Annual Security and Fire Safety Report of 
Maharishi University of Management 

2018

The information included into this report applies on the following locations:

• MUM Campus, including: 1000 N 4th Street, 804 Dr. Robert Keith Wallace Drive (Maharishi School), 1100 N. 4th Street (Gateridge Court Bldg.), 2000 N. Court Street (Utopia Park), in Fairfield, IA
• Headley Hall, 2100 Mansion Drive, Maharishi Vedic City, IA
• off-campus courses
• base camp and other field trips
Table of contents

Overview ........................................................................................................................................ 7
Availability of the Annual Report .................................................................................................................. 8
Avert the Danger which Hasn’t Yet Come .................................................................................................. 8
Campus Security ....................................................................................................................................... 10
Security patrol and other services ............................................................................................................. 10
Security officer on duty (24/7): ................................................................................................................ 10
Verill Hall Rm 56 ........................................................................................................................................ 10
Phone: 641-472-1115 or 1115 from campus phones ............................................................................. 10
Security Director’s mobile phone: 641-233-8594 .................................................................................. 10
Security and Safety Office ....................................................................................................................... 11
Director of Security and Safety: Rig Gelfand ............................................................................................ 11
Director of Regulatory Compliance: Dr. Beata Nacsa ............................................................................ 12
Investigation and Assessment .................................................................................................................... 13
Relation to State Agencies ....................................................................................................................... 13
Emergency and Crime Reporting .............................................................................................................. 14
General principles .................................................................................................................................... 14
Online reporting of crimes, other incidents or threats .............................................................................. 15
Campus Security Authorities (CSAs) ....................................................................................................... 16
Crimes, other incidents or threats are to be reported from any locations of MUM operations: .......... 17
Daily crime log ......................................................................................................................................... 17
Timely Warnings ....................................................................................................................................... 19
How to Sign Up to Receive Timely Warnings .......................................................................................... 20
Security Policies of Off-Campus Courses, Base Camp and Other Field Trips .......................................... 21
Specific Information for the First Year Team Building Course (Base Camp) .......................................... 22
Access to Campus ..................................................................................................................................... 23
Security Awareness Programs .................................................................................................................. 25
General Information ............................................................................................................................... 25
Security and Safety Education .................................................................................................................. 25
Written information ................................................................................................................................. 26
Training on Sexual Assault Prevention ................................................................................................. 27
Promoting Respectful Behavior ............................................................................................................. 28
Disclosure of Crime Statistics ............................................................................................................... 29
Crime Reporting Responsibility of MUM to the community .............................................................. 29
MUM’s Crime Reporting Geography .................................................................................................... 29
Categories of Reportable Crime ............................................................................................................ 30
Definitions of Offences in federal laws ................................................................................................. 30
Definitions of Offences in state laws and local ordinances .............................................................. 33
Crime Statistics in 2015-2017 ................................................................................................................ 37
MUM Campus Fairfield IA ..................................................................................................................... 37
Criminal offences: ................................................................................................................................. 37
Hate crimes: ........................................................................................................................................... 39
Unfounded crimes: ................................................................................................................................. 39
Arrests: .................................................................................................................................................... 39
Disciplinary actions: ............................................................................................................................. 40
VAWA offences: .................................................................................................................................... 41
Headley Hall, Maharishi Vedic City ....................................................................................................... 41
MUM Hawaii Campus, Kapaaau HI .................................................................................................... 41
Off-campus courses, base camp, field trips ..................................................................................... 42
Missing Person Policy for Students Living On Campus ..................................................................... 42
Emergency contact notification procedure for missing students .................................................. 42
Required Notifications ....................................................................................................................... 42
What to Do in Case of Sexual Harassment or Violence ................................................................. 44
Sexual Harassment ............................................................................................................................... 44
Sexual Violence ..................................................................................................................................... 45
What to do if you believe you are the victim of sexual violence .................................................. 48
Reporting ................................................................. 49
Non-confidential Reporting ........................................... 49
Confidential Reporting .................................................. 50
Medical Treatment .................................................... 51
Personal Support and Counseling Referrals (Confidential) ........ 52
Procedure ..................................................................... 53
Retaliation Prohibited ................................................... 57
Training for Individuals Charged with Decision-making Authority .................................................................. 57
Information regarding Registered Sex Offenders .......................................................... 57
FAQ’s: Questions and Answers ........................................ 57
Mandatory Child Abuse Reporting Policy ................................................. 62
Purpose and Scope ............................................................. 62
Report ........................................................................... 62
When to Report .................................................................. 62
Reporting Procedures ........................................................ 63
Mandatory Reporters under Iowa Code 232.69 ........................................ 63
Prohibition on Retaliation .................................................... 64
Alcohol and Drug Policies ..................................................... 65
Drug-Free Workplace Notice ................................................ 65
Alcohol & Drug Prevention Program (summary) ......................... 66
Alcohol and Drug Use Prevention Program: Action Steps (Summary) .................................................... 67
Health risks associated with drug and alcohol abuse (summary) ............................................................... 69
Supportive services: ........................................................... 70
Iowa Laws on Alcohol ........................................................ 70
Alcohol Policy: on campus ..................................................... 70
Alcohol Policy: off campus ..................................................... 70
Drug Policy (on and off campus) .................................................. 71
Federal and Iowa Laws on drugs ................................................. 71
Alcohol and Drug Use Corrective Procedures ................................................................. 72
Dean’s Meeting for Minor Infraction .................................................................................. 73
Student Support Meeting for Serious Infraction ............................................................... 74
Consequences for Infractions ............................................................................................ 74
Appeals............................................................................................................................... 75
Emergency Response and Evacuation Procedures .......................................................... 76
Statement of Intention ........................................................................................................ 76
Emergency Notifications Methods and Procedures ....................................................... 76
Signing up to receive electronic emergency notifications (including visitors) ............... 77
Notification of and Cooperation with the Local Authorities ........................................... 78
Procedures for disseminating information to the larger community ............................... 78
Description of the Process ............................................................................................... 79
Calling in and function of the Emergency Response Team ............................................ 83
Emergency Response Center ........................................................................................... 84
Buildings Assigned for Emergency Conversion Use ...................................................... 84
Testing of Emergency Response and Evacuation Procedures ........................................ 84
University In-house Testing of Evacuation Procedures ................................................... 85
Future Plans ....................................................................................................................... 85
Emergency procedures for off-campus courses, base camp and other field trips .......... 86
Annual Fire Safety Report ................................................................................................. 89
Annual Fire Safety Reports on Student Housing ............................................................. 89
Fire Prevention Policies ..................................................................................................... 90
Fire Safety Precautions: .................................................................................................... 90
Supervised Fire Drills ....................................................................................................... 91
Fire Safety Education ........................................................................................................ 91
What to Do in the Event of a Fire ...................................................................................... 92
Reporting Fire .................................................................................................................... 92
Plans for Future Improvements in Fire Safety ................................................................. 93
Fire Log.................................................................93
Relation to the Fire Department.................................................93
Fire Statistics ...........................................................................94
Overview

Federal law 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 post-secondary 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 the Maharishi University of Management’s policies on these matters and how the University, strives, with the help of the Community, to create a secure and safe campus. We update this report as circumstances require.

This annual security and fire safety report summarizes the core security and fire safety policies of the Maharishi University of Management. We discuss, among many issues, our crime prevention efforts, the frequency and content of our security and fire safety presentations, crime and sexual assault reporting and investigation procedures, policies and procedures of issuing timely warnings and emergency notifications. The report also contains 3 years’ of campus crime and fire statistics.

The Annual Security and Fire Safety Report contains information provided by the Security and Safety Office, the Title IX Coordinator, the Department of Student Life, the Housing Office and the Management Office of Utopia Park. In addition, the complete report includes criminal statistics collected from the Jefferson County Sheriff’s Office, and from certain other law enforcement agencies on whose jurisdiction MUM off-campus courses or overnight trips took place.

We hope you find this year’s Report useful and something you can rely on throughout the academic year. With your questions and suggestions about this report please contact Dr. Beata Nacsa, Director of Regulatory Compliance, email: bnacsa@mum.edu, telephone: 641-472-7000 ext. 4275, or 641-919-9494

---


Maharishi University of Management | Tel: 641-472-7000 | www.mum.edu
Availability of the Annual Report

Current and prospective students and employees are notified about the publication of the report via email which contain a direct link to the webpage on which the Report is published. 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 and Security and Safety Office, or you can request that a copy be mailed to you by sending email to bnacsa@mum.edu or calling (641) 472-1117 or (641) 472-7000 ext. 4275.

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

Avert the Danger which Hasn’t Yet Come

Maharishi University of Management aims to provide an optimal learning, working and living experience for our students, faculty and staff by striving to safeguard a safe and secure environment.

MUM has incorporated into the curriculum and lifestyles of the students, faculty and staff powerful consciousness-based tools and techniques, which have been verified to have benefits in the area of crime prevention. It is proven through research and case studies that the Transcendental Meditation and TM-Sidhi programs reduce the stress in the brain and nervous system and thereby diminish tendencies for antisocial, violent and criminal behavior — at their root cause. By incorporating such simple, natural and enjoyable self-development programs into the daily lives of everyone on campus, individual and community stress is naturally and effortlessly reduced. MUM is unique with this approach among US higher education institutions.

MUM accepted strict alcohol and drug policies to improve the quality of life of the community members, which at the same time have a crime prevention effect.

We make a serious effort to meet with federal, state and local laws and to apply recommendations which provides security and safety on higher education campuses.

Maharishi University of Management | Tel: 641-472-7000 | www.mum.edu
The University put increasing attention in educating students, staff and faculty on how they can contribute to the safety and security of all, and how they can play a crucial role in the University’s crime prevention efforts.

As no campus can isolate itself from crime and other detrimental effects, Maharishi University of Management has developed policies and procedures to address these security challenges. This report contains a summary of policies and procedures on the legally specified security-related issues. For the detailed explanation of the policies and procedures applied by the University, please refer to handbooks for students, faculty and staff and to the website of the University.
Campus Security

The Security and Safety Office organizes, directs and administers security and safety operations for all MUM locales.

MUM mobile and/or in-house security officers provide security patrol services on MUM Campus (N. 4th Street Fairfield, IA) and in Headly Hall (Maharishi Vedic City, IA). MUM does not provide security patrols on its off-campus courses and overnight trips.

Security patrol and other services

Security officer on duty (24/7):
Verill Hall Rm 56
Phone: 641-472-1115 or 1115 from campus phones
Security Director’s mobile phone: 641-233-8594
Hildenbrand Hall Security during their office hours: Rm 103 Phone: 641-226-4086
Online incident reporting: https://services.mum.edu/campus-security/incident-reporting-form
Reminder: For emergencies or to report ongoing crime, always call 911.

On Campus and in Headley Hall a staffed phone number and on-campus security service is available 24 hours a day, 7 days a week, to request help and report criminal actions. The 24-hour Security number is (641) 472-1115 or 1115 from campus phones. This number was placed on all campus telephones along with the 911 emergency number. Security officers will respond as promptly as possible to your security and safety needs through this number. MUM security officers does not patrol location outside the Campus and Headley Hall.

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. 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 and handled by the authorities.
Security officers provide locking/unlocking services and rides within the MUM Campus in Fairfield, IA. Students are encouraged to use the secure rides at night or when the weather is extremely hot or cold.

Maharishi University of Management security personnel are authorized to act on behalf of the University in enforcing federal and state laws, local ordinances and University policies relating to security and safety. The University security personnel do not have authority to arrest individuals. They work closely with state and local law enforcement agencies, principally the Fairfield Police Department and the Jefferson County Sheriff’s Office, who are called to physically detain and arrest individuals if necessary. Law enforcement agencies conduct criminal investigation on campus.

**Security and Safety Office**

*Director of Security and Safety: Rig Gelfand*

Phone: 641-472-1117 or 1117 from campus phones

Mobile: 641-233-8594

Email: rgelfand@mum.edu

Office: Foster Hall (N block of MSAE building) Rm 340

Window hours: 2:30-4:15 PM, Monday through Friday. Call 641-472-1117 before your visit to make sure that Rig is available for you.

Services:

- Receives reports on crimes, other incidents and security threats (including confidential reporting)
- Conducts investigations
- Organize crime prevention efforts of MUM
- Issue timely warnings and emergency notifications
- Security, bystander and traffic safety presentations
- Approves University drivers
- Issue parking permits (online registration: [https://services.mum.edu/campus-security/car-and-bike-registration/](https://services.mum.edu/campus-security/car-and-bike-registration/)) and parking fines
Director of Regulatory Compliance: Dr. Beata Nacsa

Email: bnacsa@mum.edu
Phone: 641-472 -7000 ext. 4275 or 4275 from campus phones
Office: Foster Hall (N block of MSAE building) Rm 345
Window hours: 2:30-4:10 PM, Monday through Friday. Call 4275 from campus phone before your visit to make sure that Beata is available for you.

Services:
- Receive reports on crimes, other incidents and security threats (including confidential reporting)
- Designs and updates security policies and procedures
- Compiles the Annual Security and Fire Safety Report
- Creates and supervise on-line systems on the field of security
- Provides Campus Security Authority presentations
- Creates and supervises crime and fire logs
- Provides security presentations

You may report crimes and other incidents (including confidential reporting), make observations and suggestions about security and safety issues, or receive information on the University’s security and safety policies and procedures from the Security and Safety Office. You may contact the Office in person, via phone and/or e-mail.

E-mail communication concerning reporting crimes and/or observations and recommendation in relations to security and safety issues should be addressed both 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 procedures are available on the website of the Safety and Security Department: http://portals.mum.edu/campus-services/security. You may also report crimes, other incidents and security threats to the University via the online reporting form which is on the University’s website: https://services.mum.edu/campus-security/incident-reporting-form
The Chief Administrative Officer and/or the Director of Security participates in approving the design, modification, maintenance, and improvement of all MUM facilities to assure compliance with all safety codes and security needs.

**Investigation and Assessment**

All crime reports are investigated by the Director of Security, and/or the Title IX Coordinator and/or the Vice President of Enrollment and Student Affairs or their designee. Reports about unlawful activity or Code of Conducts received by the Security Office will be referred to law enforcement agencies and/or to the Vice President of Enrollment and Student Affairs, Dean of Faculty or the HR Director.

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 MUM e-mail system, 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.

**Relation to State Agencies**

State agencies patrol periodically all locations of MUM operations. The Fairfield Police Department and the Jefferson County Sheriff patrols the MUM Campus in Fairfield IA and Jefferson County Sheriff patrols Headley Hall in Maharishi Vedic City IA.

These and other appropriate agencies are called to MUM Campus, Headley Hall and other locales of MUM operations in case physical detention and/or arrest of individuals is necessary.
Emergency and Crime Reporting

General principles

In emergency situations, from any locales of MUM operations, call the emergency number 911 without delay. Remember to report 911 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.

When calling the local law enforcement agency and/or the Security and Safety Office to report a crime or other incident be prepared to answer to the 4W questions (where, when, what and who did) and be as specific as you can. Don't downplay the importance of your call. 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.

Reports of criminal activities or security threats 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 Campus and in Headley Hall 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 (nonemergency) or 911 for emergencies.

Reports of any emergencies and criminal activities on field trips and off-campus courses should be addressed to the course leader or its designee, and local emergency number (for example: in the US 911, in India and Europe 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 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 and/or MUM Administration reports criminal actions to the appropriate state, local or federal authorities for assistance and/or prosecution.
Online reporting of crimes, other incidents or threats

MUM Security Office created an online reporting form on which crimes, other incidents and security threats could be reported to the University. The online reporting form is available at the Security Department’s website: https://services.mum.edu/campus-security/incident-reporting-form/.

Use this form to report a crime, other incidents of safety or any behavior of concern that are in relation to MUM Campus or MUM Community. Report an incident through this form if the incident ended, and you and others are safe. You may also use this form to report a concerning behavior or situation which might escalate later, but not in the immediate future. Accidents of personal injury may also be reported via this form.

The Security Office does not monitor the incident reports 24/7.

For a crime in progress, or to report an emergency, call 911. For other urgent matters please call the security officer on duty at 641-472-1115, or Rig Gelfand, the Director of Security at 641-233-8594.

We appreciate your taking the time and effort to fill the reporting form. This will help MUM prevent crime and eliminate other security threats. The more information you provide, the more effectively we will be able to respond.

You may submit this report either with your contact information or anonymously. Please note that anonymously submitted forms may limit our effectiveness in responding to the reported concern. If you would like us to contact you about your concern, please share your contact information with us. We share personal information only with those who need to know it in order to address your concern.

If you are a Campus Security Authority, always indicate this on the form and fill in your name and position.
Upon receiving the report, the Security Office will review and investigate it to determine an appropriate course of action. If the content of the report requires, we will consult with the appropriate member of the MUM Administration.

If you have questions or suggestions about this reporting form, please contact Dr. Beata Nacsa, Director of Regulatory Compliance, via email at bnacsa@mum.edu or by calling 4275 from campus phones.

**Campus Security Authorities (CSAs)**

Campus security authority is a term introduced by federal law and covers those members of the personnel to whom a crime could be reported. If a crime is brought to the attention of a campus security authority 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. If an alleged crime is reported to the campus security authorities, these campus security authorities must then make a report to Campus Security. The Security and Safety Office collects the crime report and makes it available for the public through the daily crime log, the annual security report and the Department of Education’s website.

MUM identified those members of staff and faculty, who has significant responsibility for student and campus activities, therefore considered to be Campus Security Authorities by law. This list includes all members of the Security and Student Life Departments, the Title IX Coordinator and numerous other members of staff and faculty. The University reviews the list of its campus security authorities at the beginning of every semester and updates the list of CSAs. MUM continuously provides training and re-training for its campus security authorities about their obligations and reporting options.

Campus Security Authorities are requested to report all incidents to the Security Office without delay that are reported to them. Course leaders of off-campus courses, base camp and other field trips are requested to upload the duration and location of the coming up trips to the relevant worksheets and after their return to complete this information with the statement whether any incident happened during the trip. If no incident happened, such short statement on the worksheet is sufficient. If an incident happened during the trip, the course leader has to fill in the online incident reporting form.
The Director of Regulatory Compliance sends out to the Campus Security Authorities email messages in October and February per academic year reminding them to meet with their reporting obligations.

Although a wide variety of members of staff and faculty are designated by law to be Campus Security Authorities, we encourage the MUM community to continue reporting crimes and other incidents or threats directly to the members of the Security Department either in person, via phone or through the online reporting from. The Security Office refers the cases to Title IX Coordinator, Student Life, Dean of Faculty or HR Director and to the law enforcement agencies, if it is required either by law or by MUM policy.

**Crimes, other incidents or threats are to be reported from any locations of MUM operations:**

- security officer on duty (641-472-1115 or 1115 from campus phones)

- security officer in Hildenbrand Hall (room no. 103 in Hildenbrand Hall, phone: 641-226-4086)

- Director of Safety and Security (Rig Gelfand, rgelfand@mum.edu, 641-472-1117, or 1117 from campus phones, or 641-233-8594)

- Director of Regulatory Compliance (Beata Nacsa, bnacsa@mum.edu, 4275 from campus phones, or 641-919-9494)

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

**Daily crime log**

The University records all alleged criminal incidents, which were reported to the Security Department into the daily crime log. The reported crimes are recorded under the date on which the report were made. A crime is entered into the log within two business days of when it was reported to Campus Security. This includes crimes that are reported directly to the Campus Security, as well as crimes that are initially reported to another campus security authority or to a local law enforcement agency, which subsequently reports them to the Campus Security.
The entries of the crime log contains the following data: the classification of the crime, date and time when it was reported, date and time when it was committed, case number, general location and disposition. The entry may not contain individually identifiable information.

The crime log is available for the public, through the Security Office, free of charge, during window hours. Crime log older than 60 days is available for inspection in two business days from the request is made.

The University maintains an electronic crime log which is accessible from the computers of the Security Office. We prepare a hard copy of the log at the end of every month, which serves the function of a back-up log if the electronic log is temporarily not available.

The University, in agreement with law enforcement agencies, may determine that there is clear and convincing evidence that the release of information would jeopardize an ongoing investigation; jeopardize the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. In this case the University might withhold that information temporarily.

If a reported crime is fully investigated by sworn or commissioned law enforcement personnel, and, based on the results of the investigation, they make a formal determination that the crime report is false or baseless, the log should indicate, as the disposition of the report, that the crime is “unfounded.” If needed, the University invites the Fairfield Police Department to unfound a crime which was reported to the Security Office.

The crime log contains the entries made by the security officers, the Director of Security and Director of Regulatory Compliance into the internal crime reporting system. The crime log also contains the reports which were made to other campus security authorities.

Witnesses and victims may report a crime anonymously to the CSAs. In this case their report will be forwarded to the Security Office without their personal identification information. The crime report will be included into the crime log and the annual crime statistics, and the case will be examined whether there is a need to send out timely warning. If a professional counselor learn during their counselling sessions that a crime or a VAWA Offence was committed, they might remind their client about the possibility
to forward a voluntary, confidential and anonymous report to campus security through the counselor indicating only the nature, time and location of the crime so the information could be included into the crime log and statistics.

Campus security authorities are educated that they have to report crimes which are reported them to the Security Office without delay. The Director of Regulatory Compliance reminds the campus security authorities in October and February to report those incidents which were reported to them but they did not report yet to the Security Office. The campus security authorities are advised to use primarily the University’s online reporting system, but they also may report crime and other incident in person, via email or phone. The crime log is compiled by the security supervisor and its deputy on the basis of these entries and is supervised by the Director of Regulatory Compliance and the Director of Security.

We notify the public at least twice in every academic year about how they can review the log: through the Annual Security Report and in a mass communication email.

**Timely Warnings**

When the Security and Safety 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 Director of Security 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. The Director of Security might discuss the evaluation of the level of the threat with the security supervisor, Director of Regulatory Compliance, Title IX Coordinator, Legal Counsel, Vice President of Operations and/or Chief Administrative Officer.

Timely warnings are typically issued for the following crime classifications: murder/nonnegligent 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; and 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 and the pattern of their occurrence makes it necessary to warn the larger community in order to prevent further incidences.

The Director of Security, if it is possible, following the consultation with the Legal Counsel, Title IX Coordinator, the Vice President of Operations and/or Chief Administrative Officer 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.

If the Director of Security is not available to execute this task, the Legal Counsel, Title IX Coordinator, the Vice President of Operations and/or Chief Administrative Officer might act as his substitute.

**How to Sign Up to Receive 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 if there are any change in their address, phone number and e-mail address. Individual registration may be made to the RAVE Mobile Safety system here: [https://www.getrave.com/login/mum](https://www.getrave.com/login/mum). All members of 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 email address, please choose the “visitor” option on the welcome page. If you are not interested in getting these messages after leaving campus, please make sure that you delete your accounts in both systems.

Security Policies of Off-Campus Courses, Base Camp and Other Field Trips

The security policies of MUM as indicated in this report and in student, faculty and staff handbooks, on the MUM portals and elsewhere apply to all locales of MUM academic activities, including off-campus courses, base camps and other field trips.

The University has special security and emergency management policies and procedures for off-campus courses and field trips.

These policies describe the security-related obligations of faculty and students covering issues from the preparation of the course until the emergency situations which might occur during a trip away from campus.

On pre-departure and on-site orientation sessions the faculty responsible for the trip informs the students about the security risks the students might face during their off-campus trips: most common forms of crimes, traffic safety risks, dangerous species and natural disasters, etc. The information also covers advice on how to avoid these risks and/or react to them. We also encouraged students to learn as much as possible about the locale and/or culture they will be visiting.

During the orientation we also remind students they have to follow US (and local) rules and regulation and MUM’s no alcohol, no drug and no smoke/tobacco/nicotine policies. Students are warned that no form of violence, abuse, harassment or the threat of these is tolerated during off-campus trips. Students are instructed to report to course leaders.
immediately if violence, abuse or harassment or the threat of these occurs during the trip. We also encourage students to report to course leader if fellow students use drugs, alcohol or tobacco products. Special information sessions are organized during the trip when specific issues arise.

On the site the course leader explains in a detailed and clear manner the rules student must follow during their free time. If the environment requires, course leader instructs students to inform the course leader or designee of their departure and intended time of their return if they leave the group. The course leader also sets up a buddy system, a phone and/or warning tree, confirms whether the contact information of students is still current and distributes emergency phone number of local authorities. The course leader also designates a contingency plan, a place of assembly and alternative channels of communication for emergency situations (like fire).

Student are informed about crime and incident reporting options. Students may report incidents, crimes that happened during off-campus courses, base camp or other field trips to the law enforcement agencies by calling 911 or their local phone numbers. Reports can be sent to the Security Office through MUM on-line reporting form (https://services.mum.edu/campus-security/incident-reporting-form), via email (bnacsa@mum.edu and rgelfand@mum.edu) or phone (641-472-1115 or 1115 from campus phones). Student may also report sexual harassment the Title IX Coordinator, Caterina Tomaselli, who is based in Fairfield IA and can be reached at (641) 233-8033; croesler@mum.edu.

Specific 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 and Headley Hall in Maharishi Vedic City IA is accessible through the Visitors Center in the Dreier Building, located on Campus in Fairfield IA.

The Campus and Headley Hall is open to guests of members of MUM Community. Visitor and guest presence in the Campus and in Headley Hall is subject to the discretion of the Security and Safety Office.

All visitors must leave residence halls, and other accommodations during off-campus trips by 9:30 P.M. and may not enter this locations before 9:15 A.M in order to observe quiet hours.

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

Security may unlock a student’s dorm room for a student, if the student lost its keys or left its keys inside after checking whether the student has a lawful access to the room.
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. Visitors must obtain an identification card from Visitors Center and wear it during their visit.
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 throughout the academic year, as it is scheduled by the security and safety training program developed by the Security and Safety Office, Department of Student Life, the Title IX Coordinator and Department of Human Resources. The purpose of such programs is to provide tools for students, faculty and staff how to take responsibility for their own safety and the safety of others.

Security and Safety Education

The Security and Safety Office provides presentations to all new students 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. During orientation the importance of crime prevention and crime reporting is discussed in great details. 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. The length and the content of the presentations are adjusted to the needs of the particular group.

Once in every academic year a major security presentation is offered to members of staff and faculty, as well.

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 Personal Support Services and/or Security and Safety 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 started the plan of executing an active shooter drill on campus to ensure maximum preparedness. Police tours repeatedly the buildings of the Campus in order to keep their knowledge-base up-to-date about the locales of the campus. Student body, faculty and staff meetings are conducted to discuss relevant security and safety issues as they arise on all campuses.

**Written information**

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 procedures are available online on our website for all community members ([http://portals.mum.edu/campus-services/security](http://portals.mum.edu/campus-services/security)).

Staff and faculty are further informed of relevant security policies and procedures by their department heads and/or the Security and Safety 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.

For MUM community members announcements are posted via various formats (e.g. posters, newsletters, e-mail messages) throughout the year relating to relevant issues. Standing emergency procedure notices are posted on public bulletin boards placed throughout all campuses in public buildings and in residence halls.

The University encourages MUM community members to read regularly 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 to learn the most current crime information in Fairfield and Jefferson County.
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: https://www.youtube.com/watch?v=DgcUxf6KMug

More information is provided on sexual assault prevention on MUM website:

https://students.mum.edu/code-of-student-behavior/sexual-respect/

https://students.mum.edu/code-of-student-behavior/title-ix/

More information is provided on our support to LGBT community:

https://www.mum.edu/why-study-here/life-at-mum/lgbt-safe-zone/ and
https://students.mum.edu/student-government/safe-place-lgbt/
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 Vice President of Enrollment and Student Affairs or any member of the Department of Student Life. Members of faculty should report it to Dean of Faculty, member of staff to the HR Director, while short and long term visitors should contact the Vice President of Operations or the Director of Security.

Once the University becomes aware that harassment might exist, prompt and appropriate action will be taken: the issue will be investigated Student Life or Dean of Faculty or the HR Director involving the Title IX Coordinator or other appropriate member of staff. During the procedure the parties will be heard, other evidence will be collected, investigated and evaluated, and if the complaint is substantiated, disciplinary hearing will be initiated and consequence applied.
Disclosure of Crime Statistics

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.

The crime statistics are based on the reports made to Campus Security, Campus Security Authorities and law enforcement agencies. The Security and Safety Office keeps the crime log, which is a collection of crime reports made to the security officers and campus security authorities.

The Director of Regulatory Compliance requests crime statistics also from the law enforcement agency on which jurisdiction MUM activities took place in order to include them into the University’s crime statistics. We contact the Fairfield Police Department and Jefferson County Sheriff’s Office every calendar year to collect crime statistics. We also contact police departments and sheriff’s offices who patrol the locations where off-campus courses or field trips took place. These inquiries are mailed or emailed to the agencies at least once a year, at the latest in March.

MUM’s Crime Reporting 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 “oncampus” total), “noncampus” locations, and on “public property” within the campus, or immediately adjacent to and accessible from campus.

The “on campus” category covers

- the MUM Campus in Fairfield, IA which contains the following locations: 1000 N 4th Street, 804 Dr. Robert Keith Wallace Drive (Maharishi School), 1100 N. 4th Street (Gate Ridge Court Bldg.), 2000 N. Court Street (Utopia Park) Fairfield, IA 52556 and 52557;
- Headley Hall 2100 Mansion Drive in Maharishi Vedic City, IA 52556; and
The “noncampus” category covers first year team building course (base camp), field trips and rotating university courses.

The “public property” located within and around MUM Campus in Fairfield IA 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.

**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 in 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 cohabiting 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 in 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**  Chapter
724 of Iowa Code,

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**
Code of Ordinances, City of Fairfield, IA

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 2015-2017**

The below tables contain the number of reportable 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 2015-2017.

These tables does not contain data on report about violations of MUM drug and alcohol policies unless they violated federal and/or state regulations. Please note that public intoxication and driving under influence is not included into these table either.

**MUM Campus Fairfield IA**

*Criminal offences:*

<table>
<thead>
<tr>
<th>Category of crime</th>
<th>Year</th>
<th>On-campus total</th>
<th>Noncampus 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>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></td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</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></td>
<td>2015</td>
<td>2016</td>
<td>2017</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>4</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
### Hate crimes:

No **hate crimes** were reported during the years of 2015 – 2016 in the above crime categories. There was no hate crime reported in the categories of larceny-theft, simple assault, or destruction/vandalism either.

In **2017 four hate crimes** were reported on MUM Campus:

- 2 counts of intimidation based on race
- 1 count of intimidation based on gender identity
- 1 count of intimidation based on religion

### Unfounded crimes:

There was **no unfounded crime** during 2015-2017 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, following a thorough investigation of the case.*

### Arrests:

<table>
<thead>
<tr>
<th></th>
<th>On-campus</th>
<th>Noncampus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Motor vehicle theft</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2017</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Arson</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2017</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Category of offence</td>
<td>Year</td>
<td>On-campus housing facilities</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------</td>
<td>------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>2015</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>2015</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>0</td>
</tr>
<tr>
<td>Liquor law violations</td>
<td>2015</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>0</td>
</tr>
</tbody>
</table>

**Disciplinary actions:**

<table>
<thead>
<tr>
<th>Category of offence</th>
<th>Year</th>
<th>On-campus housing facilities</th>
<th>Other On-campus locations</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illegal weapons possessions</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></td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>2015</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor law violations</td>
<td>2015</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>1</td>
<td>0</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>Other On-campus</th>
<th>Noncampus locations</th>
<th>Public property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-campus housing facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic violence</td>
<td>2015</td>
<td>0</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>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating violence</td>
<td>2015</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>2015</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Headley Hall, Maharishi Vedic City**

There was no any crime report made from Headley Hall, Maharishi Vedic City in any crime category during the 2015-2017 years.

**MUM Hawaii Campus, Kapaaau HI**

There was no any crime report made from MUM Hawaii campus (located in Kohala Institute) Kapaaau HI in any crime category during the operation of this campus (September 1, 2016 – June 30, 2017).
Off-campus courses, base camp, field trips

There was no any crime report made during off-campus courses, base camp and field trips in any crime category during the 2015-2017 years.

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 24 hours after the student becomes a missing person.
- Student Life Department will notify a) the student’s designated contact person, or b) the student’s parent or guardian, if the student is unemancipated under the age of 18.

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 24 hours after the student is reported missing and provide confidential contact information for that person.
o For any student under the age of 18 who is not emancipated, the school is required to notify a parent or guardian 24 hours after the student is reported missing.

o MUM is required to notify law enforcement 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 Vice President of Enrollment and Student Affairs (641-472-1204), the Associate Dean, (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.

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.

**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.
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 [ldoyle@mum.edu](mailto:ldoyle@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/](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 is (641) 919-7699.
Procedure

Upon receiving a report, the Title IX Coordinator (“Coordinator”) and Associate Coordinator (“Coordinators) will conduct an investigation into the incident. The evidence gathered will be analyzed according to the “more likely than not” standard. The Coordinators 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 Coordinators 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 Coordinators have 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 Coordinators 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 Coordinators 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.

During any stage of the investigation, if the Coordinators reasonably suspect that the person or person identified by the complainant poses an imminent threat of harm or disruption to the campus community, the Coordinators 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 Coordinators 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;
- If requested, 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 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;
• 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.

At the conclusion of the preliminary investigation, if it is determined 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 Coordinators will convene a Title IX Committee hearing to which they shall present a report on the ongoing investigation. If, at the conclusion of the hearing, the Committee determines the respondent
has committed sexual misconduct, the 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 a reprimand, 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/

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;
• *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 Personal Support Services, or any other member of the Department Student Life team or the Campus Nurse. 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 matters 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.

**Alcohol & Drug Prevention Program (summary)**

Maharishi University of Management offers an alcohol and drug prevention program that strives to maintain an alcohol-free and drug-free campus.

The program includes:

- promotion and active facilitation of healthy lifestyle that are free from alcohol and illicit drug use
- promotion and active facilitation of consciousness-based self-development programs, primarily the individual and collective practice of the Transcendental Meditation and TM-Sidhi programs by students, faculty, and administrative staff,
- standardized policy communication during student and new employee orientation, that alcohol and illicit drug use is prohibited on campus and MUM sponsored off campus events
- confidential and free support services,
- specialized meetings for individual students and employees with their respective Deans / Directors and advisors,
- support groups, organized if need emerges and students and/or employees are willing to attend the meetings,
- mandatory meetings in all dorms with Residential Directors where policy and consequences are discussed, and
- policy vigilance by Residence Hall Directors, Resident Advisors, and Campus Security in all residence halls, with a special attention to student residence halls.
Alcohol and Drug Use Prevention Program: Action Steps (Summary)

a) Maharishi University of Management supports the maximum growth of members of the campus community and our policies are designed to unfold the infinite potential of the individual. The University is dedicated to provide an optimal learning, working and living experience for students, faculty and staff and it promotes and actively facilitates healthy lifestyles, which are free from alcohol and illicit drug use. MUM has incorporated into the curriculum and lifestyles of the students, faculty and staff powerful consciousness-based tools and techniques, which have been verified to have benefits in the area of crime prevention. It is proven through research and case studies that the Transcendental Meditation and TM-Sidhi programs reduce the stress in the brain and nervous system and thereby diminish tendencies for antisocial, violent and criminal behavior — at their root cause. By incorporating such simple, natural and enjoyable self-development programs into the daily lives of everyone on campus, individual and community stress is naturally and effortlessly reduced.

b) No alcohol and illicit drug use is allowed on campus and off campus events that are sponsored by MUM.

c) Staff of Student Life Department and the Integrative Wellness Center is thoroughly trained about alcohol and drug related issues, and are well-informed about the locally available resources of support groups and counseling, and support services and resources available online.

d) The University distributes information about the detrimental effect of alcohol and illicit drug use to the brain, the body and the behavior through the Alcohol and Drug Prevention Policy, which included into the Student, Staff and Faculty Handbooks, the Annual Security and Fire Safety Report and is published on several pages of MUM website. These documents also contain information about the possible legal and disciplinary sanctions which are applied to individuals who violate the federal, state and local alcohol and drug regulations and/or university policies.

e) For students, the University offers a confidential and free Personal Support Service consisting of peer support specialists who may assist any student dealing with personal and academic challenges that may lead to substance abuse or any other unhealthy behavior. For employees, including student workers, a trained counselor provides assistance to deal with personal and career challenges that may lead to substance abuse or
any other unhealthy behavior. Personal Support Services and HR Department may also refer clients to non-University services for a specific behavioral or substance abuse problem which partly or fully paid by the University, depending upon the circumstances of the individual case.

f) The University’s Student Life Department also offers direct assistance to students through individualized meetings involving faculty advisors, student peers, and/or members of the student government. These meetings focus on the health, well-being and success of our students, in addition to policy compliance, prevention, and behavior modification.

g) The University’s Personal Support Services is available to organize regular support group meetings for those students who have a history of alcohol and drug use, if need arises. These meetings are held confidentially, and offer education and emotional support.

h) In the student residence halls, Residence Hall Directors, Resident Advisors, and Campus Security officers prevent alcohol and drug use by communicating University policy and monitoring compliance.

i) Since 2017 Spring Semester, in every semester, the University Personal Support Services provides anonymous screening through an independent non-profit organization on alcohol and drug use in order to identify the campus residents’ risk factors and need for further help.

j) MUM launched its first annual “Be More. Do More. Drug-Free” campaign in May of 2017. During the campaign each week has a theme designed to engage students towards discussing and manifesting their ideal campus culture around sobriety.

- First week: ‘Educate’. Educational materials including posters, brochures, and a targeted newsletter are to be distributed through a wide variety of media highlighting relevant information to promote sobriety on campus. Awareness is spread about the amnesty policy, and giving students information on who to come forward to with concerns related to substance use.

- Second week: ‘Collaborate’. Student Life Department and the Student Government hosts a students only “Real Talk” to discuss the current campus culture, and the drug and alcohol policies in place.

- Third week: ‘Participate’. Students are encouraged to engage in more of the many extracurricular offerings on campus.
Fourth (final) week: ‘Celebrate’. Student Life Department again partners with the Student Government and hosts a Field Day where students, faculty and staff comes together to celebrate sober life.

Throughout the entire month there is a weekly raffle in the MUM app for students who post an image of their substance-free life with the hashtag #BeMoreDoMore. Every week a winner is chosen to receive a $50 gift card.

Health risks associated with drug and alcohol abuse (summary)

Besides the legal implications of alcohol and drug use, these substances offer serious health consequences detrimental to one’s well-being and inhibit the rapid development of consciousness which the University encourages and supports for all our staff and faculty.

Short-term effects can range from changes in appetite, wakefulness, heart rate, blood pressure, and/or mood to heart attack, stroke, psychosis, overdose, and even death. Longer-term effects can include, depending upon the actual circumstances, heart or lung disease, cancer, mental illness, HIV/AIDS, hepatitis, and others. Long-term drug use can also lead to addiction which can cause changes to the brain that interfere with how people experience normal pleasures in life, ability to control their stress level, decision-making, and ability to learn and remember. Drug use can also have indirect effects on both the people who are taking drugs and on those around them. This can include affecting a person’s nutrition, sleep, decision-making and impulsivity, risk for trauma, violence, injury, and communicable diseases.

Additional information on the short and long term effects of using these substances can be found here.


Supportive services:

For those students, staff and faculty, who requests help to address their drug and/or alcohol problems the following resources are available:

https://students.mum.edu/student-life/guide-to-support-services/

Iowa Laws on Alcohol

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, 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.
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.

Federal and Iowa Laws on drugs

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

To make yourself familiar with the federal regulations, go to Title 21 USC Controlled Substances Act, https://www.deadiversion.usdoj.gov/21cfr/21usc/811.htm

Here you may find a table summarizing federal criminal sanctions for drug trafficking penalties (p. 30 and 31):


**Alcohol and Drug Use Corrective Procedures**

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 Personal 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.

All behavioral policies at Maharishi University of Management are dedicated to promoting the safety, comfort and growth of every student and the entire M.U.M. community. The University, by way of the Department of Student Life and the Department of Campus Safety and Security, naturally upholds these policies to promote a harmonious and progressive campus conducive to maximum growth of consciousness and development of the full potential of every student.

The University’s remedial procedures are meant to be educational, and not legalistic or adversarial, in nature. They are not criminal or civil trials, and as such criminal or civil standards of due process and rules of evidence are not controlling. The University reserves the right to modify these General Remedial Procedures when it determines necessary in particular circumstances.

*Dean’s Meeting for Minor Infraction*

If the Dean of Student Life (“the Dean”) or his/her designee believes that a student may have committed a minor infraction of University policies (i.e. an infraction not anticipated to require any more attention than a conversation between the Dean or designee and the student), the student will be contacted by the Dean or designee to schedule said meeting. In the spirit of supporting the student, the Dean or designee will meet with the student to determine if any allegation of misbehavior appears to be true, and if so, help the student clarify priorities and establish a commitment to the behavioral and academic standards of the University.

Action may include a warning, probation, and/or suspension and may detail specific consequences including, but not limited to, community service, required exercise, and random drug testing, in which case the student will receive a letter indicating this action. If a student wishes to appeal the decision of the Dean or designee, the student may request a meeting with a Student Support Committee, which will undertake a fresh review of all the pertinent information in accordance with the procedures described below.
**Student Support Meeting for Serious Infraction**

1. In the event the Dean or designee believes there may have been a serious behavioral infraction including but not limited to a violation of federal, state or local laws, or;

2. If the student chooses not to attend a Dean’s Meeting with the Dean or designee as described above, or;

3. A minor or major infraction occurs after a Dean’s Meeting, then the student will be asked to meet with a Student Support Committee. This meeting can occur whether or not the student has already met with a Dean or designee. The student will be given reasonable notice of the time of the meeting and the nature of the concern. The Committee will include the Dean or designee, at least one other representative from the Department of Student Life, and a member of the University faculty or administration, at the discretion of the Dean or designee. In addition, the student may choose to invite his or her academic advisor or one member of the Student Government to join the Committee (optional). The student may also invite his or her parent, or one other M.U.M. student, faculty member, or administrator to attend; however, this person will not be a member of the Committee. Individuals with relevant information may be invited to attend to offer such.

The Student Support Committee reviews any observations, statements, or reports of rules infractions, and confers with the student to gain his or her explanation about them. The student and those not on the Committee then leave the meeting, and the Committee then determines 1) if it is more likely than not that any rule infraction appears to have occurred, and if so, 2) what remedial measures, if any, should be taken. Only the Student Support Committee members are eligible to vote on any remedial measure proposed by one or more of its members. If the student in need of attention elects to not attend the meeting, the Committee will meet without the student and decide what corrective measures if any, the University should take.

**Consequences for Infractions**

Besides helping the student focus on any identified concern and find a solution, action may include a warning, probation, or suspension, or a combination thereof. Other
measures may be applied at the discretion of the Committee, if deemed necessary, and may include the issuance of a no contact order, directing a student to avoid initiating contact with another member of the University community. This may include limiting access to certain areas on campus to avoid incidental contact. Restricted contact would include direct interactions in person or through technology as well as the use of third parties to interact.

**Appeals**

Students may appeal the decision if they believe that there has been a significant substantive or procedural error that significantly affected the outcome of the meeting; that significant evidence has been overlooked or the conclusion of the Student Support Committee is not supported by the facts; or that new and significant evidence has become available, not available during the initial meeting, that can significantly impact the outcome. Appeals must be made in writing within 72 hours of receiving the Committee’s written notification by submitting the appeal in writing to the Executive Vice-President of the University for final review. The appeal should outline which of the above criteria on which it is based.
Emergency Response and Evacuation Procedures

Statement of Intention

It is the intention of the 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.

Emergency Notifications Methods and Procedures

The University established procedures for sending out immediate emergency notifications upon the confirmation of a significant emergency or dangerous situation resulting in 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, active shooter 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, criminal homicide, robbery, and sex offenses, if they reach the level of a significant emergency which cause an immediate threat to the health and the safety of students and/or employees, or the wider community. These cases will be decided 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 sent out through the RAVE Mobile Safety mass
notification system and Oohlala Campus App. Emergency announcements may also be made through the campus radio station, KHOE, or other appropriate means, depending upon what systems remain working, the nature of the threat or other circumstances.

In addition to the activation of the RAVE Mobile and Oohlala mass notification systems, faculty and administrative chairs and department heads may also notify their colleagues through email and Phone Tree about the nature of the problem and galvanize their staff to act.

Depending upon the situation and the availability of electronic notification systems, the Security and Safety Office might also post written notices and warnings in residence halls and public buildings, explaining the situation, with a directive to what action to take or not to take.

Information about the emergency response will be continuously disseminated to the public through the campus radio station, KHOE, as well, which is located in Verrill Hall.

Whenever appropriate, parents and emergency contacts will be notified by university officials. Students’ emergency contacts will be notified by Dean / Assistant Dean of Student Life. Student information should remain confidential and protected from unauthorized persons, including parents, unless a student has consented to parental notification.

At a later stage of the emergency response process, bigger or smaller group meetings will be held for updates and to disseminate any additional information and instruction.

**Signing up to receive electronic 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 in the RAVE database.

Maharishi University of Management  |  Tel: 641-472-7000  |  [www.mum.edu](http://www.mum.edu)
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 email address, please choose the “visitor” option on the welcome page.

Notification of and Cooperation with the Local Authorities

Depending on the nature of the problem, the Police Department, Fire Department and Ambulance will be advised by the Director of Security and Safety and/or Vice President of Operations and/or Chief Administrative Officer on the nature and scope of the emergency. Notification will be conducted via phone, if the phone system is available. If not, notification will be conducted in person.

In preparation to a possible emergency situation, periodically the campus layout are supplied to all emergency responders, giving notice of new buildings, their type and location, street closings, or ongoing construction work which may change routing and access strategies.

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.

Procedures for disseminating information to the larger community

The Office of the President, in conjunction with the University Council, will create the text of the message describing the emergency situation. The text will 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 via phone by the Administration of the University in order to reach the Fairfield community and other communities, as appropriate, within the shortest period of time.

**Description of the Process**

**Confirmation of Significant Emergency or Dangerous Situation.** Upon receiving the first calls or notifications about the emergency situation, the Security Office will confirm the existence of the emergency situation by observing the location, obtaining further reports, contacting local law enforcement, etc.

If it is allowed by the circumstances, the security officer on duty and/or the Director of Security and Safety confirms the emergency situation by observing the location and examining the situation in person.

For example, 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, downed electrical wires, or electrical malfunctions whose source cannot be located, etc.

If the reports indicates the compromise of gas or electronic systems, the Director of Safety and Security with Facilities Management will determine potential danger sites based on hazard assessment criteria (areas where gasoline and fuel oil are dispensed, power substations, natural gas regulators are located, etc.). If any of these systems become compromised, the emergency notification process will ensue to evacuate the appropriate areas, notify the local authorities and advise utility companies of irregularities.

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

Some emergencies could potentially affect a greater portion of the campus than others. It is the University’s intention to send out notification to the segment or segments of the community of which health and safety would be directly and indirectly affected by the
emergency or dangerous situation. The determination of the effected segment or segments will be carried out in an ongoing manner. The appropriate segment or segment of the community who receives the notification will be determined by the Director of Security and Safety, Vice President of Operations and/or Chief Administrative Officer, or Emergency Response Team following its involvement.

We will err on the side of sending out the emergency notification to a wider segments of the community.

The guiding principle will be to accept the possibility that the worst possible situation could develop and to take the necessary precautions to prevent the escalation of the situation.

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.

If the fire is contained and affects only one building and there is no risk of health and safety of occupants in other buildings, the notification will be executed via the fire alarm system and no text or email messages will be sent out.

As long as the circumstances allows, the Safety and Security Department might go through the intact part of 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. If he requests, the building’s 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 notified via text or email messages, or via written announcements and will evacuated and moved to the appropriate large assembly building(s) for shelter, while the investigation or repairs are under way.

For example, if there was a major power outage due to extreme storms or other circumstances that is projected to last for days, occupants of the affected buildings will be notified via text, email messages or written announcement posted in their buildings. The occupants will be evacuated primarily into large assembly buildings, and secondly into other usable and available accommodations.
EXAMPLE 3: If there is an emergency affecting most individuals on campus such as (1) an explosion at gas dispensing facility, or (2) train derailment or major accident on Highway 1 involving materials such as propane, anhydrous ammonia, or hazardous waste shipments, the emergency notification will be sent out to everyone on campus via text and email messages.

In this case the emergency procedures will be commanded by state authorities. 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 such an extreme crisis, many of the campus residents would be evacuated to sites off campus such as public high school and elementary school buildings, fairgrounds, hotels, and possibly to private residences in the city.

**Determination of the content of the notification and initiation of the notification system:**

The content and the means of notification will be determined on the basis of the potential severity and nature of the emergency. The notifications usually will include a description of emergency or dangerous situations; the time, date, location of its occurrence; instructions about what to do and what not to do, and how to avoid or mitigate the danger. When applicable, the notification will include information of state agencies which took over the command of the emergency response. The content of the notification will be determined by the Director of Security and Safety, Vice President of Operations and/or Chief Administrative Officer, or Emergency Response Team following its involvement.

In the Rave Mobile mass notification system templates are available to be sent out immediately upon the confirmation of the threat or emergency situation.
The decision about initiation of the notification system is made by Director of Security and Safety, and/or Vice President of Operations and/or Chief Administrative Officer, or Emergency Response Team following its involvement.

For example, in case a tornado caused severe damage in some of the campus buildings, text and email messages will be sent out via the RAVE system and Ohhlala Campus App by the Security and Safety Office and/or Vise President of Operations and/or Chief Administrative Officer or the Emergency Response Team. The initial notifications will contain information about in which buildings first aid or medical assistance are available for those who are able to move; what signs people should use if they are in the company of seriously injured individuals; where residents of demolished buildings can take shelter; how and where people can get food and water.

Emergency Response Team (ERT)

Core Members of Emergency Response Team:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President of Operations</td>
<td>Thomas Brooks</td>
</tr>
<tr>
<td>Chief Administrative Officer</td>
<td>David Todt</td>
</tr>
<tr>
<td>Vice President of Academic Affairs</td>
<td>Craig Pearson</td>
</tr>
<tr>
<td>Vice-President of Enrollment and Student Affairs</td>
<td>Rod Eason</td>
</tr>
<tr>
<td>Assistant Dean of Student Life</td>
<td>Selin Ozbudak</td>
</tr>
<tr>
<td>Provost</td>
<td>Scott Herriott</td>
</tr>
<tr>
<td>Dean of Faculty</td>
<td>Vicky Alexander Herriott</td>
</tr>
<tr>
<td>Legal Counsel</td>
<td>Gill Goldstein</td>
</tr>
</tbody>
</table>
Other members of MUM staff and faculty will be called in to participate in Emergency Response Team, if their expertise is needed.

**Calling in and function of the Emergency Response Team**

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. The Security and Safety Office will contact the members of the ERT. If the Security and Safety Office is unable to call in the ERT, any member of the ERT may call the rest of the members. If the news about a serious emergency reaches any member of the ERT, they may convene the team and put MUM Emergency Plan into action.

Response to a serious emergency or dangerous situation will be coordinated by ERT. Any or all of the members of the ERT may be actively involved in the response, depending upon the needs of the situation.

President of MUM must be notified about the emergency situation and the response at the earliest convenience, usually by the Vice President of Operations or Legal Counsel. Media inquiries will be referred to the Vice President of Academic Affairs.

**Contacts for ERT:**

- Jefferson County Sheriff
- Fairfield Police Department
- Fairfield Fire Department
- If appropriate, Homeland Security Emergency Response Coordinator
Emergency Response Center

The emergency operations plan includes the activation of the Information Center, Foster Hall 3rd floor, where a phone bank will be made operational to receive updates and input and disseminate vital information as required. Foster Hall 3rd floor 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.

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 and Evacuation Procedures

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 Director of Security and Safety will generate a mock crisis (a drill). This test situation will be announced to appropriate academic and administrative personnel and 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.

For the time being, the University does not plan unannounced emergency drills.

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.

**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.

**Emergency procedures for off-campus courses, base camp and other field trips**

In the context of an off-campus trip the meaning of “emergency” is wider than in the context of a course held on campus. Circumstances which otherwise would be handled routinely by a designated department of MUM (mostly Security or Student Life), must be addressed by the course leader on the spot, ideally with the support of the abovementioned or other departments of MUM.

In the event of an emergency, on-site faculty and staff use their best professional judgement to act quickly to protect the health and safety of students and other participants in the group.
Actions of on-site faculty and staff is based on MUM emergency and security policies. Specific policies tailored to the most common emergency situations which might occur during an off-campus courses or trip are listed in the specific policies.

The leader of operations is the course leader until that role is taken over by the Vice President of Operations or by the Emergency Response Team (ERT).

1. Course leader takes immediate emergency measures, following MUM general and/or specific emergency procedures. Specific emergency procedures for off-campus courses and trips is discussed further in the specific policies.

2. Course leader contacts Vice President of Operations and/or Chief Administrative Officer and/or Director of Security and/or Vice President of Academic Affairs and/or Vice-President of Enrollment and Student Affairs. If there is no response, course leader or designee keeps calling until the call is received. If no response, course leader or designee calls any other members of the ERT.

3. Vice President of Operations and/or Chief Administrative Officer and/or Director of Security and/or Vice President of Academic Affairs and/or Vice-President of Enrollment and Student Affairs and/or other members of ERT calls in further members of ERT if needed. If legal liability might be an issue, Legal Counsel must be involved.

4. Vice President of Operations and/or Chief Administrative Officer and/or Director of Security and/or Vice President of Academic Affairs and/or Vice-President of Enrollment and Student Affairs or the ERT determines next steps, including whether consulate/insurer/local lawyer etc. must be directly or indirectly involved.

5. Event logs, memos of meetings should be prepared as soon as possible, and sent to the Director of Regulatory Compliance, who organizes and compiles them.
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. These 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, arid 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 Security and Safety 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 Security and Safety 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 Security and Safety 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>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 111</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 110</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 109</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 108</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 107</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 106</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 150</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 114</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 113</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 112</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 151</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 152</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 154</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 153</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hi-Rise 140</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hi-Rise 141</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hi-Rise 142</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hi-Rise 143</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hi-Rise 144</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Location</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Hildenbrand Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 145</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 146</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 147</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 148</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Building 149</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Utopia Park (mobile homes)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MUM Hawaii Campus (in Grace Center, Kohala Institute, HI)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>