HIGHER EDUCATION OPPORTUNITY ACT (P.L. 110-315) (“HEOA”)  
NEW REPORTING AND DISCLOSURE REQUIREMENTS (Specific to the Doane Safety Office)  
TITLE I

Fall 2009 Report

Section 120(a)(2)(B) – Drug and Alcohol Violations Reporting (20 U.S.C. § 1011i)

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>Number of Incidents</th>
<th>Number of Fatalities</th>
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</thead>
<tbody>
<tr>
<td>Drugs</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Alcohol</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Drug Sanctions</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Alcohol Sanctions</td>
<td>20</td>
<td>0</td>
</tr>
</tbody>
</table>

Criminal Offenses (§ 485(f)(1).)

Security Authority
The Doane Safety Office does not employ commissioned law officers. The Doane Safety Office is made up of one Director, three Safety Administrators and one contracted guard shift per day. Doane staff members and a contracted guard service (Securtias) are responsible for all aspects of safety and security for Doane College Crete. As staff members for the college, the Doane Safety Office may forward reports involving students to the judicial affairs officer for the campus and reports including staff or faculty to the appropriate Vice President. Incidents involving non-compliant non-Doane community members may result in staff contacting the Crete police department for assistance.

The Doane Safety Office does work closely with the Office of Residence Life for judicial affairs as well as the Crete Police Department for crime incidents. Doane College requests that all crimes or suspected crimes occurring on campus be reported to the Doane Safety Office at (402)826-8669 as soon as possible.

Prompt and accurate reporting of all crime
Criminal actions and other emergencies occurring on campus should be reported immediately to the Doane Safety Office by telephone at (402)826-8669. This number is answered 24/7 during the academic year. A daily crime log is kept at the Doane Safety Office on display at the front counter. A copy of the current report will be made available to any Doane community member within two days of request. The Doane Safety Office is located in the basement of the Perry Campus Center at Doane College. The Safety Office will respond by taking the following action(s) as necessary:

- Request the Crete Police Department(s) and/or the Crete Fire Department to the scene of the reported incident
- Investigate the incident
- Take appropriate action(s) to identify, apprehend, and report the person(s) responsible
- Notify or request the assistance of other law enforcement and/or other agencies when necessary
- Take action(s) and/or make appropriate notifications
**Contact Information:**
Safety and Security Issues: Director of Campus Safety – Russ Hewitt (402)826-8295, russ.hewitt@doane.edu
Student Judicial Affairs Issues: Director of Residence Life – Kevin Bollinger (402)826-8666, Kevin.bollinger@doane.edu
Employee Issues: Vice President of Financial Affairs – Julie Schmidt (402)826-8200 julie.schmidt@doane.edu
Student Issues: Vice President of Enrollment Management and Student Leadership (402)826-8111, kim.jacobs@doane.edu
Doane Lincoln: Dean Janice Hadfield (402)466-4774, Janice.hadfield@doane.edu
Doane Grand Island: Jennifer Worthington (308)398-0800, Jennifer.worthington@doane.edu

**Local Law Enforcement**
We encourage the reporting of campus criminal activity directly to the Doane Safety Office or reporting directly to the Crete Police Department at (402)826-4311 or 9-911 for emergencies. Doane College supports this decision and encourages any Doane community member to utilize local law enforcement if they are the victim of a crime.

**Confidential Reporting**
Victims or witnesses may report certain crimes to the Doane Safety Office Department on a voluntary, confidential basis. Crimes reported confidentially will be included in the Campus Security Report but will not be investigated by the Doane Safety Office. Doane counselors and wellness staff are encouraged to inform the persons being counseled or treated medically of procedures to report crimes on a voluntary, confidential basis if and when the counselor deems appropriate. Victims or witnesses may report sexual assaults to the Doane Safety Office on a voluntary, anonymous and confidential basis. The Doane Safety Office will only utilize the report for the compilation of statistical records for assaults that occur on the Doane campus.

**Timely Warnings and Campus Alerts**
The purpose of a timely advisory is to alert the campus community to the occurrence of a crime that poses an ongoing threat to the campus community and/or to heighten safety awareness of students and employees in a manner that will aid in the prevention of similar crimes. In certain situations, the Director of Campus Safety will make a decision, in consultation with the Vice President of Enrollment Management and Student Leadership as needed, whether to disclose the incident through a public notice to the community via print and electronic means. The circumstances of any particular situation coupled with the Safety Office’s evaluation of the situation/threat potential will dictate the need and manner for the issuance of a Campus Crime Alert bulletin. However, in general, whenever there has been a report of a violent crime, a major property crime or other significant criminal event on or adjacent to campus and the Director of Campus Safety or his/her designee is of the opinion that the safety of the campus community is at-risk, a Campus Crime Alert bulletin will be issued.

The crime alert will include the following information, if available:
- Description of the incident (type of crime, time, date and location)
- Physical description of the offender
- Composite drawing or photograph of the offender
- Connection to previous reported incidents
- Description of injuries or use of force, if relevant
• Crime Prevention Tips
• Emergency contact information (phone numbers and web sites)
• Date the campus crime alert bulletin was issued

Systems of delivery for issuing Campus Crime Alert bulletins include postings, direct distribution of flyers, email, the campus student newspaper, and campus website.

**Evacuation procedures**
Evacuations procedures in the event of an emergency incident are posted in all residence halls and academic buildings. Exit signs are located in hallways indicating the closest route to exit the building if necessary.

**Immediate notification to campus following a significant emergency/dangerous situation or threat**
Doane College has an emergency alert system (E2Campus) which can notify all community members via TXT and email following an incident. Community member are encouraged to sign up for this free program by going to [www.doane.edu/alerts](http://www.doane.edu/alerts).

**Publicize emergency response and evacuation procedures**
Emergency response and evacuations procedures are located on the Doane website at [www.doane.edu/students/campus/safety/](http://www.doane.edu/students/campus/safety/).

**Testing of emergency response and evacuation procedures annually (§ 485(f)(1)(J).)**
Doane College plans, exercises and tests its emergency response and evacuation plans frequently. The Doane College Emergency Response Team exercises the college plans throughout the academic year. Members of the local EMS teams are involved in this planning. Fire and tornado plans are exercised in each residence hall each semester. Table top and role play exercise of campus emergencies are also frequently done.

| Types of Hate Crimes reported on campus (§ 485(f)(1)(F).) |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Larceny-Theft   | Simple Assault  | Intimidation    | Destruction     | Damage          | Vandalism       |
| 0               | 0               | 0               | 0               | 0               | 0               |

**Fire Safety (§ 485(i).)**

**Fire Safety Report/Log Fall 2008**

<table>
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<tr>
<th>Student Housing</th>
<th>Nature of Fire</th>
<th>Date</th>
<th>Time</th>
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### Fire Safety Statistics

<table>
<thead>
<tr>
<th>Year</th>
<th># of Fires</th>
<th>Causes</th>
<th>Injuries</th>
<th>Fire Deaths</th>
<th>Property Value</th>
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<tbody>
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<td>2008</td>
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<td>0</td>
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</table>

### Campus Housing Fire Safety Systems

Every campus residence hall has smoke and sprinkler systems available throughout the buildings. These systems are tested throughout the year and any issues are addressed immediately.

### Number of regular mandatory supervised fire drills

Each residence hall performs two supervised fire drills/tornado drills each year. Academic buildings and administrative buildings perform tests annually.

### Campus Housing Fire Safety Policies

- **Portable electrical appliances**
  - Devices with electric heating sources are not allowed in campus residence halls. Maintenance checks and room checks are performed twice a year to ensure student compliance.

- **Smoking and open flame policy**
  - Smoking and open flames (candles) are banned from all residence halls.

- **Evacuation procedures**
  - Evacuations policy and procedures are posted on all residence hall rooms (back side of door). The postings have helpful hints as well as maps of floor locations to the nearest exits.

- **Fire Safety Education Programs (Student and Faculty)**
  - An annual safety programming is made available to faculty and staff. Residential students attend frequent hall and floor meetings where safety issues are addressed.

### Future Improvement of Fire Safety

The college continues to update systems for the improvement of the campus safety posture. Future improvements include additional training and role-play exercises for community members.
**Missing Students (§ 485(j).)**

**Missing Student Notification Policy and Procedures**
Doane College students may identify a confidential contact to be notified not more than 24 hours after a student is determined missing. Students under 18 years of age that are not emancipated need to be aware that the institution must notify parents no later than 24 hours after the student is determined missing. The college must also notify law enforcement no later than 24 hours after a student is determined missing. If a student is determined missing, the Doane Safety Office will initiate the emergency contact procedures once a student, for whom a missing persons report has been filed, has been missing for 24 hours.

Notification procedures:
1. Notification of appropriate college officials
2. Forward of reports to campus security
3. Notification of appropriate law enforcement officials
4. Notification of the students confidential contact (if filed)
5. Notification of the students parent if he or she is under 18 and not emancipated, a missing persons report has been filed, and the student has been missing for 24 hours.
   a. If the student has not submitted a confidential contact a parent or legal guardian will be notified.

**Crime Victims (§ 485(a)(26).)**

Doane College will make available, upon written request, to any alleged victim of a crime of violence or nonforcible sex act the report of the results of the institution’s disciplinary proceeding against the alleged perpetrator.
References:

HIGHER EDUCATION OPPORTUNITY ACT (P.L. 110-315) (“HEOA”)

Doane College Annual Campus Crime Disclosure (2008)
www.doane.edu/students/campus/safety

Doane College Student Handbook 2009-2010
www.doane.edu/students/information