on-campus location;
 - Assistance from Hope College support staff in completing the relocation;
 - Transportation accommodations;
 - Arranging to dissolve a housing contract and pro-rating a refund;
 - Exam (paper, assignment) rescheduling;
 - Taking an incomplete in a class;
 - Transferring class sections;
 - Temporary withdrawal;
 - Alternative course completion options.
- Accommodations for employees may involve adjustments or support regarding work environment/schedule as deemed necessary and appropriate.
- The right to have Hope College maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures;
- The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, prior to a finding by the Resolution Administrator;
- The right to be informed of the names of all witnesses whose information will be used to render a finding, in advance of that finding, except in cases where a witness's identity

- will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence;
 - The right to regular updates on the status of the investigation and/or resolution;
 - The right to have reports addressed by investigators and Resolution Administrators who have received annual sexual misconduct training;
 - The right to preservation of privacy, to the extent possible and permitted by law;
 - The right to meetings and/or interviews that are closed to the public;
 - The right to petition that any Hope College representative in the process be recused on the basis of demonstrated bias or conflict-of-interest;
 - The right to bring a victim advocate or advisor of the reporting party's choosing to all phases of the investigation and resolution proceeding;
 - The right to have the College encourage the participation of student, faculty and staff witnesses, and the opportunity (if desired) to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;
 - The right to submit an impact statement in writing to the Resolution Administrator following determination of responsibility, but prior to sanctioning;
 - The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
 - The right to be informed in writing of when a decision by the Hope College is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the Hope College.

Statement of the Responding Party's rights:

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to Hope College administrators;
- The right to be informed in advance, when possible, of any public release of information regarding the report;
- The right to be treated with respect by Hope College officials;
- The right to have Hope College policies and procedures followed without material deviation;
- The right to be informed of, and have access to, campus resources for medical, health, counseling, and advisory services;
- The right to timely written notice of all alleged violations, including the nature of the violation, the applicable policies and procedures and possible sanctions;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, prior to the finding by the Resolution Administrator;
- The right to be informed of the names of all witnesses whose information will be used to render a finding, prior to final determination, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;
- The right to have reports addressed by investigators and Resolution Administrators who have received annual training;

- The right to petition that any Hope College representative be recused from the resolution process on the basis of demonstrated bias and/or conflict-of-interest;
- The right to meetings and interviews that are closed to the public;
- The right to have Hope College encourage the participation of student, faculty and staff witnesses, and the opportunity to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;
- The right to have an advisor of their choice to accompany and assist throughout the campus resolution process;
- The right to a fundamentally fair resolution, as defined in these procedures;
- The right to provide an impact statement in writing to the Resolution Administrator following any determination of responsibility, but prior to sanctioning;
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- The right to be informed in writing of when a decision of Hope College is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the Hope College.

Clery Act Statistical Reporting Categories

The definitions provided in this section are from the *Handbook for Campus Safety and Security Reporting: 2016 Edition*.

Criminal Offenses

Criminal Homicide - Offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

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

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

Sexual Assault (Sex Offenses) - Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

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

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

Robbery - The taking or attempting to take anything 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.

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 usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safe-cracking; and all attempts to commit any of the aforementioned.

Burglaries must meet the following three conditions:

- Evidence of unlawful entry (trespass), including forcible or attempted forcible entry, and unlawful entry - no force.
- Unlawful entry must be of a structure - having four walls, a roof, and a door.
- The structure was unlawfully entered to commit a felony or a theft.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.

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 of another, etc.

Hate Crimes

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

Under the Clery Act, there are eight possible categories of bias:

- Race
- Religion
- Sexual Orientation
- Gender
- Gender Identity
- Ethnicity
- National Origin
- Disability

For the purposes of reporting under the Clery Act, the following offenses are considered Hate Crimes if they are motivated by bias:

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation

- Destruction/Damage/Vandalism of Property

Offenses included in Hate Crime reporting, not previously defined:

Larceny/Theft - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. *Constructive Possession* is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

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

Destruction/Damage/Vandalism of Property - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

VAWA Offenses

(see VAWA section on pages 13 – 19)

Weapons, Drug Abuse, and Liquor Laws

Weapon Law Violations: Carrying, Possessing, Etc. - 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. This classification encompasses weapons offenses that are regulatory in nature.

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. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

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.

Arrest (for Clery Act purposes) - Persons processed by arrest, citation, or summons. An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention (this does not include civil infractions).

Referred for Disciplinary Action - The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Unfounded Crimes (for Clery Act purposes) - A crime is considered unfounded only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner.

Clery Act Geography Categories

The following definitions, directly from the *Handbook for Campus Safety and Security Reporting: 2016 Edition*, are used for the classification of geographic locations in the reporting of various crime statistics.

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 within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

On Campus Student Housing Facility - any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Non-Campus - 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.

Annual Disclosure of Crime Statistics

Hope College prepares a combined Annual Security Report and Annual Fire Safety Report. This report is prepared in cooperation with Department of Campus Safety, Occupational Health and Fire Safety, Student Development, the Office of the President, and our neighboring law enforcement departments. Each entity provides updated information on their educational efforts and programs to be compiled in this report.

Campus crime, arrest, and referral statistics include those reported to Campus Safety, designated campus officials (including but not limited to Vice Presidents, Deans, Department Heads, designated Residential Life Staff, Judicial Affairs), and local law enforcement agencies. Additionally, a request is made annually for campus security authorities to provide statistical information to include in the report. Crime statistics are gathered for buildings owned or controlled by the institution and used for educational purposes.

Once compiled, this report is written and placed on our website and copies are published and are available to the campus community. An e-mail notification is sent to all enrolled students, faculty, and staff that provides the link to the Campus Safety website to access the report. Copies of the report may also be obtained at the Campus Safety, Student Development, Human Resources, and Admissions offices. We also submit the annual crime statistics published in this brochure to the U.S. Department of Education. These statistics are gathered by the U.S. Department of Education and is made available to the public on their website: ope.ed.gov/security/.

The following are the crime statistics for the calendar years 2016, 2015, and 2014.

	Total On Campus (Includes SHF)			On Campus Student Housing Facilities (SHF)			Non-Campus Building or Property*			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Crimes Reported												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	6	1	5	6	1	5	0	0	0	0	1	1
Fondling	1	2	0	1	0	0	0	0	0	0	1	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	2	1
Burglary	7	21	2	7	16	2	0	0	0	0	0	0
Motor Vehicle Theft	1	1**	1**	0	0	0	0	0	0	1	0	0
Arson	0	1	0	0	0	0	0	0	0	0	0	0
VAWA Offenses												
Domestic Violence	2	0	2	2	0	2	0	0	0	1	0	1
Dating Violence	0	1	0	0	1	0	0	0	0	0	0	0
Stalking	0	4	4	0	4	4	0	0	0	0	1	0
Weapons, Drug Abuse, and Liquor Law Violations												
Illegal Weapons Possession Arrests	0	1	1	0	1	0	0	0	0	0	2	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	8	4	14	8	3	13	0	0	0	0	20	6
Drug Law Disciplinary Referrals	11	21	23	10	20	15	0	0	0	0	0	0
Liquor Law Arrests	20	12	8	20	7	7	0	0	0	0	2	7
Liquor Law Disciplinary Referrals	75	116	153	75	114	151	0	0	0	0	2	0

* The *Non-Campus Building or Property* category includes The Philadelphia Center – 121 South Broad Street, Seventh Floor, Philadelphia, PA; and The Hope College Biology Field Station – 66th St/145th Avenue, Laketown Township, Allegan County, MI.

** Unfounded – An investigation by the Holland Department of Public Safety determined that the vehicle was misplaced by the owner and a motor vehicle theft did not occur and was never attempted.

Hate Crimes

2016 – No Hate Crimes reported.
 2015 – No Hate Crimes reported.
 2014 – No Hate Crimes reported.

Unfounded Crimes

2016 – One unfounded crime.
 2015 – One unfounded crime.
 2014 – No unfounded crimes.

Fire Safety Report

Procedures Students and Employees Should Follow in Case of a Fire

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and vacate the building through the nearest exit. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Safety or Ottawa County Central Dispatch at 9-1-1. Do not attempt to fight a fire unless you have been trained to do so.

DO NOT re-enter the building for any reason until given clearance by Campus Safety or other emergency responders on the scene.

If a member of the Hope College community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident in the annual fire safety report.

Fire Safety Education and Training Programs

All Residential Life staff members are trained according to the emergency management plans established by the College. The RAs sponsor multiple fire safety education programs, particularly focusing on the start of each new term, to help educate the students. Special programs are designed for incoming freshmen each fall semester. Every student is required to attend a mandatory opening meeting held the night of check in to review all policies and procedures, including fire safety and evacuation procedures. Students who fail to attend the mandatory RA meeting must attend a personal session with a Residential Life Coordinator.

Fire extinguishers are provided in all residential halls and are maintained according to National Fire Protection Association (NFPA) standards. Residential Life staff members in halls are trained in the proper use of fire extinguishers.

Faculty and staff are provided education on fire safety and information on how to report a fire, or evidence of a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signals. Fire safety education is presented to the residential life staff each year in addition to the fire alarm drills that are conducted on a regular basis.

Cooking: For health and safety reasons, cooking is not allowed in residential hall facilities, except where kitchen facilities are provided. Larger residence halls have kitchens that are available for the preparation of snacks by the residents of the halls. These kitchens, however, are not to be used for the preparation of meals on a regular basis.

All fires need to be reported to Campus Safety as soon as possible. The Campus Safety office is open 24 hours a day / 365 days a year. Campus Safety reports involving fires on campus are forwarded to the Director of Occupational Health and Fire Safety.

Policies on Electrical Appliances, Smoking, and Open Flames

Electrical Appliances - No electrical appliances with exposed heating elements are permitted in college residence facilities. A short list of approved appliances is stated below. All appliances must be in good working order and UL (Underwriters Laboratories) approved. If appliances are in poor condition or being irresponsibly used, they will be removed or repairs required immediately. Most household appliances, including microwave ovens, may not be used in student rooms because of fire hazard

related to electrical drain or overload. Appliances using significant amounts of power or a large number of appliances in a student room must be approved by the Director of Campus Safety. Refrigerators of more than five cubic feet are prohibited.

Authorized - UL approved iron, hot pot, hair dryer, curling iron, clothes steamer, hot air popcorn popper, coffee pot, desk halogen lamps.

Unauthorized - Microwave, toaster, space heater, halogen floor lamps, toaster ovens, George Foreman grills (and those of similar type).

Smoking is prohibited in Hope College residence facilities. Open flames are prohibited in Hope College residence facilities.

Residential Hall Fire and Safety Equipment

Each Residential Hall is equipped with a fully addressable fire alarm system which reports back to a Central Monitoring Station, pinpointing each device on digital building floor plans. The Monitoring Station is located at Campus Safety and is staffed 24/7 by trained dispatchers. The alarms are transferred to the Ottawa County Central Dispatch (Ottawa County 9-1-1) who in turn calls out the Fire Department. Campus Safety officers have radios which can communicate directly with the fire personnel as they respond.

Smoke detectors are located in each residential room, hallway, mechanical room, and trash room.

Fire doors are equipped with magnetic door holders which release the door during an alarm to keep smoke and fire out of stairwells.

Residential Hall Fire Evacuation Procedures

In case of fire, residents should follow the following procedures:

- When the fire alarm sounds, residents should evacuate the building by the nearest available exit.
- Before you leave your room, feel the door to make sure it is not hot. If the door is hot, do not open it. Look for an alternative exit, giving special consideration to the window. Call Campus Safety or signal out your window if you cannot get out by yourself. The Fire Department will get you out of the building.
- Once outside the building go across the street or to a designated area away from the building and wait for emergency personnel to check the building. Do not re-enter the building until the alarm is silenced or emergency personnel have indicated you may return.
- If you see smoke or fire go to the nearest exit and pull the fire alarm pull station to alert others to the fire. Call Campus Safety from any campus phone by dialing 9-1-1 or by calling 9-1-1 on your cell phone (Ottawa County Central Dispatch) and report the fire.

Cottage and Apartment Fire and Safety Equipment

Each Cottage and Apartment building at Hope College is equipped with a fire alarm system which reports to a central monitoring station. The Monitoring Station is located at Campus Safety and is staffed 24/7 by trained dispatchers. The alarms are transferred to the Ottawa County Central Dispatch

(Ottawa County 9-1-1) who in turn calls out the fire department. Campus Safety officers also respond to all alarms and are usually the first personnel on the scene.

Smoke detection devices are located on all levels of the cottage or apartment according to the City of Holland Housing and Rental Code.

In addition to the smoke detectors, every cottage and apartment also have carbon monoxide detectors that will report if dangerous levels of carbon monoxide are detected within the facility.

Fire ladders are also provided in each cottage that has two or more stories. Fire Ladders are installed with instruction sheets to provide a secondary means of escape out of the structure in the event of a fire.

Fire extinguishers are provided in each cottage and apartment building. Fire extinguishers are maintained according to NFPA standards. Cottage and apartment Residential Life staff members are trained in how to properly use a fire extinguisher.

Cottage and Apartment Fire Evacuation Procedures

In the case of fire the residents should follow the following procedures:

- When the fire alarm sounds residents should evacuate the building by the nearest available exit.
- Before you leave your room, feel the door to make sure it is not hot. If the door is hot do not open it. Look for an alternative exit, giving special consideration to the window. Call Campus Safety or signal out your window if you cannot get out by yourself. The fire department will get you out of the building.
- Once outside the building go across the street or to a designated area away from the building and wait for emergency personnel to check the building. Do not re-enter the building until the alarm is silenced or emergency personnel have indicated you may return.
- If you see smoke or fire go to the nearest exit and pull the fire alarm pull station to alert others to the fire. Call Campus Safety from any campus phone by dialing 9-1-1 or by calling 9-1-1 on your cell phone (Ottawa County Central Dispatch) and report the fire.

Plans for Future Improvements to Fire Safety

Hope College and the Director of Occupational Health and Fire Safety are continually looking for opportunities to improve fire safety on campus as well as to upgrade fire systems on campus. The fire systems on campus are evaluated and upgraded as needed and/or required. The College has no plans in place for upgrades to fire safety systems at this time.

Annual Disclosure of Fire Statistics

The following are the fire statistics in residential facilities for the calendar years 2016, 2015, and 2014.

Residential Facilities	Address (All are Holland, MI 49423)	Year	Total Fires	Cause of Fire	Property Damage	Related Injuries	Related Deaths
Albers Cottage	154 E. 10 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Avison Cottage	94 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Baker Lofts	533 Columbia Ave.	2016	Not Student Housing				
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Beck Cottage	349 Columbia Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Beeuwkes Cottage	160 E. 15 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Belt Cottage	168 E. 15 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Bergen Cottage	202 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Blue Apts	293 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Boers Cottage	344 Columbia Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Brown Cottage	107 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Brownstone Apts	80 E. 8 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Brumler Apts	106 E. 13 th St.	2016	1	Unintentional / Cooking	\$0-99	0	0
		2015	1	Unintentional / Cooking	\$0-99	0	0
		2014	1	Unintentional / Cooking	\$0-99	0	0
Cavanaugh Duplex	118/120 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Centennial Cottage	275 Central Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Centurian Cottage	114 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Cleos Apts	25 W. 9 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
College East Apts	174 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Columbia Apts	367 Columbia Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Cook Hall	115 E. 10 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A

Residential Facilities	Address (All are Holland, MI 49423)	Year	Total Fires	Cause of Fire	Property Damage	Related Injuries	Related Deaths
Cook Village	228/232 E. 11 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Cook Village	240 E. 11 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Cook Village	229 E. 12 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Cook Village	275/279 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Davis Cottage	274/276 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
DeGraaf Cottage	175 E. 15 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
DeYoung Cottage	205 E. 15 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	Not Student Housing				
Delta Phi Cottage	118 E. 12 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Deutsches Haus	145 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Diekema Cottage	345 Columbia Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Doesburg Cottage	148 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Dosker Cottage	279 Central Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
DuBois Cottage	236 E. 12 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Durfee Hall	114 E. 10 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Dykstra Hall	144 E. 9 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Fairbanks Cottage	268 Fairbanks Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Fairbanks Townhouses	280 – 425 Tulip Blvd.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
FJ's Apt	24 ½ E. 8 th St.	2016	Not Student Housing				
		2015	Not Student Housing				
		2014	0	N/A	N/A	N/A	N/A
Fraternal Cottage	337 College Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Fried Cottage	112 E. 12 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A

Residential Facilities	Address (All are Holland, MI 49423)	Year	Total Fires	Cause of Fire	Property Damage	Related Injuries	Related Deaths
Gazelle Apts	24 W. 8 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Gilmore Hall	143 E. 10 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Grey Apts	112 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Harrington Triplex	264/266/266 ½ E. 11th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Haveman Cottage	204 E. 14 th St.	2016	Not Student Housing				
		2015	Not Student Housing				
		2014	0	N/A	N/A	N/A	N/A
Hawkinson Cottage	206 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Hinkamp Cottage	340 Columbia Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Hoffman Cottage	54 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Holleman Cottage	348 Columbia Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Kasteel Cottage	86 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Klaaren Cottage	90 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Klaasen Apts	297 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Kleinheksel Cottage	136 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Kleis Cottage	326 Columbia Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Kollen Hall	140 E. 12 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	1	Unintentional / Cooking	\$0-99	0	0
Kooiker Cottage	129 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Kraker Annex Apts	27 W. 9 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Kraker Apts	215 S. River Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Kruithof Cottage	82 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Kuizenga Cottage	214 E. 12 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A

Residential Facilities	Address (All are Holland, MI 49423)	Year	Total Fires	Cause of Fire	Property Damage	Related Injuries	Related Deaths
Kuyper Cottage	124 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Lampen Cottage	316 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Lichty Hall	129 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Loraine Lubbers Cottage	139 E 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	1	Unintentional / Cooking	\$0-99	0	0
Mandeville Cottage	212 E. 12 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Marguerite Prins French House	151 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	1	Unintentional / Cooking	\$0-99	0	0
		2014	0	N/A	N/A	N/A	N/A
Mast Cottage	218 E. 12 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Mayors Cottage	5 E. 12 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Mouw Cottage	140 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Mulder Cottage	340 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Oggel Apts	286 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Parkview Apts	161 E. 9 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Patterson Cottage	252 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Phelps Hall	154 E. 10 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Pieters Cottage	105 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Poll Cottage	256 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Reese Cottage	108 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Reeverts Cottage	264 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Rider Cottage	51 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Riepma Cottage	171 E. 15 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A

Residential Facilities	Address (All are Holland, MI 49423)	Year	Total Fires	Cause of Fire	Property Damage	Related Injuries	Related Deaths	
Ross Apts	344 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Schrier Cottage	126 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Schuppert Cottage	167 E. 15 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Scott Hall	113 E. 13 th St.	2016	1	Unintentional / Cooking	\$0-99	0	0	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Sib Cottage	118 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Sigma Cottage	135 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Smith Cottage	98 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Sommer Cottage	54 E. 15 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Spoelstra Cottage	199 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Steffens Cottage	138 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Strand Cottage	356 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	Not Student Housing					
Strong Cottage	248 Lincoln Ave.	2016	Not Student Housing					
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Stryker Cottage	102 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Sutphen Cottage	140 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Sweet Apts	250 E. 11 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Taylor Cottage	274 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Timmer Cottage	57 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Tree House Apts	37 E. 8 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Van Drezer Cottage	219 E. 14 th St.	2016	1	Unintentional / Cooking	\$0-99	0	0	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	
Van Saun Cottage	116 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A	
		2015	0	N/A	N/A	N/A	N/A	
		2014	0	N/A	N/A	N/A	N/A	

Residential Facilities	Address (All are Holland, MI 49423)	Year	Total Fires	Cause of Fire	Property Damage	Related Injuries	Related Deaths
Van Vleck Hall	116 E. 10 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Van Zyl Cottage	210 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Vander Borgh Apts	130/132 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Vennema Apts	18, 24 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	1	Unintentional / Cooking	\$100-999	0	0
Ver Beek Cottage	320 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Vergeer Duplex	6 W 13th St / 314 Central Ave	2016	Not Student Housing				
		2015	Not Student Housing				
		2014	0	N/A	N/A	N/A	N/A
Visscher Cottage	216 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Voorhees Hall	72 E. 10 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Welmers Cottage	76 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Wyckoff Hall	109 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Yellow Duplex	266/268 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Yonkman Cottage	132 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	1	Unintentional / Cooking	\$0-99	0	0
Zoeteway Cottage	205 E 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	Not Student Housing				
Zuverink Cottage	266 Lincoln Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
Zwemer Cottage	17 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	0	N/A	N/A	N/A	N/A
(unnamed)	295 E. 13 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	1	Unintentional / Cooking	\$0-99	0	0
		2014	Not Student Housing				
(unnamed)	55 E. 14 th St.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	Not Student Housing				
(unnamed)	288 Fairbanks Ave.	2016	0	N/A	N/A	N/A	N/A
		2015	0	N/A	N/A	N/A	N/A
		2014	Not Student Housing				

Fire Statistic Totals					
Year	Total Fires	Causes of Fires	Total Value of Property Damage	Related Injuries	Related Deaths
2016	3	Unintentional / Cooking	\$0-99	0	0
2015	3	Unintentional / Cooking	\$0-99	0	0
2014	5	Unintentional / Cooking	\$100-999	0	0

Fire Safety Systems

The following are the Fire Safety Systems in actively utilized residential facilities.

Residential Facilities ¹	Fire Alarm Monitoring by Campus Safety	Partial* Sprinkler System	Full** Sprinkler System	Fire Alarms & Smoke Detectors	Fire Extinguisher Devices	Evacuation Plans Posted	Number of Evacuation Drills 2016
Albers Cottage, 154 E. 10th St.	X			X	X		0
Avison Cottage, 94 E. 14th St.	X			X	X		0
Beck Cottage, 349 Columbia Ave.	X			X	X		0
Beeuwkes Cottage, 160 E. 15th St.	X			X	X		0
Belt Cottage, 168 E. 15th St.	X			X	X		0
Bergen Cottage, 202 E. 13th St.	X			X	X		0
Blue Apts, 293 Lincoln Ave.	X			X	X		0
Boers Cottage, 344 Columbia Ave.	X			X	X		0
Brown Cottage, 107 E. 14th St.	X			X	X		0
Brownstone Apts, 80 E. 8th St.	X		X	X	X	X	0
Brumler Apts, 106 E. 13th St.	X	X		X	X	X	2
Cavanaugh Dplx, 118/120 E. 14th St.	X			X	X		0
Centennial Cottage, 275 Central Ave.	X			X	X		0
Centurian Cottage, 114 E. 13th St.	X			X	X		0
Cleos Apts, 25 W. 9th St.	X			X	X		0
College East Apts, 174 E. 14th St.	X	X		X	X	X	2
Columbia Apts, 367 Columbia Ave.	X			X	X		0
Cook Hall, 115 E. 10th St.	X		X	X	X	X	2
Cook Village, 228/232 E. 11th St.	X			X	X		0
Cook Village, 240 E. 11th St.	X			X	X		0
Cook Village, 229 E. 12th St.	X			X	X		0
Cook Village, 275/279 Lincoln Ave	X			X	X		0
Davis Cottage, 274/276 E. 14th St.				X	X		0
DeGraaf Cottage, 175 E. 15th St.	X			X	X		0
Delta Phi Cottage, 118 E. 12th St.	X			X	X		0
Deutsches Haus, 145 E. 14th St.	X			X	X		0
DeYoung Cottage 205 E. 15th St.	X			X	X		0
Doesburg Cottage, 148 E. 13th St.	X			X	X		0
Dosker Cottage, 279 Central Ave.	X			X	X		0
DuBois Cottage, 236 E. 12th St.				X	X		0
Durfee Hall, 114 E. 10th St.	X	X		X	X	X	2
Dykstra Hall, 144 E. 9th St.	X			X	X	X	2
Fairbanks Cottage, 268 Fairbanks Ave.	X			X	X		0
Fairbanks Townhouses, 280-425 Tulip Blvd.				X	X		0
Fraternal Cottage, 337 College Ave.	X			X	X		0
Fried Cottage, 112 E. 12th St.	X			X	X		0
Gazelle Apts, 24 W. 8th St.				X	X		0
Gilmore Hall, 143 E. 10th St.	X	X		X	X	X	2
Grey Cottage, 112 E. 14th St.	X			X	X		0
Hawkinson Cottage, 206 E. 13th St.	X			X	X		0
Hinkamp Cottage, 340 Columbia Ave.	X			X	X		0
Hoffman Cottage, 54 E. 13th St.	X			X	X		0
Holleman Cottage, 348 Columbia Ave.	X			X	X		0
Kasteel Cottage, 86 E. 14th St.	X			X	X		0
Klaaren Cottage, 90 E. 14th St.	X			X	X		0
Klaasen Cottage, 297 Lincoln Ave.	X			X	X		0

Residential Facilities [†]	Fire Alarm Monitoring by Campus Safety	Partial* Sprinkler System	Full** Sprinkler System	Fire Alarms & Smoke Detectors	Fire Extinguisher Devices	Evacuation Plans Posted	Number of Evacuation Drills 2016
Kleinheksel Cottage, 136 E. 14th St	X			X	X		0
Kleis Cottage, 326 Columbia Ave.	X			X	X		0
Kollen Hall, 140 E. 12th St.	X	X		X	X	X	2
Kooiker Cottage, 129 E. 14th St.	X			X	X		0
Kraker Annex Apts, 27 W. 9th St.	X		X	X	X		0
Kraker Apts, 215 S. River Ave.	X		X	X	X		0
Kruihof Cottage, 82 E. 14th St.	X			X	X		0
Kuizenga Cottage, 214 E. 12th St.	X			X	X		0
Kuyper Cottage, 124 E. 13th St.	X			X	X		0
Lampen Cottage, 316 Lincoln Ave.	X			X	X		0
Lichty Hall, 129 E. 13th St.	X	X		X	X	X	2
Loraine Lubbers Cottage, 139 E. 14th St.	X			X	X		0
Mandeville Cottage, 212 E. 12th St.	X			X	X		0
M. Prins French House, 151 E. 14th St.	X			X	X		0
Mast Cottage, 218 E. 12th St.	X			X	X		0
Mayors Cottage, 5 E. 12th St.	X			X	X		0
Mouw Cottage, 140 E. 14th St.	X			X	X		0
Mulder Cottage, 340 Lincoln Ave.	X			X	X		0
Oggel Apts, 286 Lincoln Ave.	X			X	X		0
Parkview Apts A, 161 E. 9th St.	X			X	X		0
Parkview Apts B, 161 E. 9th St.	X			X	X		0
Phelps Hall, 154 E. 10th St.	X	X		X	X	X	2
Pieters Cottage, 105 E. 14th St.	X			X	X		0
Poll Cottage, 256 Lincoln Ave.	X			X	X		0
Reese Cottage, 108 E. 14th St.	X			X	X		0
Reeverts Cottage, 264 Lincoln Ave.	X			X	X		0
Rider Cottage, 51 E. 13th St.	X			X	X		0
Riepma Cottage, 171 E. 15th St.	X			X	X		0
Ross Cottage, 344 Lincoln Ave.	X			X	X		0
Schrier Cottage, 126 E. 14th St.	X			X	X		0
Schuppert Cottage, 167 E. 15th St.	X			X	X		0
Scott Hall, 113 E. 13th St.	X	X		X	X	X	2
Sib Cottage, 118 E. 13th St.	X			X	X		0
Sigma Cottage, 135 E. 14th St.	X			X	X		0
Smith Cottage, 98 E. 14th St.	X			X	X		0
Spoelstra Cottage, 199 E. 14th St.	X			X	X		0
Steffens Cottage, 138 E. 13th St.	X			X	X		0
Strand Cottage, 356 Lincoln Ave.	X			X	X		0
Stryker Cottage, 102 E. 14th St.	X			X	X		0
Sutphen Cottage, 140 E. 13th St.	X			X	X		0
Taylor Cottage, 274 Lincoln Ave.	X			X	X		0
Tree House Apts, 37 E. 8th St.				X	X		0
VanderBorgh Apts, 130/132 E. 14th St.	X			X	X		0
VanDrezer Cottage, 219 E. 14th St.	X			X	X		0
VanSaun Cottage, 116 E. 14th St.	X			X	X		0
VanVleck Hall, 116 E. 10th St.	X		X	X	X	X	2
VanZyl Cottage, 210 E. 13th St.	X			X	X		0
Vennema Apts, 18 E. 13th St.	X			X	X		0
Vennema Apts, 24 E. 13th St.	X			X	X		0
VerBeek Cottage, 320 Lincoln Ave.	X			X	X		0
Visscher Cottage, 216 E. 13th St.	X			X	X		0

Residential Facilities [†]	Fire Alarm Monitoring by Campus Safety	Partial* Sprinkler System	Full** Sprinkler System	Fire Alarms & Smoke Detectors	Fire Extinguisher Devices	Evacuation Plans Posted	Number of Evacuation Drills 2016
Voorhees Hall, 72 E. 10th St.	X		X	X	X	X	2
Welmers Cottage, 76 E. 14th St.	X			X	X		0
Wyckoff Hall, 109 E. 13th St.	X	X		X	X	X	2
Yellow Duplex, 266/268 E. 15th St.				X	X		0
Yonkman Cottage, 132 E. 13th St.	X			X	X		0
Zoeteway Cottage, 205 E 14th St.	X			X	X		0
Zuverink Cottage, 266 Lincoln Ave.	X			X	X		0
Zwemer Cottage, 17 E. 13th St.	X			X	X		0
55 E. 14th St.	X			X	X		0

[†] Addresses are all Holland, MI 49423

* Partial Sprinkler System is defined as having sprinklers in the common areas only.

** Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms

Important Phone Numbers	
Campus Safety	616-395-7770 From an on-campus landline, dial: 7770 or 9-1-1
Counseling and Psychological Services (CAPS)	616-395-7945 (School year 8:00 AM – 5:00 PM)
Title IX Coordinator	616-395-6816
Holland Department of Public Safety (Police)	Non-emergency: 1-800-249-0911 Emergencies: 9-1-1
Holland Area Silent Observer	1-877-88-SILENT (745368)
Center for Women in Transition	Physical, emotional & sexual abuse crisis line: 1-800-848-5991 General line: 616-392-2829
National Suicide Prevention Lifeline	1-800-273-TALK (8255)
National Alliance on Mental Health	Crisis support (24/7): Text NAMI to 741-741
National Domestic Violence Hotline	1-800-799-SAFE (7233)

**Resources for Victims and Survivors of
Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking**

Resource	Location/Address**	Phone Number
On-Campus Resources		
Counseling and Psychological Services (CAPS)*	Bultman Student Center - 2nd Floor	616-395-7945
Health Clinic*	Dow Center – 1st floor	616-395-7585
Campus Ministries*	Keppel House	616-395-7145
Confidential Advocate*	DeWitt Center – 1st floor	616-395-7802
Campus Safety	Campus Safety Office	616-395-7770
Dean of Students	DeWitt Center – 1st floor	616-395-7800
Center for Diversity & Inclusion	Bultman Student Center – 1st floor	616-395-7867
Office of the Title IX Coordinator	DeWitt Center – 2nd floor	616-395-6816
Visa and Immigration Assistance	Martha Miller – 1st floor Fried Center for Global Engagement	616-395-7605
Financial Aid	Anderson-Werkman Financial Center	616-395-7765
Off-Campus Resources		
Holland Department of Public Safety	89 W. 8th St.	1-800-249-0911
Holland Hospital	602 Michigan Ave.	616-392-5141
Employee Assistance Program	493 Century Lane	1-800-227-0905
Counseling - Holland Behavioral Health	854 Washington Ave.	616-355-3926
Center for Women in Transition	411 Butternut Dr., Holland, MI 49424	Info. Line: 616-392-2829 Crisis Line: 616-392-1970 or 1-800-848-5991
Victim Assistance/Advocacy	85 West 8th St.	616-355-4310
Ottawa County Prosecuting Attorney – Legal Assistance	85 West 8th St.	616-355-4310
Domestic Assault Intervention – Ottawa County Prosecutors Office	85 West 8th St.	616-355-4340
Ottawa County – 58th District Court	85 West 8th St.	616-392-6991

* Confidential Resources

** All locations are in Holland, MI 49423, unless otherwise noted

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Rape, Abuse, and Incest National Network – www.rainn.org

Department of Justice – www.ovw.usdoj.gov/sexassault.htm

Department of Education, Office of Civil Rights – www2.ed.gov/about/offices/list/ocr/index.html



**178 East 11th Street
Holland, MI 49423
616.395.7770**

**pubsafe@hope.edu
hope.edu/admin/campsafe/**