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Overview

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

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

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

The Annual Security and Fire Safety Report is provided by the MUM Department of Safety and Security and MUM Legal Department with the collaboration of the MUM Department of Student Life and the Office of the Dean of Faculty. In addition, the complete report includes criminal statistics collected from the Fairfield Police Department and Jefferson County Sheriff. Information about student housing was provided by MUM’s Department of Housing and the Management Office of Utopia Park.

We hope you find this year’s Report useful and something you can rely on throughout the academic year. If you have questions, concerns or suggestions about this report, please contact: Dr. Beata Nacsa, Director of Regulatory Compliance, email: bnacsa@mum.edu, telephone: ext. 4275, or 641-919-9494
Availability of the Annual Report

The report is made available automatically to all current students and employees; while prospective students and employees are notified of its existence during their application process and afforded an opportunity to request a copy.

An e-mail notification is sent to all enrolled students, members of faculty and staff providing precise instructions how to get access this report. The full text of the report is available on the MUM website at: https://www.mum.edu/security-report/. Hard copies of the Annual Security Report are available at MUM’s Enrollment Center, or you can request that a copy be mailed to you by calling (641) 472-1144.

The crime and fire statistics of this report has been provided to the U.S. Department of Education, as well.

Avert the Danger which Hasn’t Yet Come

Maharishi University of Management is dedicated to provide an optimal learning, working and living experience for our students, faculty and staff by safeguarding a safe and secure environment. MUM has a number of approaches for creating a secure and safe campus. First, we are vigilant in meeting and surpassing all federal, state and local laws and recommendations for providing security and safety on higher education campuses. At the same time, MUM has incorporated into the curriculum and lifestyles of the students, faculty and staff a number of powerful consciousness-based tools and techniques, including Transcendental Meditation and the advanced TM-Sidhi program which have been verified to have benefits in the area of crime prevention. The Transcendental Meditation and TM-Sidhi programs have been scientifically proven to reduce stress in the brain and nervous system and thereby significantly diminish tendencies for antisocial, violent and criminal behavior — at their root cause. By incorporating the Transcendental Meditation, TM-Sidhi and other simple and enjoyable self-development programs into the daily lives of everyone on campus, individual and community stress is naturally and effortlesly reduced. MUM is unique in this way, providing a solid foundation for preventing crime and maintaining a more secure and safe college campus.

Maharishi University of Management  |  Tel: 641-472-7000  |  www.mum.edu
As no campus can totally isolate itself from crime, Maharishi University of Management has developed a series of policies and procedures designed to ensure that every possible precaution is taken to protect the campus community. These policies and procedures are described in the annual report below, and in a more detailed manner in handbooks for students, faculty and staff, and also on the website of the University.
Campus Security

Security services are provided by MUM mobile and/or in-house security officers on the main campus (N. 4th Street Fairfield, IA and in Headly Hall Maharishi Vedic City, IA) and by the security service of Kohala Institute on the MUM Hawaii Campus (Kapaaau, HI).

Security and safety operations for all MUM locales are organized, directed and administered by the Safety and Security Office located on the main campus in Fairfield, Iowa. Administrative tasks are carried out on the MUM Hawaii Campus through a security liaison person located in Kapaaau HI.

Services Provided on the Main Campus

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

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

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

**Safety and Security Office**

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

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

E-mail communication concerning reporting crimes and/or observations and recommendation in relations to security and safety issues should be addressed to Rig Gelfand (Director of Security and Safety) rgelfand@mum.edu ext. 1117 and 641-233-8594, and Dr. Beata Nacsa (Director of Regulatory Compliance) at bnacsa@mum.edu ext. 4275 or 641-919-9494.

The detailed description of security policies and operations are available on the website of the Safety and Security Department: [http://portals.mum.edu/campus-services/security](http://portals.mum.edu/campus-services/security).

The MUM Safety and Security Office is involved directly in approving the design, modification, maintenance, and improvement of all MUM facilities to assure compliance with all safety codes and security needs.

All employees of facilities management go through a background check administered by their employer and their employment must be approved by MUM HR Department.
Security Services on Other Locales (“noncampus” locations)

*MUM Hawaii Campus*

Periodically MUM organizes courses that are held on the “MUM Hawaii Campus” which consist of a classroom and a dormitory rented from Kohala Institute, Kapaau HI. Other facilities are shared with other occupants of the Kohala Institute.

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

All security services which are offered on the main campus by the Safety and Security Office are continued to be provided for members of the MUM Hawaii Campus by the Safety and Security Office, including but not limited to overseeing security services and keeping incident, crime and fire logs. Security trainings and presentations are provided for the members of the MUM Hawaii Campus throughout their tenure in MUM. The participants are informed about the specific hazards and risks present on the Hawaii Campus throughout their preparation for their trip, and in details during the pre-departure orientation. During the pre-departure orientation an agreement is concluded with all participants about their participation on the MUM Hawaii Campus which contains specific information about the trip, including security risks and what preparation and behavior is requested from the participants in order to avoid or mitigate risks and conflicts throughout the trip. All participants are encouraged to be responsible for their own safety and the safety of others.

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

Student, staff and faculty are encouraged to call 911 without delay in case of emergency. Other criminal activity must be reported to Kapa’au Police Station (North Kohala District), 54-3900 Akoni Pule Highway, Kapa’au (behind the Kamehameha statue) phone number is 808-889-6540. For police services you also may call 808-935-3311. All
incidents, arrests and emergencies on the MUM Hawaii Campus are handled by the authorities.

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

Members of the MUM Hawaii Campus in Kapaa HI are encouraged to visit regularly http://www.hawaiipolice.com/ website for news releases about the local criminal activity.

Timely warnings and emergency notifications on MUM Hawaii Campus will be sent out primarily through the local phone tree, which is set up and administered by the security liaisons and/or through the mass notification system of MUM and /or Kohala Institute.

**MUM Hawaii Campus security liaison:**

Name: Dr. Devon Almond, MUM Hawaii Academic Director  
Cell: 808-854-9652  
Email: dalmond@mum.edu

The **Title IX Coordinator** for the MUM Hawaii Semester Campus is based in Fairfield, IA and can be reached as follows:

Name: Caterina Tomaselli  
Phone: (641) 233-8033  
Email: croesler@mum.edu
Persons involved in sexual violence may also call the National Sexual Assault Hotline (800) 656-HOPE (4673); for online confidential chat with a trained volunteer: https://ohl.rainn.org/online.rainn.org/, or call 24/7 crisis line of the Crisis Intervention Services at 1-800-270-1620. Further resources are available at https://hawaiisaysnomore.org/resources/.

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

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

In Kohala Institute, security services are provided by the GRACE Center Operations Manager from 6 A.M. through 10 P.M., and by overnight security officer 10 P.M. through 6 A.M. In 2016, Kohala Institute toured the Kohala Fire Department (2 of the 3 shifts) and members of the Kohala Police Department on its campus. In case of emergency situations, student may reach via phone the security officer, the GRACE Center Operations Manager as well as the Executive Director of the Institute.

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

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

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

The Title IX Coordinator for all MUM sponsored trips outside the main campus is Caterina Tomaselli, who is based in Fairfield IA and can be reached at (641) 233-8033; croesler@mum.edu.

**Additional Information for the First Year Team Building Course (Base Camp)**

The first year team building course (held twice a year) is organized, directed and administered by the Department of Exercise & Sport Sciences. Participation in this course is voluntary. Interested participant should make an informed decision about their participation after learning about the nature and the purpose of the course, and the specific health and safety challenges and risks it will impose on the participants.

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

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

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

All locales of Maharishi University of Management’s are private, but open to visitors during daytime hours. The main campus in Fairfield IA is accessible through the Visitors Center in the Dreier Building. MUM campus is also open to guests of residents. Visitor and guest presence on the main campus is subject to the discretion of the Safety and Security Office.

The MUM Hawaii Campus is accessible through the security liaison persons in charge whose contact information is published in the section “MUM Hawaii Campus” above.

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

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

Classroom buildings are locked after evening classes. All buildings are secured with locks and are checked periodically by patrols conducted by security officers during closed periods and randomly during the day.

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

General Information

The University undertakes programs designed to improve security awareness and encourages students, staff, and faculty to take an active role in prevention of crime. Security awareness programs are accomplished through a variety of means. The University disseminates general and specific information in writing to the University community via newsletters, booklets, leaflets, posters, etc. and presents a variety of presentations and trainings throughout the academic year, as it is scheduled by the security and safety training program developed by the Safety and Security Office, Department of Student Life, the Title IX Coordinator and Department of Human Resources. The purpose of such programs includes providing tools that will encourage students, faculty and staff to take responsibility for their own safety and the safety of others.

The University encourages MUM community members on the main campus to regularly read the police arrest reports published in the Fairfield Ledger, and to follow Jefferson County Iowa Mugshots - Fairfield Iowa and Jefferson County Sheriff’s Office-Fairfield, IA on Facebook in order to learn the most current crime information in Fairfield and Jefferson County. Members of the MUM Hawaii Campus in Kapaaau HI are encouraged to visit regularly http://www.hawaiipolice.com/ website for news releases about the local criminal activity.

Security and Safety Education

Students and employees are provided with handbooks at the commencement of their study or work at the University, along with this annual report, which advises them of University rules and policies, including security and safety policies. Detailed description of security policies and practices are available online on our website for all community members (http://portals.mum.edu/campus-services/security).
The Safety and Security Office provides presentations to all new students and employees about our core security policies, including but not limited to policies concerning basic crime prevention strategies; active shooting; tornado safety; traffic safety and fire safety. The length and the content of the presentations are adjusted to the needs of the particular group. These presentations are provided to those students, staff and faculty, as well, who will continue their activity later on in Kapaau HI.

Staff and faculty are further informed of relevant security policies and procedures by their department heads and/or the Safety and Security Office directly throughout their tenure in different forms, including newsletters, presentations, and meetings, according to the annual security and safety training schedule developed through the collaboration of Security, HR and Student Life Departments. New students are advised during orientation about MUM’s security and safety policies and practices, including the importance of crime prevention and crime reporting. At the end of the presentations written information is provided to the students about core security policies, e.g. run-hide-fight in case of active shooting; fire prevention strategies; emergency evacuation procedures, etc.

All new students attend a presentation about red flags of mental health problems and are encouraged to report all such incidents to the Director of Student Support Services and/or Safety and Security Office and/or Dean of Student Life.

The local law enforcement agency is working with the MUM community to create awareness of the most up to date information from the FBI and Homeland Security on what to do in case of an active shooter or armed intruder in our environment. Faculty, staff and students are given information on recommended responses to this situation and the university is planning on campus wide ‘practice lockdowns’ to ensure maximum preparedness in case of this type of danger on campus.

For MUM community members on the main campus, announcements are posted via various formats (e.g. posters, newsletters, e-mail messages) throughout the year relating to relevant issues, e.g., bicycle safety notices in the spring, driving notices and emergency snow procedures in the winter, tornado procedures in the spring and fall.
For MUM community members in Kapaau HI, electronic announcements are delivered via e-mail. During the on-site orientation procedure, the local security liaisons with the involvement of the security services of the Kohala Institute inform the students, staff and faculty about the local security procedures and practices, including crime and emergency reporting procedures, evacuation procedures, locally applied methods of emergency notifications and timely warning procedures and the local security and safety risks. Standing emergency procedure notices relating to these and other matters are posted on public bulletin boards placed throughout both campuses in public buildings and in residence halls.

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

**Training on Sexual Assault Prevention**

Since 2015 MUM’s Sexual Assault Prevention Team, composed of “Mentors in Violence” Certified Trainers, trains all University staff, faculty and students every year about policies on preventing and attending sexual assault cases. Every new student entry (6/year) is educated about sexual misconduct prevention on campus.

Training covers topics such as how to identify red flags about a possibly problematic situation and how to intervene safely. The training, which is provided in the format of “Mentors in Violence Prevention”, provides education about resources available on and off campus, as well as Title IX policies. Furthermore, training includes information about the victim’s rights under Title IX and information about students, staff and faculty training on sexual misconduct prevention. All staff, faculty and student-employees are trained Mandatory Reporters and are therefore required to inform the Title IX Coordinator about any suspected sexual misconduct incident. Training for new students at each standard entry lasts approximately one and a half hours; training to the Master in Computer Science program students is approximately one hour in duration.

Members of faculty and staff are asked to refresh their knowledge on the requirements for a mandatory reporters and Title IX policies by watching this video on [MUM Sexual Misconduct Prevention](#).
More information is provided on sexual assault prevention on [www.mum.edu/sexual-respect](http://www.mum.edu/sexual-respect) webpage.

**Promoting Respectful Behavior**

Honoring diversity is one of the core values of Maharishi University of Management. We honor cultural diversity as well as diverse backgrounds and viewpoints, and welcome everyone’s contributions. We do not tolerate harassment in any form. This includes, but is not limited to, harassment on the basis of sex, race, color, religion, and disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, or political belief. Students are aware of any form of harassment should contact the Dean of Student Life or any other member of the Department of Student Life; members of staff and faculty, and short and long term visitors should contact the Vice President of Operations, Dean of Faculty or the Director of Human Resources. Once the University becomes aware that harassment might exist, prompt and appropriate action will be taken (e.g. the issue will be investigated, evidence will be collected, disciplinary hearing will be initiated and consequence applied).
Emergency and Crime Reporting

In emergency situations, from any locales of MUM operations, call 911 without delay. When calling the local law enforcement agency and/or the Safety and Security Office to report a crime be prepared to answer to the 4W (where, when, what and who) questions, and be as specific as you can. Don't downplay the importance of your call. Remember to report immediately if anyone's life or safety is threatened; if anyone needs medical assistance or an ambulance; if the suspect(s) are still there; if the suspect(s) have a weapon. Don't hang up the phone until the dispatcher tells you to do so. You may be put on hold while the dispatcher contacts emergency responders. Further instructions are provided on MUM security portal about how and what should be communicated to the emergency dispatchers.

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

From the MUM Hawaii Campus contact Kapa’au Police Station (North Kohala District), 534-3900 Akoni Pule Highway, Kapa’au (behind the Kamehameha statue), phone number is 808-889-6540. For police services you also may call 808-935-3311. Residence hall directors/advisors should also be informed of any emergencies or criminal actions so that they can aid in providing assistance.

Reports of any emergencies and criminal activities on field trips and rotating university courses should be addressed to the course leader or its designee, and local emergency number (for example: in the US 911, in India 112).

Reporting of criminal and disruptive behavior is a responsibility of each member of MUM community. Prompt and accurate reporting of criminal and disruptive behavior to Campus Security and Safety is appreciated so that preventative steps can be promptly
taken. Failure to provide notice of crimes observed may be grounds for disciplinary action.

MUM Security reports criminal actions to the appropriate state, local or federal authorities for assistance and/or prosecution without delay.

**Campus Security Authorities**

Campus security authority is a term introduced by the federal Clery Act and covers certain part of the personnel to whom a crime could be reported. Members of the security operations are campus security authorities by law; further members of the personnel could be designated as campus security authorities by the institution. If a crime is brought to the attention of a campus security authority or a local law enforcement personnel by a victim, witness, other third party or the offender, the crime is considered to be “reported” and must be included into the institution’s crime log and yearly crime statistics.

**Campus security authorities on the main campus:**

- Director of Safety and Security (Rig Gelfand, rgelfand@mum.edu, ext. 1117, 641-233-8594)
- Director of Regulatory Compliance (Beata Nacsa, bnacsa@mum.edu, ext. 4275, 641-919-9494)
- Title IX Coordinator (Caterina Tomaselli, croesler@mum.edu, (641) 233-8033)
- security officer on duty (ext. 1115 or 641-472-1115)
- security officer in Hildenbrand Hall (room no. 103 in Hildenbrand Hall)
- Vice President of Operations (Thomas Brooks, tbrooks@mum.edu, 641-472-1205, cell: 641-919-9710)
- Vice President of Academic Affairs (Craig Pearson, cpearson@mum.edu, 641-472-1186,
- Dean of Faculty (Cathy Gorini, cgorini@mum.edu, 641-472-1107
- Dean of Student Life (Amellia Hesse, amhesse@mum.edu, 641-470-1327)
- Associate Dean of Student Life (Manyu Hesse, mhesse@mum.edu, 641-472-1190)
- Vice-President for Enrollment, Business Administration & Marketing (Rod Eason, reason@mum.edu, 641-472-1204),
- Director of Human Relations (Stan Lamothe, hrdirector@mum.edu, ext. 4826, 641-472-1194)
- Dean of Admissions (Steven Langerud, slangerud@mum.edu, ext. ext. 4153)
- Director of Housing (Mahmood Ali, mali@mum.edu, ext. 4110)
- Director of Residential Life (Selin Ozbudak, sozbudak@mum.edu, ext. 4804, 641-226-0052)
- Director of Student Success Center (Paula Armstrong, parmstrong@mum.edu, 641-470-1384)
- Chairperson of the Department of Exercise & Sport Sciences (Ken Daley, kdaley@mum.edu, 641-472-1163, cell: 641-209-9893)
- residential directors and advisors (names and availability are posted in residential halls)

Additional campus security authority for MUM Hawaii Campus:

- MUM Hawaii Academic Director and MUM Hawaii Campus Semester security liaison: Dr. Devon Almond, dalmond@mum.edu, cell: 808-854-9652

Relation to State Agencies

State agencies, by arrangement with the University, patrol periodically the different on campus and non-campus locales of MUM. The Fairfield Police Department and the Jefferson County Sheriff patrols the main campus in Fairfield IA and Maharishi Vedic City IA; the MUM Hawaii Campus is patrolled by Kapa’au Police Station HI.

These and other appropriate agencies are called to the main campus and other locales of MUM operations in case physical detention and/or arrest of individuals is necessary.

Investigation and Assessment

All crime reports are investigated by the Safety and Security Office. Unlawful activity will be referred to law enforcement agencies and when appropriate, and to the Dean of
Faculty and Dean of Student Life for disciplinary procedure. Violations of the Students’ Code of Conduct will be referred to the Office of Student Life.

When a potentially dangerous threat to the University community arises, timely warnings and/or emergency notifications will be issued through e-mail and text announcements via the MUM e-mail system, the RAVE Mobile Safety mass notification system, Oohlala Campus app push notification function, flyers, in-class announcements, or other appropriate means that will aid in the prevention of similar occurrences.

**Timely Warnings**

When the Safety and Security Office receives a report of a crime, it is reviewed to determine if there is a serious or continuing threat to the campus community. In the event the Safety and Security Office determines that the crime results in a serious or continuing threat to the campus community, but it does not rise to the level of a campus emergency, a campus wide timely warning will be issued in the form of a crime alert email. Timely warnings are typically issued for the following crime classifications: murder/non-negligent manslaughter, aggravated assault, robbery, forcible sex offences and major incidences of arson. All cases will be evaluated on a case-by-case basis, taking into consideration all available facts of the case, especially the nature of the crime; when, where and how the crime was committed; whether it was a stranger or a non-stranger crime; whether there is a continuing danger to the campus community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a timely warning. Even though that is not required by the law, timely warning notices may also be sent out for other crime classifications like motor vehicle theft, burglary, pickpocketing and purse snatching if the frequency of their occurrence makes it necessary to warn the larger community in order to prevent further incidences.

The Safety and Security Office will develop the crime alert and issue it to the community by mass email. The crime alert will be sent to the registered e-mail address of all MUM community members and will include all the important known and substantiated facts,
suggestions for protective measures a person could take and, if relevant, any suspect information.

**Signing up to Get Timely Warnings**

The RAVE Mobile Safety mass notification system and the Oohlala MUM Campus App are used by the University to send out mass notifications via text and/or e-mail messages. The Enrollment Center and the Department of Human Resources insure that all students and employees data is periodically uploaded into the RAVE Mobile Safety system. Students and employees are expected to maintain their enrollment and HR records updated, especially in case of address, phone number and e-mail address changes. Individual registration may be made to the RAVE Mobile Safety system here: [https://www.getrave.com/login/mum](https://www.getrave.com/login/mum). Short term visitors are also encouraged to sign up for the RAVE Mobile Safety system. All members of the MUM community are encouraged to check periodically whether their data on the RAVE Mobile Safety system is accurate and up-to-date.

All members of the MUM community (including short term visitors) are encouraged to sign up for the Oohlala MUM Campus App in order to get information about all important aspects of campus life, including information about possible emergency situations. The Oohlala Campus App allows Campus Security to send out emergency push notifications if the situation requires it. Any member of the campus community can sign up here with their mum.edu e-mail address: mum.campusapp.com

Short term visitors can sign up for both the Rave Mobile Safety mass notification system and Oohlala Campus app. When signing up for Oohlala, those who have no mum.edu e-mail address, please choose the “visitor” option on the welcome page.
Crime Log

The Safety and Security Office keeps a crime log to record crimes committed on any locale of MUM operations. The crime log includes information about when the crime was committed, when it was reported to a campus security authority (including date and time); the nature of the crime; the general location of the crime and if available, the disposition of the complaint. The crime log is accessible upon request to any member of the MUM community by calling the Safety and Security Office at the telephone numbers ext. 1117 or 4275; (641) 472 1117; or visiting Safety and Security Office during window hours (2.30 - 4.20 PM Mo-Fr).

Crime Reporting Responsibility of MUM to the community

The law requires that all statistics on legally stipulated crime categories be reported by Maharishi University of Management to the University community in an annual report, as below.

MUM’s Clery Geography

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

The “on campus” category covers the main campus: 1000 N 4th Street in Fairfield, 804 Dr. Robert Keith Wallace Drive (Maharishi School) Fairfield, 1100 N. 4th Street, Fairfield (Gate Ridge Court Bldg.), 2000 N. Court Street, Fairfield (Utopia Park) and 2100 Mansion Drive (Headly Hall) in Maharishi Vedic City IA locations.

The “noncampus” category covers the MUM Hawaii Campus (located in the Kohala Institute, Kapaau HI), and first year team building course (base camp), field trips and rotating university courses.
The “public property” located within and around MUM main campus covers Highway 1 between Reiff Grain and Feed going south to Carpenter Street; North B Street between Zimmerman and the end of Utopia Park; Fairfield Loop Trail on the North West/ West side of the campus; Waterworks Park and 1 mile long section of the Fairfield Loop Trail from North B street going to West.

**Categories of Reportable Crime**

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

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

Higher education institutions are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: 1.) Liquor Law Violations; 2.) Drug Law Violations; and 3.) Illegal Weapons Possession. If both an arrest and referral are made only the arrest is counted.

The fourth category of statistics must be disclosed are offences stipulated by Violence Against Women Reauthorization Act of 2013: domestic violence, dating violence and stalking.

**Definitions of Offences and Procedures Used in Crime Statistics (federal laws)**

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

**Arrest:** A person processed by arrest, citation or summons.
**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another.

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

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

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

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

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

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

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

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

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

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

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

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

**Murder & Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Rape:** Penetration, no matter how slight, of the vagina or anus with 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.)
Referral for Disciplinary Action: The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

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

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

Simple Assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

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

Weapon possession (illegal): The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.
Definitions of Offences Used in Crime Statistics (state laws and local ordinances)

Alcohol offences - Iowa Alcoholic Beverage Control Act

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

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

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

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

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

Alcohol Offences - local ordinances

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

9.32.020 Consumption in public prohibited. No person shall use, drink or consume beer or other intoxicating liquor, while such person is on any public street, public alley or highway, or in any public park, public place, or public area within the city, or in an
automobile or other vehicle while same is on any public street, public alley, or public ground, park, or area in the city. (Ord. 455 '1, 1963).

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

9.92.030 Prohibited acts in all parks. (a) No person or persons shall consume any alcoholic beverage or liquid in any city park. (Ord. 555 '3, 1972).

**Drug Offences - Controlled Substances Law (Iowa)**


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

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

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

**Weapon carry laws - Iowa**

724.4 Carrying weapons. 1. Except as otherwise provided in this section, a person who goes armed with a dangerous weapon concealed on or about the person, or who, within the limits of any city, goes armed with a pistol or revolver, or any loaded firearm of any kind, whether concealed or not, or who knowingly carries or transports in a vehicle a pistol or revolver, commits an aggravated misdemeanor. 2. A person who goes armed with a knife concealed on or about the person, if the person uses the knife in the commission of a crime, commits an aggravated misdemeanor.

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

(Exceptions to subsection 1 through 3 are listed in subsection 4. For details see: [https://www.legis.iowa.gov/DOCS/ACO/IC/LINC/Chapter.724.pdf](https://www.legis.iowa.gov/DOCS/ACO/IC/LINC/Chapter.724.pdf))

**Weapons - local ordinances**

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

9.92.030 Prohibited acts in all parks. (b) No persons or persons shall use or discharge any firearms in any city park. (Ord. 555 '3, 1972).
Crime Statistics in 2014-2016

The below tables contain the number of crimes committed on all locales of MUM operations, and also the number of arrests and disciplinary referrals due to alcohol, drug and weapon law violations, or Violence Against Women Act Offences.

The crime statistics are based on reports made either to campus security authorities and/or local law enforcement agencies in the years 2014-2016.

*Criminal offences:*

<table>
<thead>
<tr>
<th>Category of crime</th>
<th>Year</th>
<th>On-campus total</th>
<th>Non-campus locations</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-campus housing facilities</td>
<td>Other on-campus</td>
<td></td>
</tr>
<tr>
<td>Murder/ non-negligent manslaughter</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
No **hate crimes** were reported during the years of 2014 – 2016 in the above crime categories. There was no hate crime reported in the categories of larceny-theft, simple assault, or destruction/vandalism either.

A crime must be considered a hate crime if the victim was intentionally selected because of the perpetrator's bias, for any of the crimes listed above.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
There was **no unfounded crime** during 2014-2016 years.

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

**Arrests:**

<table>
<thead>
<tr>
<th>Category of offence</th>
<th>Year</th>
<th>On-campus</th>
<th>Non-campus locations</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-campus housing facilities</td>
<td>Other on-campus</td>
<td></td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor law violations</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Disciplinary actions:**

<table>
<thead>
<tr>
<th>Category of offence</th>
<th>Year</th>
<th>On-campus</th>
<th>Non-campus locations</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-campus housing facilities</td>
<td>Other On-campus</td>
<td></td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2015</td>
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<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Liquor law violations</td>
<td>2014</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>On-campus</th>
<th>Non-campus locations</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On-campus housing facilities</td>
<td>Other On-campus</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2015</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2016</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

### VAWA offences:

<table>
<thead>
<tr>
<th>Category of offence</th>
<th>Year</th>
<th>On-campus</th>
<th>Non-campus locations</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-campus housing facilities</td>
<td>Other On-campus</td>
<td></td>
</tr>
<tr>
<td>Domestic violence</td>
<td>2014</td>
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<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Dating violence</td>
<td>2014</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>1</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Stalking</td>
<td>2014</td>
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<td></td>
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<td>0</td>
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<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>
Missing Person Policy for Students Living On-Campus

Emergency contact notification procedure for missing students

- When a student is reported by anyone to Campus Security that the student cannot be located and there is concern for the well-being of the student, this student is immediately treated as a “missing person.”
- Campus Security will forward Missing Person Report to law enforcement within 24 hours.
- Campus Security will notify a) the student’s designated contact person, or b) for an unemancipated student under the age of 18, the student’s parent or guardian.

Required Notifications

At initial on-campus registration, the Enrollment Center will require students to fill out a Personal Information Form, on which students will be advised that the following applies to all on-campus students:

- They have the option to identify a confidential contact person that MUM would contact no later than 24 hours after the student is reported missing and provide confidential contact information for that person.
- For any student under the age of 18 who is not emancipated, the school is required to notify a parent or guardian no later than 24 hours after the student is reported missing.
- MUM is required to notify law enforcement no later than 24 hours after the student becomes a “missing person.”
What to Do in Case of Sexual Harassment or Violence

The University does not discriminate on the basis of sex in its education programs. As sexual harassment and sexual violence are types of sex discrimination, it is not tolerated in MUM. The University’s policy prohibiting sex discrimination applies to conduct by students, faculty and staff on and off campus and protects students, faculty, staff, and visitors. Furthermore, any kind of sexual violence is criminal behavior that will not be tolerated.

It is the University’s policy to provide programs to prevent domestic violence, dating violence, sexual assault, stalking, and sexual harassment by increasing awareness of gender violence in our students during orientation in order to develop understanding and recognition of such issues.

The University also provides training to students, faculty and administration in bystander intervention.

Sexual Harassment

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

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

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

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.
Sexual harassment, sexual assault, dating/domestic violence and stalking involving students may occur between two or more students, between students and faculty, or between students and administrators. Third party harassment, may occur when a person who is not the direct target of harassment suffers the consequences of harassment indirectly, for example, when a student overhears others in the classroom talking and joking about sexual subjects. Complaints or incidents should be reported immediately to the Dean of Student Life (641-472-1225) the Associate Dean, (641-233-8636 or 641 472 1190) or the Title IX Coordinator (641) 233-8033.

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

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

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

**Sexual Violence**

Sexual violence, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, co-curricular, athletic, study abroad, residential and off-campus conduct, and other programs.

“**Sexual violence**” is defined as attempted or actual sexual contact performed without the active, verbal consent of another individual. It includes Sexual Assault, Sexual Battery,
Sexual harassment, sexual assault (sexual exploitation, stalking, domestic violence and dating violence are and any kind of “Sexual Contact”, obtained without effective consent.

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

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

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

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

“Sexual Exploitation”: Sexual Exploitation happens when a student takes non-consensual sexual advantage of another for the purpose of arousing or satisfying his/her own sexual desires or those of those of a third party.

Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends surreptitiously watch you having consensual sex), engaging in Peeping Tommery.

They also include:

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

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

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

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

**Domestic/Dating Violence** is the willful intimidation, physical assault, battery, sexual assault and/or other abusive behavior perpetrated by a domestic partner or a dating partner against the other partner.
**Stalking** means engaging in conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

Sexual violence also includes:

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

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

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

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

Sexual violence can be committed by anyone against a person of the same or other gender. Sexual violence can be committed by current or former lovers, friends, acquaintances, or strangers.

Students, faculty members, and administrators should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom the individual has any degree of formal power or authority must understand that the validity of the consent involved can and may be questioned. The University is particularly aware of the abuse potentially inherent in sexual relationships between staff or faculty members and students, and between supervisors and their employees.
What to do if you believe you are the victim of sexual violence

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

The Title IX Coordinator is Caterina Tomaselli. She can be reached at (641) 233-8033; croesler@mum.edu. Her office is in room 112, Gate Ridge Building, located at 1100 North 4th Street.

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

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

Reporting

Non-confidential Reporting

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

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

However, notice to the Title IX Coordinator does not mean that the incident will be investigated without the consent of the alleged victim. Barring rare and exigent circumstances, a Title IX Coordinator will offer the opportunity to the alleged victim to come in for an interview, file a complaint and/or to receive assistance or accommodations as needed, but the alleged victim may choose what action to take, the type and extent of assistance to receive, and whether to file a complaint (also called “formal reporting”). If a complaint is filed, complainants have the right, and can expect to have incidents of sexual misconduct to be taken seriously by the University, and to have those incidents investigated and properly resolved through administrative procedures.

Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual. As required by law, all disclosures to any University employee of an on-campus sexual assault are tabulated for statistical purposes by the Campus Safety and Security Department, without personal identifying information. In compliance with federal law, these statistics and other mandated crime statistics are reported annually, but no names are disclosed.

Confidential Reporting

If you wish to make a confidential anonymous report concerning a crime for inclusion in our annual disclosure of crime statistics you may mail the report to Beata Nacsa, Director of Regulatory Compliance or Rig Gelfand Director of Safety and Security at 1000 North 4th Street, Fairfield Iowa 52557. The crime report will be reviewed by the Safety and Security Office and the Title IX Coordinator to determine the University's response. However, addressing such reports when the complainant chooses to remain anonymous is difficult, and we may not be able to investigate allegations based on an
anonymous report. Other established university channels should be used to report these matters, whenever possible.

Complainants who want to speak to someone but require that details of an incident be kept confidential may speak with on-campus Personal Support Service Directors or off-campus rape crisis resources who can maintain confidentiality unless there is cause for fear for complainant’s safety, or the safety of others. These are individuals whom the University has not specifically designated as "responsible employees" for purposes of putting the institution on notice and for whom mandatory reporting is not required, other than in the stated limited circumstances.

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

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

Crisis Intervention Services, which serves victims of sexual assault and harassment. Their 24/7 crisis line is 1-800-270-1620.

Crisis Center & Women's Shelter, which serves victims of domestic violence. Their 24/7 crisis line is (641) 683-1750.

In case of after hour emergencies, students may also reach the Personal Support Services Directors Leslie Doyle (641) 919-7699 or Sascha Kyssa (641) 919-2968.

**Medical Treatment**

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

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

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

**Personal Support and Counseling Referrals (Confidential)**

Students involved in a case of sexual violence are encouraged to seek counseling. On campus, they may contact the Personal Support Services Office 641-472-1241, Leslie Doyle Doyle@mum.edu and Sascha Kyssa skyssa@mum.edu. They can refer students to Victoria Knight, licensed therapist, or Optimae Life Services, both in Fairfield; the University will pay for three to five visits per semester for students whose insurance does
not cover such visits. Students may also contact Victoria J Knight, 320-428-0957, or Optimae Life Services, 301 W. Burlington Ave., Fairfield, 641- 472-5771, directly.

Persons involved in sexual violence may also call the Iowa Sexual Abuse Hotline (800) 284-7821 or the National Sexual Assault Hotline (800) 656- HOPE (4673); for online confidential chat with a trained volunteer: https://ohl.rainn.org/online.rainn.org/ Other sources include the Crisis Intervention Services, which serves victims of sexual assault and harassment. Their 24/7 crisis line is 1-800-270-1620. Another resource is Crisis Center & Women's Shelter, which serves victims of domestic violence. Their 24/7 crisis line is 641-683-1750. Emergency phone numbers for Personal Support Services Directors Leslie Doyle and Sascha Kyssa are (641) 919-7699 and (641) 919-2968.

**Procedure**

Upon receiving a report, the Title IX Coordinator (“Coordinator”) and Associate Coordinator will conduct an investigation into the incident. As of Sept 22, 2017 the Coordinators will apply the “clear and convincing evidence” a standard to analyze the information received.

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

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

1. A change of the student's on-campus housing location to a different on-campus location if alternate on-campus housing is available;

2. Assistance in exploring alternative housing off campus;
(3) Assistance in securing a transfer of class sections or, arrangement for independent study courses;

(4) Assistance in arranging grades of incomplete, leaves, or withdrawal;

(5) Assistance in arranging alternate transportation, if needed;

(6) Assistance in changing a working situation;

(7) Issuance of a no-contact directive: Such a directive may occur if the University determines that continued contact between a student who has made a complaint, a student who has been accused of sexual misconduct, and/or a witness would be detrimental to any of the parties' welfare. Additionally, directives of no contact may be issued by the University if the university determines that such a directive is in the best interest of a student.

(8) Other interim actions, when necessary to protect student welfare, such as interim suspensions.

The coordinator will set up separate interviews with complainant, respondent, and any identified witnesses. Prior to its initial interview with the respondent, the University will provide written notice respondent of the allegations constituting a potential violation of the school's sexual misconduct policy. The University will include sufficient details and allow respondent sufficient time to prepare a response. Sufficient details will include the identities of the parties involved, the specific section of the code of conduct allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident.”

Following the notice the Coordinator will also interview respondent. Should these interviews not produce reasonable cause to charge the accused individual, the hearing will not proceed. However, complainants may still seek options such as reporting the incident to the Fairfield Police or Jefferson County Sheriff’s Office. At the conclusion of the interviews, the Coordinator will prepare a report which will be shared with the complainant and respondent.

During any stage of the investigation, if the Coordinator reasonably suspects that the person or person identified by the complainant poses an imminent threat of harm or
disruption to the campus community. The Coordinator may immediately remove the respondent from campus, campus housing and/or restrict the respondent's movement on campus. Barring any finding of threat, however, any interim measure the University might take will be made equally available to both parties.

Any University investigation of sexual violence will proceed independently of any action taken in criminal or civil courts. The University will not delay its proceedings while a parallel legal action is ongoing. If a criminal proceeding involving the alleged incident is ongoing, the Coordinator may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for University procedures.

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

- Be respectful of the needs and rights of individuals involved;
- Proceed as promptly as possible;
- Receive a copy of this policy for their inspection and review;
- Permit a complainant and a respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with applicable reporting laws;
- The right to cross-examine parties and witnesses or to submit questions to be asked of parties and witnesses;
- Participate or decline to participate in the investigation; (However, a decision to refrain from participating in the process cannot prevent the process from continuing with the information available.)
- Be conducted in accordance with applicable due process standards and privacy laws;
- Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law;
- Appeal the decision made by the Coordinator/Hearing Committee;
- Report the incident to law enforcement at any time;
- Understand that information collected in the process may be subpoenaed in criminal or civil proceedings.
- When resolving allegations of dating violence, domestic violence, sexual assault, or stalking, the University will provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, though the University may establish reasonable restrictions regarding the extent to which the advisor may participate in the proceedings.
- Each party will have the same meaningful access to any information that will be used during informal and formal disciplinary meetings and hearings, including the investigation report.

At the conclusion of the preliminary investigation, if the report determines that sexual assault may have taken place, the investigation will proceed. There may be more interviews as needed. Should the investigation prove to be inconclusive, however, neither party would be subject to disciplinary action.

Once the information has been gathered, the Coordinator will convene a Committee hearing to which it shall present a report on the ongoing investigation. Prior to such committee meeting, both parties will be given the opportunity to respond to the report in writing in advance of the decision of responsibility or to participate to a live hearing to decide responsibility.

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

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

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

The ONLY grounds for appeal are as follows:

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

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

**Retaliation Prohibited**

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

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

Information regarding Registered Sex Offenders

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

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

FAQ's: Questions and Answers

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

• Does information about a complaint remain private?

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

In all complaints of sexual violence, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the
nature of the violation and the action taken, without using the name or identifiable information of the alleged complainant. Certain administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the University, Deans of Students, Director of Campus Security and Safety). The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

• *Will my parents be told?*

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

• *Will the accused individual know my identity?*

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged complainant.

• *Do I have to name the perpetrator?*

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

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

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

• Will I have to pay for counseling/or medical care?

Not typically, for University provided services. In addition the University may assist students by providing financial support for up five counseling sessions with a licensed professional if it deems it reasonable. Beyond that, if a student is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc.

• What about legal advice?

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

• What about changing residence hall rooms?

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. No contact orders can be imposed and room changes can usually be arranged quickly. Other accommodations available might include:

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

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

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

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

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

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

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

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

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

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

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

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

**Mandatory Child Abuse Reporting Policy**

**Purpose and Scope**

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

**Report**

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

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

**When to Report**

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

“Child” means any person under the age of eighteen years.

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

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

**Reporting Procedures**

In the event of an emergency, first call 911.
Suspected abuse must be reported to

MUM’s Title IX Coordinator Caterina Tomaselli (641) 233-8033, croesler@mum.edu

AND/OR

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

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

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

**Mandatory Reporters under Iowa Code 232.69**

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

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

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

Because the University is committed to supporting maximum growth of our students, we have a stringent policy regarding alcohol and non-prescribed drug use.

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

Students seeking assistance with substance abuse issues are strongly encourage to visit privately the Director of Student Support Services, Campus Nurse, or any other member of the Department Student Life team. See our list of local resources.

See the Student Handbook for general procedures and policies related to alcohol and drug policy infractions, including consequences for infractions.

Drug-Free Workplace Notice

Federal law requires that all organizations receiving grants from federal agencies adopt a policy of maintaining a drug-free workplace by taking certain action. As Maharishi University of Management receives such grants we are complying with these legal requirements by giving notice to all faculty and staff that the University has adopted the following policies:

- Please be on notice as an employee of the University that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at this University and anyone violating this prohibition will be subject to dismissal.

- Please also be on notice that as a condition of being an employee of the University that you are required to abide by the terms of paragraph 1 above and you must notify the director of the University personnel office of any drug statute conviction occurring at Maharishi University of Management no later than five days after such conviction.

Maharishi University of Management’s drug-free awareness program is designed to inform you about several things including the dangers of drug abuse, the University’s
policy of maintaining a drug-free workplace, along with counseling, rehabilitation, and assistance programs for drug abuse, and advising you of the penalties which may be imposed for drug abuse violations. Please contact your department head or any University faculty member for any information relating to the University’s drug-free awareness program.

**Iowa Laws**

In the state of Iowa, the possession, use, or distribution of alcohol is illegal for anyone under age 21. To make yourself familiar with state law go to Iowa Alcoholic Beverage Control Act (https://www.legis.iowa.gov/docs/code/123.pdf, and with local ordinances, City of Fairfield, Iowa Code of Ordinances Chapter 9.32 Consumption or Possession of Alcoholic Liquor: http://cityoffairfieldiowa.com/documentcenter/home/view/123.

Students in violation of any alcohol-related laws will be subject to remedial action, and may also be prosecuted under state or federal law.

**Alcohol Policy: on campus**

The possession, use, or distribution of alcohol is prohibited on campus. If a student of any age has alcohol in his or her possession on campus (either carrying it or having already consumed it), this is regarded as a serious breach of conduct. Students are also not allowed to be in the company of those who are using or distributing alcohol on campus. Violation of this policy will result in immediate remedial action.

**Alcohol Policy: off campus**

The University strongly recommends that students of all ages abstain from the possession, use, or distribution of alcohol off campus as well as on campus. The underage possession or use of alcohol off campus, distribution to students under the age of 21 off campus, and driving while under the influence of alcohol anywhere are prohibited and subject to immediate remedial action. Note: the policy of no alcohol or drug consumption
is in effect during all field trips, Rotating University classes, other University-sponsored events, and internships.

**Health Risks of Alcohol Consumption**

Alcohol slows down brain functioning leading to poor decision-making and slower reaction times. This can lead to serious accidents when drunk. In addition, alcohol kills brain cells. By drinking you are damaging the very means of gaining new knowledge and being most successful in your life.

According to the National Institute of Chemical Dependency, “Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.”

“Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms — including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.”

**Drug Policy (on and off campus)**

In the state of Iowa, the possession, use, or distribution of certain non-prescribed drugs (such as marijuana, cocaine, methamphetamine, etc.) is illegal. The University’s policy is...
that the possession, use, distribution, manufacturing and/or growth of illegal drugs and the possession of drug paraphernalia are prohibited. Being in the company of those who are using or distributing illegal drugs or misusing prescriptions drugs is also prohibited. This policy applies to all students, on and off campus, during the school year and during vacations, whether they are here or elsewhere. The University views this infraction of rules as a serious breach of conduct subject to remedial action. Students may also be prosecuted under state or federal law. Note regarding federal law: if you are convicted for illegal drug use and the offense occurred while you were receiving Federal Student Aid, you may become ineligible for Federal Student Aid for one to three years.

**Iowa Laws**

Both state and federal laws prohibit distribution of, manufacture of, or possession with intent to distribute a controlled substance or a counterfeit controlled substance. State penalties range from 5 years to life confinement and a fine of $1,000 to $1,000,000, depending upon the type and quantity of drug involved. Conviction may also result in the loss of state and federal benefits, such as grants, school loans, or work assistance, during the time periods required by federal law. Specific drugs, amounts, and penalties are described in Iowa Code § 124. Maximum federal penalties range from 1 year confinement to life imprisonment and a fine of $250,000 to $4,000,000, depending upon the type and quantity of drug involved. State and federal legal sanctions are subject to change by the General Assembly and Congress, respectively. The maximum term and fine increase significantly if state or federal penalty enhancement rules apply. Factors which raise maximum penalties under federal penalty enhancement rules include death or serious bodily injury; prior drug conviction; placing at risk or distributing a drug to a person under 21 years old; using a person under 18 years of age to assist in the drug violation; and distributing or manufacturing a drug within 1,000 feet of school property. Penalty enhancement rules apply to defendants age 18 years or older. Factors which raise maximum penalties under state penalty enhancement rules include using firearms or dangerous weapons in the commission of the offense; distributing or
possessing with intent to distribute within 1,000 feet of school, public pool, or recreation center.

Both state and federal laws prohibit possession of a controlled substance. The maximum state and federal penalty for possession is confinement for 1 year and a fine of $1,500. The maximum term and fine increase significantly in the event that state or federal penalty enhancement rules apply. A person in possession of a small amount of a controlled substance for personal use may be assessed a civil fine up to $10,000 in addition to any criminal fine.

To make yourself familiar with the Iowa legislation, go to Controlled Substances Law, Chapter 124 of Iowa Code, https://www.legis.iowa.gov/docs/code/124.pdf)

**Alcohol and Drug Use Corrective Procedures**

Maharishi University of Management offers an alcohol and drug prevention program that aims at creating a completely alcohol-free and drug-free campus. The program includes: (a) collective practice of the Transcendental Meditation and TM-Sidhi programs by all students, faculty, and administrative staff, (b) standardized policy communication, including explicitly addressing our ‘no tolerance’ policy during student orientation, (c) confidential and free Support Services, (d) specialized meetings for individual students with advisors and student Deans, (e) mandatory meetings in all dorms with Directors of Residential Life where policy and consequences are discussed, and (f) policy vigilance by Residence Hall Directors, Resident Advisors, and Campus Security in student residence halls. The Biennial Review of Alcohol and Drug Prevention Program is available at https://www.mum.edu/wp-content/uploads/2016/03/Biennial-AlcDrugReprt-2016.pdf.

The University wishes to promote early intervention for students who seem to be using alcohol or drugs in violation of university policy, but have not been caught violating university policy. Therefore, faculty, Resident Directors and Advisors, fellow students, and others who suspect alcohol or drug usage by a student, including improper use of prescription drugs, are strongly encouraged to call the Director of Student Support Services, the Director of the Student Success Center, or any other member of the Department of Student Life team to share the concern.
If warranted, a member of the Student Life team will meet with the student privately, and consider with the student how best to address the concern. As long as the student has not been caught in violation of university policy, this meeting will not result in any disciplinary sanctions for the student.
Emergency Response and Evacuation Procedures

Statement of Intention

It is the intention of Maharishi University of Management to notify without delay the residents of the University and the population of Fairfield in the event that an emergency situation has arisen which, by delaying notification, would worsen the situation and put a greater number of individuals in peril. It is the university’s intention to initiate a notification system that will advise in an appropriate and timely manner the entire community that would be affected by the emergency, as determined by an ongoing assessment of the emergency.

The content and means of notification will be appropriate to the potential severity and nature of the emergency. Selected administrators, faculty and facilities personnel will be called in to make a determination about the nature of the emergency; and in situations where the greater Fairfield community may be at risk, the Sheriff’s Department and Police Department will be called to make a determination on specific courses of action.

Emergency Notifications

The University established procedures for immediate emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

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

Emergency notification will be sent out for example in case of approaching tornado, earthquake, explosion, civil unrest or other highly dangerous situations. Emergency notifications may be sent out in case of classifications listed in the Clery Act such as:
major incidents of arson, aggravated assault, and criminal homicide, robbery, and sex offenses, though these cases will be considered on a case-by-case basis, depending on the severity and extent of the threat.

If emergency notification is necessary, students, staff, faculty and visitors will be notified via email and/or text messages through the RAVE Mobile Safety mass notification system and Oohlala Campus App, or through the campus radio station, KHOE, or other appropriate means, depending upon the circumstances and the nature of the threat. The notifications will include a description of the crime or other dangerous situations; the time, date, location of its occurrence; instructions about what to do, and crime prevention tips if needed. When applicable, the notification will include information on the law enforcement agency that has been notified. In the Rave Mobile mass notification system templates are available to be sent out immediately upon the confirmation of the threat or emergency situation.

**Signing up to get emergency notifications (including visitors)**

The RAVE Mobile Safety mass notification system and the Oohlala MUM Campus App are used by the University to send out mass notifications via text and/or e-mail messages. The Enrollment Center and the Department of Human Resources arrange that the data of all students and employees will be uploaded to both systems. Individual registration could be made to the RAVE Mobile Safety Mass Notification system here: [https://www.getrave.com/login/mum](https://www.getrave.com/login/mum). All members of the MUM community are encouraged to check periodically whether their data is accurate and up-to-date.

All members of the MUM community (including short term visitors) are encouraged to sign up for the Oohlala MUM Campus App in order to get information about all important aspects of campus life, including information about possible emergency situations. Any member of the campus community can sign up here with their mum.edu e-mail address: mum.campusapp.com

Short term visitors may sign up for both the Rave Mobile Safety mass notification system and Oohlala Campus app. When signing up for Oohlala, those who has no mum.edu e-mail address, please choose the “visitor” option on the welcome page.
Procedures for disseminating information to the larger community

From the Office of the President, in conjunction with the University Council, text of the emergency situation will be generated to be sent by email and/or personal contact to the newspaper, radio station, Police and Fire Departments, and the Mayor’s Office. Information will also be conveyed by phone and by the University Public Relations offices in contact with the Fairfield community and other communities, as appropriate.

Emergency Responses

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

Information will also be disseminated to the public through the campus radio station, KHOE, located in Verrill Hall. While the RAVE system is being implemented through the Safety and Security Department, individuals (entire residence halls or classrooms) are advised by Security personnel of the danger and what action they should take or not take to protect themselves from any immediate threat to the health and safety of the students, faculty and staff. In addition to Security notifying groups of individuals in buildings, the local Police Department and/or the Sheriff’s Department are contacted to act in concert with the Safety Department to maintain order, to isolate buildings and control situations so that the danger is contained.

Additionally the Security and Safety Department will post written notices and warnings in all the residence halls and public buildings, explaining the situation, with a directive to take a certain action or actions to insure their safety, as it is explained below.
On Campus Notification

Upon confirmation of a significant emergency or dangerous situation, the Campus Security and Department will:

- In addition to the activation of the RAVE Mobile and Oohlala mass notification systems described above, contact through Email and Phone Tree the Deans of Faculty and Students, Legal Department and Human Resources Director and advise them of the nature of the emergency. These faculty and administrative chairs and department heads will in turn notify their colleagues of the nature of the problem and will galvanize their staff to respond appropriately.

- Furthermore, as appropriate, the Campus Security and Safety Department will immediately post written notifications on the inside and outside of the entry/exit doors of the appropriate buildings and in the hallways, as well as notices left at the Resident Advisors’ and Residence Hall Directors’ doors. The content of the notices will include the nature of the problem and what actions should be taken to minimize or correct the perceived danger, the expected duration of the condition, and the options for accommodations that are available on and off campus. While Security is moving through the residence halls and appropriate administrative buildings posting notices, they will call the phone number or speak in person to the Resident Advisors and Residence Hall Directors, advising them of the situation.

- As appropriate, the security personnel will notify all building managers in non-student living areas, especially if the threat occurs at night or during holidays.

- Whenever there is anticipation of a problem (heavy storms, periods of extreme cold, tornadoes), the Security and Safety Department may use a scrolling message bar in the Student Union building (dining hall for entire campus), advising of the potential emergency and what appropriate action to take.
Notification of Local Authorities

Depending on the nature of the problem, the Police Department, Fire Department and Ambulance service will be advised by the Director of Safety and Security of the nature and scope of the emergency (911). At least once a year maps of the campus layout are supplied to all emergency responders, giving notice of new buildings, their type and location, street closings, long-term functions or construction which may change routing and access strategies. Additionally, notices are placed in the newspaper and meetings are held with the Chief of Police, Sheriff and the Post Office regarding all such changes.

In addition to maps, all emergency services personnel are encouraged to drive through campus periodically to maintain a personal familiarity with the campus functioning. Meetings are held with the county-wide Homeland Security emergency group, who may be called in for extreme situations which may involve terrorist activities and the like. There is a yearly tabletop exercise which the county coordinates with the state to insure maximum support during extraordinary circumstances.

The procedure for disseminating emergency information to the larger community will be through phone calls to emergency response groups, releases to the radio and newspaper which will be accomplished through University Counsel’s office, Department of Safety and Security, Public Relations Department and Campus Nurse.

Description of the Process

Confirmation of Significant Emergency or Danger. Security personnel are trained in First Aid, CPR, use of fire extinguishers, etc. Any development which exceeds their base level of training is reported to the 911 Operator. Additionally, the Director of Safety and Security will determine potential danger sites based on hazard assessment criteria (areas where gasoline and fuel oil are dispensed, power substations, natural gas regulators, etc.). If any of these substances become compromised, an emergency notification process will ensue to evacuate the appropriate areas, notify the local authorities and advise utility companies of irregularities.
The security officer, upon receiving any call or complaint, will go to the site and advise the Facilities Management emergency personnel, and also the Director of Safety and Security, of any compromise in systems which, if left unchecked, could result in a worsening development which could be a threat to life or health. For example, perception of gas leaks, electrical malfunctions whose source cannot be located, etc.

**Determination the appropriate segment of the community to receive notification:**

Some emergencies could potentially affect a greater portion of the campus than others. This will be a joint assessment by the Security and Safety Department and the Facilities Management. The guiding principle will be to accept the possibility that the worst possible situation could develop and to take the necessary precautions in that area.

**EXAMPLE 1:** If there is a suspected fire in a building, the building will be evacuated through the fire alarm system; all occupants will be instructed to go to the assembly area for that building, where a head count will be conducted. As long as the circumstances allows, the Safety and Security Department will go through the building to be sure that all occupants have been evacuated. The building and the surrounding grounds will be cordoned off, and once the Fire Department and Police arrive, the situation will be turned over to the Fire Chief; and if he requests, all building electrical and/or gas systems will be shut down.

**EXAMPLE 2:** If there is an emergency which would affect a larger segment or portion of the campus, that portion of the campus will be evacuated and moved to the appropriate large assembly building for shelter, while the investigation or repairs are under way; for example, if there were a major power outage due to extreme storms or other difficulties that is projected to last for days, in addition to the large assembly area, any room in appropriate residential buildings will be filled.

**EXAMPLE 3:** If there is an emergency affecting most individuals on campus such as an explosion at gas dispensing facility, or when possible off campus situations occur involving hazardous waste shipments, such as a train derailment or an accident on Highway 1 involving materials such as propane, anhydrous ammonia, etc. In these extreme incidents, the county-wide response team will be notified, or the university will be notified by the county. Police, Ambulance and Fire Department will assume complete
control and advise the university administration as to the appropriate action, based on information as to the size and location of the spill; wind direction; the ability of the first responders to have access to the site; any complicating factors such as weather; and staging areas for victim assistance and accommodations for mutual aid responders from other cities and counties. In an extreme crisis, many of the campus residents would be evacuated if appropriate to sites off campus such as public high school and elementary school buildings, fairgrounds, hotels, and sharing residence with private homeowners in the city.

**Content of the Notification and Other Communications**

The content of the notification depends on the nature or level of the emergency. Such information will be given as to inform and instruct those affected campus residents of appropriate action, whom to contact, cautioning not to overload phone circuits, which could impede response to the problem or resolution of the emergency.

Whenever appropriate, parents and next of kin will be notified by university officials (established procedure through the Dean of Faculty, Dean of Students and Human Resources Office).

Psychological counseling will be available for those individuals who are affected or traumatized; campus-wide group meetings will be held for updates and any additional information and instruction which will be helpful. During and following those meetings, special considerations or needs will be addressed on a person-to-person basis.

**Calling in the Emergency Response Team**

At any level of crisis, Emergency Response Team will be called in, once there is confirmation of an emergency, and the nature and scope of that emergency have been determined. Campus Security and Safety personnel will contact the appropriate managers and leaders of MUM, depending on the nature of the threat.
Primary Members of Emergency Response Team:

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

Additional Members of the Emergency Response Team for the MUM Hawaii Campus

MUM Hawaii Academic Director  Devon Almond
Kohala Institute  Monique Allison

Contacts for the main campus:
- Jefferson County Sheriff
- Fairfield Police Department
- If appropriate, Homeland Security Emergency Response Coordinator

Contacts for the MUM Hawaii Campus:
- Kohala Police Department
- If appropriate, Homeland Security Emergency Response Coordinator

Future Plans

There is a strong desire to use additional technologies that will further facilitate notification of the campus population. It is our feeling that no one method will work in
every situation, so we want to build in redundancy to err on the side of trying to reach everyone, even if some get multiple notifications.

Research has been completed for the implementation of a public address system that will be purchased when resources are available. Public Address System which will be configured to address occupants of every building singly or collectively. Enunciator horns will be on each floor of each building — residence halls first. The residents will be advised of any mass evacuation or instructed to lock their exit doors and their room doors and stay in their rooms, or to go to the lower level away from the windows in each building for example in case of tornado. Additionally, enunciators will be placed outdoors on or near buildings. The notification system will consist of both pre-recorded and at-the-moment announcements advising the campus residents of the difficulty and appropriate action to be taken. This system will be operated from a single station which will be receiving, filtering and disseminating information as necessary or appropriate. During times of city-wide and county-wide emergencies, the Incident Commander (Police Chief, Fire Chief or Sheriff) can make announcements to the general campus population.

The following systems are under consideration:

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

- The installation of observation camera system is under consideration in order to allow the simultaneous observation of numerous indoor and outdoor locations at the same time.

**Buildings Assigned for Emergency Conversion Use**

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

**Testing of Emergency Response Evacuation Procedure**

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

**University In-house Testing of Evacuation Procedures**

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

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

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

After each drill, the involved departments will convene to assess weaknesses in procedure, unforeseen difficulties which may have arisen, staffing levels relative to response time, the role that weather played in the procedure, and a review of the role stress and fatigue played in the performance of the job.
Records will be kept of every campus drill and each drill coordinated with the county. Results will be shared with the Campus Safety Committee and recommendations passed on regarding procedures, equipment and training.
Annual Fire Safety Report

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

Annual Fire Safety Reports on Student Housing

On-Campus Student Housing Facilities by Building Class:

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

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

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

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

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

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

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

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

**Mobile Homes:** Some mobile homes in the Utopia Park, located within the campus, are used by students in every year. There buildings are 925 square feet, single story, with 2 or 3 bedrooms. They were constructed in 1983-84. Construction is sheet metal and wood frame.

These buildings have smoke detector fire alarm systems. This class of building does not have a sprinkler system.

**Fire Prevention Policies**

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

The university does permit electrical appliances for personal hygiene (hair dryers) and entertainment in the dorm rooms.

**Fire Safety Precautions:**

Use appropriate holders for incense.
When you leave the room, extinguish any burning materials and turn off lights and electrical appliances (especially irons).

Extension cords may not be used as permanent wiring.

One possible cause of fires on campus is the use of sesame seed oil. Always use extreme caution when storing towels or other linens which have absorbed oil. Never machine dry oily towels at the hot setting; this often causes the towels to heat up and catch fire. Remove clothes from dryer immediately when dry.

Familiarize yourself with your room and building; be familiar with all principal and alternate exits from your building, as well as the main routes to all exits. Locate and memorize your building's “Designated Assembly Area” (posted with fire exit diagrams).

Observe all posted regulations and policies.

Keep room entries, fire exits, and hallways free of potential obstructions, such as boxes, bicycles, and mattresses.

Take fire drills seriously. They are exercises to promote safe, smooth, and rapid departure from your building according to the fire escape plan.

Students will be held financially responsible for any damage to University property due to negligence on their part. Smoke detectors and their batteries are required in every dorm room and must not be tampered with or damaged. Failure to comply with this State regulation will result in the offender paying for the damaged material, and possibly fines imposed by the State for tampering with life safety devices.

**Supervised Fire Drills**

The university conducts regular mandatory supervised fire drills for each residential building, at least once during every academic year.

The Facilities Management on campus inspects and maintains the fire alarm systems and accompanies the Department of Security and Safety during fire drills to correct any electrical/mechanical difficulties which may arise during the course of the drill.
Fire Safety Education

The Department of Safety and Security conducts fire prevention and fire safety presentations for all new students during orientation and/or first block on campus. Annual training on fire safety, proper use of fire extinguishers and evacuation procedure is required for Facilities Services staff and Kitchen and Dining staff. Fire safety presentation is included into the residential life orientation for the residential staff, which includes a video on fire safety, the use of a fire extinguisher, building evacuation procedures and the process for conducting fire safety checks in student dorm rooms and fire drill procedures. Periodically, fire trainings are provided to faculty and staff, as well. Fire emergency procedures are posted in each student room.

What to Do in the Event of a Fire

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

(At no time should the closing of windows and doors or the activation of the alarm delay the exit from the building.)

Reporting Fire

According to federal law, Maharishi University of Management is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. To report fires that have already been extinguished in on-campus student housing (if you are unsure whether the Safety and Security Office is already aware of such a fire), please call the following number: Director of Safety and Security: (641) 233-8594
If you find evidence of such a fire or if you hear about such a fire, please call the number above. Please provide as much information as possible about the location, date, time and cause of the fire.

**Plans for Future Improvements in Fire Safety**

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

**Fire Log**

The Safety and Security Office keeps fire log to record all fires on MUM main campus wherever they occur, and on-campus student housing facilities in Kapaau HI. The fire log includes the information about when the fire occurred and when it was reported (including date and time); the nature of the fire and the general location of the fire. The fire log is accessible upon request to any member of the MUM community by calling the telephone numbers ext. 1117 or 4275; (641) 472 1117; or visiting Safety and Security Office during window office hours (2.30 - 4.20 PM Mo-Fr).

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

**Relation to the Fire Department**

The university is in contact with the local fire department, who is invited to tour the campus and review the systems without appointment. The campus is inspected by the State Fire Marshal’s Office at least every 2 years.
Fire Statistics

There was no fire reported on MUM main campus, MUM Hawaii Campus or any other noncampus locations during the years of 2014, 2015, and 2016.

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
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<tbody>
<tr>
<td></td>
<td>Fires</td>
<td>Injuries</td>
<td>Deaths</td>
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<td>MUM Hawaii Campus (in Grace Center, Kohala Institute, HI)</td>
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