



2010 Annual Security and Annual Fire Report

IMPORTANT TELEPHONE INFORMATION

| | | |
|-----------------------------------------------|------------------------|----------------|
| Jacksonville Emergency | | 7+911 |
| Security Department | 24 hours day, Everyday | 479-7020 |
| Student Affairs Office | 8:00 am- 4:30 pm M-F | 479-7123 |
| Physical Plant Office | 7:30 am – 3:30 pm | 479-7080 |
| Business Office | 8:00 am-4:30 pm M-F | 479-7006 |
| Prairie Center against Sexual Assault Hotline | | (217) 753-8081 |

**MacMurray College
September, 2011**

INTRODUCTION

The issue of personal safety is one of increasing concern in our country and is an issue that should be of importance to all members of the MacMurray community. The College shares this concern and encourage all students and employees to become familiar with MacMurray's security policies and procedures and to become more safety conscious with respect to their individual attitudes and behavior. All members of the MacMurray community are strongly encouraged to immediately report any criminal activity, suspected criminal activity, and/or emergency situations.

This document has been prepared in accordance with "The Crime Awareness and Campus Security Act of 1990" as amended, and it serves to provide current and prospective members of the MacMurray community with information regarding the operations of MacMurray's Security Office and building security, policies regarding alcohol and illegal drugs, sexual assault information, individual security responsibilities, and crime statistics for the MacMurray campus for the calendar years 2008-2010. This report also contains information on MacMurray College's emergency plan as well as safety information for the calendar year 2010. Paper copies of this document are available upon request from the MacMurray Office of Student Affairs, 447 East College Avenue, Jacksonville, IL, 62650; (217) 479-7123.

OFFICE OF SAFETY AND SECURITY SECURITY POLICIES AND PROCEDURES

MacMurray's Security Office coordinates and monitors campus security and safety procedures and is staffed by four full-time and one part-time officers. The security officers can be identified by their uniforms. Security officers currently conduct foot patrols of the campus and residence halls on a 24-7 basis. Security officers also provide escorts to members of the campus community upon request.

MacMurray's security officers do not have official police or arrest powers but utilize citizen's arrest authority when needed and do have the authority to enforce all College rules and regulations. MacMurray's Office of Safety and Security has a good working relationship with the Jacksonville Police Department, the Morgan County Sheriff's Office, and the Illinois State Police who assist with incidents that may occur on or near campus. All members of the campus community are requested to report all emergencies or criminal incidents in an accurate and prompt manner to one of the following people: Security Officers, Dean of Student Affairs, the Coordinator for Residence Life, Student Conduct & Student Organizations, Resident Directors, Resident Assistants, Athletic Director, team coaches, student organization advisors, Vice President for Academic Affairs, Executive Vice President and CFO and/or to the Police. MacMurray security officers carry a cell phone which enables them to have immediate access to students or staff requesting their services and to directly contact the police department, fire department, or other emergency services as needed. Security Officers as well as the Office of Safety and Security may be reached by calling Ext. 7020. Jacksonville

emergency services may be reached from any on-campus telephone by dialing 7 (+) 911. Crime prevention programs are sponsored by the Office of Student Affairs throughout the academic year. Crime prevention and safety information are also incorporated into residence hall staff training, residence hall meetings and residence hall programs. Safety and security information including timely notices regarding violent crimes reported to campus security or local police will be provided to all members of the campus community through posters, bulletins, brochures, e-mails, and residence hall safety educational programs. This information will hopefully aid in deterring any future criminal incidents.

The College's Facilities Department is responsible for the maintenance of all buildings and grounds and conducts its operations to enhance campus security and to eliminate hazards to personal safety. The Office of Safety and Security and the Facilities Department work together to ensure that ample campus lighting is maintained.

MONITORING AND RECORDING WITH LOCAL POLICE

MacMurray College has a good working relationship with the local police department and even though there are no written memoranda of understanding for the investigation of alleged criminal offenses, the police are routinely called concerning on-campus incidents that require their attention. In addition, the Office of Campus Safety and Security monitors criminal activity occurring at off-campus locations with the assistance of the Jacksonville Police department. If an incident should occur off-campus that involved MacMurray students, those students could face charges through the Jacksonville Police Department and the campus judicial system.

The Jacksonville Police Department liaison and the Office of Campus Safety and Security work together to ensure accurate information for mandated reports.

SECURITY OF CAMPUS BUILDINGS

All members of the MacMurray community have access to the college's academic, athletic, and administrative facilities during open or general use hours. Major athletic, recreational, or cultural events are open to the general public; however, access to campus facilities is limited to the locations where the events are being held. Private or individual use of MacMurray facilities by the general public is by invitation only. Access to MacMurray's residence halls is restricted to students and their guests along with college officials having a legitimate need to enter the facility. The residence halls are not open to the public. All visitors (non-MacMurray students) to the residence halls must be guests of a MacMurray student. Students serving as hosts are held responsible for the actions of their guests in the hall and elsewhere on campus.

All residence halls are locked 24 hours a day with access being limited to residents possessing keys to the hall. Each residence hall is supervised by a resident director and a

staff of resident assistants. These individuals reside in the residence hall and share on-call rotation duty. Every member of the residence life staff has undergone training with respect to emergency procedures and can enforce college safety and security policies in the residence halls. The College does not provide on-campus housing for married students. Additionally, the College does not provide, nor do any student organizations maintain or provide, off-campus housing for MacMurray students. The College does not provide security or supervision for students residing off-campus in apartments, individual homes, or individual rooms in private homes.

POLICIES REGARDING ALCOHOL AND ILLEGAL DRUGS

MacMurray students under the age of 21 are prohibited from possessing or consuming alcohol on college property. Students who are at least 21 years of age may consume alcoholic beverages or possess open containers of alcoholic beverages, excluding kegs, party balls or jugs, only in the privacy of their residence hall rooms. No more than ten (10) persons, all of whom must be at least 21 years of age, are allowed in a room or suite where alcoholic beverages are being served. The unlawful manufacture, distribution, possession, dispensing, and/or use of illegal drugs or drug paraphernalia is expressly prohibited. Violations of the above policies are punishable by disciplinary sanctions up to and including expulsion from the College. The College cooperates fully with local law enforcement agencies in enforcing state and federal drug laws. The Office of Student Affairs offers a variety of services in regards to drug and alcohol prevention. These services include: the distribution of informational material, referrals, and college disciplinary actions. In addition, a variety of alcohol and drug awareness programs are routinely offered throughout the academic year. Information on these and other such programs is available from the Office of Student Affairs in the campus center and is announced via posters, e-mail, and bulletins.

SEXUAL ASSAULT

MacMurray College considers sexual assault to be a very serious matter which will not be tolerated. The term “sexual assault” includes nonconsensual sexual contact or sexual exploitation. It is the responsibility of the individual who wants to engage in a specific sexual activity to obtain consent from his/her partner, but consent can never effectively be given by, and will therefore be considered invalid when it involves: those you know to be incapacitated by drugs or alcohol and these who are unconscious, or you know to be or should know to be helpless or unaware. A previous or current sexual relationship or even silence may not be taken to imply consent, nor can mode of dress, going out on a date or presence in a room. Furthermore, consent to sexual activity may be withdrawn during the encounter. Effective consent is informed, freely and actively given and mutually understandable in words and/or actions.

In order to encourage the reporting of incidents of sexual misconduct to College authorities, individuals making the report may be protected from infractions of other college policies such as underage drinking. Although the College still considers such

infractions to be serious, policies and procedures for sexual misconduct charges would take precedence.

Anyone who has been the victim of a sexual assault should seek medical assistance immediately. Additionally, the sexual assault should be reported to College officials and local police authorities. MacMurray provides support services for persons who have been the victim of a sexual assault. Student Affairs staff and the College Nurse are available to assist anyone who has experienced a sexual assault. The Student Affairs staff may also arrange counseling for the victim of sexual assault. Additionally, the Prairie Center Against Sexual Assault Hotline (217- 753-8081) is available to victims of sexual assault. The College will honor all reasonable requests for academic accommodations and/or residence hall room assignment changes made by victims of sexual assault.

MacMurray College considers sexual assault to also be a police matter and strongly encourages victims of sexual assault to pursue criminal charges against their assailants. College officials will fully cooperate with police authorities in the investigation of any sexual assault occurring on campus. It should be noted that the College will investigate all reports of sexual misconduct including sexual assault. College disciplinary processes are not dependent on the filing or outcome of criminal or civil proceedings. Sexual misconduct including sexual assault is subjected to the disciplinary code and is punishable by sanctions up to and including expulsion.

The entire sexual conduct policy is available in the MacMurray College Student Handbook, “The Maggie”, (on line at http://www.mac.edu/student_affairs/pdf/maggie.pdf) which includes detailed procedures for campus disciplinary action in cases involving an alleged sexual assault. It should be noted that both the accuser and accused have the same opportunity to have an advisor present during a campus hearing. Both parties have the right to be informed of the outcome (and sanction) of any disciplinary hearing involving sexual assault. Students shall always be informed of their options to notify proper law enforcement authorities, including campus security and local police, and the option to be assisted by campus authorities in notifying such, if the student so chooses.

MacMurray’s Office of Student Affairs conducts a number of educational programs (a minimum of one each semester) during the course of the academic year regarding sexual assault and related issues. All members of the campus community are encouraged to attend these important and informative programs. The dates and times of these programs will be posted in Gamble Campus Center and the residence halls. Written information regarding sexual assault is available from the Office of Student Affairs and the Coordinator of Health Services.

THE SECURITY RESPONSIBILITIES OF EVERY INDIVIDUAL

It is essential that every member of the MacMurray community become involved in and cooperate with campus security policies and programs. The success of the College’s

security efforts largely depend upon the cooperation of students and employees. All students and employees must accept responsibility for their own personal safety and the security of their personal possessions by taking simple common sense precautions. For example, students are advised to call a security officer (Ext.7020) for an escort or to travel in groups when walking around campus at night. Residence hall room doors and office doors should be bolt locked at night or when the room is unoccupied. Vehicles should be locked at all times and any valuables stored in vehicles should be locked in the trunk. All motor vehicles parked on campus should possess a college parking decal. Bicycles should be kept locked at all times. Additionally, all members of the MacMurray community should immediately report any criminal acts and any suspicious looking individuals or unusual incidents occurring on campus to appropriate college officials.

PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

Several steps are taken throughout the year to ensure that crime statistics are reported correctly. Statistics are compiled by the Office of Student Affairs who meets regularly with the Security Officers, and the Student Conduct Officer (also the Coordinator of Residence Life, Student Organizations and Programs) and Resident Directors. Statistics for this report are gathered during these meetings as well as meetings with other college officials such as coaches, advisors, the Vice President for Academic Affairs, and the Vice President and Chief Financial Officer. The Jacksonville Police Department also gathers statistics and forwards them to the College. Efforts are made to ensure accuracy, and avoid double counting. At this time, MacMurray College does not have procedures that allow victims to report crimes on a voluntary, confidential basis for the annual disclosure of crime statistics. To ensure timely warnings and accuracy, all criminal offenses should be reported to the Office of Student Affairs and/or the Jacksonville Police Department.

OPEN CAMPUS POLICE LOG

In accordance with the 1998 amendment to the Clery Act, the MacMurray College Office of Safety and Security maintains a daily log written in a form that can be easily understood. The report records all incidences reported to police or security and includes the nature, date, time and location of each incident. Except where disclosure is prohibited by law or when such disclosure would jeopardize the confidentiality of the victim, all entries are open to public inspection. The portion of the crime log that is within the most recent two month period will be available for inspection, upon request, during regular business hours. Request for portions of the crime log that are older than two months will be made available for public inspection within two business days of the request.

CRIME STATISTICS

In accordance with Title II of Public Law 101-542, "The Crime Awareness And Campus Security Act of 1990", as amended, MacMurray College hereby reports to all current and prospective students and employees the aforementioned information regarding College security policies and procedures along with the data presented below and on the following page with respect to criminal acts occurring on campus during the time periods indicated:

| CATEGORY | VENUE | 2008 | 2009 | 2010 |
|----------------------------------------------|-------------------------------------------------|-------------|-------------|-------------|
| CRIMINAL HOMICIDE | | | | |
| Murder and Non-Negligent Manslaughter | -On Campus*** | 0 | 0 | 0 |
| | -In dormitories or other residential facilities | 0 | 0 | 0 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| Negligent Manslaughter | -On Campus*** | 0 | 0 | 0 |
| | -In dormitories or other residential facilities | 0 | 0 | 0 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| SEX OFFENSES: | | | | |
| Forcible | -On Campus*** | 0 | 0 | 1 |
| | -In dormitories or other residential facilities | 0 | 0 | 1 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| Non-forcible | -On Campus*** | 0 | 0 | 0 |
| | -In dormitories or other residential facilities | 0 | 0 | 0 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| Robbery | | | | |
| | -On Campus*** | 0 | 0 | 0 |
| | -In dormitories or other residential facilities | 0 | 0 | 0 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| Aggravated Assault | -On Campus*** | 0 | 0 | 5 |
| | -In dormitories or other residential facilities | 0 | 0 | 5 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| Burglary | | | | |
| | -On Campus*** | 19 | 4 | 11 |
| | -In dormitories or other residential facilities | 14 | 4 | 11 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| CATEGORY | VENUE | 2008 | 2009 | 2010 |
| Arson | -On Campus*** | 0 | 0 | 0 |
| | -In dormitories or other residential facilities | 0 | 0 | 0 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| Motor Vehicle Theft | -On Campus*** | 0 | 0 | 0 |
| | -In dormitories or other residential facilities | 0 | 0 | 0 |

| | | | | |
|--------------------------------|-------------------------------------------------|----|----|----|
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| Arrest For: | | | | |
| Liquor Law Violation | -On Campus*** | 0 | 0 | 0 |
| | -In dormitories or other residential facilities | 0 | 0 | 0 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 1 | 1 | 5 |
| Drug Related Violations | -On Campus*** | 0 | 1 | 1 |
| | -In dormitories or other residential facilities | 0 | 0 | 1 |
| | -In or on a non-campus building or property | 0 | 1 | 0 |
| | -On public property | 2 | 3 | 0 |
| Weapons | -On Campus*** | 0 | 0 | 0 |
| | -In dormitories or other residential facilities | 0 | 0 | 0 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 1 | 0 |
| Disciplinary Referrals: | | | | |
| Liquor Law Violations | -On Campus*** | 20 | 18 | 16 |
| | -In dormitories or other residential facilities | 20 | 18 | 16 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| Drug Related Violations | -On Campus*** | 0 | 4 | 11 |
| | -In dormitories or other residential facilities | 0 | 4 | 11 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |
| Weapons Possession | -On Campus*** | 0 | 0 | 0 |
| | -In dormitories or other residential facilities | 0 | 0 | 0 |
| | -In or on a non-campus building or property | 0 | 0 | 0 |
| | -On public property | 0 | 0 | 0 |

***This category includes all on-campus incidents, including those listed in the category below. "In dormitories or other residential facilities." Therefore, the two categories are not cumulative, but duplicative.

The last two categories in each section include property adjacent to the MacMurray campus, which can be 500-1000 feet from the MacMurray property line.

KEY TO HATE CRIMES NOTATIONS:

Type of Bias or Prejudice:

Race=ra Gender=g Religion=re Sexual Orientation=s Ethnicity=e Disability=d

Each statistic resulting in bodily injury that is motivated by a type of bias or prejudice will have a superscript notation for the type of bias. Numbers in superscripted parenthesis indicate the number out of the total number of incidents that were motivated by each type of bias.

Emergency Response and Evacuation Procedures

MacMurray College will immediately notify the campus community upon the confirmation of significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on campus. MacMurray will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. MacMurray College will also provide adequate follow up information to the community as needed.

The Emergency Director (President or designate) will be responsible for the overall direction of the College's emergency response. This person will work with the Coordinator and others in assessing the emergency and preparing the College's specific response. The Emergency Director or designate will give approval to initiate the notification system.

The Emergency Response Team members include: College President, Vice President for Student Affairs, CFO and Vice President for Administration, Vice President for Academic Affairs, Public Relations Director, Director of Facilities and Coordinator of Residence Life, Student Conduct and Student Organizations. In the event of an identified campus-wide emergency, to include tornado, fire or violent incident, the campus will be notified in the following ways:

1. Use of the College's Emergency Notification System, which employs both voice calls and text messaging.
2. Pertinent information will be placed on the home page of the website

All notifications are dependent upon working equipment. Runners will be utilized as a last resort.

MacMurray College will test the emergency response and evacuation procedures on an annual basis, including publicizing its procedures in conjunction with the test.

MacMurray College will document a description of the exercise as well as the date and time of the exercise and whether or not it was announced or unannounced.

Missing Student Notification Policy

The Higher Education Opportunity Act (Public Law 110-315) requires higher education institutions that maintain an on-campus housing facility must establish, for students who reside in an on-campus student housing facility, both a policy and procedures for missing student notification. A residential student is one who resides in on-campus housing under a current housing contract and is currently enrolled at the College.

Notification:

All students living in on-campus housing facilities have an option to register a confidential contact person with the Office of Residence Life. The contact person will be notified in the case the student is determined to be missing for 24 hours. However, the requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation. Only authorized campus officials and law enforcement officials in furtherance of a missing person investigation may have access to this information. The student is responsible for keeping the contact information current.

Even if a student does not register a contact person, the Jacksonville Police Department will be notified that the student is missing. If a student is under the age of 18 and not emancipated, the College will notify the parent or guardian in the case the student is determined to be missing for 24 hours.

All official missing student reports will be referred immediately to campus security and/or the Jacksonville Police Department.

Procedures for Reporting and for Investigating Missing Students:

1. Any individual on campus who believes that a student may be a missing person must notify Security and/or the head of Residence Life and/or the Vice President for Student Affairs immediately. If the student is a non-residential student, the reporting person should immediately call the local police. The College will assist external authorities with the investigation if it is requested to do so.
2. Upon receiving a report, College officials will attempt to gain all relevant information from the person making the report.
3. College officials will attempt to contact the student via phone and send the student an e-mail.
4. If the student is unable to be reached via phone, two staff members will visit student's room in the residence hall. The staff members may key in to perform a health and well-being inspection.
5. Staff members will speak to residents and staff members to ascertain if anyone can confirm the missing student's whereabouts or confirm the last time the student was seen.
6. Staff members will contact all relevant faculty and staff.
7. Staff members will look up student's car make, model and license plate. Check parking lots to see if car is currently parked on campus.

8. Staff members will check all on-campus locations mentioned by the above stated parties as potential locations of the missing student.
9. Staff members will contact any friends that are made known through the above stated inquiries.

If these procedures provide an opportunity for College officials to make contact with the missing student, verification of the student's state of health and intention of returning to campus will be made.

If these procedures do not provide an opportunity for College officials to make contact with the missing student, the local law enforcement agency will be notified. The local law enforcement agency may be contacted sooner if circumstances warrant a faster implementation.

Fire Safety

MacMurray College has five student residence halls on-campus. Each hall is equipped with fire alarms and fire extinguishers. Several halls have water-base sprinkler systems per all applicable codes. All halls will be compliant with state codes by deadline. Each hall has a minimum of one fire drill per semester. Two fire drills were held in 2010. Resident Directors provide detailed information about evacuation in the event of fire. In general the following information is important:

1. If a fire alarm sounds evacuate the hall immediately.
2. Leave your lights on, close your windows (leave curtain open), and leave your door unlocked.
3. Wear shoes and a coat.
4. Carry a towel for protection from smoke inhalation.
5. Remain calm.
6. Remain outside the building until your Resident Director, the Fire Department, or Student Affairs Staff gives you permission to re-enter.

If a fire is discovered in the residence hall, the person (s) should proceed to the nearest alarm box and sound the alarm to evacuate the building. The person (s) need to exit the building as quickly as possible. Notification of fire should be made to building RA, RD, Student Affairs Staff, or security.

Any open flames (including candles) and incense are not allowed in the residence halls. Electric heaters are prohibited in the residence halls. Smoking is not allowed in the residence halls in accordance with the Illinois Clean Air Act. This act requires that institutions provide

a smoke-free environment. Section 5 of this act was amended on May 15, 2006 by adding section 4.5 as follows: (410 ILCS 80/4.5)

Smoking prohibited in student dormitories.

- (a) Notwithstanding any other provision of this Act, smoking is prohibited in any portion of the living quarters, including, but not limited to, sleeping rooms, dining areas, restrooms, laundry areas, lobbies, and hallways, of a building used in whole or in part as a student dormitory that is owned and operated or otherwise utilized by a public or private institution of higher education.

Fire drills are held once a year for the campus. These drills are announced and have detailed information about where to go in case of a fire. Each building is staffed with designated floor and building captains who are responsible for assisting building occupants as well as accounting for them at the safe site.

Fire Log

MacMurray College Office of Safety and Security maintains a fire log in a form that is easily understood. The log records all incidents, date and time day of fire, whether the fire was unintentional, intentional or undetermined, deaths and injuries caused by the fire and property damage costs. The portion of the fire log that is within the most recent two month period will be available for inspection, upon request, during regular business hours. Request for portion of the log that is older than two months will be made available for public inspection within two business days of the request.

2010 Fire Log

| Building | Date of Fire | Time of Day | Unintentional Fire | Intentional Fire | Undetermined Fire | Deaths Related to Fire | Number of Injuries | Property Damage costs |
|-----------------|--------------|-------------|--------------------|------------------|-------------------|------------------------|--------------------|-----------------------|
| Michalson House | | | 0 | 0 | 0 | | | |
| Norris House | | | 0 | 0 | 0 | | | |
| Kendall House | | | 0 | 0 | 0 | | | |
| Rutledge Hall | | | 0 | 0 | 0 | | | |
| Jane Hall | | | 0 | 0 | 0 | | | |