

Security & Safety Office

**Milwaukee Institute of
Art & Design**

**Annual Security & Fire
Safety Report**

2010-2011

MIAD Security Desk 414.847.3300

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Jeanne Cleary Disclosure of Campus Security Policy and
Campus Crime Statistics Act

HOW TO REPORT CRIMINAL OFFENSES

To Report a Crime:

Contact Campus Security at ext. 3301 or ext. 3300 from an inside line or by using the red emergency phones located on each floor of the Academic building. You may also contact security from an outside line at 414-847-3300. Any suspicious activity or person seen in parking lots or loitering around vehicles, inside buildings or around residential halls should be reported to the Milwaukee Police Department or to Campus Security. In addition you may also report a crime to the following areas:

- **Any security officer on patrol**
- **Tony Nowak** - Dean of Students
414-847-3240
- **Jennifer Crandall** - Associate Dean of Students
414-847-3344
- **Anne Morningstar** - Residence Hall Coordinator
414-847-3246
- For off campus reporting contact the Milwaukee Police at 414-933-4444 (non-emergency) or 911 (emergencies only).

Voluntary Confidential Reporting

Students, faculty & staff who wish to do so may confidentially report a crime to the Dean of Students. The identity of the reporter will remain confidential but all reports will be investigated by the Dean of Students Office and Campus Security. With the permission of the reporter violations of the law will be referred to law enforcement agencies and when appropriate, to the College Disciplinary Committee for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued through e-mal announcements, posting of flyers in all campus buildings, in-class announcements or other appropriate means. The College does not include voluntary, confidential crime reports in its crime statistics.

SECURITY AND ACCESS

During normal business hours, the College will be open to students, staff, faculty, employees, contractors, guests and invitees. During non-business hours access to College facilities is by admittance via the Campus Security Department or by Residence Life staff. In the case of periods of extended closings, the College will admit only those with prior authorization to all facilities. College housing is secure 24/7 and is only accessible to residents with access cards and their guests. Some facilities may have individual hours, which may vary at different time of the year. Examples are the academic building and the student union. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to posted schedules. Areas that are revealed to be problematic have security surveys conducted on them. Administrators from the Dean of Students Office, Physical Plant, Residence Life, and other concerned areas will review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally,

during the academic year, the Directors of Facilities Management, Residence Life, Campus Security, Dean of Students and Maintenance will meet to discuss security issues of pressing concern.

MAINTENANCE OF CAMPUS FACILITIES

The Milwaukee Institute of Art and Design maintains a strong commitment to campus security and safety. Exterior lighting, landscaping, and fire safety equipment is designed for safety and security and is inspected on a regular basis by security and facilities personnel. Security personnel survey exterior lighting during routine patrols. Malfunctions of exterior lighting are reported and repaired promptly. Maintenance personnel trim shrubs, bushes and tree branches from sidewalks and building entrances to enhance visibility and lighting.

CAMPUS SECURITY

The MIAD Security Office is currently composed of the Director of Security and the contracted professional security service, G4S Security Services. Security officers receive their authority from the MIAD Board of Trustees to maintain order on campus. While officers are not armed and do not make arrests, they gather information, maintain order, and ensure that all state and local laws and ordinances are adhered to on campus. They also have authority to contact local police and emergency services when necessary.

Working Relationship with Law Enforcement

The MIAD Security Department maintains a close working relationship with the Milwaukee Police Department (MPD). MIAD security staff occasionally works with other law enforcement agencies in Milwaukee including the Milwaukee County Sheriff office. Security officers and officers from MPD communicate regularly about incidents that occur in and around the campus area. MIAD security works closely with investigators from MPD when incidents require resources, crime related reports and exchange of information as deemed necessary. There is no written memorandum of understanding between MIAD and The Milwaukee Police Department.

ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING

Students, staff, faculty, guests and community members are encouraged to report all crimes and public safety related incidents to the Security office in a timely manner. To report a crime or an emergency contact MIAD security at extension 3300 or, from an outside at 414-847-3300. To report a non-emergency security or public safety matter call security at 414-847-3300. You may also contact the Milwaukee Police at 414-933-4444 (non-emergency), 911 (emergencies only).

SECURITY AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES

The MIAD Security Department takes pride in being able to provide a safe and secure environment for all faculty, staff, students, and visitors. The Security Department's approach to crime prevention and the reduction of criminal offenses is proactive. MIAD Security makes use of a variety of innovative techniques and programs, striving to improve the level of service provided. While the security staff recognizes that crime can never be eliminated, we do know that incidents of crime can be reduced. In particular, security focuses on making faculty, staff, students and visitors more

alert about what they can do to discourage criminal activity. To accomplish this goal, the Security Office conducts information presentations on crime prevention and awareness through new student orientation, sponsorship of personal safety and crime prevention seminars on campus, and development of proactive programs to reduce incidents of crime, including engraving programs, security surveys, newsletters, personal safety work shops, escort service, bike lock use, etc.

Community cooperation - Your cooperation is the key to crime prevention. Everyone benefits when you take the following precautions:

- Report all crimes and/or suspicious activities to the Security Office.
- Protect your personal property as you would your money.
- Mark valuable property with an identification number, such as your driver's license number.

A common theme of all awareness and crime prevention programs is to encourage students, staff and faculty to be aware of their responsibility for their own security and security of others. Information is disseminated to students and employees through crime prevention programs, security alerts, and articles in the student newspaper. When time is of the essence, information is released to the college community through security alerts posted throughout the campus, through computer e-mails and voice mail.

Emergency Notification System

In cases of immediate danger to the MIAD community an external message service is activated that sends timely text messages to all enrolled students, faculty and staff. Emergency messages are sent via SMS text, and also (if the user chooses) by email. The emergency notification system is used only in cases of unscheduled closings, emergencies, and other urgent and important situations. To ensure accurate phone numbers the list is purged at the end of each academic year and students, faculty and staff are invited to re-enroll at the beginning of the new academic year. The Emergency Notification System enrollment form can be found at [miad.edu/textalert](http://www.miad.edu/textalert) (<http://www.miad.edu/textalert>).

Crime Prevention Programs

Crime prevention programs on theft and personal safety are sponsored by the security department throughout the year. Security personnel facilitate programs for staff, students, faculty and new employee orientation. In addition, starting in the Fall Semester programs for campus housing Residence Assistants and students will provide a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. Security also provides students with a very interactive workshop on personal safety and self defense during student orientation. Safety & security workshops are mandatory for all new students. Safety escort service-provide escort service, particularly during evening and night time hours for persons walking on campus. Security also encourages bicycle lock use through high quality Kryptonite bicycle locks that can be checked out from the security desk.

Tip: To enhance personal safety, especially after evening classes, walk with friends or someone you know well, or use the escort service provided by the security department.

OFF CAMPUS CRIMINAL ACTIVITY

When a MIAD student is involved in an off-campus offense, Milwaukee Police have jurisdiction and will handle the incident. MIAD security may assist the police if asked to do so. Milwaukee police do sometimes communicate with MIAD security on serious incidents occurring on-campus or in the immediate areas surrounding our campus. MIAD operates no off-campus housing or off-campus student organizations facilities. However, many MIAD students live in the neighborhoods surrounding MIAD. While Milwaukee Police have jurisdiction in all off campus areas, MIAD security officers can and do respond to student related incidents that occur in close proximity to our campus.

ALCOHOL, DRUG, AND TOBACCO USE

The Milwaukee Institute of Art & Design's Alcohol and Drug Program attempts to address not only policies and procedures for the legal use of such substances but also serves as a support mechanism for individuals who believe they are suffering from a substance abuse problem. While alcohol consumption is legal for persons over the age of 21, MIAD does not allow alcoholic beverages to be served to students on campus or while participating in educational endeavors such as field trips or off-site activities.

While tobacco use is legal for persons over the age of 18; MIAD is a smoke-free environment. Smoking is not allowed directly in front of the MIAD building.

The possession and/or use of illicit drugs are never permitted on campus. The manufacture, distribution, possession, or use of controlled substances is prohibited on MIAD property or as part of any of its student activities.

MIAD students should understand that civil laws become the Institute's laws, and MIAD reserves the right to refer violations to civil authorities from prosecution. Any violation of these policies or civil laws is grounds for immediate disciplinary sanctions, up to and including dismissal and referral to Milwaukee police for legal prosecution. Disciplinary sanctions may also require the successful completion of an appropriate rehabilitation program.

Note: Announcements and/or advertisements that encourage alcohol or drug abuse or excessive alcohol consumption will not be permitted on campus.

Alcohol and Drug Treatment Program- Procedure

A student's involvement with drugs can adversely affect academic performance, jeopardize personal well being, and lead to an undermining of the professional and academic stature of the college. MIAD's goal is to maintain a healthy and efficient atmosphere free from the effects of drug use.

1. Students desiring confidential assistance for a drug, alcohol, or other personal problem should contact the Coordinator of Disability Services (Rm. RL100B X3347) who will facilitate a referral to the Substance Abuse Counselor at

Marquette University's Counseling Center. Students are also encouraged to contact the MU Counseling Center directly at (288-7172).

2. When an instructor or staff member believes a student should be referred for treatment, the instructor or staff member first notifies the student that he/she believes a problem exists. The instructor or staff member then contacts the Coordinator of Disability Services to initiate the referral process.
3. If an incident occurs on campus that involves an individual who is violent because of alcohol or drugs, security should be contacted immediately. Security will dispatch the appropriate services.
4. Students who desire a substance-abuse support group are encouraged to contact the Coordinator of Disability Services.

FIRE SAFETY REPORT

A fire on campus not only interrupts your education but it also destroys valuable property and expensive equipment and can injure or kill people. Smoke detectors and alarms warn of a fire while there is still time to escape. Never tamper with smoke detectors, fire alarms, or other fire safety equipment. Any occurrences of a fire on campus should be reported to The Milwaukee Fire Department (911) and/or Campus Security immediately at ext.3300. Campus Security shall be responsible for notifying the College President, Dean of Students and Director of Facilities.

The Milwaukee Institute of Art & Design uses several types of fire detection and notification systems including heat detectors, smoke detectors, pull stations, and horns and strobes lights. All MAID facilities have hard-wired fire alarm systems that report directly to a Central Monitoring Station. When an alarm is received the Milwaukee Fire Department is dispatched and security officers are dispatched immediately to determine the cause of the alarm. Fire alarm systems are monitored 24 hours a day; seven days a week by an off-site UL approved central monitoring station.

The Milwaukee Institute of Art & Design works closely with the city of Milwaukee Building Inspector, Fire Inspector, Residence life Office and The Dean of Students Office in conducting quarterly and annual safety inspections. Campus Security officers inspect fire extinguishers monthly. During Building renovations and construction, fire safety systems are upgraded as needed.

2008-2010 FIRE STATISTICS FOR ON-CAMPUS HOUSING FACILITIES

(Definition of Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner).

2008

Location	Cause	Injuries	Deaths	Damage
MIAD res hall	No reported fires	0	0	0
Café Dorm	No reported fires	0	0	0

2009

Location	Cause	Injuries	Deaths	Damage
MIAD res hall	No reported fires	0	0	0
Café Dorm	No reported fires	0	0	0

2010

<u>Location</u>	<u>Cause</u>	<u>Injuries</u>	<u>Deaths</u>	<u>Damage</u>
MIAD res hall	No reported fires	0	0	0
Café Dorm	No reported fires	0	0	0

All residence halls and the academic building have full sprinkler and fire alarm systems in compliance with all applicable local, state and federal statutes, including smoke detectors in sleeping rooms and common areas, pull stations and carbon monoxide detectors.

Once activated, all residents are required to evacuate the residence hall immediately and proceed to the designated meeting area, contact Campus Security at ext 3300 or 414-847-3300 and call 911 and provide information on the nature of the emergency. Failure to evacuate is a violation of state law and MIAD policy.

Bi-annual drills & tests are run on the fire safety equipment to ensure that students, staff, and faculty are aware of the fire safety features of campus buildings and understand appropriate actions in the event of fire. Goals of fire safety training include:

- Know where fire extinguishers and pull stations are located and how to operate them.
- Find the building exits nearest your classroom, residential room, or office.
- Do not block access to fire extinguishers or fire exits.
- Report to Security, Housing Coordinator, or RA all fire extinguishers that are missing, damaged or have been discharged.
- Never tamper with smoke detectors or other fire safety equipment. Tampering with any fire equipment may result in suspension from the College and criminal prosecution.
- When the fire alarm sounds leave the building immediately.
- Take fire alarms seriously; you never know if the fire alarm was activated by an actual fire. If there is not a fire, practicing proper emergency response may save lives in the future.
- In case of fire or other emergency warranting building evacuation, follow emergency procedures detailed below:

In case of fire or other emergencies warranting building evacuation:

- Activate the fire alarm system.
- Stay calm, and then act.
- Leave the building quickly and calmly using the nearest safe exit and proceed to designated gathering area. (Catalano Square) east of the Student Union.
- Never use elevators, use the stairs.
- Crawl or stay beneath smoke.
- Feel the door, if the door is hot DO NOT open the door.
- If you can not leave the room, stop the smoke from coming into the room by sealing cracks with tape, clothes, towels, ECT.
- Tie a wet cloth over your mouth and nose to aid breathing.
- Shout to others for help.

- Hang a sheet from the window to alert fire fighters that there is some one in the room.
- If your clothes catch fire do not run, STOP, DROP and ROLL to put out the flames or use a rug, coat or blanket to smother the flames.
- Never go back into the burning building for any reason.
- Cooperate with campus authorities and follow their instructions.

Smoking is prohibited in the private living quarters, lobbies, and public areas of the residence hall at all times as well as in the academic building.

Additionally, all flammable liquids are banned from the Residence Hall, except approved liquids for artwork, which may only be stored in the residence hall's flammable liquid locker. In addition, other fire hazards, including all appliances with exposed heating coils, microwaves, incense, fireworks, candles, and halogen lamps are prohibited. Furthermore, no item may be placed on top of or in contact with any radiator. Further, all electrical fixtures must be plugged into fused power-strips.

Fire Drills and Education

The Department of Campus Security, together with the office of Student Services, conducts fire evacuation drills in all on-campus residence halls twice(2) times each semester. Fire safety educational information will be available to students and employees through the student handbook, Campus Security web page and Fire Safety Report. Basic instructions for evacuating campus residential facilities are provided during introductory meetings held at the beginning of each fall semester for students living on campus.

All campus security officers are trained annually in the proper operation of fire extinguishers to put out small fires. Officers also are trained in operational procedures for fire safety systems in all campus facilities. Additionally, MIAD security officers are trained in proper fire alarm response and notification of the Milwaukee Fire Department and other emergency services. Residence Hall Assistants receive training in building evacuation procedures, including assisting Campus Security officers who respond to fire alarms.