



2023

WEBSTER UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY

Annual Security and Fire Safety Report



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ACCRA CAMPUS CRIME STATISTICS

This section of the Annual Security and Fire Safety Report explains what type of crimes institutions are directed to include under the Clery Act, as well as how the University obtains and tabulates these statistics each year.

The statistics included in the Annual Security and Fire Safety Report are compiled by the Department of Public Safety (DPS) with assistance from a wide range of other University administrative departments, including but not limited to Campus Directors at branch campuses, Student Affairs, Housing and Residential Life, and Human Resources. DPS collects statistics from the University's Campus Security Authorities (CSAs),¹ on an ongoing basis throughout the year and follows up with an annual request for confirmation that all reports of crimes received by CSAs have already been reported to DPS. DPS also annually requests crime statistics from local law enforcement agencies which could potentially respond to calls anywhere on this campus' reportable geography.

2020-2022 Crime Statistics

Under the Clery Act, institutions are only directed to disclose statistics for a specific list of criminal offenses, (collectively referred to as Clery Act Crimes²) which were reported to have occurred in certain property controlled by the institution. Specifically, institutions must publish statistics for Clery Act Crimes which occurred on or at any of following locations³:

On-Campus: 1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used

On-Campus Student Housing Facilities: any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student

Criminal Offenses Reporting Table (Accra Campus):

Offense	On-Campus Property	On-campus
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Hate Crimes

In addition to the statistics presented in the Reporting Tables on the preceding pages, institutions are required to report the statistics for hate crimes. There were no reported Hate Crimes during 2020, 2021, or 2022.

Unfounded Crimes

Institutions are also required to disclose whether any crime reports were “unfounded” and subsequently withheld from crime statistics during each of the three most recent calendar years. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

There were no unfounded

See the section of the Report titled “Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking” for additional detail on how to report these types of offenses confidentially.

The University communicates annually with individuals employed by the University who act in the role

- Sexual Assault (considered on a

Updates to Timely Warnings

In the event that the Campus Director (or her designee) determines that an update to the original Campus Safety Alert should be issued, the update will be prepared and issued using the same procedures and methods as the initial Campus Safety Alert.

Campus Safety Advisories

While the Clery Act does not require universities to issue Timely Warnings for non-Clery Act Crimes or crimes which do not occur on Clery Act Geography; the Campus Director (or her designee) may choose from time to time to issue notices to the campus community of other types of crimes or crimes which occur nearby the University but outside its Clery Act Geography. These notices are known as "Campus Safety Advisories" and they may be issued in a variety of ways to all or a portion of the members of the campus community. The Director of Public Safety (or his designee) may from time to time assist the Campus Director in communicating these voluntary Advisories to the appropriate members of the campus community.

Security Awareness & Crime

where the University is not taking the lead in responding to the emergency, it is essential that University staff remain an active part of emergency response so that the Campus Director can ensure the appropriate emergency notifications go out to the appropriate segment(s) of the campus community.

Evacuation Procedures

The University's EOP includes general evacuation guidelines; however, any time the University determines that an evacuation is necessary, the specific evacuation procedure would be affected by a myriad of factors, including the type of threat, the occupancy of the other buildings and areas of the campus at the time of the incident, etc. Students, faculty, staff and visitors to campus community are expected to follow the instructions of any first responders from the University or local law enforcement agencies on the scene. These first responders may instruct you to evacuate the building you are inside of, or shelter in place. You may be instructed to shelter in place if circumstances dictate that evacuation outside the building/area is not advisable. These situations include, but are not limited to, tornados, severe weather and chemical attack.

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify your Campus Director or local first responders.

1. Remain calm.
2. Do NOT use elevators, use the stairs.
3. Assist individuals with physical mobility issues evacuate if you can do so safely. If you are aware of an individual with mobility issues who is unable to exit without using an elevator, assist that individual with securing a safe location near a stairwell, and immediately inform first responders of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures – What It Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. To “shelter-in-

If the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged,

CAMPUS SECURITY & ACCESS CONTROL

The University understands that preventative security measures, including effective access control is a key component of maintaining a secure campus; however, these measures and access controls must be assessed for each facility on a case-by-case basis. The following sections of the Annual Security and Fire Safety Report addresses the general security measures, including access to both non-residential and residential facilities on campus, but is not building specific.

Security Measures

The contract security officers work closely with the Campus Director and administrative departments throughout campus on a dual approach to campus security – which entails both minimizing criminal opportunities whenever possible, and encouraging members of the campus community to take an active role in their own personal safety and the safety of others. Contract security officers are primarily responsible for day-to-day campus security for all of the facilities on campus, including student housing. These officers open the campus each day and secure it each night. Officers also provide additional security at special events on campus. The contract security officers, and their University partners use the following techniques to maximize campus safety and minimize criminal opportunities:

- **24-hour preventative foot patrols** by security officers of all campus buildings (including student housing facilities) and parking lots.
- **Resident Assistants** also conduct walk-throughs of the on-campus student housing facility at least twice a day.
- **Electrified fence with alarms.** Visitors must sign at the front gate with contract security officers. After being admitted through the campus gate, visitors must also sign into the specific building which they are visiting.
- **Security cameras** located at key locations on campus.
- **Safe Walk Program** which provides campus community members with an officer to accompany the caller by foot to a location on campus. This service can be requested in person by approaching the officer or speaking to their supervisor for assistance

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Access Control

Webster University's Accra campus is located in the heart of East Legon, a suburb of the capital city

ALCOHOL AND DRUG POLICY & EDUCATION PROGRAMS

The University recognizes that an effective Alcohol and Drug policy and education programs are another important aspect of campus safety for students, staff and faculty. The University's full Drug and Alcohol Policy is available at: <https://www.webster.edu/student-handbook/index.php>.

Drug and Alcohol programs are coordinated through the collective efforts of Student Affairs, which includes the key offices of the Dean of Students Office, Counseling/Life Development, Student Health Services, Housing and Residential Life, Multicultural Center and International Student Affairs (MCISA), First-Year Experience Program (FYE), Office of Student Engagement, and the University Center. Collectively, Student Affairs supports and promotes healthy choices that promote a healthy learning environment.

Specifically, the University's efforts include developing programs associated with student involvement, relationships, personal development, social responsibility and the use of alcohol, tobacco, and other drugs. Some of the program elements related to drug or alcohol-abuse education programs include:

New Student Orientation Programs:

Orientation programs contain elements of alcohol and drug education each year.

Counseling/Life Development:

- Counseling/Life Development at the main campus in Webster Groves, Missouri offers students at all of our campuses an online self-evaluation for alcohol that can be accessed worldwide through the counseling/life development website. This evaluation will provide recommendations and resources, including contacting a member of the counseling staff for guidance. Students are also able to take a comprehensive online wellness screening for alcohol/drugs through Counseling/Life Development and Student Health Services, provided through the National Wellness Institute (NWI).
- Stress Relief Weeks have also been instituted at the end of the semester beginning Fall 2020.
- Staff at this campus can also assist with referrals to local counseling resources if needed.

Housing and Residential Life:

Housing and Residence Life highlights drug and alcohol policies in their orientation session, international student orientation includes coverage of US-based alcohol and drug policies.

Student Affairs

- Addresses alcohol and drug-related issues within the Transitions/FYE program.
- All students are required to sign an acknowledgement from regarding drug and alcohol policies at this campus.

Human Resources

The Office of Human Resources is required to communicate

MISSING STUDENT PROCEDURES

The University understands the importance of moving quickly when an institution receives a report of a missing student and includes procedures regarding these types of incidents in its Emergency Operations Plan. These procedures are explained in this section of the Annual Security and Fire Safety Report.

How to Report a Missing Student

If a member of the University community has reason to believe that a student is missing, regardless of whether the student resides in an on-campus student housing facility, he or she should immediately notify the Campus Director at +233 576096596. The Campus Director (or her designee) will generate a missing person report and initiate an investigation. Any missing student reports received by other departments or officials at the University must be immediately referred to the Campus Director. The Campus Director will work closely with the Dean of Students Office at the Webster Groves campus (and Housing and Residential Life staff at the Accra campus if the student resides in an on-campus student facility); however, the Campus Director will lead the investigation.

Confidential Contact Person for Residents

Any time a resident checks into on-campus student housing at the Accra campus, or anytime the resident changes rooms, Housing and Residential Life informs the resident about the option to identify one or more confidential contact persons to be notified by the University in the event the student is determined to be missing for more than 24 hours. Residents may also contact professional Housing and Residential Life staff to

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence: A Felony or misdemeanor crime of violence¹⁰ committed –

- By a current or former spouse or intimate partner of the victim;
- By a person

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any

Contact Person for Students Reporting Sexual Offenses

Christa Sanders

Campus Director

+233 302 507 393 (office)

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Webster also reserves the right to engage additional trained staff members on an ad-hoc basis as necessary.

Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

The University offers individuals a number of reporting options which are outlined below; however, the University strongly encourages reporting to the Sexual Offense Advocate. The Sexual Offense Advocate is trained to provide assistance in making decisions about pursuing medical attention, counseling/support services, filing campus disciplinary procedures, preserving evidence, and filing criminal and/or civil charges. In cases where the alleged perpetrator poses a perceived threat to the campus community, the Sexual Offense Advocate may

There are only two types of University employees who are not required to forward these types of reports to Human Resources or the Campus Director: 1) the Sexual Offense Advocate,¹¹ 2) a Professional or Pastoral Counselor¹² who is employed by the University in that capacity and is in that role at the time the disclosure is made.

As required by law, disclosures to any other Webster University employee of a sexual assault, incident of dating violence, domestic violence or stalking will be forwarded to Human Resources or the Campus Director, and in the event that the incident meets the definition of a Clery Act Crime and allegedly took place on the University's Clery Act Geography will be included in the University's Daily Crime Log, and the annual crime statistics, and may result in a Timely Warning (Campus Safety Alert). However, the Daily Crime Log, annual crime statistics, and Timely Warnings never include any personally identifying information¹³ about the reporting party.

Other Considerations Regarding Incidents of Sexual Assault, Dating Violence, Domestic Violence or Stalking

Seeking Prompt Medical Attention

Regardless of whether (or to whom) an individual chooses to make a report, the University strongly encourages anyone who has experienced sexual intrusion, sexual penetration, dating or domestic violence to seek prompt medical attention. A medical examination can identify any internal trauma, test for sexually transmitted diseases, as well as obtain appropriate medical evidence should one choose to pursue legal charges at some later date. In the event that an individual chooses not to participate in

forensic evidence collection,

University Response to Reports of Sexual Assault, Dating Violence, Domestic Violence or Stalking

The University will promptly and effectively respond to reports of sexual offenses and harassment and

Orders of Protection

Webster University encourages reporting parties of sexual misconduct to make a formal report to the appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking and enforcing a no contact, restraining or similar Court Order and has the right to be assisted by the University in exercising this option. The Sexual Offense Advocate can assist individuals with referrals to resources for obtaining an ex parte order of protection 24 hours a day/7 days a week. Ghana's Domestic Violence Act includes a provision for orders of protection.

Members of the Webster University community who receive a lawful order of protection should provide a copy to the Campus Director on this campus. The University also suggests that individuals with orders of protection meet with the applicable administrator to develop a Safety Action Plan – a plan intended to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts and special parking arrangements.

In addition to orders of protection issued by the courts, Webster University may impose a university-based no contact directive. A university-based no contact directive prohibits an individual from contacting a specific person or specific people until rescinded. Contact includes, but is not limited to in person, by phone, text messaging, social media, by third person, etc.

Students or staff also have the right to request that his or her campus directory information on file be removed from public sources by directing a request to the Office of the Registrar, Loretto Hall 63, Webster Groves Main Campus, 314-968-7450/800-987-3447, registraroffice@webster.edu

Interim Protective Measures Available to Reporting Parties

The University provides written notification to reporting parties about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The institution will provide such protective measures if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information regarding how to request changes to academic, living, transportation and working situations or protective measures; and the University is obligated to comply with any

Any interim protective measures imposed should avoid any lasting negative effects on the any party before any findings of responsibility are made as much as is possible in the circumstances presented.

The University maintains the confidentiality of any protective measures provided to any involved party to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

On Campus Resources Available to Parties Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

Whenever an individual reports a sexual assault, incident of dating violence, domestic violence or stalking, the written explanation of the reporting party's rights and options provided by the University will include information on the following resources:

Counseling & Mental Health Services – There are no counseling or mental health services available on site at this branch campus, but the University's Sexual Offense Advocate and Student Affairs Office can assist with referrals to local resources in addition to the Community Resources listed below. The Ghana campus also has a list of dedicated counsellors available to students upon request or referrals

Health Services - There are no health services available on site at this branch campus, but the University's Sexual Offense Advocate can assist with referrals to local resources in addition to the Community Resources listed below.

Victim Advocacy Services – As explained above, the University's Sexual Offense Advocate can assist witim

Standard of Evidence

Each type of disciplinary proceeding described above uses a "preponderance of evidence standard." The "preponderance" standard is met if the proposition is more likely to be true than not true. The responding party must not be presumed responsible. Instead responsibility, must be established by a "preponderance of the evidence" (e.g., "more likely than not") standard. The Hearing Board's decision in this regard requires a conscientious and rational judgment on the whole record. "Preponderance" means more than half. If, for example, the hearing board concludes that the evidence—considered overall—weighs equally on both sides, the preponderance standard has not been met and the charges have not been proven.

Sanctions

All sanctions will be imposed consistent with University policy.

University Disciplinary

settlement, a charge(s) may be processed under the appropriate procedures cited below.

Administrative Proceeding: Many disputes or infractions can be handled within the context of an administrative hearing. The administrative proceedings are conducted by the Director (or his or her designee), or the Academic Dean (when the offense occurs within an academic setting). Such

Level 1

- Student Conduct Letter of Warning
- University Disciplinary Warning
- Educational Sanction
- Financial Restitution
- Parental Notification of Violation and Imposed Sanctions
-

If the Grievance is resolved in this meeting, then the Grievant's supervisor, department head, dean or division executive, or Grievance Coordinator should prepare a written document summarizing the issue and its resolution and give a copy to the involved parties.

If the Grievance is **not** resolved, then the Grievant is encouraged to use Step Three of the Informal Procedure.

Step Three: Mediation

If the matter has not been resolved to the Grievant's satisfaction in Step Two of the Informal Procedure, then the Grievant should contact the appropriate Grievance Coordinator to request a Mediation Meeting with the Grievance Coordinator and the Respondent's dean or division executive.

The purpose of this meeting is to discuss the grievance and, if possible, reach a solution that is acceptable to all parties. The Grievance Coordinator will participate in this meeting and will function as the mediator to facilitate discussion and assist in resolving differences between the parties.

The Grievant's request for a Mediation Meeting should generally be made within five working days of

Step Four: The Grievance Hearing

The scope of the Grievance Hearing is limited to the issue(s) identified in the Written Request for a Grievance Hearing.

The Chair of the Panel will schedule a date for the Grievance Hearing. The Grievance Hearing will generally be held within ten working days from the date the Hearing Panel issues its decision from the Initial Meeting. The Chair of the Hearing Panel will notify the Grievance Coordinator of the date of the Hearing and the Grievance Coordinator will notify all of

If the determination is made that the grievance has merit, the University will take appropriate, corrective, and remedial actions. Such corrective actions may include, without limitation, any of the supportive measures identified in this Grievance Policy and may range up to expulsion, in the case of a student, and termination, in the case of an employee. The University may utilize progressive discipline where the University deems it appropriate to do so.

Appeal of the Grievance Hearing Panel Decision

A. Procedures for Appealing a Panel's Determination that an Issue is not Grievable.

If the Grievance Hearing Panel determines that the issue is **not** grievable under this Policy then the Grievant may appeal this decision to the University's President. The appeal must be made within ten working days of the date of the decision of the Grievance Hearing Panel, in accordance with the procedures below.

To appeal a Panel's determination that an issue is not grievable under this Policy, a Grievant must submit a written appeal request to his or her Grievance Coordinator. This written appeal request must state the Grievances basis for appealing the Panel's determination. The Grievance Coordinator will then submit the appeal to the President who will notify the Grievance Coordinator in writing of his or her decision within ten working days of its receipt of the appeal. The Grievance Coordinator will notify the Grievant and Respondent of the decision in writing. The decision of the President is final. If the President reverses the Hearing Panel's determination, the grievance will proceed to a Grievance Hearing in accordance with the procedures described above.

B. Procedures for Appealing a Hearing Panel's Post-Hearing Determination on the Merits.

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The President's decision regarding the appeal will be submitted to the Grievance Coordinator, who will notify the Grievant and Respondent, the Chief Human Resources Officer, members of the Hearing Panel, and appropriate members of management of the decision. The President's decision on the appeal is final at the institutional level.

Conclusion

The University reiterates the positive nature of the grievance Procedures. These Procedures provide structures which should smooth and speed the resolution of University-related grievances and thus affirm the University's desire to treat each student and each employee fairly. The publication of this Policy and Procedure should guarantee access to the necessary information for the internal resolution of University-related grievances at Webster University.

Policy Regarding Educational Programs and Campaigns to Prevent Dating Violence Domestic Violence, Stalking and Sexual Assault

Webster University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that are

Risk Reduction

Staff and students at this campus are invited to participate in a monthly SAFEZONE activity

ACCRA CAMPUS ANNUAL FIRE STATISTICS

This section of the Annual Security and Fire Safety Report includes information on the University's Clery reportable fire statistics for 2020-2022. The statistics below are compiled by Student Affairs at the Accra campus.

2020-2022 Fire Statistics Reporting Table

Institutions with on campus student housing facilities must disclose annual statistics for fires based on: 1) where the fire occurred, 2) the type of flame or burning which occurred. Institutions are only required to collect and provide statistics for fires which took place in an on-campus student housing facility. The statistics are broken down separately by student housing facility. For the purposes of Clery Act fire safety reporting, a reportable "fire" is defined as any instance of open flame or other burning in a place not intended to contain the burning, or any instance of open flame or other burning in an uncontrolled manner. Note that incidents involving sparks or smoke where there is no open flame or other burning,

2020 Fire Statistics for On-campus Student Housing Facilities

Name of On-Campus
Student Housing Facility &
Address

Anyone inside a Webster University student housing facility should take the following steps if a fire alarm sounds:

- 1) Evacuate the building as quickly and as orderly as possible. Do not use the elevators.
- 2) Before leaving your room or apartment, check your door. If it feels warm, do not open it. A warm door may indicate smoke and flames on the other side.
- 3) If your door does not feel warm, open it cautiously to check for smoke outside or in the hallway.
- 4) Upon exiting your room or apartment, be sure you have closed your window and locked your door.
- 5) If you believe that the area outside your door is passable, alert the other occupants on your floor/building and proceed to the closest exit stairway.
- 6) You may use any exterior door to exit a building when the fire alarm is sounding.
- 7) After you leave the building, keep a safe distance away from it and do not interfere with the fire department or public safety operations. Return to the building only when told it is safe to do so by a member of the Housing and Residential Life professional staff or a Resident Assistant.
- 8) Residents who do not evacuate the halls or apartments during a fire alarm are subject to fines and disciplinary action.

If you discover a fire in a student housing facility:

- 1) Go to the nearest alarm box, follow the instructions printed on the box, and activate the alarm. Evacuate the building immediately and do not use an elevator.
- 2) As soon as it is safe to do so, call the Facilities Coordinator at +233 276138222 and give the exact location of the fire, and notify a member of the residential life staff. on

Procedures for Evacuating Student Housing Facilities in Case of Fire

All occupants of student housing facilities must immediately evacuate the building when an alarm sounds. Whenever an alarm sounds Resident Assistants and any HRL professional staff available at the time will knock on resident doors, informing them of the need to evacuate, provided it is safe to do so. RAs and any available professional HRL staff in ushering people outside and keeping them assembled in the designated evacuation location.

All residents should remember to walk (not run) during evacuations and be sure to use stairwells (not elevators) when evacuating the buildings during a fire alarm or other emergency.

Current On-Campus Student Housing Facilities Fire Safety Systems



Fire Safety Education and Training Programs

HRL professional staff covers the following information with residents at orientation each semester:

- Explain that it is University policy that anytime a smoke alarm goes off, you must exit the building;
- Explain what will happen during an evacuation;
- Explain that residents can't leave evacuation location until they're cleared by fire department of public safety; and
- Discuss the consequences for misusing fire alarm and protection equipment.

Webster University also offers general fire safety education or training for employees upon request. Students, faculty and staff are all encouraged to review the general emergency procedures related to fire safety on the DPS website at <https://www.webster.edu/public-safety/crisis.php>. **General Fire Safety Tips are included in Appendix E.**

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating

APPENDIX C – Applicable Ghanaian Law

Meaning of Domestic violence

1. Domestic violence means engaging in the following within the context of a

(c) Is engaged to the respondent, courting the respondent or is in an actual or perceived romantic, intimate, or cordia3rdia3rd eor

"applicant" means a person who applies for a civil protection order under this Act; "associated respondent" means a person associated with another person against whom an application for a civil protection order has been brought;

"child" means a person below eighteen years;

"complainant" means a person who is or has been in a domestic relationship with a respondent and is or has been subjected or

allegedly subjected to an act of domestic violence and who makes a complaint to the police; "Court" means the High Court, Circuit court or District Court;

(a) physical assault or any use of physical force against

APPENDIX D – Bystander Intervention Tips

The University encourages the campus community to recognize that we all have an opportunity to make a difference and reduce the incidents of sexual misconduct on our campus, by learning how to intervene

APPENDIX E – Fire Safety Tips

If your clothes are on fire, stop, drop, and roll to extinguish fire.

If you are trapped in a room:

- Place cloth material around the bottom of the door to prevent smoke from entering.
- Close as many doors as possible between you and the fire.
- Do not break glass unless necessary. Outside smoke may enter.
- Signal from a window if possible.

If you are caught in smoke:

- Drop to your hands and knees, and crawl.
- Hold your breath as long as possible.
- Breathe shallowly through your nose and use clothing as a filter.

If you are forced to advance through flames:

- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Lower your head and close your eyes often.

W