Annual Security and Fire Safety Report
Maharishi University of Management

2019

This Annual Security and Fire Safety Report was prepared by Dr. Beata Nacsa, MUM Director of Regulatory Compliance with the exception of the section titled:

“What to do in case of sexual harassment and violence?”

which was prepared by
Bill Goldstein, MUM General Counsel and
Caterina Tomaselli, MUM Title IX Coordinator.
Annual Security & Fire Safety Report

2019

The information included in this report applies to the following locations:

- MUM Campus, including: 1000 N 4th Street, 1100 N. 4th Street (Gateridge Court Bldg.), 2000 N. Court Street (Utopia Park), 804 Dr. Robert Keith Wallace Drive (Foster Hall, cafeteria, entrances and hallways leading to them in the building of Maharishi School), MUM Farmland and solar array in Fairfield, IA

- Noncampus locations, including Headley Hall, 2100 Mansion Drive, Maharishi Vedic City, IA

- Base camp and other overnight trips
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Overview

Federal law requires colleges and universities to disclose certain information about their security and fire safety policies and 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.

We provide this report to you to satisfy those legal requirements and to inform you of Maharishi University of Management’s policies on these matters and how the University 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 numerous departments of MUM, primarily the Security and Safety Office, the Title IX Coordinator, the Department of Student Life, Human Resources, the Housing Office and the Management Office of Utopia Park. In addition, the report includes criminal statistics collected from the Jefferson County Sheriff’s Office, Fairfield Police Department, and from other law enforcement agencies on whose jurisdiction MUM noncampus courses or overnight trips took place. In 2019, MUM did not get crime statistics from the Fairfield Police Department.

We hope you find this year’s Report useful and something you can rely on throughout the academic year. If you have 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
Availability of the Annual Report

We will notify current and prospective students and employees about the publication of the report via email containing a direct link to the webpage of the Report. The full text of the report is available on the MUM website at: https://www.mum.edu/security-report/.

Hard copies of the Annual Security Report are available at MUM’s Enrollment Center and Security and Safety Office, or you can request a hard copy sent by mail (USPS) by emailing Sanju Basnet at sanju.basnet@mum.edu or calling (641) 472-1117 or (641) 472-7000, extension 4275.

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

MUM’s approach to reducing and preventing crime on campus is unique among US higher education institutions.

Although no campus can completely isolate itself from crime and other detrimental effects, Maharishi University of Management has developed policies and procedures to address security challenges and create a strong campus culture that is more “safety-minded.”

Uniquely, MUM has incorporated effective consciousness-based tools and techniques into the curriculum and lifestyles of the students, faculty and staff—tools and techniques, which include the Transcendental Meditation program, which research has indicated assist in the reduction and prevention of crime. Extensive research and case studies on the Transcendental Meditation and TM-Sidhi programs show how both these self-development programs significantly reduce stress in the central nervous system. This natural reduction in stress mitigates tendencies for antisocial, violent and criminal behavior—at its root cause. By incorporating such simple, natural and enjoyable self-development programs into the daily lives of everyone on campus, including incoming freshmen, personal and social stresses naturally and effortlessly reduced.

To improve the quality of life of all community members, MUM has strict alcohol and drug policies, which also contribute to less crime on campus.

The University also gives great care and attention to educating and informing students, staff and faculty on how everyone can contribute to the safety and security of all. This proactive, prevention-oriented component of campus life also plays a crucial role in maintaining the University’s safety and security record.

This report contains a summary of policies and procedures on the legally specified security-related issues. For a more detailed explanation of the security and safety policies and procedures applied by the University, please refer to the handbooks for students, faculty and staff and other information published on the official University website (www.mum.edu).
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 (1000 N. 4th Street Fairfield, IA) and in Headly Hall (Maharishi Vedic City, IA). MUM does not provide security patrols on other noncampus locations and overnight trips.

Security Patrol and Other Services

- Security officer’s office: Verill Hall Rm 56
- Phone: 641-472-1115 or 1115 from campus phones (on duty 24/7)
- Security Director’s mobile phone: 641-233-8594
- Hildenbrand Hall Security during their office hours: Rm 103 Phone: 641-226-4086
- Online form for reporting an incident: 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. Security officers will respond as promptly as possible to your security and safety needs through this number. MUM security officers do not patrol locations outside the main Campus in Fairfield and Headley Hall in Maharishi Vedic City. From all other locations of MUM operations security concerns should be reported to the course leader or the organizer of the event (e.g. Student Life, Student Activities) and/or the local emergency number (e.g. 911 in US and Canada, 112 in Europe and India).
The security officers patrol campus by vehicle and on foot 24 hours a day, 7 days a week. In-house security officers patrol Hildenbrand Hall residence areas during working hours. MUM trains all security personnel in First Aid, CPR, use of fire extinguishers, etc. Any incident which goes above and beyond this base level of training, security officers report to the 911 Operator and state or local authorities handle it.

Security officers also 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 cold. You can request a ride by calling 641-472-1115.

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 will physically detain and arrest individuals, if necessary. Law enforcement agencies investigate alleged crimes on campus and other locations of MUM operations.

Security and Safety Contacts

**Director of Security: 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: 2:30-4:00 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
• Provides security, bystander and traffic safety presentations
• Approves University drivers
• Issue parking permits (online registration: https://services.mum.edu/campus-security/car-and-bike-registration/) for eligible staff and faculty 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: 2:30-4:00 PM, Monday through Friday. Call extension 4275 from campus phones 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 supervises on-line systems on the field of security
• Provides Campus Security Authority presentations
• Keeps 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 through the online reporting form, in person, via phone and/or e-mail.
You can file your report online:

https://services.mum.edu/campus-security/incident-reporting-form

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 description of security policies and procedures are available on the website of the Safety and Security Department (http://portals.mum.edu/campus-services/security) and in the Security Office.

**Relation to Law Enforcement Agencies**

State agencies periodically patrol 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 MUM Farmland in Fairfield and Headley Hall in Maharishi Vedic City IA.

MUM calls these and other appropriate agencies to MUM Campus, Headley Hall and other locales of MUM operations in case physical detention and/or arrest of individuals is necessary.

Law enforcement agencies investigate alleged crimes on campus and other locations of MUM operations following the victims’ report.

MUM Security Office has frequent meetings, consultations with the Fairfield Police Department and the Office of Jefferson County Sheriff about crime response and prevention strategies and measures, and how to cooperate in addressing specific cases. There is no written Memorandum of Understanding between the University and these agencies.
The local law enforcement agencies work with the MUM community to create awareness of the most up-to-date information from the FBI and Homeland Security regarding responses to 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 has started plans for 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 concerning locations and facilities on campus.

MUM does not have any officially recognized student organization at non-campus location, which also includes student organization with non-campus housing facilities which would require the monitoring and recording criminal activities on these locations through local law enforcement agencies.

**Security Considerations used in the Maintenance of Campus Facilities**

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.

The security officers are trained to notify facilities management promptly if they observe the need of any repair work which has a security relevance, e.g. a broken lock, a non-operational emergency exit sign, a broken window, or any dysfunctionality of a fire panel. Facilities Management personnel are trained to notify the Security Department if they observe a security-related issue, for example if a fire egress is blocked by personal items in any campus building.
**Emergency and Crime Reporting**

**General Principles**

In emergency situations, from any locales of MUM operations, call the emergency number 911 (in the US) without delay. Remember to call 911 immediately if anyone's life or safety is being threatened; if anyone needs medical assistance or an ambulance; if the suspect(s) are still there; if the suspect(s) have a weapon.

Submit your report of criminal activities or security threats promptly to Campus Security via the online reporting form:

https://services.mum.edu/campus-security/incident-reporting-form

or by calling the security officer on duty at (641) 472-1115 and its Director, Rig Gelfand at (641) 233-8594.

Report any criminal activity on MUM Campus and in Headley Hall directly to the Fairfield Police / Jefferson County Sheriff, as well. The police and sheriff departments are in the same building located at the Law Center at 1200 West Grimes Avenue, in Fairfield, 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 the MUM community. Prompt and accurate reporting of criminal and disruptive behavior to Campus Security is appreciated so that preventative steps can be promptly taken.

MUM Security and/or MUM Administration reports criminal actions to the state, local or federal authorities for assistance, consultation, prevention and/or prosecution.
Please note that according to Iowa criminal law, if the victim of a crime wishes the prosecution of the perpetrator, the victim must submit a complaint with the local law enforcement agencies. For example, if someone steals a wallet from a person’s coat on campus, the victim must report the case to the Police to start a criminal investigation and enable prosecution of the perpetrator. A report made to Campus Security will not start a police criminal investigation procedure, though a University disciplinary process may be commenced. Campus Security may report such cases for the enforcement agencies review, in its discretion, and consideration of preventive measures, but this may not lead to a criminal investigation of the alleged perpetrator.

How Does Security Handle Personal Information?

The Security Office shares personal information of the reporter only with those who need to know it in order to address the concern or as part of the investigative process. For example, Dean of Faculty or HR Director will be involved if faculty or staff must be disciplined or the employee victim needs accommodation. The Vice President of Enrollment and Student Affairs will be notified if a student violated the law, the University policies, or a student needs accommodation.

The Importance of Accurate and Prompt Reporting

MUM encourages the accurate and prompt reporting of crimes. MUM recommends victims of crime to submit their reports as soon as possible after the triggering event when they choose to do so.

In case the victim is unable to report the crime, MUM encourages witnesses and other bystanders of the crime, to file an accurate and timely report. MUM encourages the members of the campus community who have knowledge about a crime to report it to both the appropriate local law enforcement agencies and MUM’s Security Department.

Furthermore, MUM encourages the accurate and prompt reporting of threat of crimes to law enforcement and MUM Security Office.
This accurate and prompt reporting allows MUM to consider whether any ongoing threat to the community is present, so the University can take appropriate preventative measures, secure a location, ask assistance from law enforcement, and/or start a timely warning or an emergency notification procedure.

Who Do I Report To?

Crimes, other incidents or threats are to be reported to any of the following MUM operations:

- **Security officer on duty**: phone 641-472-1115, or ext. 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, phone 641-472-1117, or ext. 1117 from campus phones, or 641-233-8594.
- **Director of Regulatory Compliance**: Beata Nacsa, bnacsa@mum.edu, phone 641-472-7000 ext. 4275 or ext. 4275 from campus phones.
- **Title IX Coordinator**: Caterina Tomaselli, croesler@mum.edu, 641-233-8033.

Online Reporting of Crimes, Other Incidents or Threats

MUM’s 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 or calling Security. 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.

Questions

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

Voluntary and Confidential Reporting

MUM encourages anyone who has knowledge about a crime, violation of MUM policy, incidents committed on any location of MUM operations, or security or safety concerns, to report such matters confidentially to:

- **Director of Safety and Security:** Rig Gelfand, rgelfand@mum.edu, phone 641-472-1117, or ext. 1117 from campus phones, or 641-233-8594.

- **Director of Regulatory Compliance:** Beata Nacsa, bnacsa@mum.edu, phone 641-472-7000 ext. 4275 or ext. 4275 from campus phones.

Confidential reporting means that while the reporter’s identity is known to the Security Office, the reporter’s identity is not shared with any third party. In addition, any details in the report that could lead to the identification of the reporter will be removed before the report is communicated with any third party.
Complainants who wish to volunteer information confidentially may speak with MUM’s Personal Support Services. Confidentiality will be retained unless there is a concern for the complainant’s safety, or the safety of others. If the counselor learns during their counselling sessions that a crime (including VAWA offences like domestic violence, dating violence and stalking) was committed, they might remind their clients, if and when they deem it appropriate, that the nature, time and location of the crime may be provided to Campus Security through the Director of the Personal Support Services for inclusion in the University’s crime log and statistics with all other information, including the reporters identity, remaining confidential. The report will also be evaluated by Director of Security or designee whether timely warning notice should be issued.

**Anonymous Reporting**

You may submit the online reporting form either with your contact information or anonymously. Please note that anonymously submitted forms may limit our effectiveness in responding to the reported concern. For example, if a student believes that someone is stalking them, but he or she does not share the personal information about the victim and the perpetrator, the University will unable to issue a no-contact order and take further steps to address the unlawful behavior in the future and remedy the harm done.

Please share your contact information with us if you wish us to speak with you about your concern. If you want the Security Department to keep your identity confidential, please indicate on the form that you have made a voluntary and confidential report.

**Note to CSA’s**

If you are designated as a Campus Security Authority, always indicate this on the form and fill in your name and position.
What Happens After Making a Report?

Upon receiving the report, the Security Office will review and investigate it to determine an appropriate course of action. Such course of action may include preventative steps, securing a location, asking assistance from law enforcement, and/or starting a timely warning or an emergency notification procedure.

Reports about unlawful activity or violation of the Student, Staff or Faculty Handbooks received by the Security Office will be referred to the member of administration who supervises disciplinary matters. Student matters will be referred to the Vice President of Enrollment and Student Affairs, faculty to the Dean of Faculty, staff to the Human Resources Director or their assignee. Sexual harassment, sexual assault, domestic violence, dating violence and stalking cases are referred to the Title IX Coordinator.

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.

Reporting Crime Allegations to Campus Security Authorities (CSAs)

Campus Security Authority (CSA) is a term introduced by federal law and covers those members of the University community 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 being officially “reported” to the University.

Campus Security Authorities are requested to report all incidents to the Security Office without delay that are reported to them or which they become aware of.

The Security and Safety Office collects the crime reports and make them available for the public through the daily crime log, the annual security report and the Department of Education’s website.
MUM has identified those members of staff and faculty, who have a significant responsibility for campus security in general and/or student and campus activities. They are, therefore, considered Campus Security Authorities by law. This list includes all members of the Security and Student Life Departments, the Title IX Coordinator, and other designated members of staff and faculty. The University reviews the list of campus security authorities at the beginning of every academic year and updates it. MUM provides training and re-training for CSAs concerning their obligations and reporting options.

Course leaders of noncampus courses and overnight trips are also campus security authorities. MUM requests course leaders of noncampus courses, base camp, field trips and other overnight trips to report the time and location of their courses and trips to the Dean of Faculty and/or Security Office so the trip will be included in the list of noncampus courses or overnight trips. The course leaders will be educated about their specific duties. The information about the course or trip will be included in the relevant lists of noncampus locations. Following their return, the course leader shall make a report of any Clery reportable incident which may have taken place during the course.

The Director of Regulatory Compliance will send to the Campus Security Authorities an email message in every academic year reminding them to send in their reports.

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 report crimes and other incidents or security 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, as appropriate.

The campus security authorities are advised to report crime and other incidents to the Security Office via the University’s online reporting system, email or phone or in person.

Witnesses and victims may also report a crime to the CSAs. This report may be made confidentially (the CSA will not record the identity of the reporter). In this case their report will be forwarded to the Security Office without the reporter’s personal identification information. The crime report will be included in the crime log and the annual crime statistics, and the case will be examined as to whether there is a need to send out timely warning.
Complainants who wish to volunteer information confidentially may speak with MUM’s Personal Support Services. Confidentiality will be retained unless there is a concern for the complainant’s safety, or the safety of others. If the counselor learns during their counselling sessions that a crime (including VAWA offences like domestic violence, dating violence and stalking) was committed, they might remind their clients, if and when they deem it appropriate, that the nature, time and location of the crime may be provided to Campus Security through the Director of the Personal Support Services for inclusion in the University’s crime log and statistics with all other information, including the reporters identity, remaining confidential. The report will also be evaluated by Director of Security or designee whether timely warning notice should be issued.

Campus Security Authorities are also educated to inform the victim what help is available on campus, in the community and online.
Daily Crime Log

Keeping the Crime Log

The University records all criminal incidents and alleged criminal incidents which were reported to the Security Department or other campus security authorities in a daily crime log. The reported crimes and allegations are recorded by the date on which the report was received by the Security Department, within two business days of receipt. Business days are from Monday to Friday, excluding federal holidays.

The entries of the crime log contain the following data: the classification of the crime, date and time when it was reported, date and time when the crime was committed, case number, general location and disposition. The entry will not contain individually identifiable information.

The crime log contains the entries made by the security officers, the Director of Security, and the Director of Regulatory Compliance into the internal crime reporting system. The crime log also contains the reports received by other campus security authorities or law enforcement agencies who reported them to Campus Security.

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 to 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.

If the Security Department receives further information about the criminal allegation, the entries of the crime log are updated. For example, the log may be updated with information that the suspect is arrested or prosecuted. This update is made if the follow up report is received by the Security Department within 60 days from the date of the original report. If the follow up is received after the 60 day-time period, the crime log might not be updated.
Availability of the Crime Log

The crime log is available for the public, free of charge, in the Security Office, during the Security Office’s window hours (Forster Hall, Room 340 and 345, 2.30 – 4 PM, weekdays, except for holidays). Crime logs older than 60 days are 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 (in Rooms 345 and 340, Foster Hall). Periodically a hard copy of the log is printed out, 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.

The University notifies the public through the Annual Security Report in every academic year about how they can review the log.
Timely Warning Notice  
(Crime Alert Mass Notification)

When the Security and Safety Office receives a report of a crime, the Office will review it to determine if there is a serious or continuing threat to the campus community. If it is determined that the crime results in a serious or continuing threat to the campus community, the University will issue a campus wide timely warning notice in the form of a crime alert email. The aim of the timely warning message is that community members are notified about the available pertinent information about criminal activity on campus so they can make the appropriate steps to protect themselves.

The notice contains the pertinent information about the crime and advise how students, employees and other members of the community could prevent similar crimes from happening.

We will consider issuing a timely warning notice for the following crime specifications:

- Murder/non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson;
- Larceny/theft, simple assault, intimidation and destruction/damage/vandalism of property, if committed as a hate crime;
- Illegal alcohol, drug or weapon possession;
- Dating violence, domestic violence and stalking.

The University might consider issuing timely warning notice for other crime specifications if they pose a continuing or imminent threat to students or employees.

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 and the motivation, while assessing the threat it poses to the campus community.
Director of Security sends out the timely warning notice, following a consultation with the security supervisor, Director of Regulatory Compliance, Title IX Coordinator, General Counsel, Chief Administrative Officer and/or Vice President of Operations and law enforcement agencies

If the circumstances allows, the Director of Security calls without delay a timely warning notice meeting to discuss with the above mentioned members of the management the facts of the case, the nature of the threat, the draft of the notice and how else the University may eliminate or mitigate the threat. If the circumstances do not allow holding a meeting, the Director of Security consults the above-mentioned members of the management in person, via phone and/or email. If the urgency of the matter does not allow phone consultations either, , the University issues the alert at once.

The University sends the crime alert to the registered e-mail address of MUM community members. The crime alert will include all the important known and substantiated facts, suggestions for protective measures a person could take and, if relevant, any suspect information.

The alert will be sent out either through the offices of Student Life, Dean of Faculty and Human Relations, and/or Rave mass notification system and/or Ooohlala campus app. The University might use some other forms of disseminating the information like classroom announcement, posters, etc.

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

How to Receive Timely Warning Notices and Emergency Notifications

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.
All members of the MUM community (including short term visitors) are encouraged to sign up for both RAVE and Oohlala Campus App. RAVE is an emergency communication system, so you will get message from RAVE only if you need to take action immediately to keep yourself safe. So please always read a massage if it comes from MUM RAVE.

The Ohhlala Campus App connect you to the campus community and includes information about all important aspects of campus life. This system includes a push notification function, as well, through which the University will be able to notify you if a criminal situation creates a serious or continuing threat, or there is another significant emergency or dangerous situation is present.

Please sign up to the RAVE Mobile Safety system with your mum.edu email address:

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.

Please sign up to the Oohlala Campus App with your mum.edu email 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.

During the security presentation for freshmen, the URL for signing up is distributed and the students are asked to sign up on the spot. Students and employees advised in an email shortly after their arrival to sign up for the RAVE system, students are also advised to sign up for the Oohlala campus app.
Security Policies of Noncampus Courses, Base Camp and Other Overnight 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 noncampus courses, base camp and other overnight trips.

The University has special security and emergency management policies and procedures for noncampus courses and overnight trips.

These policies describe the security-related obligations of faculty and students on noncampus locations of MUM operations covering issues from the preparation of the course until the emergency situations which might occur during a trip away from the main 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 noncampus trips: most common forms of crimes, traffic safety risks, dangerous species and natural disasters, etc. if applicable. 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 noncampus 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.
On the site the course leader explains in a detailed and clear manner the rules students must follow during their free time. If the environment requires, the 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).

Students are informed about crime and incident reporting options. Students may report incidents, crimes that happened during noncampus courses, base camp or other overnight 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: 641-472-1117, or Rig Gelfand, the Director of Security at 641-233-8594.

Students may also report sexual harassment to the Title IX Coordinator, Caterina Tomaselli, who is based in Fairfield, Iowa and can be reached by phone at 641-233-8033; or email at 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 participants 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 campground 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 Dustin Matthews, the Chairperson of the Department of Exercise & Sport Sciences who can be reached during the course primarily in person and via phone (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 (10AM - 4 PM). 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 is open to guests of members of MUM Community (9.15 AM – 9.30 PM). 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 noncampus trips by 9:30 P.M. and may not enter these 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 his or her key or left its key inside, after Security checks whether the student has lawful access to the room. Residential Advisors and Residential Directors also help residents.

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 the prevention of crime. The purpose of such programs is to provide tools for students, faculty and staff as to how to take responsibility for their own safety and the safety of others.

Security awareness programs are delivered through a variety of means:

- The University disseminates general and specific security awareness information in writing to the University community via email notifications and warnings, newsletters, booklets, leaflets, posters.
- The University also provides security-related presentations to groups of employees and students either in-person or via online courses, or both every academic year.
- In order to prevent theft of bicycles on campus, the University offers free of charge registration of bicycles in the Security Office. You may register your bike online: https://services.mum.edu/campus-security/car-and-bike-registration/ and arrange for a time when you get your sticker from the Security Office.
- The University encourages MUM community members to regularly read the police arrest reports published in the Fairfield Ledger; and to follow Jefferson County Iowa Mugshots - Fairfield Iowa and Jefferson County Sheriff's Office-Fairfield, IA on Facebook to learn the most current crime information in Fairfield and Jefferson County.
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 crime reporting options, basic crime prevention strategies, active shooting, tornado safety, traffic safety and fire safety.

During the security presentation we educate students that the security and safety of the campus is based on the cooperation among students and employees of the University and the law enforcement agencies. The students are informed that numerous crimes can be prevented by simple steps like locking doors of cars and rooms, not leaving valuables unattended. We also emphasize the importance of reporting crime and security threats so the University and/or law enforcement agencies could make the required preventative steps. The summary of the security policies and procedures on fire safety, tornado safety, active shooter, etc. is also explained.

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. The length and the content of the presentations are adjusted to the needs of the particular group.

Once in every academic year at least one major security-related presentation is offered to members of staff and faculty, covering topics like active shooter, fire safety, crime reporting options.

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.

Student body, faculty and staff meetings are conducted to discuss relevant security and safety issues as the need arises.
Written Information

Students and employees are provided with information about MUM security and safety policies via the Annual Security Report once a year. Detailed description of security policies and procedures are available online on our website:

http://portals.mum.edu/campus-services/security

or in person in the Security Office.

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 regularly read the police arrest reports published in the Fairfield Ledger; and to follow Jefferson County Iowa Mugshots Fairfield Iowa, and Jefferson County Sheriff's Office, Fairfield, IA on Facebook 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, provides training for University staff, faculty and students every year about policies on preventing and attending sexual assault cases.

Primary prevention and awareness programs

Every new student entry is educated about sexual misconduct prevention on campus. The prevention program is provided in the format of “Mentors in Violence Prevention” and trains the attendees how to identify red flags about a possibly problematic situation and how to intervene safely. It includes a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking on all its geographical locations and the university strictly enforces these policies and laws.
The prevention program covers the following topics: who is leader, who is bystander, types of abuse and respect, the meaning of consent in reference to sexual activity, definitions of sexual assault, dating violence, domestic violence, sexual assault, and stalking. The types of bystander intervention taught are direction, distraction, delegation and delay. The program provides education about resources available on and off campus and the victim’s rights under Title IX.

The training includes reference to basic risk reduction strategies like the risks stemming from being under the influence of alcohol and drugs, staying overnight in an unsafe environment and walking alone at night, etc.

Training for new students at each standard entry lasts approximately one and a half hours. The same program is provided to new members of staff and faculty.

**Ongoing prevention and awareness campaigns**

Every year at least one course is provided to members of staff and faculty about some issues of sexual assault prevention and sexual harassment either through in-person presentation or on-line. The topics vary from year to year and usually cover one of the following subjects: role of bystanders in prevention of sexual assaults and sexual harassment; definition of sexual assault, dating violence, domestic violence, stalking in federal law and domestic abuse and sexual abuse in state law; sexual harassment and abuse in the workplace; etc.

Student Life integrates the ongoing prevention campaigns into new and ongoing program offerings: book club, drug-free campaign, etc.

The same topics are discussed periodically via newsletters and emails sent out to staff, faculty and students.

Staff, faculty and student-employees, who are identified as Mandatory Reporters are required to inform the Title IX Coordinator about any suspected sexual misconduct incident. They are provided training concerning the mandatory reporting obligations through at least one online course per academic year.
Campus Security Authorities (staff, faculty and student-employees) are also provided an opportunity to participate on in-person or online training about the duties of campus security authorities every academic year.

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 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 by 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, evidence will be collected, investigated and evaluated, and if the complaint is substantiated, a disciplinary hearing will be initiated, and consequences determined and applied.
Disclosure of Crime Statistics

Crime Reporting Responsibility of MUM to the Community

The law requires that the crime statistics, containing crime reports of specific crime categories, occurred on the locations of MUM operations, must be published in the institution’s annual security report and submitted to the Department of Education via the annual Campus Safety and Security Survey.

Hereunder you can find the crime statistics of MUM locations (Campus in Fairfield, Headley Hall in Maharishi Vedic City, MUM Hawaii Campus (in the years of 2016, 2017 and 2018.) From 2019 onward no course is provided on the MUM Hawaii Campus.

The crime statistics are based on the reports made to the members of Campus Security, other campus security authorities and law enforcement agencies.

Campus security authorities, including security officers, are trained to file, with the Director of Regulatory Compliance, all incident reports reported to them. At least once a year, all campus security authorities are asked to send the incident reports they receive to the Director of Regulatory Compliance. At least once a year the Security Office requests crime statistics from the law enforcement agencies on which jurisdiction MUM activities took place. We contact the Fairfield Police Department and Jefferson County Sheriff’s Office every calendar year to collect crime statistics. No crime statistics were provided concerning 2018 campus incidents by the Fairfield Police Department at the time of finalizing the report. The Security Office also contacts police departments, sheriffs’ offices who patrol the locations where noncampus courses or overnight trips take place. These inquiries are mailed or emailed to the agencies, in the US and abroad, at least once a year.
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 were 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. Only violations of law must be reported, not mere violation of the strict MUM drug and alcohol policies.

The fourth category of statistics must be disclosed are offences stipulated by Violence Against Women Reauthorization Act of 2013, which includes:

- domestic violence,
- dating violence and
- stalking.

Definitions of Offences in Federal Law

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**

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

**Domestic Violence**

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child, a person who is cohabitating with or has cohabited 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**

A 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**

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**

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)

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

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

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

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

Unfounded Crime

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.

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 Law and Local Ordinances

Domestic Abuse—Iowa Code Section 236.2, subsection 2

Domestic abuse means committing assault as defined in section 708.1 under any of the following circumstances:

a. The assault is between family or household members who resided together at the time of the assault.
b. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.
c. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.
d. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.
e. (1) The assault is between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault.

In determining whether persons are or have been in an intimate relationship, the court may consider the following nonexclusive list of factors:

a. The duration of the relationship.
b. The frequency of interaction.
c. Whether the relationship has been terminated.
d. The nature of the relationship, characterized by either party’s expectation of sexual or romantic involvement.

Assault—Iowa Code 708.1 subsection 2

A person commits an assault when, without justification, the person does any of the following:
a. Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act.

b. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act.

c. Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

**Sexual Abuse—Iowa Code 709.1**

Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.

2. Such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.

3. Such other person is a child.

**Sex Act—Iowa Code 702.17**

The term “sex act” or “sexual activity” means any sexual contact between two or more persons by any of the following:

1. Penetration of the penis into the vagina or anus.

2. Contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person.
3. Contact between the finger or hand of one person and the genitalia or anus of another person, except in the course of examination or treatment by a licensed person.

4. Ejaculation onto the person of another.

5. By use of artificial sexual organs or substitutes therefor in contact with the genitalia or anus.

**Incapacitation—Iowa Code 702.17 709.1A**

As used in this chapter, “incapacitated” means a person is disabled or deprived of ability, as follows:

1. “Mentally incapacitated” means that a person is temporarily incapable of apprising or controlling the person’s own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance.

2. “Physically helpless” means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited.

3. “Physically incapacitated” means that a person has a bodily impairment or handicap that substantially limits the person’s ability to resist or flee.

**Statutory Rape in Iowa (Sexual Abuse - Iowa Code 709.1)**

While Iowa does not expressly penalize statutory rape, sexual abuse in the 2d, and 3d degrees covers crimes which are called “statutory rape” in federal law and in other states.

Sexual Abuse (2d degree) if defendant performs any sex act and the victim is under the age of 12 years.

Sexual Abuse (3d degree) if defendant and victim are not cohabiting at the time of the sex act and the other person is 12 or 13 years of age; or the other person is 14 or 15 years of age and the defendant is four or more years older than the other person.
Alcohol Offences—Iowa Alcoholic Beverage Control Act

From Chapter 123 of Iowa Code 123.47 available at:

https://www.legis.iowa.gov/docs/code/123.pdf

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.

2. 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.

3. 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.

4. 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

From Chapter 9.32 Consumption or Possession of Alcoholic Liquor, City of Fairfield, Iowa Code of Ordinances, (9.32.010, 9.32.020, 9.32.030, 9.92.030) available at:

http://cityoffairfieldiowa.com/documentcenter/home/view/123

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

3. 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).

4. 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)

From Chapter 124.401 of Iowa Code, available at:


1. 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.
2. 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.

3. 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 724.4 of Iowa Code,**


**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 above are listed in subsection 4. For details see:

Weapons—Local Ordinances

From Code of Ordinances, City of Fairfield, IA, (9.40.010, 9.92.030) available at:

http://cityoffairfieldiowa.com/DocumentCenter/Home/View/123

1. 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).

2. Prohibited acts in all parks. (b) No persons or persons shall use or discharge any firearms in any city park. (Ord. 555 '3, 1972).

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 (which is a subset of the “on campus” total), “noncampus” locations, and on “public property” i.e., public property within the campus, or immediately adjacent to and directly accessible from campus.

The “on campus” category covers:

- MUM Campus in Fairfield, IA which includes the following locations:
  - 1000 N 4th Street,
  - 1100 N. 4th Street (Gate Ridge Court Bldg.),
  - 2000 N. Court Street (Utopia Park) Fairfield, IA 52556 and 52557,
  - 804 Dr. Robert Keith Wallace Drive (Foster Hall, main entrance and cafeteria in MSAE building),
• solar array,

• MUM farmland,

• streets in North Campus Village.

• MUM Hawaii Campus located in the Kohala Institute, 53-588 Iole Rd, Kapa’au, HUI 96775 (operated from 2016–2018 periodically)

• The “noncampus” category covers:
  • Headley Hall 2100 Mansion Drive in Maharishi Vedic City, IA 52556,
  • rotating university courses,
  • first year team building course (base camp),
  • and other overnight trips.

The “public property” located within and around MUM Campus in Fairfield IA covers Highway 1 between the two parts of the main campus and to the West from campus farmland; parts of N. B Street surrounding the two E entrances of the campus; N B Street along Utopia Park, Jefferson County Loop Trails on the W and NW side of campus.

The “public property” of MUM Hawaii Campus (located in Kohala Institute) is Iole Road to the East of the campus.

The map of MUM Main Campus is accessible on the Security Office website:

  https://services.mum.edu/campus-security/mum-clery-map/
Crime Statistics in 2016–2018

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

The crime statistics are based on reports made either to Campus Security, other campus security authorities and/or local law enforcement agencies in the years 2016-2018.

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

MUM Campus Fairfield IA

Criminal Offences—MUM Main Campus Fairfield IA:

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<tr>
<th>Category of crime</th>
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<th>On-campus total</th>
<th>Noncampus locations</th>
<th>Public property</th>
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<td>Other on-campus</td>
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### Arrests—MUM Main Campus Fairfield IA:

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Disciplinary Actions—MUM Main Campus Fairfield IA:

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VAWA Offences—MUM Main Campus Fairfield IA:

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Hate Crimes—MUM Main Campus Fairfield IA:

No hate crime was reported in 2016 in any crime category and in any bias category on the Main Campus and noncampus locations.

In 2017 four hate crimes were reported on MUM Main Campus in Fairfield, IA:

- 2 counts of intimidation based on race, on campus in Fairfield
- 1 count of intimidation based on gender identity, on campus in Fairfield
- 1 count of intimidation based on religion, on campus in Fairfield

No other hate crime was reported in any other crime and bias category in 2017 on the Main Campus and noncampus locations.

In 2018 no hate crime was reported on MUM Main Campus in Fairfield, IA, and any noncampus location of MUM in any bias or crime category.

Unfounded Crimes—MUM Main Campus Fairfield IA:

There was no unfounded crime in years 2016–2018.

MUM Hawaii Campus Kapaaau HI

Criminal Offences—Hawaii Campus Kapaaau HI:

<table>
<thead>
<tr>
<th>Category of crime</th>
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**Arrests—Hawaii Campus Kapaa H1:**

| Category of offence | Year | On-campus | | | | |
|---------------------|------|-----------|----------------|----------------|----------------|
| Illegal weapons possessions |      |           | Noncampus locations | Public property | |
|                      | 2016 | 0         | 0                | 0              | 0              |
|                      | 2017 | 0         | 0                | 0              | 0              |
|                      | 2018 | 0         | 0                | 0              | 0              |
| Drug law violations  |      |           | Noncampus locations | Public property | |
|                      | 2016 | 0         | 0                | 0              | 0              |
|                      | 2017 | 0         | 0                | 0              | 0              |
|                      | 2018 | 0         | 0                | 0              | 0              |
| Liquor law violations |      |           | Noncampus locations | Public property | |
|                      | 2016 | 0         | 0                | 0              | 0              |
|                      | 2017 | 0         | 0                | 0              | 0              |
|                      | 2018 | 0         | 0                | 0              | 0              |
Disciplinary Actions—Hawaii Campus Kapaau HI:

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VAWA Offences—Hawaii Campus Kapaau HI:

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<th>Noncampus locations</th>
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Hate Crimes—Hawaii Campus Kapaa HI:

No hate crime was reported in 2016, 2017 and 2018 in any crime category and in any bias category on MUM Hawaii Campus and locations of overnight trips from MUM Hawaii Campus.

Unfounded Crimes—Hawaii Campus Kapaau H:

There was no unfounded crime in years 2016–2018.
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, they also are not permissible. The University’s policy prohibiting sex discrimination applies to everyone’s conduct—students, faculty and staff—both on and off campus and these policies are in place to protect us all along with visitors.

Furthermore, any kind of sexual violence is criminal behavior and 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, which crimes are prohibited, by increasing awareness of gender violence in our students during their orientation.

These programs provide options that will be helpful to bystanders in intervening to prevent sexual and relationship violence. Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.

2. Confront people who seclude, seek to take advantage of or have intimate relations with people who are incapacitated.

3. Speak up when someone discusses plans to take sexual advantage of another person.

4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources for support in health, counseling, or with legal assistance.

Providing Written Information

The University will provide a written explanation of available rights and options, including procedures to follow, when it receives a report that a student or employee has been a victim of Sexual Misconduct or a VAWA Crime, whether the offense has occurred on- or off-campus or in connection with any University program. The written information shall include:

- To whom the alleged offense should be reported.

- Options for reporting to law enforcement and campus authorities, including the option to notify local law enforcement authorities; the right to be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses and the right to decline to notify such authorities.

- The rights of the parties regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts and the School’s responsibilities regarding such orders.

- The importance of preserving evidence as may be necessary to prove Sexual Assault, a VAWA Crime, or to obtain a protection order.

- Existing campus and community services available for the parties including counseling, health, mental health, victim advocacy, legal assistance, and other services.

- Options for, and available assistance to, change academic, and working situations, if requested by the one of the parties and if reasonably available. These options are available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

- Any applicable procedures for institutional disciplinary action.
The University applies the same procedure to investigate accusations of sexual harassment or sexual violence regardless of whether the complainant and the accused is student, staff or faculty. The investigation is conducted by the Title IX Coordinator, who is accompanied by another member of staff or faculty.

**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.

All such complaints or incidents should be reported immediately either anonymously or not to:

- The Vice President of Enrollment and Student Affairs, phone: 641-472-1204,
- The Associate Dean, phone: 641-472 1190 or,
- The Title IX Coordinator, phone: 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 review will be conducted as confidentially as possible keeping in mind any request for privacy, but also the well-being of members of the University community. The respondent will be notified of the complaint, be afforded ample opportunities to respond, and then be notified of the outcome of the review.

The purpose of the review is to determine if harassment has occurred, and if so, to redress the situation, including taking appropriate steps to prevent the incident from happening again. The review may result in a recommendation of mediation between all the involved parties, legal or disciplinary action which may result in a warning letter, probation, no contact or protective order, suspension, or dismissal from the University.

Sanctions may include Counseling (for mildest offenses), Warning Probation, Suspension (less than 2 years), Suspension (2-4 years), Suspension (5+ years), or Expulsion

Retaliation against a person who reports harassment in good faith will also 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

“Sexual violence” is defined as attempted or actual sexual contact performed without the active, verbal consent of another individual. Sexual violence includes sexual assault, sexual battery, sexual harassment, sexual assault, sexual exploitation, stalking, domestic violence and dating violence and any kind of “sexual contact” when obtained without effective consent. 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.

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 and consent may be withdrawn at any time. 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.
Force

“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

“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

“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 a third party.

Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audiotaping 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.

Students, faculty members, and administrators should understand that “apparently consensual” sexual relationships, particularly those between individuals of unequal status, may be or may 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 do I do if I believe I am a 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 by phone at 641-233-8033; or email at croesler@mum.edu. Caterina’s 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 turn, makes it easier for the University and 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, MUM’s Title IX Coordinator, or a member of the Student Life Department, and/or a campus security authority (CSA). A criminal charge and an internal complaint can be pursued at the same time.

**Reporting Sexual Harassment or Violence**

*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 responsibility, 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 employees. Notice to them is official notice to the institution.

Formal reporting means that only people who need to know will be informed 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. Publicly available record keeping will be maintained without the inclusion of personally identifiable information about victims.

Confidential Reporting

If you wish to make a voluntary, confidential report concerning a crime for inclusion in our annual disclosure of crime statistics you may file your compliant online at:

https://services.mum.edu/campus-security/incident-reporting-form/

or you can 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. 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:

1. On-campus Personal Support Service Director Leslie Doyle (ldoyle@mum.edu) and University Counselor Emily Wofford (ewofford@mum.edu).

2. 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. The Director of Personal Support Services has not been 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.

Off campus confidential resources include:

* First Resources: 641-472-4106 x210
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.

### Crisis Intervention Services

In addition, students are encouraged to get support from 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 daytime hours.

- **Crisis Intervention Services**: 24/7 crisis line is 1-800-270-1620;
- Emergency Housing Hotline: 1-844-673-5499;
- The Crisis Center & Women's Shelter in Ottumwa: 24/7 crisis line is 641-683-1750 or 800 770 1650 (they also have a volunteer in Fairfield available by appointment);
- **Crisis Center & Women's Shelter**, which serves victims of domestic violence. Their 24/7 crisis line is 641-683-1750;
- The Iowa Sexual Abuse Hotline: 800-284-7821;
- The National Sexual Assault Hotline: 800-656-HOPE (4673); for an online confidential chat with a trained volunteer: [https://ohl.rainn.org/online.rainn.org/](https://ohl.rainn.org/online.rainn.org/)
- Foundation2 Crisis Line: (800) 332-4224
- **National Suicide Prevention Lifeline**: 1-800-273-8255 (1-800-273-TALK)
- **Crisis Text Line**: text HOME to 74
After Hour Emergencies

In case of after hour emergencies, students may also reach the Personal Support Services Director, Leslie Doyle, phone: 641-919-7699.

Medical Treatment of Sexual Violence

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 the registered nurses in the University 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. The Wellness 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 the security officer will also assist students who have been the victim of sexual violence in obtaining further assistance, including help with transportation to the Jefferson County Health Center, or local law enforcement. Please note that as detailed above, members of Campus Safety and Security cannot guarantee confidentiality as they have, by law, been designated as “responsible employees” who must alert the IX Coordinator that an alleged sexual offence has occurred. University health care providers will maintain confidential the identity of a student who has sought their help for sexual violence but will report the incident to the University’s Title IX Coordinator and the Security Office to enable the University to understand the existence and extent of the problem. The director of university health center or designee will also report the incident 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.
Sexual Assault Exam

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 Director 641-472-1241, Leslie Doyle ldoyle@mum.edu. The Emergency phone number for Personal Support Services Director Leslie Doyle is (641) 919-7699. Students may also contact the University’s Licensed Clinical Social Worker Emily Wofford (ewofford@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.

Hotlines

Students are also encouraged to seek support from the following hotlines:

- **Crisis Intervention Services:** 24/7 crisis line is 1-800-270-1620.
- **Emergency housing hotline:** 1-844-673-5499;
- **The Crisis Center &Women's Shelter in Ottumwa:** 24/7 crisis line is 641-683-1750 or 800 770 1650 (they also have a volunteer in Fairfield available by appointment)
• **Crisis Center & Women's Shelter**, which serves victims of domestic violence. Their 24/7 crisis line is (641) 683-1750.

• **The Iowa Sexual Abuse Hotline**: (800) 284-7821;

• **The National Sexual Assault Hotline**: (800) 656-HOPE (4673); for an online confidential chat with a trained volunteer:
  
  https://ohl.rainn.org/online.rainn.org/

• **Foundation2 Crisis Line**: (800) 332-4224

• **National Suicide Prevention Lifeline**: 1-800-273-8255 (1-800-273-TALK)

## 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, will be advised in writing that they may contact the coordinators to request any of the following, when related to the incident or accusation of sexual misconduct, whether or not a formal disciplinary process is conducted or requested:

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 whether or not a formal complaint or disciplinary proceeding is being conducted. Additionally, directives of no contact may be issued and enforced by the University through its Campus Security Office if the university determines that such a directive is in the best interest of a student. Further, the student can contact the local law enforcement authorities for such protection directly.

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

As part of the adjudication process, 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 simultaneously, if possible, of the outcome of a sexual assault proceeding of the decision.
The conduct of the investigation will be made as timely as possible in the circumstances but may vary based on the nature and complexity of the matter, the office’s workload and staffing. Written replies to a request for investigation shall sought to be made within 7 days of a written request, investigation lengths may vary but should generally not exceed 60 days except in exigent circumstances, with decisions following within 7-10 days and implementation of disciplinary measures within 7 days. Appeals may be conducted as noted below with decisions expected to be made within 21 days.

**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. Both parties shall be advised of these appeal rights in writing simultaneously.

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 every year 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.

Adjudicators of the sexual assault, Violence Against Women Act (VAWA) offenses and sexual harassment cases receive annual training covering the following topics: definitions of VAWA offenses; prevalence of VAWA offenses; consent to sexual activity; impairment, intoxication and incapacitation during sex acts; role of power and control; neurobiology of trauma; range of victim-complainant; protecting the safety of victim-complainants; applying principals to proceedings. This training is provided through an online learning management system developed and updated by National Association of Clery Compliance Officers and Professionals (NACCOP) and administered by MUM Regulatory Compliance Office.
Every incoming student entry as well as new administrators and faculty are trained in the following topics: Positive healthy, mutually respectful interaction, safe bystander intervention, cultural awareness, listening and communication skills. Training is administered by HR, the Dean of Faculty’s Office, The Department of Safety and Security and the Office of Student Life. Staff Faculty and Administrators providing student education have been trained to do this by a program provided by the Crisis Intervention Center of Iowa. Programs have been adapted and tailored to the University’s culturally diverse community.

Training is provided through different means including videos, interactive question and answers, role playing and hypothetical scenarios. Some of this same methodology is used by HR and Dean of Faculty’s office with additional means including slide presentations in the training of staff faculty and administrators.

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

http://www.iowasexoffender.com/

FAQ’s (Frequently Asked 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. If legally required, timely warning will be issued in order to prevent further occurrences of the crime, 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. Parties may also bring a support person to a campus meeting. The support person can be an attorney, however, the role of that person will not be to advocate for you as they would in court, or even be directly involved in the proceedings, but rather, to support you in understanding the University’s process, including and procedures or help you clarify question and concerns. A support person that violates this role can be removed by the University.

What about changing residence hall rooms?

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

- Other accommodations available might include:
  - Assistance from college support staff in completing the relocation;
  - Arranging to organize room changes;
  - Assistance with or rescheduling an academic assignment (paper, exams, etc.);
  - Taking an incomplete (if available) in a class;
  - Assistance with transferring class sections;
  - Temporary withdrawal;
  - Assistance with alternative course completion options;
  - Other accommodations for safety as necessary.
What should I do about preserving evidence of a sexual assault?

The preservation of evidence of sexual assault including not only rape but dating violence, domestic violence or stalking is important for both criminal prosecution as well as the issuance of protective orders. Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault of rape 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 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.
Missing Person Policy
for Students Living on Campus

Procedure for Missing Students

If anyone notices that a student who lives on-campus is missing and cannot be located, they should report this promptly to:

- Student Life Department (studentlife@mum.edu, 641-472-1225) or,
- Rod Eason, the Vice-President of Enrollment and Student Affairs (reason@mum.edu, 641-472-1204).
- Reports can also be made directly to Campus Security.

If Student Life, the security officers, or anyone receives a report that a student who lives on-campus is missing and cannot be located, they should report this promptly to the Director of Security Rig Gelfand, phone 641-472-1117 or ext. 1117 from campus phones, or 641-233-8594 (cell), rgelfand@mum.edu.

When Campus Security receives a report from anyone that a student who lives on campus is missing and cannot be located and there is concern for the well-being of the student, this student is immediately treated as a “missing person.”

24 hours after the student becomes a missing person, the following actions are initiated:

- Campus Security forwards a Missing Person Report to law enforcement and,
- The Student Life Department notifies:
  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.

At initial on-campus registration, the Enrollment Center requires all students to fill out a Personal Information Form, advising all on-campus students with the following recommendations:
- Students over the age of 18 (or students under the age of 18 who are emancipated) have the option to designate and provide confidential contact information for a contact person that MUM can contact 24 hours after the student is reported missing, and,

- Students under the age of 18 who are not emancipated, the school is required to notify a parent or guardian 24 hours after the student is reported missing.

- MUM is required to notify law enforcement 24 hours after any student become a “missing person.”
Drug and Alcohol Prevention 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. Maharishi University of Management enforces underage drinking laws and federal and state drug laws on all locations of its operations, including overnight trips.

Here you can find the University’s Drug and Alcohol Prevention Policies:

https://services.mum.edu/campus-security/drug-and-alcohol-prevention-policy/

Drug and Alcohol Prevention Policy (summary)

- MUM prohibits the possession, use, manufacture and/or distribution of alcohol and controlled substances (illicit drugs) on campus and noncampus courses, trips and events sponsored by MUM.

- Maharishi University of Management promotes and actively facilitates healthy lifestyles free from alcohol and illicit drug use. MUM incorporates into the curriculum and lifestyles of students, faculty and staff the Transcendental Meditation and the TM-Sidhi program, which have been shown to have benefits in prevention and treatment of alcohol and drug abuse.

- For those voluntarily seeking help with their alcohol and illicit drug problems, the University provides confidential and free support services, counseling and opportunities to take part in support groups. The University also distributes information about support services available off-campus.

- MUM investigates all drug and alcohol policy violations and adjudicates them on a case-by-case basis.

- Violators of MUM’s drug and alcohol policy will be subject to disciplinary action, which includes:
  - obligation to attend alcohol or substance abuse treatment,
- obligation to attend alcohol or substance abuse education program,
- temporary or permanent suspension (students), or
- termination of employment (faculty and staff).
- If appropriate, the violation may also be referred to law enforcement.
- Following suspension or termination, violators of MUM’s drug and alcohol policy can apply for re-admission or re-employment. The University will decide about such requests on a case-by-case basis.

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

Students seeking assistance with substance abuse issues are strongly encouraged to visit privately any members of Personal Support Services. See our list of MUM resources and local resources.

Drug and Alcohol Prevention Program

Detrimental Effects of Illicit Drug and Alcohol Abuse

Detrimental Effects of Drinking Alcohol

The health and social costs of drinking alcohol are high. Physical health problems include cardiovascular diseases, liver disease, neurological damage as well as making other diseases worse like diabetes. Long-term diseases include high blood pressure, heart disease and strokes. For women, drinking alcohol increases the risk of developing breast cancer.

Tens of thousands of today’s college students will eventually die of alcohol-related causes, such as cirrhosis of the liver and cardiovascular diseases.
Heavy drinking changes the behavior, and possibly the overall personality. Alcohol consumption causes depression, loss of interest in family and friends, over-sensitivity, moodiness, nervousness, paranoia, secretive or suspicious behaviors. Often people experience lack of motivation and energy.

Drinking alcohol contributes to many school problems like poor attendance, difficulty in paying attention, lack of focus and declining or failing grades. Social problems include turning violent, becoming a victim of crime or getting isolated.

Drinking can compromise personal safety. Alcohol lowers inhibitions and can make people more vulnerable to troublesome situations. It is also good to remember that women are more easily impaired by alcohol than men because of the way their bodies absorb the alcohol. As many as 7% of college students admit to having engaged in sexual activity as a result of alcohol influence. 90% of all campus rapes occur when alcohol has been used by either the victim or the assailant.

Consequently, the detrimental effects of alcohol also extend to family members through sexually transmitted diseases, unintended pregnancy, and fetal alcohol syndrome.

Infographic about the detrimental health effects of drinking alcohol

Binge drinking (heavy episodic drinking) can cause lasting damage: one night of heavy drinking can impair the ability to think clearly for up to 30 days.

Sources:

https://yourlifeiowa.org/documents/alcohol/alcohol-binge-drinking-0
http://www.mentalhealthamerica.net/alcohol-substance-abuse-and-depression

Detrimental Effects of Consuming Controlled Substances

The earlier the consumption starts, the worst the effect is.
Until about 25 years of age, the brain goes through a long period of intense neurodevelopmental growth and maturation. As a result until this age the brain is particularly vulnerable to the toxic effects of alcohol and other drugs. Persistent use of drugs, especially during the adolescence years, is associated with neuropsychological impairments across a range of different cognitive functions. Unfortunately, stopping use does not fully restore neuropsychological functioning.

Drug use can hurt all parts of the body—temporarily and permanently. The most serious health risks caused by drug abuse are: high blood pressure, increased heart rate, heart attack, stroke, cancer, and different types of lung, kidney or liver diseases. Any of these can be fatal. Sharing needles exposes the user to serious infections and diseases like HIV/AIDS and hepatitis.

All drugs affect the brain causing the user to experience the world differently. Some drugs induce sudden mood changes: sadness, anger or feeling scared for no reason. Often this leads to overreaction to little problems, causes violent behavior or episodes of persecution paranoia.

Most drugs interfere with educational advancement by making it hard to pay attention, remember things, or think clearly. People on drugs frequently make poor decisions in every aspect of their lives.

Drug use, especially over a prolonged time, ruins the ability to enjoy companionship, food, entertainment, and the many small joys of life. The natural charm of life is lost and in turn, this strengthens the vicious circle of addiction.

Frequently addiction and mental health problems go hand in hand. Depression, anxiety, bipolar disorder, ADHD, antisocial personality disorder—all are commonly found among drug users. Recent research indicates that drug use causes mental health problems, as we discuss in more depth below.

Sources:


https://easyread.drugabuse.gov/

Video: Drugs: Shatter the Myths by National Institute of Drug Abuse
The Latest Research Studies about Marijuana

Beyond acute intoxicating effects, alcohol and cannabis misuse has been associated with impairments in learning, memory, attention and decision-making, as well as with lower academic performance for a long time. The new research investigated the causal and lasting effects of substance use on cognitive development. The researchers scrutinized relationships between year-to-year changes in substance use and cognitive development on recall memory, perceptual reasoning, inhibition and working memory.

The short summary of the study pointed out that vulnerability to cannabis and alcohol use in adolescence was associated with generally lower performance on all cognitive functions. The cannabis use (but not alcohol consumption) showed additional concurrent and lagged effects on cognitive functions, such as perceptual reasoning, memory recall, and working memory. Furthermore, cannabis use was associated with lasting effects on inhibitory control, which is a risk factor for other addictive behaviors and might explain why early onset cannabis use is a risk factor for other addictions.

Sources:


Short summary about the research: Université de Montréal. “Teen cannabis use is not without risk to cognitive development.” ScienceDaily. 3 October 2018:

www.sciencedaily.com/releases/2018/10/181003090325.htm
The relationship between cannabis use and psychosis has been reported in previous studies, but few have been able to demonstrate that there is any causal effect of cannabis use on mental health symptoms. In a paper published in 2018, researchers used a unique longitudinal sample and showed that onset or increase in cannabis use in any given year during adolescence predicted increases in psychotic symptoms that year and one year later. The new findings demonstrate that the link between cannabis and vulnerability to psychosis can be observed at a population level, which undermines the view that cannabis only causes psychotic symptoms in individuals at risk for psychosis. The study shows that cannabis use always preceded an increase in psychotic symptoms, but psychotic symptoms rarely preceded increases in cannabis use.

**Source:**


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**The Detrimental Effects of Alcohol and Drug Consumption on Safe Driving**

“If you feel different, you drive different.”

Yearly, alcohol is involved in about 30% of traffic-related deaths. Almost 30 people die every day in car crashes as a result of alcohol-impaired drivers. Car crashes are the leading cause of death for youngsters under the age of 19.\(^1\)

Over the course of just one year more than one million drivers are arrested for driving under the influence of alcohol.

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\(^1\) “Kids More Likely To Die From Cars And Guns In U.S. Than Elsewhere”

Many substances can impair driving, including alcohol, some over-the-counter and prescription drugs, and illegal drugs.

Alcohol, marijuana, and other drugs impair the ability to drive because they slow coordination, judgment and reaction times.

Cocaine and methamphetamine can make drivers more aggressive and reckless.

Using two or more drugs at the same time, including alcohol, can amplify the impairing effects of each drug.

Some prescription and over-the-counter medicines can cause extreme drowsiness, dizziness and other side effects. Read and follow all warning labels before driving, and note that warnings against “operating heavy machinery” include driving a vehicle.

Impaired drivers can not accurately assess their own impairment—which is why no one should drive after using any impairing substances.

Remember: If you feel different, you drive different.

Source:

Benefits of the Transcendental Meditation program for the Prevention and Handling of Alcohol and Drug Abuse

Many published studies over the past 40 plus years have validated the positive healing effects of the Transcendental Meditation technique, making TM an effective tool for preventing and managing alcohol and drug abuse on college campuses.

Research demonstrates that TM practice can significantly contribute to the management of alcohol abuse and was found effective with intervention and prevention in substance misuse.
A large statistical meta-analysis of 19 studies using TM to treat addictions (of all kinds), demonstrates the effectiveness of TM compared to other approaches. In this study the practice of TM alone was found to be 1.6 to 9 times more effective than other meditation/relaxation approaches and conventional programs used to treat addictions. The results of these studies are summarized in the following list.

**Psychological Benefits of TM**

Improvements in psychological functioning in substance abusers practicing TM was approximately twice as large as those produced by other forms of meditation/relaxation:

- For alcohol, the effects of TM practice were 1.5 to 8 times larger than other treatment approaches.
- For tobacco dependence (smoking), the effects of TM practice were 2-5 times larger than other treatments.
- For illicit drug use, the effects of TM practice were 1.5 to 6 times larger than other treatments.²

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Meditators enjoy the full advantages of TM if they meditate regularly twice a day, especially if this happened in a longer period of time. A study published in 2018 about the integration of TM into alcohol abuse treatment shows that those who were closely adherent to twice-daily TM improved significantly compared to the members of the control group: their return to any drinking was far lower (25% vs 59%), and none returned to heavy drinking following discharge from in-patient care (0% vs. 47%) during the research. Another study concluded that irregular or occasional practice still have beneficial effect on heavy drinking of men.

**Unique Advantages of TM for Prevention**

The unique advantages of TM for the prevention and handling of alcohol and drug abuse on college campuses include:

- The personal benefits of TM practice are cumulative and the regular practice of TM over time can refine, purify, expand and balance consciousness, simultaneously counterbalancing and blocking addictive tendencies. This includes long term neuropsychological growth toward a more stable and permanent state of functioning, characterized by greater emotional and behavioral stability, inner happiness and psychological well-being.

- The practice of TM reduces psychiatric symptoms common with addictive individuals.

- The practice of TM simultaneously has been shown to have positive healing effects on many physical disease states and a certain extent can help reverse the physiological damage produced by alcohol and other neurotoxic drugs.

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Legal Sanctions of Drug and Alcohol Abuse

Legal Sanctions for Abuse of Illicit Drugs

Summary of the Legislation

Both state and federal laws prohibit distribution and manufacture of, or possession with intent to distribute a controlled substance, or a counterfeit controlled substance. The length of imprisonment and the dollar amount of fine is dependent upon the type and the quantity of the drug involved.

Federal penalties range from 5-year confinement to not more than life imprisonment, and fine up to 5 or 10 million dollars, for the first violation, depending upon the type and quantity of drug involved.

State penalties range from 6 months 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 law.

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 (sentence will be 2 times higher); distributing or possessing with intent to distribute within 1,000 feet of school, public pool, or recreation center (maybe sentenced for additional 5 years or 100 hours community service).

State and federal legal sanctions are subject to change by the General Assembly and Congress, respectively.
Sources:

Specific drugs, amounts, and penalties are described in Iowa Code § 124 (124.401-124.417.)

Schedule of federal penalties for the possession, use and distribution controlled substances

Title 21 United States Code (USC) Controlled Substances Act

Legal Sanctions for Abuse of Alcohol

Summary of the Legislation

In Iowa, it is prohibited by law to 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 (21 years).

Criminal penalties imposed by the courts for an underage minor purchasing or attempting to purchase or controlling or possessing an alcoholic beverage:

- First violation - simple misdemeanor punishable by a $100 fine.
- Second violation - simple misdemeanor punishable by a fine of $500. Additionally, the person in violation shall choose between either completing a substance abuse evaluation or the suspension of the person's motor vehicle operating privileges for a period not to exceed one year.
- Third and subsequent violations - simple misdemeanor punishable by a fine of $500 and the suspension of the person's motor vehicle operating privileges for a period not to exceed one year. When the violation is committed by a minor under age 18, the matter is handled by the juvenile court.

Sources:

Iowa Code Section §123.47

Iowa Alcoholic Beverage Control Act

Local ordinances: City of Fairfield, Iowa Code of Ordinances Chapter 9.32 “Consumption or Possession of Alcoholic Liquor” (p.198-199)
Legal Sanctions of Driving Under the Influence (DUI)

Driving a vehicle while impaired due to consumption of alcohol or drugs is a dangerous crime. Charges range from misdemeanors to felony offenses, and penalties for impaired driving can include driver’s license revocation, fines, and jail time. A first-time offense can cost the driver upwards of $10,000 in fines and legal fees.

Under Iowa law, criminal consequences applied for people above the age of 21, if they operate while under the influence of alcohol or a drug or while having an alcohol concentration of .08 or more (OWI) in their blood or urine are:

- Imprisonment for minimum forty-eight hours maximum 5 years, and payment of fine, surcharges and fees, and revocation of the person’s driver’s license for a minimum period of one hundred eighty days maximum six years.

- The consequences are dependent upon the number of violations.

- In case of third or more offences courts may assign the violator to substance abuse evaluation and treatment, a course for drinking drivers, and, if available and appropriate, substance abuse prevention program and might apply additional sentencing terms and conditions.

Stricter rules apply for those who are under 21. A person who is under the age of twenty-one shall not operate a motor vehicle while having an alcohol concentration of .02 or more. Criminal penalties are as discussed above. If criminal penalties are not applied, driver’s license or operating privilege is revoked for one hundred eighty days if the person has had no revocation before, or one year if the person has had a previous revocation.

Sources:

Legislative Guide: Operating While Intoxicated (OWI) Law in Iowa

Iowa OWI Law - table
MUM’s Alcohol and Drug Policies as described in the Student, Employee and Faculty Handbooks

Maharishi University of Management strives to maintain a campus that is free from alcohol and illicit drug use.

MUM prohibits the possession, use, manufacture and/or distribution of alcohol and controlled substance (illicit drugs) on campus and off-campus courses, trips and events sponsored by MUM.

Summary of Policies and Procedures about Alcohol and Drug Use from the Student Handbook

Any student who uses alcohol or illicit drugs, promotes the use of these substances, makes them available to others, or is found in the presence of these substances, in violation of the Student Code of Student Behavior and/or the law, is subject to disciplinary consequences.

A student who is found in alleged violation of the alcohol or drug policies is required to have a Dean’s Meeting with the Dean of Student Life or his or her designee or attend a Student Support Meeting.

All infractions are investigated and adjudicated on a case-by-case basis.

Disciplinary consequences are warning, probation and suspension.

Other applicable measures are screening and assessment, referral to the Student Success Center, fines, making amends, a behavioral contract, a course in anger management/alcohol education/drug education.

If appropriate, the case might be referred to law enforcement, as well.

For those, who voluntarily seek help with their alcohol and illicit drug problems, MUM’s Student Life Department provides confidential and free support services, counseling and opportunity to take part in support groups. Student Life also distributes information about support services available off-campus.

For more details see the official MUM Student Handbook.
Summary of Policies and Procedures about Alcohol and Drug Use applicable to Faculty and Staff

A member of faculty and staff, who is found in possession, use, manufacture and/or distribution of alcohol and controlled substance (illicit drugs) on campus and off-campus courses, trips and events sponsored by MUM, is subject to disciplinary procedure.

All violation of MUM’s alcohol and drug policy is investigated and adjudicated on a case-by-case basis. If appropriate, the case might be referred to law enforcement, as well.

A faculty or staff, who is found in alleged violation of the alcohol or drug policies is required to have a meeting with a committee composed of their supervisor/head of department and/or Director of Human Resources and/or Dean of Faculty and/or Chief Administrative Officer.

Disciplinary consequences are warning, suspension or termination of employment.

Other applicable measures are screening and assessment, alcohol and/or drug abuse treatment, alcohol and/or drug abuse education.

For those voluntarily seeking help with their alcohol and illicit drug problems, the Office of Dean of Faculty and/or Human Resources Department distributes information about support services available off-campus and depending upon the circumstances, the University might also provide free and confidential counselling.

For more details see the official MUM Employee Handbook and Faculty Handbook.
Emergency Response and Evacuation Procedures

The University has established procedures for transmitting immediate emergency notifications upon the confirmation of a significant emergency or dangerous situation constituting an immediate threat to the health or safety of students or employees 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 contain, respond to or otherwise mitigate the emergency.

Emergency notification will be sent out for example in case of an approaching tornado, earthquake, severe explosion, civil unrest, active shooter or other highly dangerous situations.

Emergency Notifications Methods and Procedures

If emergency notification is necessary, students, staff and faculty will be notified primarily via email and/or text messages sent out through the RAVE Mobile Safety mass notification system and Oohlala Campus App emergency push notification system.

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 Campus App 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 give them instructions.
In case of fire and other mechanical hazard in a building, a fire alarm might be initiated. 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.

Whenever appropriate, parents and emergency contacts will be notified by university officials. Students’ emergency contacts will be notified by the Dean or 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.

All members of the MUM community (including short term visitors) are encouraged to sign up for both RAVE and Oohlala Campus App. RAVE is an emergency communication system, so you will get message from RAVE only if you need to take action immediately to keep yourself safe. So please always read a massage if it comes from MUM RAVE.

The Oohlala Campus App will connect you to the campus community and includes information about all important aspects of campus life. The Oohlala system includes a push notification function, as well, through which the University will be able to notify you if a crime or criminal situation causes a serious or continuing threat, or some other significant emergency or dangerous situation is present.

Please sign up for the RAVE Mobile Safety system here using your mum.edu email address:

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.

Please sign up here to the Oohlala Campus App using your mum.edu email 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 you delete your accounts in both systems.

During the security presentation for freshmen, the url for signing up is distributed and the student is asked to sign up on the spot. Students and employees advised in an email shortly after their arrival to sign up for the RAVE system, students also advised to sign up for the Oohlala campus app.

Please note that MUM uses the same channels of communication for sending out timely warning (crime alert) and emergency notification messages.

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/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.

Periodically, in preparation for a possible emergency situation, the campus layout is supplied to all emergency responders, giving notice of new buildings, their type and location.

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.

**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 Emergency and Evacuation 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. If appropriate in the circumstances, the security officer on duty and/or the Director of Security will confirm the emergency situation by observing the location and examining the situation in person. Further methods of confirming the existence of the emergency can be obtaining further reports, contacting local law enforcement, etc.

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 Security, of any compromise in systems which, if left unchecked, could result in a situation 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 indicate the compromise of gas or electronic systems, the Director of 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 who 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, 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 segment 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, Vice President of Operations, Legal Counsel 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. MUM created templates for major foreseeable emergency situations. These templates are reviewed and updated periodically. The templated are also reviewed and personalized before sending out.

The decision about initiation of the notification system is made by Director of Security, 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 to some of the campus buildings, text and email messages will be sent out via the RAVE system and Oohlala Campus App by the Security and Safety Office, Vice 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, etc.
Emergency Response Team (ERT)

Core Members of Emergency Response Team:

Vice President of Operations  Thomas Brooks  
Chief Administrative Officer  David Todt  
Vice President of Academic Affairs  Craig Pearson  
Vice-President of Enrollment and Student Affairs  Rod Eason  
Assistant Dean of Student Life  Selin Ozbudak  
Provost  Scott Herriott  
Dean of Faculty  Vicky Alexander Herriott  
General Counsel  Bill Goldstein  
Director of Security  Rig Gelfand  
HR Director  Carol Passos  
Director of Regulatory Compliance  Beata Nacsa  

Other members of MUM staff and faculty will be called in to participate in the 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.

The 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 General Counsel.

Media inquiries will be referred to the General Counsel

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. 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 are 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 will generate an emergency drill (mock crisis). 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 tabletop and/or location-oriented, or both.

After each drill, the involved departments will convene to assess weaknesses in procedure, unforeseen difficulties which may have arose.

Records will be kept of every drill (participants, outcome). Results will be shared with the Administration of MUM and recommendations will be developed on procedures, equipment, training and other relevant factors.

MUM publicize at least once in every academic year the availability of MUM emergency and evacuation plans. This notification is sent out via email or an electronic system to students, staff and faculty. This notification also contains the main outcome of the emergency drill, desktop exercise or other method of testing the emergency systems of the University.

**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. The Public Address System will be configured to address occupants of every building singly or collectively.

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 an 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 Noncampus Courses, Base Camp and Other Overnight Trips

In the context of a noncampus overnight 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). Response steps:

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, a Chief Administrative Officer, Director of Security, Vice President of Academic Affairs, General Counsel, 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. (Please note that some of the frats are used as staff and faculty housing facilities.)

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

These buildings have an automatic smoke and fire notification system, with the alarm system ringing local to the buildings. This system consists of a 24-Volt fire alarm panel, smoke and heat detectors, air handler relay shutdown for the HVAC system, pull stations, strobe horns, exit lights, and emergency lights. This class of building does not have a sprinkler system.
Hildenbrand Hall (1 building): This building is 58,100 square feet, with 152 rooms, and 2-1/2 floors, constructed 1960-1965. Construction is concrete block with brick facing and steel reinforcement throughout.

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

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

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

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

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

Fire Prevention Policies

Maharishi University of Management prohibits cooking of any kind in student rooms. The university has implemented and maintains a no smoking policy throughout the campus (as also required by Iowa law) and does not permit the burning of candles, sage or any open flames in the residence hall rooms or any of the common spaces. The University does not allow any electronic cooking devices in the rooms of student housing facilities with the exception of electronic kettles.
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 massage 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.
- 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. If a smoke detector is malfunctioning, for example the alarm goes off due to a low battery, please contact facilities management (insert phone number) who will come and change the battery, (after hours please contact campus security).
- Students will be held financially responsible for any damage to University property due to negligence on their part.
Supervised Fire Drills and Fire Inspections

It is MUM policy to conduct regular mandatory supervised fire drills once every academic year in on-campus student housing facilities. MUM conducted 32 announced fire drills in student housing facilities on the main campus in 2016-2018. No fire drills were conducted by MUM in the mobile homes in Utopia Park. Occupants of the mobile homes are informed about fire safety policies by the Management Office of Utopia Park, including the importance to leave the two fire egress unblocked.

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. Utopia Park mobile homes are inspected every second year by the Fairfield fire chief.

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

Very Important: At no time should the closing of windows and doors or the activation of the fire alarm delay the exit from the building.
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 inside 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.

Reporting Fire

According to federal law, Maharishi University of Management is required to annually disclose statistical data on 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 Director of Security at the following number: 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, Headley Hall in Maharishi Vedic City 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 in the Offices of the Security Department (Foster Hall, Rooms 340 and 345) by calling ext. 1117 or 4275 from university phones; (641) 472-1117; or visiting Security and Safety Office during window office hours (2:30–4:00 PM M–F).

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.

Fairfield Fire Chief investigates every fire occurs on campus.
Fire Statistics

There was no fire reported in any student housing facility used by MUM students on MUM Main Campus in Fairfield IA and MUM Hawaii Campus HI in the years of 2016-18.

Student Housing Facilities MUM Main Campus Fairfield IA 2016–18

<table>
<thead>
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<th>Building Number and Address</th>
<th>No. of Fires</th>
<th>Cause of Fires</th>
<th>No. of Fire-related Deaths</th>
<th>Value of Property Damages</th>
<th>Smoke Detector</th>
<th>Fire Panel</th>
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<td>146 1095 Dome Place</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
### Student Housing Facilities MUM Hawaii Campus in 2016-2018
(in Kohala Institute, Kapaaau, 96755 HI)

<table>
<thead>
<tr>
<th>Building Number and Address</th>
<th>No. of Fires</th>
<th>Cause of Fires</th>
<th>No. of Fire-related Deaths</th>
<th>Value of Property Damages</th>
<th>Smoke Detector</th>
<th>Fire Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grace Center 53-580 Iole Rd</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>