

Annual Security Report — Fall 2011

Overview

The Federal Student Right-to-Know and Campus Security Act, Public Law 101-542, (“Act”), and Iowa law require that certain information concerning Maharishi University of Management’s campus security policies and programs, and crime prevention, history and enforcement be provided to our students and administrators. This report is provided to you to satisfy those legal requirements and to inform you of Maharishi University of Management’s policies on these matters and how the University seeks, with your help, to create a safe, secure, and crime-free campus.

Ideal Education for Orderly Behavior

Compliance with all national, state, and local laws and ordinances is a prerequisite for ideal citizenry and an ideal society and is an absolute requirement for all members of the Maharishi University of Management community. However, not only is lawful behavior a requirement, but practical and proven techniques for enabling the individual to satisfy this requirement and avoid the self-destructive cycle of short-sighted criminal behavior are provided to all students and ideal administrators. What we believe to be the first line of defense against crime, the practice of the Transcendental Meditation® and TM-Sidhi® programs, is practiced in groups twice a day by all members of the University community. It is a required, credit-bearing course for all students.

Scientific research has demonstrated that positive tendencies grow dramatically among those practicing these techniques, and negative tendencies diminish. Studies conducted on those in prison environments and upon release from prison, e.g., at Walpole State Prison, Folsom Prison, and other institutions, show that these techniques are proven, effective procedures for eliminating crime at its source, the mind of the individual. External regulation of behavior through the creation of national and local laws is necessary when society and all its members are not operating in accord with Natural Law. However, the only practical and complete solution for disruptive and destructive behavior is to bring the orderly and creative qualities within human consciousness to the surface in every member of society. The individual experience, through the practice of the Transcendental Meditation and TM-Sidhi programs, of the total potential of Natural Law within the consciousness of every individual awakens this internal source of orderliness and creativity.

Authority of University Security Personnel

Maharishi University of Management Security personnel are authorized to act on behalf of the University in enforcing all University rules, regulations and procedures relating to safety and security. The University Security personnel do not have authority to arrest individuals. They work closely with state and local police agencies, principally the City of Fairfield Police Department and the Jefferson County Sheriff’s Department, who are called on campus to physically detain and arrest individuals if necessary.

Crime Prevention

Crime prevention is one of the seven founding goals of the University: "To solve the age-old problem of crime and all behavior that brings unhappiness to the family of man."

All students and administrators practice the Transcendental Meditation and TM-Sidhi programs which are designed to help eliminate criminal tendencies and behavior at their root cause. These preventive programs naturally and effortlessly reduce stress in the nervous system of the individual which is the cause of criminal behavior. Students, ideal administrators and faculty members learn through their own direct experience that only when each individual in society takes personal responsibility for ridding his mind and nervous system of distress and disease can an ideal social environment be created.

This principle is one of the key components of the educational curriculum at the University. The principle of individual responsibility and ability to reduce stress, experienced directly every day through the practice of the Transcendental Meditation and TM-Sidhi programs, is also taught in class and in the ideal administrator evening knowledge programs offered four evenings a week.

This principle of personal responsibility carries over to all elements of crime prevention. Students and ideal administrators are responsible not only for eliminating such tendencies in their own lives, but are advised to encourage others to do likewise through effective programs which will get to the root cause of the problem. Eliminating temptation for others by being responsible in protecting your property is also considered important. Reporting of disruptive behavior is a responsibility of each and every student. Resident advisors and faculty tutors are available to assist students in this process and to clarify and support this policy, if necessary, as are department heads.

Emergency Reporting

A 24-hour, 7-day, staffed phone number and on-campus security service is available to request help and report emergencies and criminal actions. Campus Safety personnel will respond as promptly as possible to your security and safety needs through this number.

Campus Safety patrols on campus by vehicle 24 hours a day, 7 days a week. The Fairfield Police Department, by arrangement with the University, patrols on campus periodically. The Campus Safety Department can also be reached at the following number to receive information concerning University policies relating to reports and the responses to those reports. The 24-hour Security number is (641) 472-1115. This number is placed on all campus telephones along with the 911 emergency number.

Reports of any emergencies and criminal activities on campus should be made promptly to Campus Safety and its Director James Bedinger. Any criminal activities should also be reported directly to the Fairfield Police at the Police Center at 1200 West Grimes Avenue.

Your prompt and accurate reporting of disruptive behavior to Campus Safety is appreciated so that preventative steps can be promptly taken. Failure to provide notice of crimes observed may be grounds for disciplinary action.

The University Safety Office is located in Verrill Hall, Rm. 43, where reports or requests for assistance can also be made. Hours at the Safety Office are from 2:30-4:00 PM, Monday

through Friday. Messages for the Safety Office can be left at 641-472-1117 or campus Ext. 1117; for Emergency Hotline, call 641-919-7992. Your residence hall resident advisors should also be informed of any emergencies or criminal actions so that they can aid in providing assistance.

Campus Safety promptly reports criminal actions to the appropriate state, local or federal authorities for assistance and/or prosecution. In any event, if you believe you are a victim of a crime you should report the event to the Fairfield City Police at 472 4146 or call 911 in the event of an emergency.

Reports to the campus community on crimes considered to be a threat to other students and employees shall be provided in a manner that is timely, and that will aid in the prevention of similar occurrences.

Safety Education

Students and employees are provided student and ideal administrator handbooks at the commencement of their study or work at the University, along with this annual report, which advises them of University rules and policies.

Ideal administrators are further informed of relevant security procedures by their department head and/or the Campus Safety Office directly throughout their tenure.

Students are advised during orientation about safety and security issues, and the student's responsibility as issues arise. Announcements are posted throughout campus during the year relating to relevant items, e.g., bicycle safety notices in the spring, driving notices and emergency snow procedures in the winter, tornado procedures in the spring and fall.

Standing notices relating to these and other matters are posted on all public bulletin boards placed throughout campus in public buildings and in residence halls.

Regular student body and ideal administrator meetings conducted throughout the school year discuss relevant security and safety issues as they arise.

[Hand Washing](#)

[Low Visibility and Driving](#)

Crime Report and Reporting Responsibility

Serious crimes are required to be reported by Maharishi University of Management to the University community by the law in an annual report, which report is contained below.

These crimes are murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson and prejudice crimes.

Such crimes, along with any acts of sexual abuse, should also be immediately reported by students and ideal administrators to the local law enforcement authorities and your faculty tutor, resident advisor, or the Campus Safety Office.

Sexual abuse, as defined by Iowa law, is found on the attachment. Annual Safety Reports are published annually and are available at the University Registrar's Office upon request.

The following on campus criminal offenses were reported to campus security authorities or local police agencies:

Criminal offenses — on-campus

Calendar Year	2008	2009	2010
Murder/ non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	8	1	1
Motor vehicle theft	0	1	0
Arson	0	0	0

Criminal offenses — residence halls

Calendar Year	2008	2009	2010
Murder/ non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	3	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal offenses — public property

Calendar Year	2008	2009	2010
Murder/ non-negligent manslaughter	0	0	0

Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	1	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Hate crimes — on-campus

Calendar Year	2008	2009	2010
Murder/ non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Hate crimes — residence halls

Calendar Year	2008	2009	2010
Murder/ non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0

Arson	0	0	0
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Hate crimes — public property

Calendar Year	2008	2009	2010
Murder/ non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Arrests — on-campus

Calendar Year	2008	2009	2010
Illegal weapons possessions	0	0	0
Drug law violations	1	0	1
Liquor law violations	1	3	3

Arrests — residence halls

Calendar Year	2008	2009	2010
Illegal weapons possessions		0	0
Drug law violations		1	0
Liquor law violations		0	0

Arrests — public property

Calendar Year	2008	2009	2010
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

Disciplinary actions — on-campus

Calendar Year	2008	2009	2010
Illegal weapons possessions	0	0	0
Drug law violations	1	2	1
Liquor law violations	0	4	2

Disciplinary actions —residence halls

Calendar Year	2008	2009	2010
Illegal weapons possessions	0	0	0
Drug law violations	1	2	1
Liquor law violations	0	0	0

Disciplinary actions — public property

Calendar Year	2008	2009	2010
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

Hate Crimes: During 2010 there were no crimes where the victim was intentionally selected because of the perpetrator's bias, for any of the crimes listed above. There were also no hate crimes during 2009 in the areas of larceny-theft, simple assault, or destruction/vandalism.

Fire Safety: There were no fires reported during 2009 and 2010. See our [Fire Safety Report](#).

Access to Campus

Maharishi University of Management's Fairfield campus is private, but open to visitors during daytime hours through our Visitors Center in the Dreier Building. Our campus is also open to guests of residents. Visitor and guest presence on campus is subject to the discretion of our Campus Safety Office. On or off-campus visitors must leave residence halls by 9:30 P.M. and may not enter residence halls before 9:15 A.M.

Most campus residence halls are open 24 hours. Hildenbrand Hall residence areas are locked 24 hours a day or at night, 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. Classroom buildings are locked after evening classes. All buildings are secured with locks and are checked periodically by Security patrols during closed periods. All students, faculty, and ideal administrators have identification issued by Maharishi University of Management which enables determination of appropriate campus access for a given individual.

The Campus Safety Office, which includes the Security Department and the Fire Safety Department, is involved directly in approving the design, modification, maintenance, and improvement of all campus facilities to assure compliance with all safety codes and security needs. Any recommendations you have concerning these matters should be forwarded directly to the Campus Safety Office.

Missing Person Policy for Students Living On-Campus

Emergency contact notification procedure for missing students

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

Required notifications

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

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

Promoting Respectful Behavior

What to do in case of harassment

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, disability, status as a veteran, national or ethnic origin, sexual orientation, or political belief. Should you have any concerns, please contact the Dean of Student Life or any other member of the Department of Student Life. When the University becomes aware that harassment might exist, prompt and appropriate action will be taken.

The University does not discriminate on the basis of sex in its education programs, and sexual harassment and sexual violence are types of sex discrimination. The University's policy prohibiting sex discrimination applies to conduct on and off campus and protects students, faculty, staff, and visitors.

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

- Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance, or
- Submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting such individual, or
- 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 involving students may occur between two or more students, between students and faculty, or between students and administrators. Third party harassment may occur when a person who is not the direct target of harassment suffers the consequences of harassment indirectly, for example, when a student overhears others in the classroom talking and joking about sexual subjects.

Complaints or incidents should be reported immediately to the Dean of Student Life or any other member of the Department of Student Life.

Once the University is notified of a complaint, the Dean of Student Life or her designee will conduct a prompt review. This will be conducted as confidentially as possible. The accused will be notified of the complaint, afforded an opportunity to respond, and notified of the outcome of the review.

The goal of the review will be to determine if harassment has occurred, and if so, to redress the situation, including taking appropriate steps to prevent it from happening again. The review may result in a recommendation of mediation between the parties, legal action, or disciplinary action including a warning letter, probation, suspension, or dismissal from the

University. Retaliation against a person who reports harassment in good faith will not be tolerated.

If a finding of harassment is made, a record will be filed in the harasser's file. Upon written request, the University will disclose to the alleged victim of a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against a student who is the alleged perpetrator of the crime or offense.

Educational programs on sex offenses, rape, and acquaintance rape can be obtained through The Crisis Center at 1-800-464-8340, PO Box 446, Ottumwa, Iowa 52501. Such events may be reported to the Jefferson County Police Department at 1200 West Grimes Avenue and/or Campus Safety in Verrill Hall, 641-472-1117. The Chairperson of the Department of Student Life will assist you in notifying these authorities if you wish. Counseling services for victims of such offenses contact may be made with the Mental Health Center of Jefferson County at 2201 West Jefferson Avenue in Fairfield, 641-472-5771.

Drug-Free Workplace Notice

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

- Please be on notice as an employee of the University that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at this University and anyone violating this prohibition will be subject to dismissal from staff.
- Please also be on notice that as a condition of being an employee of the University that you are required to abide by the terms of paragraph 1 above and you must notify the director of the University personnel office of any drug statute conviction occurring at Maharishi University of Management no later than five days after such conviction.
- Maharishi University of Management's drug-free awareness program is based on the principles of development of consciousness that are at the core of the educational mission of the University. Abuse of drugs seriously weakens the nervous system's ability to maintain good health and gain the refinement necessary to live the complete fulfillment and bliss of higher states of consciousness.
- Maharishi University of Management's drug-free awareness program is designed to inform you about several things including the dangers of drug abuse, the University's policy of maintaining a drug-free workplace, along with counseling, rehabilitation, and assistance programs for drug abuse, and advising you of the penalties which may be imposed for drug abuse violations. Please contact your department head or any University faculty member for any information relating to the University's drug-free awareness program.

Alcohol and Drug Use

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

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

Students seeking assistance with substance abuse issues are strongly encourage to visit privately with the Director of our Student Support Services, Campus Nurse, or any other member of our Student Life team. For a listing of local resources, please go to mum.edu/supportgroup.

Iowa laws

In the state of Iowa, the possession, use, or distribution of alcohol is illegal for anyone under age 21. Students in violation of any alcohol-related laws will be subject to remedial action, and may also be prosecuted under state or federal law.

Alcohol policy: on campus

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

Alcohol policy: off campus

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

Health risks of alcohol consumption

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

According to the [National Institute of Chemical Dependency](#), "Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause

respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

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

Drug Policy

In the state of Iowa, the possession, use, or distribution of certain non-prescribed drugs (such as marijuana, cocaine, methamphetamine, etc.) is illegal. The University’s policy is that the possession, use, distribution, manufacturing and/or growth of illegal drugs and the possession of drug paraphernalia are prohibited. Being in the company of those who are using or distributing illegal drugs or misusing prescription drugs is also prohibited. This policy applies to all students, on and off campus, during the school year and during vacations, whether they are here or elsewhere. The University views this infraction of rules as a serious breach of conduct subject to remedial action. Students may also be prosecuted under state or federal law. [Schedule of federal penalties for drug possession and distribution](#)

Note regarding federal law: if you are convicted for illegal drug use and the offense occurred while you were receiving Federal Student Aid, you may become ineligible for Federal Student Aid for one to three years.

Alcohol and drug use corrective procedures

The University wishes to promote early intervention for students who seem to be using alcohol or drugs in violation of university policy, but have not been caught violating university policy. Therefore, faculty, Resident Advisors, fellow students, and others who suspect alcohol or drug usage by a student, including improper use of prescription drugs, are strongly encouraged to call the Director of Student Support Services, the Director of the Student Success Center, or any other member of the Department of Student Life team to share the concern.

If warranted, a member of the Student Life team will meet with the student privately, and consider with the student how best to address the concern. As long as the student has not been caught in violation of university policy, this meeting will not result in any disciplinary sanctions for the student.

See the [Student Handbook](#) for general procedures and policies related to alcohol and drug policy infractions, including consequences for infractions.

Emergency Response and Evacuation Procedures

Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus: Our current methods are:

Through the Safety and Security Department, individuals (entire residence halls or classrooms) are advised by Security personnel of the danger and what action they should take or not take to protect themselves from any immediate threat to the health and safety of the students and staff. In addition to Security notifying groups of individuals in buildings, the local Police Department and/or the Sheriff's Department are contacted to act in concert with the Safety Department to maintain order, to isolate buildings and control situations so that the danger is contained.

Additionally the Campus Security Department will post timely written notices and warnings in all the residence halls and public buildings, explaining the situation, with a directive to take a certain action or actions to insure their safety.

On Campus Notification

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

- Contact through Email and Phone Tree the Dean of Students, Legal Department and Human Resources Director and advise them of the nature of the emergency. These faculty and administrative chairs and department heads will in turn notify their assistants and colleagues of the nature of the problem and will galvanize their staff to respond appropriately.
- While the notification process is proceeding, the Campus Safety/Security Department will immediately post written notifications on the inside and outside of the entry/exit doors of the appropriate buildings and in the hallways, as well as notices left at the Resident Advisors' and Residence Hall Directors' doors. The content of the notices will include the nature of the problem and what actions should be taken to minimize or correct the perceived danger, the expected duration of the condition, and the options for accommodations that are available on and off campus. While Security is moving through the residence halls and appropriate administrative buildings posting notices, they will call the phone number or speak in person to the Resident Advisors and Residence Hall Directors, advising them of the situation.
- Email: When the Safety Department confirms there is a significant danger, the Legal Department, Director of Human Resources (HR), Dean of Faculty and Dean of Students will send email notifications to all faculty, staff and students.
- As appropriate, the Safety Director will notify all building managers in non-student living areas (Phone Tree). (This is a prominent feature during tornado season.)
- Whenever there is anticipation of a problem (heavy storms, periods of extreme cold, tornadoes), the Safety Department has a scrolling message bar which can be mounted in the Student Union building (dining hall for entire campus), advising of the potential emergency and what appropriate action to take.

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Notification of Local Authorities

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

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

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

Description of the process

- o **Confirmation of Significant Emergency or Danger.** Security personnel are trained in First Aid, CPR, use of fire extinguishers, etc. Any development which exceeds their base level of training is reported to the 911 Operator. Additionally, the Campus Safety/Security Director will determine potential danger sites based on hazard assessment criteria (areas where gasoline and fuel oil are dispensed, power substations, natural gas regulators, etc.). If any of these substances become compromised, an emergency notification process will ensue to evacuate the appropriate areas, notify the local authorities and advise utility companies of irregularities.

The Safety/Security Department, upon receiving any call or complaint, will go to the site and advise the Safety/Security Director and the Facilities Management group of any compromise in systems which, if left unchecked, could result in a worsening development which could be a threat to life or health. For example, perception of gas leaks, electrical malfunctions whose source cannot be located, etc.

- o **Determining the appropriate segment of the community to receive notification:** Some emergencies could potentially affect a greater portion of the campus than others. This will be a joint assessment by the Safety/Security Department and the Facilities group. The guiding principle will be to accept the possibility that the worst possible situation could develop and to take the necessary precautions in that area.

EXAMPLE 1: If there is a suspected fire in a building whose source cannot be located, that 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. The Security Department will go through the building to be sure that all occupants have been evacuated. The building and the surrounding grounds will be cordoned off, and once the Fire Department and Police arrive, the situation will be turned over to the Fire Chief; and if he requests, all building electrical and/or gas systems will be shut down.

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

EXAMPLE 3: An extreme emergency affecting most individuals on campus such as an explosion at our Motor Pool gas dispensing facility; an explosion at the fuel tank at the campus generator building; or an explosion or significant leak at the propane tank on campus. Possible off campus situations include hazardous waste shipments, such as a train derailment or an accident on Highway 1 involving materials such as propane, anhydrous ammonia, etc.

In these extreme incidents, the county-wide response team will be notified, or the university will be notified by the county. Police, Ambulance and Fire Department will assume complete control and advise the university administration as to the appropriate action, based on information as to the size and location of the spill; wind direction; the ability of the first responders to have access to the site; any complicating factors such as weather; and staging areas for victim assistance and accommodations for mutual aid responders from other cities and counties.

In an extreme crisis, many of the campus residents would be evacuated if appropriate to sites off campus such as public high school and elementary school buildings, fair grounds, hotels, and sharing residence with private homeowners in the city.

Content of the Notification

The content of the notification depends on the nature or level of the emergency. Such information will be given as to inform and instruct those affected campus residents of appropriate action, whom to contact, cautioning not to overload phone circuits, which could impede response to the problem or resolution of the emergency. Whenever appropriate, parents and next of kin will be notified by university officials (established procedure through the Dean of Faculty, Dean of Students and Human Resources Office). Psychological counseling will be available for those individuals who are affected or traumatized; campus-wide group meetings will be held for updates and any additional information and instruction which will be helpful. During those meetings, special considerations or needs will be addressed on a person-to-person basis.

EXAMPLE 1: A Bomb Threat. An alleged bomb threat could trigger a situation where students, staff and faculty are channeled into an area where they could all become victims of individuals or organizations looking for such a response; that is to say, the safety assembly area itself may be the area where the bombs are contained, not the building; or

that through exiting the building, explosive devices or other hazards are placed near the exit-ways.

EXAMPLE 2: It can be foreseen that activating the emergency evacuation alarms (fire, etc.) could be an audible or electronic signal that could detonate the bomb or create confusion. The close proximity of any powered equipment or vehicles of the first responders could make the situation worse.

EXAMPLE 3: A significant breach has occurred in a liquid propane tank and the highly flammable fumes are migrating through the lower areas of campus. Any ignition source would trigger a massive explosion.

Initiate the Notification System

At any level of crisis, activation of the notification system is immediate, once there is confirmation of an emergency, and the nature and scope of that emergency have been determined. Campus Security personnel will contact the following people, the order depending on the nature of the threat and which population segments need to be notified.

Contact Personnel on Campus

Executive Vice President	Craig Pearson	641 472 1159
Chief Administrative Officer	David Streid	641 472 1130 or 641 919 9881
Legal Counsel	Bill Goldstein	641 472 1183 or 641 919 7899
Dean of Faculty	Cathy Gorini	641 472 1107
Dean of Student Life	Ellen Jones	641 472 1204 or 641 919 4844
Associate Dean of Students	Jan Sickler	641 919 7327
Chief Operating Officer	Tom Brooks	641 472 1205 or 641 919 9710
Director of Human Resources	Stan Lamothe	641 472 1194 or 641 469 4580
Director of Facilities Management	Craig Wagner	641 472 1162 or 616 901 6178

Contacts for City of Fairfield

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

Statement of Intention

It is the intention of Maharishi University of Management to notify without delay the residents of the university and/or the population of Fairfield in the event that an emergency situation has arisen which, by delaying notification, would worsen the situation and put a greater

number of individuals in peril. It is the university's intention to initiate a notification system that will advise in an appropriate and timely manner the entire community that would be affected by the emergency, as determined by an ongoing assessment of the emergency.

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

Procedures for disseminating information to the larger community

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

Testing of emergency response evacuation procedure

The Campus Safety/Security 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 Safety/Security Department's participation in these drills will consist of following instructions and coordinating equipment and supplies and other orders as directed by the 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

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

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

Actions for the academic departments and campus nurse include:

- Building evacuation as appropriate.
- Perform a head count of all students after evacuation.
- Assist injured students to areas of safety.
- Coordinate university vehicles with students who need rides to the hospital or health clinics.
- Notification of parents as appropriate.

Facilities Department: The Facilities Department would be given an example of gross building failures which could easily affect dozens of students and would require the evacuation

of the building, the shut-down of all utilities in the building, notification of all utility companies including electric, gas and phone.

As this function is being performed, additional instructions will be given regarding an expanding situation; and at each new phase of response, they will be charged to implement processes of Lockout/Tagout, etc.; and to work in coordination with the utility company and Fire Department.

Campus Safety/Security Department: The Campus Safety/Security Department will work with Police to clear the areas, to aid in the evacuation of the necessary buildings, to assist Fire Departments responding to mutual aid call, and to assist in finding the nearest fire hydrants; control foot and automotive traffic; assist in establishing a Command and Coordination Center on campus; and assist by any means necessary.

The exercises on campus will be part table top and part location-oriented. Individuals from Facilities or Security will be asked to go to specific locations, and their response and corrective actions will be timed. Once each task has been accomplished, they will receive additional information and instruction regarding increased difficulties, complicating the crisis.

After-Action Evaluation

After each yearly drill, several departments will convene to assess weaknesses in procedure, unforeseen difficulties which may have arisen, staffing levels relative to response time, the role that weather played in the procedure, and a review of the role stress and fatigue played in the performance of the job.

Records will be kept of every campus drill and each drill coordinated with the county. Results will be shared with the Campus Safety Committee and recommendations passed on regarding procedures, equipment and training.

ADDENDUM: Buildings currently assigned for emergency conversion use

The buildings listed below with their associated square footage have been chosen because of their current availability, open plan design, easy access to the highway, and convertibility to a wide range of functions.

Except for full evacuation of the campus, the buildings listed below 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.

Field House	Open plan design	Currently used by the elementary and high school for physical education and recreational purposes	24,600 sq. ft.
Grand Assembly Hall / Rec Center	Open plan design	Current use: Physical education and recreational center for university, high school and elementary school	60,000 sq. ft.
Art Center/Old Student Union Building		Currently used as an art facility and classroom building	40,000 sq. ft.
Fraternity Building 113		Currently not in use. Designed as a 40-room living facility.	17,920 sq. ft.
Fraternity Building 114		Currently not in use. Designed as a 40-room living facility.	17,920 sq. ft.
TOTAL SQUARE FOOTAGE:			160,440

Other buildings on campus have limited space and can be pressed into service as needed.

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 every one, even if some get multiple notifications.

Email / Text Messaging System

Maharishi University of Management has contracted with Rave Wireless to provide the campus community with an emergency alert and communications system.

In an emergency the system will send messages to the email addresses and cell phones of all campus residents whose contact information is registered. Message recipients will be encouraged to pass the information to others who may not be registered.

This system is in the process of being implemented, and everyone will be notified when it is in place and functioning.

Other Systems

Research has been completed for the implementation of the following systems which will be purchased when resources are available:

- **Public Address System** which will be configured to address occupants of every building singly or collectively. Enunciator horns will be on each floor of each building — residence halls first. The residents will be advised of any mass evacuation or instructed to lock their exit doors and their room doors and stay in their rooms, or to go to the lower level away from the windows in each building in case of tornado. Additionally, enunciators will be placed outdoors on or near buildings. The placement of the external public address horns will take into account wind directions, open areas, paths of travel around campus, etc. The notification system will consist of both pre-recorded and at-the-moment announcements advising the campus residents of the difficulty and appropriate action to be taken. Examples of application are:
 - Instructions that their exterior doors should be or will be locked;
 - Advice to be wary of individuals, with a description;
 - Advice on numbers to call to receive updates on emergency conditions and to pass along information from their side of any critical observations;
 - Instructions to email or text message their friends;
 - Instructions to not over burden the phone system with unnecessary calls.

This system will be operated from a single station which will be receiving filtering and disseminating information as necessary or appropriate. During times of city-wide and county-wide emergencies, the Incident Commander (Police Chief, Fire Chief or Sheriff) can make announcements to the general campus population.

The following systems are under consideration:

- Small monitors which can be placed in strategic locations in each building where wireless signals can be regenerated into visual messages advising of the difficulty and appropriate action to be taken.
- 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.

This system will be operated from a single station which will be receiving, filtering and disseminating information as necessary or appropriate. During times of city-wide and county-wide emergencies, the Incident Commander (Police Chief, Fire Chief or Sheriff) can make announcements to the general campus population.

The university's intention is to maintain the current notification system even as more sophisticated systems are brought into play, because the personal contact procedures work even when there is loss of power.