

CAMELOT COLLEGE



Annual Security & Fire Report

2010

Published

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Annual Security Report

The Student Right-to-Know and Campus Security Action (Public Law 101-542) was signed into law in November 1990 and amended several times in subsequent years. Title II of this act was known as the Crime Awareness and Campus Security Act of 1990. The 1998 amendments renamed this subsection of the Higher Education Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This act requires institutions to disclose information about campus safety policies and procedures and to provide statistics concerning whether certain crimes took place on campus.

During the 1990 State legislative session, the legislature passed and the Laws of 1990 new requirements for post-secondary institutions regarding campus security. This law requires post-secondary institutions to provide specific information to incoming students about sexual assault prevention and the creation of advisory committees on campus security on each campus.

The Higher Education Act (HEA), as amended by the Higher Education Opportunity Act (HEOA), specifies new campus safety requirements in the following areas: hate crime reporting, emergency response and evacuation procedures, missing student notification policies, and fire safety issues. These disclosures are required beginning with the 2009 report (published by 10/1/2010).

The purpose of this report is to provide our faculty, staff, and students with campus safety information including crime statistics and procedures to follow to report a crime. The report is prepared by the Vice President who is responsible for campus security and safety. Any questions regarding this report should be directed to administration at (225) 928-3005.

General Information

In 2009, approximately 541 undergraduates were enrolled at Camelot College. Approximately 210 students resided in residence halls on the campus. In 2009, the college employed an average of 50 employees.

Access Policy

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees through controlled access by campus security. During non-business hours, access to College buildings is controlled through key control or by admittance by Campus Security, or Administration. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Access to the residence halls is limited to students. Access to the residence halls by college employees is on an "as needed" basis and incorporates strict key control procedures through the Housing Department.

Campus Law Enforcement Policies – Campus Security

Campus safety and security issues are coordinated by Administration. Officers have been trained and orientated in emergency procedures and protocol. They conduct foot and vehicular patrols on the campus and residence hall areas 24-hours a day, 365 days a year.

The objective of the Campus Security is to provide a safe environment for teaching, campus life, and to assist the local authorities in protecting the lives and property of the students, employees, and visitors of the college. This objective is pursued within the framework of the rules and regulations of all local, state, and federal laws. The investigation of crimes committed on the campus fall under the jurisdiction of the campus administration.

The Campus Security also works closely with the Baton Rouge Police and Sheriff's Department, and the Louisiana State Police to assist them with incidents that may occur off campus but involve campus staff or students.

Procedures for Reporting a Crime or Emergency

All members of the campus community are *urged and strongly encouraged* to report criminal incidents, emergencies, suspicious activity, and public safety related matters to campus Administration in a timely manner. While it is more helpful to report crime personally, the College is committed to using alternate means to learn about crime that may go unreported. One way to do this is by using the online form accessible at the following web address:

<http://www.camelotcollege.com/downloads/crime-incident.pdf>.

Although most routine calls for assistance should be directed to the Campus Security at 225-248-0445, the campus emergency number is 911. This number should be used for all fire, medical, and police emergencies. In addition, Campus Administration can be reached 24-hours a day at 225-907-3310 or 225-907-5597. All reports are classified, logged, and responded to thoroughly by Administration.

Reported crimes are handled by Administration and also forwarded to the President's office for potential judicial action. In addition, Camelot College will also report sexual assault cases to the local authorities which has trained members serving as victim advocates to provide 24-hour assistance. Crimes should be reported to Administration to ensure inclusion in the annual crime statistics and to

aid in providing timely warning notices to the community, when appropriate. Members of the campus community can also report criminal incidents to the following offices:

- President/CEO – (225) 907-3310
- Vice President - (225) 907-5597
- Housing Supervisor – (225) 229-4362

For staff and students living off campus, a listing of major area emergency numbers appears at the end of this report.

Limited Voluntary Confidential Reporting

Please note that victims and witnesses can report crime on a voluntary, confidential basis. Confidential reports can be filed with the other offices listed below as Campus Security Authorities and will be included in the annual disclosure of crime statistics.

- President/CEO – (225) 907-3310
- Vice President - (225) 907-5597
- Housing Supervisor – (225) 229-4362
- Other campus official who has significant responsibility for campus activities

Please note that these offices allow victims and witnesses to report crime on a voluntary, confidential basis. Reports of this nature are filed with Administration for information purposes, but there is no formal investigation of the incident unless there is a request to do so. Counselors are not required to report crime for inclusion in the annual crime statistics, based on a 1998 amendment to 20 U.S.C. Section 1092 (f).

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of Administration, constitutes an ongoing or continuing threat, a campus-wide "Timely Warning" will be issued after consultation with the President/CEO. The warning will be issued through the college emergency alert system and/or the announcement system to students, faculty and staff.

In the event of a major emergency, or if there is an event which poses a threat to students, employees, or others, this "Timely Warning" will be prepared and distributed to some or all of the following:

- Campus Emergency Alert System (Special Announce)
- Entrance doors to academic and residence hall buildings (on flyers)
- College Web site

Anyone with information warranting a timely warning should report the circumstances to Administration, by phone (225) 928-3005; (225) 907-3310; (225)907-5597, or in person in the main Administration Building. Evening emergencies should be reported to the guardshack, by phone (225) 248-0445 or in person.

Emergency Response Procedures and Notifications

In the event of a significant campus emergency or dangerous situation that creates an immediate threat to the health or safety of students or employees, the college will, without delay, initiate our emergency notification system(s). Taking into account the safety of the community, the College will determine the appropriate response and content of the notification. Unless a campus notification would compromise efforts to mitigate or resolve an emergency, the College will do the following:

- Activate the Emergency Alert system that allows the College to send subscribers a text message, phone call, e-mail, or fax that includes notification and instructions. All members of the campus community are encouraged to register through the school website or business office to receive alerts.

The College uses first responding personnel such as Campus Security to confirm emergencies, trigger the notification process, preliminarily craft notification content, and implement the notification systems in place.

In addition to notifications to the campus community, the College will notify the local police and via radio, the 911 center (sheriff's office) to enable a larger community notification.

Camelot College is committed to training personnel on emergency response. Through weekly staff meetings and scheduled workshops, the College has ongoing training for the faculty/staff in emergency procedures.

Testing

Administration will coordinate a campus test of the emergency response procedures on (at least) an annual basis.

Missing Student Notification

A student believed to be missing should be reported to Administration at (225) 928-3005 or by dialing 911. Although federal law requires action once a student is missing over 24-hours, Camelot College Administration would like to trigger action immediately (prior to 24-hours) once credible concern is raised about a potential missing student.

Each student living in an on-campus student housing facility has the option of registering a confidential contact person to be notified in case the student is determined to be missing; only authorized campus personnel and law enforcement officials will have access to this information.

For any missing student under the age of 18 who is not emancipated, the report will also trigger a notification to the parent(s) or guardian(s).

Missing student reports are required to be filed with Administration or local law enforcement agency that shares jurisdiction. In doing so, Administration must conduct a swift and thorough investigation for any report of a missing college student. This investigation must include continued consultation with family members regarding the status of the case.

Camelot College Administration employs the following procedures any time a student is reported missing:

- The responding police officer/administrator assesses situation based on his or her initial observations and findings.
- If abduction has occurred, a thorough and aggressive investigation commences immediately. This involves obtaining assistance from several other regional agencies and ensuring that efforts are well coordinated.
- If abduction is not suspected, officers/administrators can take appropriate action to resolve the matter.
- The initial assessment of a missing student cases includes a host of considerations that are investigated such as the presence of witnesses, whether the student is despondent or mentally/physically disabled, has experienced academic/personal/financial problems, has disappeared before, has a known drug and/or alcohol problem, has received any threats or warnings, has a unique or unusual lifestyle, has a criminal record, has left a note, or whether there have been similar incidents been reported within the area (e.g., attempted abductions, prowlers, suspicious persons).

- The responding officer/administrator, after assessing the initial report details, determines what level of response will be required. If the chance exists that the case is a missing student case (or missing child case), the responding officer will contact a supervisor immediately.

Daily Crime Log

The Administration of Camelot College maintains a daily log of crimes and incidents that occur on campus that is available for the public to view. This information is recorded by date, time and general location, and disposition of the complaint. This daily log is available in the Business Office in the Administration Building. Please note that entries or updates are made within two business days after the event occurs. Incidents or situations deemed to pose a threat to the campus community are logged and posted for public review as soon as possible.

While most events are logged, Administration may determine that an incident be classified as "confidential" in order not to jeopardize a criminal investigation or the identity of a victim – consistent with reporting guidelines.

Crime Prevention and Security Awareness Activities

Members of the campus community are urged to secure their valuables and be aware of their surroundings. To assist in this endeavor, Administration conducts educational programs on campus. A variety of topics such as personal safety awareness and security, rape awareness/sexual assertiveness training, and others are available. Information on safety and security is provided upon request to students and employees via seminars, videos, and crime alerts, posters, brochures and college and student newspapers.

During orientation, programs are presented to the students of both campuses which address sexual assault, fire safety, hate/bias related crimes, substance abuse, domestic violence, stalking, and other personal safety topics. Students are also informed of the personal safety services available on campus.

Policy on Alcohol

Camelot College has a zero tolerance on the use/consumption of alcohol on the premises. In addition, student and/or staff found in violation will be subject to further disciplinary actions.

The full policy is viewable in the school catalog.

Policy on Drugs

The illegal possession and/or use of marijuana, barbiturates, amphetamines,

hallucinogenic compounds, narcotics and other controlled substances is in violation of state and federal law. Administration will enforce these statutes aggressively.

The use and possession of marijuana and/or drugs may have disrupting consequences that interfere with the educational mission and general welfare of the College community. Because of the potential danger of un-prescribed drugs, narcotics, inhalants, balloons, marijuana, hallucinogenic substances, "club drugs", or any medication used for purposes other than the manufacturer's intended use, Camelot College prohibits the use, possession, distribution, or sale of: marijuana, inhalants, un-prescribed drugs, hallucinogenic substances, narcotics, "club drugs", or any medication used for purposes other than the manufacturer's intended use. When the College is notified of student misconduct in regard to drug use or sale off-campus, it may also choose to hold the student accountable through the campus disciplinary process.

Members of the campus community in need of assistance with respect to a question or personal problem regarding alcohol or other drugs should contact Administration at (225) 928-3005. The full policy is viewable in the school catalog.

Alcohol and Substance Prevention Programs

The College has developed programs to prevent and educate students about the abuse of alcohol and other drugs. The programs include dissemination of informational materials, educational programs, counseling services, referrals, and annual informational assemblies.

Weapons on Campus

Firearms, ammunition, knives, and dangerous weapons are not allowed at Camelot College at any time. Firearms include, but are not limited to, any pistol, revolver, shotgun, or rifle. Knives and dangerous weapons include, but are not limited to, illegal knives, bows and arrows, num-chuks, stun-guns, and billy clubs.

The College also considers air guns, paintball guns, B-B guns, and sling shots to be dangerous, and they are prohibited. Offenders will be subject to campus disciplinary action and/or criminal prosecution and liable to civil prosecution.

Health and Safety

Facilities staff inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows and locks. If you have

concerns about the physical safety of campus buildings and grounds, call Administration at (225) 928-3005, Monday through Friday, 8:00 a.m. to 5 p.m. For emergencies that occur during non-business hours, call the Guardshack at (225) 248-0445.

Campus Crime Statistics

In accordance with the "Campus Safety Act," data is presented to review crime activity both on campus and on streets and locations near or adjacent to college property. Reported on-campus offenses include all offenses reported on campus property and in campus buildings. A specific breakdown on offenses occurring in college-owned residence halls appears under "residence halls."

This section on campus crime statistics also includes arrests and disciplinary referrals made to campus authorities for alcohol, drugs and weapons possession. As defined by the campus safety act, a disciplinary referral is an instance when a student is formally reported in writing to a college official for possible sanction.

Hate Crimes

As required by the Campus Safety Act, Camelot College is required to report hate crimes as part of this summary. For this reporting, a hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. The hate crimes presented for this report are related to those reportable offenses that appear in the tables (later in the report) or where the victim was bodily injured. In addition, larceny-theft, simple assault, intimidation, and vandalism-destruction of property offenses will be reported if they can be classified as hate crimes. The crimes presented are based on reports filed with the following offices: President/CEO, Vice President, Housing Department and/or Campus Security. Formal requests for hate crime statistics for areas defined as "public property and "non-campus buildings" and property were made with the Baton Rouge Police Department, however, were unable to be classified to our specific Clery location. The definitions of these offenses, which are defined in the "Uniform Crime Report" and the "Crime Awareness and Campus Security Act," appear as part of this report.

Security in Residence Halls

The Housing Department and Administration are committed to providing a safe environment in the residence halls. Students are made aware of safety concerns as well as tips on crime prevention through brochures, pamphlets, floor meetings, and presentations. While there are many safeguards in place for residence hall students, each student must do his/her part by adhering to the safety related policies and

procedures. A Housing Supervisor and Evening Housing Assistant supervises each of the residence halls.

The Housing Supervisor is a professional staff person who is responsible for the well being of the residence halls. Several dorm areas consist of Resident Assistants (RA); an RA is a student who has received extensive training in many different aspects of residence hall living. Resident Assistants undergo training in enforcing residence hall safety and security policies as well as being aware of potential safety hazards and concerns.

All residence hall students are issued an outside door key to the main entrance of their residence hall and a key to their room. The college's residence halls are locked at all times.

Residence hall students should not be lulled into a false sense of security. They need to be aware of their environment and the possible consequences of their behavior. Camelot College is committed to maintaining an environment in which students, faculty, staff and guests can work together free from all forms of harassment, exploitation and intimidation. Camelot College will act as needed to discourage, prevent, correct and if necessary discipline behavior that violates this standard of conduct. Administration will promptly investigate allegations of unlawful discrimination based on race, color, national origin, religion, age, sex, disability or marital status. Allegations of unlawful discrimination can first be discussed with Administration.

Sexual Assault Prevention and Response

Victims of a sex offense will be informed of their option to notify Administration, Baton Rouge Police, and/or Louisiana State Police and will be assisted by college personnel in notifying the police if desired.

If you are the victim of a sexual assault at Camelot College, your first priority should be to get to a place of safety. You should then obtain the necessary medical treatment. Administration strongly advocates that a victim of a sexual assault report the incident in a timely manner. You can call 911 (on campus) or (225) 907-3310 or (225) 907-5597 to speak to Administration 24 hours a day. Time is a critical factor for evidence collection and preservation. Notifying Administration will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The College's Sexual Misconduct Policies and Procedures contain a wealth of information about what will occur when a report of sexual misconduct is received.

Allegations of sexual assault or rape occurring off campus should be reported to a police department having jurisdiction where the offense occurred. Administration can assist in determining the police agency that would have jurisdiction and facilitate contact with that agency. Efforts will be made to ensure the confidentiality of all reports, except as necessary and required to investigate the alleged offenses. College authorities may issue a safety alert to those areas of the college community affected by the crime. The issuance of this alert will depend on the particular circumstances of the crime. Victims can provide information to the Administration and choose criminal prosecution and/or a referral to the on-campus discipline system or to report the incident without seeking prosecution.

The college will change a victim's academic and living arrangements after an alleged violation of the sexual misconduct policy if those changes are requested by the victim and are reasonably available. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any disciplinary proceeding that is brought alleging a sex offense. The range of college disciplinary sanctions for violating the college's sexual misconduct policies includes Disciplinary Probation, Disciplinary Suspension or Disciplinary Expulsion.

Statement of Victims' Rights

It is the goal of Camelot College to ensure that students alleging sexual misconduct have access to needed resources, services, and information including:

- The right of the victim to be treated with respect by College officials;
- The right not to be discouraged by the College officials from reporting a sexual misconduct offense;
- The right to a College "No Contact" condition (for student victims) against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- The right to have complaints of sexual assault responded to quickly and with sensitivity by Administration.
- The right to be informed of their options to notify proper law enforcement authorities, including on-campus and local police if the student so chooses. This also includes their right not to report, if this is the victim's desire;
- The right to be notified of available medical services, counseling, mental health or student services for victims of sexual assault, both at the College and in the community;

- The right to notification of and options for, and available assistance in, changing academic and living (campus residential) situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no disciplinary charges or investigation, College or criminal, need occur before this option is available);
- The right to be accompanied by another member of the College community (defined as a faculty or staff member of the College community) to serve as "adviser." The adviser is permitted to advise the student charged in the organization of their thoughts and presentation of materials and can advise the student directly in the hearing. (Advisers may not address the hearing board or any other individuals providing testimony and may not respond to any questions for the respondent. Advisers may be present at hearings only. Members of the press and attorneys are prohibited from serving as advisers during a sexual misconduct disciplinary hearing);
- The right not to have irrelevant prior sexual history admitted in a College hearing;
- The right to review all written statements regarding any discussion that will be presented following at an initial conference (and prior to the disciplinary hearing);
- Ask questions of the hearing board and via the hearing board indirectly request responses from the complainant and any other witnesses present;
- The right to make an impact statement to the hearing panel at the conclusion of the disciplinary hearing:
- The right to submit a written victim-impact statement to the hearing panel prior to the panel rendering a final decision;
- The right to be informed of the outcome and any sanctions imposed from a disciplinary hearing involving sexual misconduct;

The victim does not have a right to appeal the final decision rendered by the disciplinary hearing panel. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. The accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

Sex Offender Community Notification

Consistent with Federal law (Campus Sex Crimes Prevention Act of 2000), "the names and other relevant data related to registered sex offenders who are employed by, enrolled at or attending the College is available through the Business Office.

Offense Definitions

The definitions for murder, robbery, assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the national incident-based reporting edition of the Uniform Crime Reporting Handbook.

- **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 of use of force.
- **Assault** - An unlawful attack by one person upon another for inflicting personal injury and cause physical injury. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.
- **Burglary** - The unlawful entry into a structure to commit a felony or theft. For reporting purposes, this definition includes only incidents that included (1) unlawful entry (2) within a structure with (3) intent to commit a felony or theft.
- **Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle.
- **Weapon Law Violations** - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing weapons to others; and all attempts to commit any of the aforementioned. This includes dangerous instruments in the college's reports.
- **Drug Abuse Violations** - Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs, controlled substances, marijuana and other chemical or organic substances. The relevant substances include opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations** - The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of any alcoholic beverage; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of alcohol; open containers and drinking of alcoholic beverages in a public place; and all attempts to commit any of the

aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

- **Sex Offenses (Forcible)** - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
 1. Forcible Rape - New York State defines rape to be sexual intercourse including any penetration. The carnal knowledge of a person, forcibly and/or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 2. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 3. Sexual Assault with an Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable or giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 4. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Sex Offenses (Non-forcible)**
 1. Incest - Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 2. Statutory Rape - Non forcible sexual intercourse with a person who is under the statutory age of consent.

Definitions that were added or changed as of 1999:

- **Arson** - Any willful or malicious burning or attempt to bum, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Manslaughter by Negligence Criminal Homicide** - The killing of another person through gross negligence.

- **Criminal Homicide, Murder and Non Negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.

Camelot College Personal Safety Resources

The following listing of campus, community and regional resources is provided for the information of all members of Camelot College.

To report a crime:

Department	Type	Phone Number
Baton Rouge Police Department	Emergency:	911
Guard Shack	Non-emergency:	(225) 248-0445
Administration		(225) 928-3005
President/CEO		(225) 907-3310
Vice President		(225) 907-5597
Housing Supervisor		(225) 229-4362

Campus Crime Statistics - Main Campus

As defined by the Crime Awareness and Campus Security Act, the crime and referral statistics gathered for this report are based on information obtained from the following offices: President/CEO, Vice President, Housing Department and Campus Security. Information regarding crimes on adjacent streets, roadways, and non-campus buildings was obtained following a written request submitted to the Baton Rouge Police Department, however, statistics specific to our area were not available. For further information on this data collection, please contact Administration at (225) 928-3005.

Category	Venue	2007	2008	2009
Murder	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Manslaughter	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Sex Offenses- Non-Forcible	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0

Category	Venue	2007	2008	2009
Sex Offenses- Forcible	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Robbery	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Assault	On Campus ¹	1	0	0
	In residence halls	0	0	0
	On public property	1	0	0
	Total	1	0	0
Burglary	On Campus ¹	2	4	3
	In residence halls	2	4	3
	On public property	0	0	0
	Total	2	4	3
Arson	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Motor Vehicle Theft	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Liquor Law Violations - Referrals	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Liquor Law Violations - Arrests	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Drug Related Violations - Referrals	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	2
	Total	0	0	0

Category	Venue	2007	2008	2009
Drug Related Violations - Arrests	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Weapons Possession - Referrals	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Weapons Possession - Arrests	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Murder/Non-Negli Manslaughter	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Manslaughter	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Sex offenses-Forcible	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Sex offenses-Non Forcible	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Robbery	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Aggravated Assault	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0

Category	Venue	2007	2008	2009
Hate Crime - Burglary	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Motor vehicle theft	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Arson	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Simple Assault	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Larceny-theft	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Intimidation	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0
Hate Crime - Vandalism of Property	On Campus ¹	0	0	0
	In residence halls	0	0	0
	On public property	0	0	0
	Total	0	0	0

¹ This category includes all on-campus incidents including those listed "In residence halls."

Campus Fire Safety

Camelot College's "fire log" is maintained and available by contacting the Business Office. The following chart is a compilation of fires that occurred in campus residence halls during 2009. Note that cases of arson would also be reported in the crime section of the [Annual Security Report](#). Also note that a "fire" is classified as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."

2009

Location	Date	Type/Cause	Number of related injuries	Related deaths	Property damaged	Value of damaged property	Report #
Camelot College	N/A	N/A	0	0	N/A	N/A	N/A

2008

Location	Date	Type/Cause	Number of related injuries	Related deaths	Property damaged	Value of damaged property	Report #
Camelot College	N/A	N/A	0	0	N/A	N/A	N/A

2007

Location	Date	Type/Cause	Number of related injuries	Related deaths	Property damaged	Value of damaged property	Report #
Camelot College	N/A	N/A	0	0	N/A	N/A	N/A

For the safety of all residents, use and/or possession of these items will NOT be allowed in any of the student rooms or public areas within the residence halls:

- Electric Skillet
- Air conditioners (either floor or window models)
- Electric, propane, or kerosene space heaters
- Hot plates, Deep Fryers
- Incense or plug-in air fresheners
- Candles and candle warmers
- Sun lamps or any lamps with plastic shades, i.e., “octopus” lights
- Decorative lighting including holiday lighting, rope lights
- Extension cords
- Potpourri pots
- Electric coils
- Lava lamp, halogen, or other high-intensity lamps
- Electric blankets
- Electric percolators and drip coffee makers
- Propane gas, gasoline, charcoal starter

- Dart boards, blow darts, or similar projectiles
- Water beds
- TV antennas or satellite dishes on the roof or outside of windows
- Items suspended from the ceiling or ceiling and sidewalls
- Lines or cables through windows, doors, or conduits
- Lighted or unlighted holiday trees or wreaths
- Any item that impedes entrance or egress from a room
- Firearms (including BB, pellet, and paintball), weapons, ammunition
- Firecrackers, explosives
- Combustible fuel, insecticide, solvents, or any other type of flammable liquids

College officials may confiscate any item that presents a danger to staff or residents. Return of seized items is at the discretion of the Housing Supervisor. Items removed due to confiscation that are lost or stolen will not be replaced and items not retrieved by the conclusion of the academic year will be discarded with no liability for loss by the College.

Safe Conditions: No person shall create a safety or fire hazard in any residence hall. Examples of prohibited behavior include, but are not limited to:

- Positioning items in a way that blocks entrance to or exit from a room, lounge, window, or hallway
- Excessive accumulation of soiled personal effects, garbage, or filth in rooms, lounges, or public areas
- Smoking either inside of the residence halls.
- Fire code door decoration requirements: no decoration is permitted to be hung if it requires penetrating the door in order to hang the object. Door decorations are limited to 10% of the door surface area.

Residents **MAY** possess and use:

- Cool air humidifiers
- George Foreman type grills
- Rice Cookers/Slow Cookers
- Toaster Ovens
- Dorm size refrigerators are permitted in each room (must be UL-approved with three pronged plug)

Environmental Health & Safety – including the position of Manager of Fire & Life Safety (Facilities Services) is responsible for:

1. Reviewing and updating the fire safety standards;
2. Evaluating the standards' effectiveness;
3. Providing or coordinating emergency training to the campus community on the topics of both fire safety and building evacuations, including emergency assemble areas (for residence halls, this is done in conjunction with Residential Life);
4. Providing information about this standard and specific responsibilities to employees;

5. Responding to or assisting with other campus emergencies.

Supervisors are responsible for:

1. Assisting with efforts to provide training to employees.

Students are responsible for:

1. Reporting fires and other emergencies;
2. Correcting or reporting unsafe conditions;
3. Observing evacuation procedures and protocol for other campus emergencies.

Campus Security is responsible for:

1. Assisting with fire drills and emergency evacuations;
2. Reporting fires and emergencies to the appropriate agencies;
3. Responding to or assisting with other campus emergencies.

Visitors are responsible for:

1. Observing evacuation procedures and protocol for other campus emergencies.

Employees are responsible for:

1. Reporting fires and other emergencies;
2. Correcting or reporting unsafe conditions;
3. Observing evacuation procedures and protocol for other campus emergencies.

In 2009, a total of 5 fire drills were completed.

Evacuation procedures are posted in each building. In all buildings, the general procedure is to get out of the building and move to the designated immediate evacuation area. In the residence halls, students are expected to leave the facility immediately after the fire alarm is activated. Staff members are expected to leave at the time of an alarm and make cursory checks of floors and wings as they progress downward to the main floor of a hall. Staff members report to Administration and the local fire department any special needs or issues they observe while evacuating the facility. Once the facility is deemed safe, staff members check rooms to verify that evacuation protocol has been observed by students. Specific evacuation procedures and staff responses are outlined in the Housing Department Rules and Regulations Manual.

Fire Safety Education and Training

All faculty, staff, and students are expected to familiarize themselves with the evacuation plan for the buildings in which they occupy including the identified immediate evacuation area.

Evacuation routes are posted in the hallways on every floor. Programs are also presented in residence halls on various safety issues including fire safety. Students are reminded about fire evacuation procedures during all hall meetings, floor meetings, or after problems occur during fire drills and accidental activations of the alarm.

The resident assistant (RA) on duty completes rounds that include checking fire extinguishers (gauges, missing tags), and complete Work Order Requests for any issues. In addition, cleaning staff also check and submit Work Order Requests for extinguishers that need replacement. The Manager of Fire and Life Safety conducts periodic inspections of exit signs, detectors, doors, and pull stations within the residence halls. Work Requests are subsequently submitted to address items that require corrective action. Additionally, student rooms are thoroughly inspected during breaks, interim inspections, and during the annual state fire inspection conducted by the Louisiana Fire Marshall's Office. Incidentals such as misuse of extension cords, candles, and small appliances are scrutinized. Any "illegal" item found during an inspection is confiscated and, in some instances, students may be referred to Administration.

Employees of Housing (Housing Supervisors and Residential Assistants) receive fire safety / emergency training annually. Employees will also receive training when policy or procedures relating to fire safety change. This training will include: protocol for reporting fires, procedures for evacuating a building, and how to respond to other emergencies.

Copies of the Camelot College Fire Safety Report are available through:

- The Business Office