



THOMAS
MORE
UNIVERSITY

Annual Campus Safety, Security, and Fire Report 2025

(Statistical Data from Calendar Year 2024)



Thomas More University
Department of Public Safety
September 30, 2025

Annual Campus Safety, Security, and Fire Report

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2025 ANNUAL CAMPUS SAFETY, SECURITY, AND FIRE REPORT

Covering Statistics from 2022 – 2025

Introduction

Thomas More University publishes the Annual Campus Safety, Security, and Fire Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). This report, completed and distributed each year by October 1, is designed to disclose to the campus community the procedures, practices, and programs Thomas More University uses to ensure student and employee safety and facility security. This report also serves to meet the requirements of the Commonwealth of Kentucky Michael Minger Life Safety Act (Minger Act).

The Annual Campus Safety, Security, and Fire Report includes statistics for the previous three calendar years concerning reported crimes and referrals as specified by the Clery Act. Statistics provided are for those having occurred on Clery-defined geography (on campus, on non-campus property that is owned/controlled by the University and frequented by students, and on public property within or immediately adjacent/accessible to campus). Recorded statistics may be reported by Thomas More University's Department of Public Safety, Lakeside Park-Crestview Hills Police Authority, other law enforcement agencies, and campus security authorities (CSAs) as defined by the Clery Act and designated by the University.

To view the Annual Campus Safety, Security, and Fire Report, visit the following link, [Annual Crime Stats - Thomas More University](#) and click on the year you wish to view. To obtain a printed copy of the Annual Campus Safety, Security, and Fire Report contact the Director of Public at 859-344-4079 or email publicsafety@thomasmore.edu. The crime and fire log is available on-line at the same website listed above by clicking on "Daily Crime and Fire Log." A hard copy of the crime and fire log is available for review at the Department of Public Safety located in the lower level of the Saints Center on the campus of Thomas More University, 333 Thomas More Parkway, Crestview Hills, KY 41017.

The Department of Public Safety encourages our campus community to review this report and refer to it as needed. If you should have any questions, contact the Department of Public Safety at (859) 344-4079 or publicsafety@thomasmore.edu.

Campus Security Act Legal Requirements

Federal Law (The Clery Act): In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990, which amended the Higher Education Act of 1965 (HEA). This act required all post-secondary institutions participating in the Higher Education Act Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was most recently amended in 2024. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was the victim of criminal actions in her dorm room in 1986. It is generally referred to as the Clery Act.

The Clery Act contains specific campus safety and security-related requirements. Every institution must do the following:

- Collect, classify, and count crime reports and crime statistics.
- Issue campus warnings and notifications.
- Provide educational programs and campaigns.
- Identify and train Campus Security Authorities (CSAs)
- Disclose procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault, and stalking.
- Publish an annual security report.
- Submit crime and fire statistics to the US Department of Education
- Maintain a daily crime log of alleged criminal incidents if the institution maintains a campus police or security department.
- Disclose missing student notification procedures and fire safety information if the institution maintains on-campus student housing facilities.

State Law (The Minger Act): The Michael Minger Life Safety Act (Minger Act) requires institutions of higher education in Kentucky to report campus crimes to students and employees. Additionally, the Minger Act requires institutions to maintain a daily crime log, to report a fire or threat of fire to the State Fire Marshal immediately, and to issue special reports when there is an ongoing threat to the safety of students and employees. Institutions must submit an annual report of campus safety policies, programs, and statistics to the Kentucky Council on Postsecondary Education (CPE).

Campus Safety and Security Compliance

Thomas More University has established a Compliance Committee to ensure on-going compliance with the Clery Act and Minger Act. The Director of Public Safety is the designated Clery Compliance Officer for the University. The Clery Compliance Officer is responsible for all aspects regarding safety and security such as:

- Ensuring the University maintains compliance with all requirements of these acts.
- Preparing and submitting annual reports pursuant to the Clery and Minger Acts.
- Preparing and ensuring the daily crime and fire log is available to the public and coordinating the release of immediate notifications and timely warnings.

Each year the Director of Public Safety prepares the Annual Safety, Security, and Fire Report in compliance with the requirements of the Clery Act and the Minger Act. This report includes safety and security-related policies and procedures as well as statistics for the three previous calendar years concerning crimes on Clery-defined geography. This report includes information for the main campus of Thomas More University and the Biological Field Station (California, KY)

The Annual Safety, Fire, and Crime Statistics Report is posted on Thomas More University Department of Public Safety’s website and can be viewed by visiting the following link, [Annual Crime Stats - Thomas More University](#)

How to Reach the Department of Public Safety

Physical & Mailing Address

333 Thomas More Parkway
Crestview Hills, KY 41017

Located in the lower level of the Saints Center

Phone

859-341-7233 (SAFE)

Director of Public Safety

859-344-4079

Email

publicsafety@thomasmore.edu

Thomas More University Main Campus Phone Numbers

University Switchboard	(859) 341-5800
Counseling Center	(859) 344-3521
Campus Ministry	(859) 344-3683
Dean of Students	(859) 344-3540
Housing & Residence Life	(859) 344-3574

Emergency Services Phone Numbers for Thomas More University’s Main Campus

Emergency	911
Kenton County Dispatch Center	(859) 356-3191
Lakeside Park/Crestview Hills Police Non-Emergency	(859) 331-5368
Edgewood Fire/EMS Non-Emergency	(859) 341-2628

Emergency Services Phone Numbers for Thomas More University's Biology Field Station

Emergency	911
Campbell County Dispatch Center	(859) 292-3622
Campbell County Police Non-Emergency	(859) 547-3100
Melbourne Fire Department Non-Emergency	(859) 441-5608
Campbell Fire Rescue Non-Emergency	(859) 635-5991

Other Important Phone Numbers

SUN Behavioral Kentucky	(859) 446-0115
NorthKey Crisis Hotline	(859) 331-3292
National Suicide Hotline	dial or text 988
National Domestic Violence Hotline	1-800-799-7233
National Sexual Assault Hotline	1-800-656-4673



Overview of the Department of Public Safety

The Department of Public Safety is tasked with providing safety and security services for the university community in order to maintain a safe and secure environment for learning, living, and working. The Department of Public Safety maintains an on-duty staff of public safety officers that operate twenty-four hours a day year-round. The Department of Public Safety maintains crime reports, conducts investigations, traffic/accident reports, fire emergencies, crime prevention, education awareness and support services tailored to meet the needs of those who reside on, work at or visit the campus. Public safety officers work around the clock to help create an environment that is safe and is conducive to the Thomas More University education mission.

Mission Statement

Thomas More University Department of Public Safety's mission is to ensure a safe and secure environment for all students, faculty, staff, and visitors by promoting proactive safety measures, responding effectively to emergencies, and fostering a culture of respect and responsibility. We are committed to maintaining a peaceful campus through collaboration, education, and continuous improvement of safety protocols, while supporting the academic and personal well-being of our community.

Vision Statement

Thomas More University Department of Public Safety strives to cultivate a campus environment where safety, trust, and respect are foundational to the university experience. We aspire to be a model of excellence in campus safety through innovative practices, continuous improvement, and unwavering commitment to the well-being of all students, faculty, staff, and visitors.

Working Relationship with Federal, State, and Local Police Agencies

The Department of Public Safety maintains a close working relationship with local, state, and federal law enforcement agencies. The Department of Public Safety maintains an open line of communication with our law enforcement partners. The Director of Public Safety meets regularly with police officials to discuss common crime problems and criminal activity on and near campus. These discussions also include reviewing and updating as needed the Thomas More University's security plans and emergency preparedness plans. The Department of Public Safety works closely with the Lakeside Park-Crestview Hills Police Authority for issues related to our main campus, and the Campbell County Police Department for issues related to our Biology Field Station. Every crime violation is reported promptly to the appropriate local police department.

Department of Public Safety Services

The Department of Public Safety provides a host of services that are designed to serve the specific needs required from within the University community.

- **Fire Safety and Prevention:** The Department of Public Safety exercises control of all campus fire alarm and fire suppression systems, weather-related emergencies, and environmental hazards. The Department of Public Safety maintains inventories and conducts monthly inspections of all fire extinguishers on campus, conducts training on the use of fire extinguishers, and checks to ensure all emergency exits are clear and unobstructed. The Department of Public Safety maintains a contract with Maximum Fire Protection who performs semiannual and annual tests of all fire extinguishers and perform testing, maintenance, and upgrades of all fire suppression systems. The Department of Public Safety maintains a contract with Siemens, Integrated Protection Services, and Dial One Security who provide annual testing, maintenance, and upgrades to the various fire alarm systems across campus. Additionally, the Department of Public Safety coordinates fire and tornado drills in cooperation with the residential and administrative staff. A number of these drills are conducted each academic semester.
- **Crisis Management Planning:** The Department of Public Safety coordinates the University's Crisis Management Planning. The Department of Public Safety provides training to all staff and faculty members who implement the crisis management plan.

The crisis management plan, which includes procedures for all types of emergencies is reviewed and updated annually.

- **Record Keeping:** The Department of Public Safety is responsible for maintaining records and statistics for on-campus criminal offenses, personal accidents and injuries, and fire incidents. The Department of Public Safety is also responsible for maintaining and releasing public information related to the Clery Act and the Minger Act in compliance with state and federal laws. In addition to releasing state and federally required Clery Report and posting on Thomas More University's website, the department is responsible for updating the crime and fire incident log daily, which is available for review upon request at the Department of Public Safety (located in the Saints Center) and is also accessible on-line by visiting the following link, [Annual Crime Stats - Thomas More University](#) and clicking on Daily Crime and Fire Log.
- **Security Awareness and Workplace Violence Training:** Each semester, the Director of Public Safety provides detailed information on how to prevent workplace violence, how to identify possible offenders, and what to do if violence occurs. The program covers warning signs information, reporting mechanisms and sources of counseling, when possible, offenders are identified.
- **Daily Building / Lighting Checks:** Public safety officers are responsible for conducting building security checks and looking for potential safety and security concerns. All potential safety or security issues are reported to the Director of Public Safety. In addition to the building checks, public safety officers are responsible for inspecting the grounds for potential maintenance problems or external lighting outages. Any potential maintenance problem or lighting outage is reported to the Director of Facilities Management.
- **Daily Services:** Public safety officers provide a number of day-to-day services which include but are not limited to providing escorts to students, faculty and staff, patrolling residence halls and campus buildings, conducting enforcement of parking regulations, and maintaining a proactive safety and security presence on campus.

Department of Public Safety Web Page: [Public Safety - Thomas More University](#)

Personal Safety

The Department of Public Safety is committed to the safety of all students, faculty, staff, and visitors at Thomas More University. The Department of Public Safety offers a host of resources to help keep the community safe. Safety is a shared responsibility and prevention is key. Remember, safety is the responsibility of all community members, not just those formally charged with ensuring the safety of students, staff, and facilities.

Students

From the moment you walk on campus to graduation day, you should always be aware of your safety and your possessions. Thomas More University and the surrounding community is a safe place to live, learn, and work. However, please keep in mind that although the University is a safe community, students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. Consider the following tips to enhance your safety and security:

PERSONAL SAFETY ON CAMPUS

- Take advantage of safety services that are available to enhance your safety including the Department of Public Safety escort services.
- Study together and walk in groups.
- Report suspicious activity to the Department of Public Safety.
- Stick to well-lit, well-traveled areas and avoid shortcuts.
- Become familiar with your campus community; identify which buildings are usually open in the evening or open early in the morning. Avoid working or studying alone in open access areas.
- Students should report any suspicious looking individuals and any unusual incidents to the Department of Public Safety (859) 341-7233 (SAFE).

IN YOUR CAR

- Check the back seat of your car before entering.
- Keep valuables out of sight.
- Keep doors locked at all times, even when driving. This prevents anyone from entering the car when you are stopped in traffic.
- Do not be afraid to use your horn. It is an excellent tool to alert inattentive motorists and also a good deterrent to criminals.
- Park in well-lit areas.
- If your car breaks down, make sure it does not create a hazard and can easily be seen by other motorists, turn on your flashers and lift the hood. Remain inside the car with the doors locked. Call for appropriate response from the Department of Public Safety, local police, towing company, or a friend. If someone stops to help, do not open your window or door. Never accept a ride from anyone you do not know.

PROTECT YOUR PROPERTY

- Never lend your keys to anyone. This could cause your keys to become stolen or duplicated, which could lead to unauthorized access.
- Keep valuable items such as gaming systems, stereos, etc., out of easy sight of windows and doors.

- Never leave your possessions unsecured or unattended in a public space. For example, do not leave your laptop or phone on the library desk when stepping away for even a moment to make a quick trip to the coffee shop.
- Keep a copy of all important information, such as your driver's license, vehicle VIN, and license plate number in a secure location. This can be invaluable if anything is stolen.
- Secure your bicycle with a high-quality lock at the bike rack.
- Be sure car windows are up, and doors secured.
- Make sure your residence hall room or office door is appropriately secured. Never prop open building exterior doors as this allows admittance to anyone, including individuals who do not belong or who may be unsafe.
- Valuable items, such as laptops, cell phones, cameras, and televisions should be marked with unique identifiers. Engraving instruments are provided by the Department of Public Safety at no charge.

ELEVATOR SAFETY

- Press the alarm button if the elevator malfunctions during operation. The Department of Public Safety will be notified and respond to the scene.
- Remain inside until authorized personnel arrive.

Faculty and Staff

Thomas More University is committed to providing a safe and healthy work environment for faculty and staff. We are committed to preventing workplace violence and maintaining a safe work environment. The Department of Public Safety has the responsibility for implementing, administering, monitoring, and evaluating the safety programs on campus. Its success depends on the alertness and personal commitment of all.

Employees should report criminal offenses that occur on campus to the Department of Public Safety. Thomas More University Employee Personnel Policies outlines the University's policies and procedures regarding workplace safety and workplace violence. The information can be found by following this link, [Employee Personnel Policies - Policy](#) and navigating to the appropriate policy.

All employees are made aware of campus security procedures as well as practices to ensure personal safety and the safety of those around them through a variety of offerings including safety posted messages, safety seminars held on campus during safety week in October, or safety emails sent out by the Director of Public Safety. Employees are provided with the Department of Public Safety Emergency Reference Guide which includes safety tips. Information on safety and emergency response is also posted on the Department of Public Safety website at the following link, [Public Safety - Thomas More University](#).

Off Campus Activities of Student Organizations

Thomas More University has no official student organizations that meet regularly in recognized off-campus locations. However, students are encouraged to report any criminal activity to the local law enforcement agency having jurisdiction of any location where official student organizations are engaged in off campus activities. The Department of Public Safety will assist students in acquiring law enforcement assistance, if requested.

Reporting of Crimes or Other Emergencies

Crime Reporting for the Main Campus

Thomas More University encourages students, employees, community members, and guests of campus to report all crimes, emergencies, and public safety-related incidents accurately and promptly to the Department of Public Safety. Crimes should be reported to the Department of Public Safety for purposes of assessing the crime for distributing a potential timely warning notice and for disclosure in the Annual Safety, Security, and Fire Report.

Contact Emergency or Public Safety Personnel by:

- Dialing 911 to report any emergency requiring police, fire, or EMS.
- Dialing 859-356-3191 to report non-emergencies requiring police, fire, or EMS.
- Dialing 859-341-7233 to contact the Department of Public Safety.
- Reporting in person at the main office of the Department of Public Safety located on the lower level of the Saints Center.

Crime Reporting for the Biology Field Station

Thomas More University encourages students, employees, community members, and guests of the Biology Field Station to accurately and promptly report all crimes, emergencies, and public safety-related incidents to the appropriate law enforcement agency. The Department of Public Safety is unable to respond to emergency calls at the Biology Field Station due to geographical restrictions and encourages faculty, staff, and students to report any immediate threats to the local law enforcement by the following means:

- Dialing 911 to report any emergency requiring police, fire, or EMS.
- Dialing 859-292-3622 to report non-emergencies requiring police, fire, or EMS.
- Dialing 859-341-7233 to contact the Department of Public Safety for any non-emergency not requiring police, fire, or EMS to respond.

Crimes Reporting to Campus Security Authorities

In accordance with The Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act and its amendments in 2000 and 2010, certain individuals are considered Campus Security Authorities for the purpose of reporting good faith allegations of Clery Act crimes. In addition to the members of the Department of Public Safety, the positions identified as Campus Security Authorities by the University are:

- Dean of Students
- Director of Housing and Residence Life
- Residence Life Staff Members
- Director of Athletics
- Athletic Coaches and Assistant Coaches
- Faculty and Staff Advisors to Official Student Organizations
- Director of Campus Ministries (except when serving in a pastoral or counselor role)

Sex Offenses, Domestic Violence, Dating Violence, and Stalking may also be reported to the Title IX Coordinator.

Campus Security Authorities at Thomas More University are trained annually on their responsibilities for reporting crimes and advising those who report alleged crimes to them.

Timely Warning Notifications and Public Safety Notice

Timely Warning: In line with the Department of Public Safety's mission and with the Clery Act, the Department of Public Safety will provide timely warnings in the form of a crime alert notification when a crime represents a serious or continuing threat to the safety of the campus community.

Crime Alert: When an incident or crime has occurred on Thomas More University property (including the Biology Field Station) and it is reported or brought to the attention of the Department of Public Safety, the Department of Public Safety will determine if the incident or crime constitutes a specific Clery Act crime having occurred on Clery-defined geography (on campus, on non-campus property that is owned/controlled by the University and frequented by students, or on public property within or immediately adjacent/accessible to campus). The Department of Public Safety is responsible for issuing a crime alert notification if the Department of Public Safety confirms the incident is serious and represents an ongoing threat to the safety of members of the campus community. Information for crime alert notifications may also come from local law enforcement agencies.

Crime alert notifications are prevention-oriented and are meant to enable members of the campus community to protect themselves and aid in the prevention of similar crimes. Crime alert notifications will be distributed as soon as possible after the incident is reported with the intent to aid in the prevention of similar occurrences; however, the release is subject to the availability of accurate facts concerning the incident, the timeliness of the incident being reported, whether there is an ongoing threat to the community, and the assessed risk of compromising law enforcement efforts.

Crime alert notifications may be issued for, but not limited to, any of the following Clery Act crime classifications:

- Criminal Offenses – Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest, and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- Hate Crimes – Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.
- Violence Against Women Act Offenses – Any incidents of Domestic Violence, Dating Violence, and Stalking (note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes)
- Arrests and Referrals for Disciplinary Action – Weapons Law Violations, including Carrying, Possessing, etc.; Drug Abuse Violations; and Liquor Law Violations.

Crime alert notifications can be sent through the AlertMedia emergency notification system or through the Thomas More University email account system.

It is important to note that institutions are not required to issue timely warnings concerning crimes reported to licensed pastoral or professional counselors. Under the Clery Act, these counselors are under no obligation to report information they learn about through client interactions.

It should be noted that crime alert notifications may not be issued for the above-described crimes if:

1. Local law enforcement apprehends the subject(s), and the threat has been quickly mitigated.
2. The Department of Public Safety was not notified of a crime in a manner that would allow the department to post a “timely” warning for the campus community (analysis of delayed reports for potential timely warning applicability will be evaluated on a case-by-case basis)
3. An Emergency Alert Notification was issued using the AlertMedia system.

Persons Responsible for Activating the Crime Alert Notification System

- Director of Public Safety
- Assistant Director of Public Safety
- Public Safety Supervisor
- Vice President of Strategy and Impact and Chief of Staff

Timely Warning Procedures

1. The on-duty public safety officer shall be responsible for notifying the Director of Public Safety of any crime that presents a serious and continuing threat to the campus community.
2. After the Director of Public Safety confers with the Vice President of Strategic Impact and Chief of Staff and the decision is made to issue a timely warning, the Director of Public Safety shall prepare a crime alert notification or emergency alert.
3. The Director of Public Safety shall be responsible for distribution of all crime alert or emergency alert notifications.

*If the crime presents an immediate threat to the campus community, the Director of Public Safety may prepare and distribute a crime alert without first conferring with the Vice President of Strategic Impact and Chief of Staff.

Public Safety Notice: Public Safety Notices may be issued when a crime or suspicious activity does not fall under the notification requirements set forth by the Clery Act. Public Safety Notices are intended to provide the campus community with information about incidents that occur on campus, though the incidents may not be classified as a Clery Act crime but have been deemed by officials to pose a continuing threat to the campus community. Public Safety Notices may also be issued for any reported crime that may have occurred off-campus and has been deemed by the Department of Public Safety to pose a continuing threat to the campus community and for which sufficient credible information has been received. Public Safety Notices may be issued via the Thomas More University email account system.

Emergency Notification System (AlertMedia)

Emergency notifications are intended for the immediate dissemination of specific information regarding an emergency that represents an immediate threat to the safety of campus community members. The emergency notification will be issued without delay unless sending the emergency notification has the potential to compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency or threat.

Thomas More University operates an emergency message notification system through AlertMedia for the purpose of delivering emergency messages to the campus community. The emergency message notification system delivers emergency messages via telephone, text messages, email, and push notifications through the AlertMedia app. The objective is to employ a multi-layered approach to deliver emergency messages. The Department of Public Safety may use all methods of the emergency notification system or a combination of the methods, depending on the situation. The goal of the emergency message notification system is to assist in promoting a safe environment for students, faculty, staff, and visitors. The recipient only receives an alert during emergencies that require immediate action.

Emergencies are unplanned events that can cause physical injury to the community, which can cause physical or environmental damage or that can disrupt and/or damage research or educational operations. Examples include but are not limited to dangerous situations such as active aggressor, civil disturbance, hostage situation, fire, gas leak, hazardous material leak/spill, and or tornado warning.

All University students, faculty, and staff are automatically registered in AlertMedia emergency message notification system with their official Thomas More University email address. The University encourages students, faculty, and staff to provide additional contact information such as mobile phone numbers and personal e-mail addresses to their AlertMedia accounts.

Notification to the TMU community About an Immediate Threat

The Department of Public Safety will immediately notify the University community if, they confirm there is an emergency or dangerous situation that poses an immediate threat to the health or safety of the University community. The Department of Public Safety will determine the content of the message, determine the appropriate segment or segments of the campus community to receive a notification, and will use the appropriate method to communicate the threat. The Department of Public Safety will immediately, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Department of Public Safety will collaborate with Lakeside Park / Crestview Hills Police Authority and the Edgewood Fire Department when appropriate to determine whether they should delay issuing a notification. The Department of Public Safety is the primary authorized initiator to send campus emergency messages to the Main Campus and the Biology Field Station.

In the event of a serious incident that poses an immediate threat to members of the University community, the Department of Public Safety will alert members of the community through the AlertMedia emergency message notification system which may

consist of a combination of notifications methods used together, individually, or in any combination, during an emergency notification. These methods are as follows:

- Test Messages
- Voice Messages
- Thomas More University email account system
- AlertMedia push app notifications.

All members of the Thomas More University community are encouraged to notify the Department of Public Safety of any emergency that may pose a risk to the health and safety of the students, faculty, staff, or visitors on campus. The Department of Public Safety has the responsibility to mitigate, respond, and investigate all emergency and dangerous incidents. Additionally, the Department of Public Safety has a responsibility to respond to such incidents to determine if the situation does pose a threat to the community. If so, federal law requires notification to the University community or the appropriate segments of the community that may be affected by the situation. In such an event, the Department of Public Safety will work with the appropriate parties (University officials, National Weather Service, local emergency responders, etc.) to ensure the local community is appropriately informed.

Emergency Response

Emergency Response: Thomas More University has adopted a Crisis Management Plan that is designed to mobilize rapidly and efficiently the University's resources, personnel, and equipment to emergencies which may confront the University. The Crisis Management Plan provides responders with a framework and guidance to assist in the protection of life and property through effective use of resources. It defines roles and establishes key responsibilities for departments and personnel to implement before, during, and immediately following an emergency. The Crisis Management Plan is designed as an "all hazards" document, not to address unique conditions that result from a particular hazard or event but instead provides a framework to develop and maintain hazard-specific annexes. This means it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster. Because this plan is designed to be flexible, part or all of it may be activated as the situation necessitates. Although planning is based on a worst-case scenario, general procedures for the management of information, activities and operations, and roles and responsibilities can be applied as needed during any level of emergency.

Thomas More University consists of the main campus and the Biology Field Station. This Crisis Management Plan provides guidance for both the main campus and the Biology Field Station.

Each building on the main campus has its own Building Emergency Procedure that coincides with the University's overall Crisis Management Plan. The Building Emergency Plans do not replace the Crisis Management Plan. The Building Emergency Plans are designed as a reference tool to be used by students, faculty, staff, and visitors during an emergency. The development of Building Emergency Procedures is an integral part of the University's strategy for responding to and recovering from an emergency. Building Emergency Procedures must be kept current and are reviewed annually by the Crisis Management Committee.

Types of emergencies covered under the Building Emergency Procedures may include but not be limited to the following:

- Fire
- Medical Emergency
- Severe Weather
- Power Outage
- Acts of Violence
- Bomb Threat
- Suspicious Items

Types of emergencies covered under the Crisis Management Plan include but are not limited to the following:

- Fire and/or Explosion
- Response to Active Aggressor
- Tornadoes
- Bomb Threat
- Accidents, Injuries, and Serious Illness
- Ice/Snowstorms
- Civil Disturbances
- Earthquake
- Pandemic Flu Plan
- Response to Hostage Situations
- Flooding
- Power Failure
- Chemical, Biological, Radiological Problems
- Response to Major Crime on Campus

Emergency Medical Response Procedures

Students, staff, faculty, and visitors at Thomas More University and the Biology Field Station should report all medical emergencies immediately by calling 911 to connect with the local emergency services. Individuals on the main campus, after calling 911, should also contact the Department of Public Safety, 859-341-7233.

All Public Safety officers are trained in the following medical areas:

Basic First Aid

Immediate care of individuals ill/injured until full medical treatment may be obtained.

Cardiopulmonary Resuscitation (CPR)	Lifesaving technique used during cardiac or breathing emergencies.
Stop the Bleed	Methods to address major bleeding emergencies with the use of tourniquets, direct pressure, and wound packing.
Administration of Naloxone (Narcan)	Medication used to reverse respiratory depression from opioid overdose.

Security of and Access to Campus Facilities

Resident Housing: The security of all student residences is a responsibility shared by the Department of Housing and Residence Life, the Department of Public Safety, and the students who reside in the buildings. Thomas More University requires all residential facilities remain secured 24 hours a day, 7 days a week. Access to resident housing is limited to residents and their guests. Residents of each facility gain access via their student identification cards through an access control system. Resident rooms are secured using an individual key and lock system.

Students are encouraged to keep their room doors locked at all times, are expected to ensure that doors latch behind them when they enter or leave a building and shall not prop doors open. Residents should stop and question any stranger in the building (e.g., who are you here to see?) and notify the Department of Public Safety immediately of any suspicious activity. All security failures must be reported the Department of Public Safety as soon as they are discovered.

Resident Life assistants and coordinators live in the resident halls and serve in an on-duty rotation. All Residence Life staff members participate in workshops associated with campus and resident hall safety and security. These workshops are conducted by university administrators and the Department of Public Safety. Resident Life Assistants monitor access to each resident hall and conduct safety and security rounds between 5:00 pm and 12:00 am.

The Department of Public Safety provides security coverage through regular rounds in the resident halls. Public safety officers will patrol the buildings, identifying and addressing safety, security, and behavioral issues. Public safety officers work in conjunction with the Residence Life staff members.

Academic and Administrative Buildings: Academic and administrative buildings on the University's campus are open during weekday business hours. Some buildings are open for longer periods to accommodate evening classes, research, or other special program needs. Individuals who wish to access these buildings during non-business

hours or special events should contact the appropriate department head. Access to any building during the holidays is restricted to faculty, staff, and administrators authorized by their department heads to enter during that time. Public safety officers regularly patrol the academic/administrative building areas on campus and perform extra patrols as requested.

Biology Field Station – The buildings are accessible only when supervised activities occur at the Biology Field Station. Access to this facility is under the control of the Laboratory Manager, the Field Station Caretaker, and the Department of Public Safety.

Security Considerations in the Maintenance of Campus Facilities: The University has centralized physical security systems. This includes access control points, security cameras, and alarm systems. All systems are centrally controlled by the Department of Public Safety and are monitored by public safety officers. This allows the University to lock down University facilities in the event of an emergency. Exterior lighting and landscape control is a critical part of the commitment to campus safety and security. The Department of Public Safety and the Department of Facilities continually conduct security surveys and safety walks to ensure campus lighting is adequate and that the landscape is appropriately controlled. The University encourages community members to report any deficiency in lighting or concerns about physical security to the Department of Public Safety at 859-341-7233.

The Department of Public Safety and the Department of Facilities work together to identify inoperative locking mechanisms. The University encourages community members to report any locking mechanism deficiency to the Department of Public Safety or the Department of Facilities. Additionally, the Department of Facilities is available to respond to calls for service regarding unsafe facility conditions. These conditions may include, but are not limited to, unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment. Students and staff are encouraged to report any maintenance or unsafe physical conditions related to facilities and/or grounds to the Department of Public Safety or the Department of Facilities.

Alcohol and Illegal Drugs

Thomas More University is committed to the safety, health, and well-being of its students, faculty, and staff. As part of that commitment, the university works to prevent drug and alcohol abuse among its community through a number of measures, including university policies and regulations, education and counseling, and treatment resources.

As part of our efforts to build greater trust, transparency, and accountability, and in compliance with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act of 1989, the university provides this notice to inform students, staff, and faculty of standards of conduct, sanctions, associated health risks, and the available counseling, treatment and prevention resources for alcohol and/or drug abuse.

University policy prohibits the unlawful possession, use or distribution of alcohol and controlled/illegal drugs by any member of the University community. All University community members are expected to fulfill their obligations and responsibilities according to University policy as well as federal, state, and local laws. Disciplinary action imposed by the University may be in addition to criminal penalties. Both students and employees are subject to applicable state and federal laws.

Alcohol Policy: The University expects its students and employees to be acquainted with and abide by state laws and University regulations regarding alcohol and to be aware of the social, physiological, and psychological consequences of excessive drinking to make responsible and informed decisions about the serving and consumption of alcohol. The University provides regular educational programs on alcohol abuse as well as counseling services. The University alcoholic beverage policy is consistent with the laws of the Commonwealth of Kentucky, anyone under the age of twenty-one (21) is not permitted to consume or possess alcohol on university property or at university-sponsored events at any time. The University does not permit alcoholic beverages in classrooms, laboratories, offices, or in the individual rooms of resident halls.

Certain alcoholic beverages (beer and wine only) are permitted on campus at student-sponsored functions with the approval of the Dean of Students. The sponsoring student-organization must be registered with the University for a minimum of six months and will be responsible for enforcing state law and university regulations. Such privileges are limited to the area where the event is taking place. Sponsoring student organizations must submit a Request to Serve Alcohol Form at least three weeks prior to the event. Additional guidelines regarding student-sponsored events are outlined in the Saints Community Standards.

Alcoholic beverages of any kind are prohibited at University-sponsored athletic events on and off campus except in designated areas. Such beverages may be served to adult groups (guests of the University) within the controlled environment of the University or one of the rooms provided to entertain guests.

Intoxication and/or alcohol abuse shall not be permissible as an excuse for unlawful behavior or misconduct. Public drunkenness on campus is prohibited. Disorderly conduct, property destruction, intimidation, verbal abuse or harassment, or any infringements of the rights of others due to the use or abuse of alcohol is prohibited.

Drug Policy: The University is committed to providing a healthy and safe environment for its students, faculty, and staff. The unlawful possession, use, dispensation, distribution or manufacture of illicit drugs which are illegal under federal, state, or local laws is incompatible with the University's expectation for student, staff, or faculty responsibility. Conduct that violates this poses unacceptable risks and disregard for the health, safety, and welfare of University community members and shall result in disciplinary action up to and including suspension or termination.

As a recipient of federal grants and contracts, Thomas More University gives notice to students, faculty, and staff that it is in compliance with and shall remain in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. This notice informs students, faculty, and staff of the standards of conduct which shall be applicable while on University property, on University business, and/or at University-sponsored activities.

Standards of Conduct

In accordance with Thomas More University regulations, federal law, and state law, students, faculty, and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on University property, on University business, and/or at University-sponsored activities.

Under Thomas More University regulations students, faculty, and staff are required to abide by state laws concerning alcoholic beverages. Kentucky laws state that if one is under the age of twenty-one (21), it is unlawful to:

1. Purchase, possess, or consume alcoholic beverages.
2. Misrepresent one's age for the purpose of purchasing or consuming alcoholic beverages.
3. Use a fake identification to purchase alcoholic beverages.

No matter what one's age is, Kentucky law states that it is unlawful to:

1. Procure any alcoholic beverages for anyone under twenty-one (21) years of age.
2. Drink or to be drunk in a public place.
3. Sell or give away any alcoholic beverage to a person under twenty-one (21) years of age.

Additionally, it is a violation of state law to operate a motor vehicle while under the influence of any substance which may impair one's driving ability (drugs or alcoholic beverages).

Any member of the University student body, faculty, or staff who violate these standards of conduct shall be subject to appropriate disciplinary action up to and including suspension and/or termination. The specifically defined standards of conduct, the disciplinary procedures and the appropriate sanctions are set forth in the following policies:

[Policy - Drug and Alcohol-Free Workplace Policy SAINTS-Community-Standards-2019.pdf](#)

Sanctions

Each violation of Thomas More University's alcohol and drug policies will be reviewed according to the Saints Community Standards and the Drug and Alcohol-Free Workplace policy.

Under University regulation, students who violate these standards of conduct are subject to disciplinary action from a minimum of a warning to a maximum of suspension from the University. Students who reside in University housing are subject to further disciplinary action which may vary from a warning to termination of their housing contract.

Faculty and staff are subject to disciplinary action from a minimum of a warning to a maximum of termination from University employment.

Under state and federal drug laws, the gravity of the sanction depends on the classification of the controlled substance, the particular activity involved (possession or trafficking which includes manufacture, sale, and possession with intent to sell), and whether or not multiple convictions are involved.

Under Kentucky law, the most severe penalty for a drug law violation involves trafficking. On a first offense conviction, one may receive a fine of up to ten thousand dollars (\$10,000) and/or a sentence of up to ten (10) years in the penitentiary; for subsequent offenses, the penalties may be doubled.

Under federal laws for simple possession of a controlled substance, one may be imprisoned for up to one (1) year and/or fined up to one thousand dollars (\$1,000). For subsequent offenses, one may be imprisoned for up to three (3) years and/or fined up to five thousand dollars (\$5,000). Under federal law, one may be fined up to eight million dollars (\$8,000,000) and/or may be sentenced from not less than ten (10) years up to life in prison for trafficking in drugs. For violations of other federal drug laws, one may receive life in prison.

Under both state and federal laws, one may suffer the loss of whatever property (house, farm) or possessions (vehicle) which one may have used in the drug trade. Sanctions for violation of state alcohol laws vary from a fine of ten dollars (\$10) to two thousand dollars (\$2,000), a sentence of forty-eight (48) hours to twelve (12) months in jail, and/or suspension of one's operator license.

In accordance with the Family Educational Rights and Privacy Act, which is part of the Higher Education Act, the institution has a right to notify parents/legal guardians if a student under the age of 21 violated an alcohol or drug policy or is accused of a violent crime. Thomas More University may inform parents/legal guardians of students who have received the sanction depending on the severity of sanction and situation.

Weapons Policy

Kentucky Revised Statute 237.115, recognizes the authority of Thomas More University to control the possession of deadly weapons on any property owned, leased, or controlled by Thomas More University. This includes the right to prohibit possession of such weapons by any person or entity on Thomas More University property.

For the purpose of this policy, a deadly weapon means:

- Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged.
- Any knife other than an ordinary pocketknife or hunting knife
- Billy, nightstick, or club
- Blackjack or slapjack.
- Nunchaku karate sticks
- Shuriken or death star
- Artificial knuckles made from metal, plastic or other similar hard material.
- A weapon of mass destruction

With the exception of those listed below, deadly weapons are prohibited on any property owned, leased, or controlled by Thomas More University, including but not limited to the following: classrooms, laboratories, residence halls, office buildings, performance halls, museums, athletics and recreation facilities, parking lots, parking structures, University-owned vehicles, and all outdoor areas of the campus.

The following are exceptions to this policy:

- Possession of deadly weapons by peace officers acting in the course of official duties.
- Possession of deadly weapons as a part of legitimate academic, athletic, or work-related activities as approved by the President of the University.
- Possession of a deadly weapon by persons who are specifically authorized by KRS 527.020 to carry concealed deadly weapons on or about their persons at all times and at all locations within the Commonwealth. see KRS 527.020 for complete list.
- Possession of a deadly weapon by a person licensed to carry a concealed deadly weapon pursuant to KRS 237.110, if the firearm or other deadly weapon is contained in a motor vehicle (private or University-owned) and is not removed from the vehicle per KRS 527.020(4) and 237.110(17).

- Possession of a deadly weapon if it is located in a non-University motor vehicle and in an enclosed container, compartment, or storage space installed as original equipment in the motor vehicle by its manufacturer, including but not limited to a glove compartment, center console, or seat pocket, regardless of whether said enclosed container, storage space, or compartment is locked, unlocked, or does not have a locking mechanism per KRS 527.020(8).
- Possession of deadly weapons by a person specifically authorized to have such possession by the President of the University, or his or her designee, but only if such person fully complies with any and all restrictions imposed upon such possession by the President of the University, or his or her designee.

Students who possess deadly weapons in violation of this policy are guilty of violations of the Saints Community Standards and are subject to disciplinary action under that standard, including expulsion from the University and all other appropriate legal actions. Faculty and staff employees who possess deadly weapons in violation of this prohibition are guilty of misconduct and subject to disciplinary action including termination of employment and all other appropriate legal actions. All others who possess deadly weapons in violation of this policy will be directed to remove their weapons or themselves from the University's property or premises and will be subject to all other appropriate legal actions.

Missing Student

A student will be considered missing if a roommate, classmate, faculty member, family member, or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability.

Regardless of the length of time, a student will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for the student's safety.

Upon receiving a report of a missing student, the Department of Public Safety will initiate an investigation to determine if the student is missing. If the circumstances of the missing student are suspicious or cause concerns for the student's safety, the Department of Public Safety shall notify Lakeside Park-Crestview Hills Police Authority to assist in locating the missing student.

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the university "in case of emergency."

Students who are eighteen (18) years old and older, and emancipated individuals, shall be advised Thomas More University will attempt to contact their emergency contact no more than twenty-four (24) hours after the time the student is determined to be missing.

Students under the age of eighteen (18), who are not emancipated individuals, shall be advised Thomas More University is required to notify the student's custodial parent or legal guardian within twenty-four (24) hours after the Department of Public Safety or law enforcement determines the student has been missing for more than twenty-four (24) hours, in addition to notifying any emergency contact person designated by the student.

Missing Residential Student: Any individual on campus who has information that a residential student may be a missing person must contact a member of the Residence Life staff within that student's residence hall as soon as possible. Residence Life staff will then notify the Department of Public Safety.

Residence Life staff and the Department of Public Safety will gather information about the residential student from the reporting person and from the student's acquaintances (e.g. description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). The Department of Student Affairs will be notified to aid in the search for the student.

If the above actions are unsuccessful in locating the student within four (4) hours of the report or it is immediately apparent that the student is a missing person (e.g., witnessed abduction), the Department of Public Safety will contact the Lakeside Park-Crestview Hills Police Authority by calling 911 to report the student as a missing person.

Missing Commuter Student: If a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement and the Department of Public Safety. The Department of Public Safety will assist local law enforcement agencies with this investigation as requested.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Thomas More University is committed to providing a safe environment for learning, living, and working. Thomas More University prohibits sexual assault, stalking, domestic violence, dating violence, sexual exploitation, and retaliation against any person for the reporting of any of these forms of conduct or for their participation in any investigation or proceeding under the Sexual Harassment and Misconduct Policy. These forms of prohibited conduct are unlawful and undermine the character and purpose of Thomas

More University and will not be tolerated. Thomas More University will utilize university disciplinary measures to adjudicate any complaint of such activity. Thomas More University will cooperate to the fullest extent possible, with any criminal investigation or criminal proceedings related to these offenses.

Definitions

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent." any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime of violence committed:

- A. By a current or former spouse or intimate partner of the victim.
- B. By a person with whom the victim shares a child in common.
- C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- D. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- E. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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 based on 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

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

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. Fear for the person's safety or the safety of others.
- B. Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Definition of Consent as it Relates to Sexual Activity

Commonwealth of Kentucky Definition of Consent as it Relates to Sexual Activity

KRS Chapter 510 Statutes for Sex Offense

510.020 Lack of consent

1. Whether or not specifically stated, it is an element of every offense defined in this chapter that the sexual act was committed without consent of the victim.
2. Lack of consent results from:
 - (a) Forcible compulsion;
 - (b) Incapacity to consent; or

- (c) If the offense charged is sexual abuse, any circumstances in addition to forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.
- (3) A person is deemed incapable of consent when he or she is:
 - (a) Less than sixteen (16) years old;
 - (b) Sixteen (16) or seventeen (17) years old and the actor is at least ten (10) years older than the victim at the time of the sexual act;
 - (c) An individual unable to communicate consent or lack of consent, or unable to understand the nature of the act or its consequences, due to an intellectual disability or a mental illness;
 - (d) Mentally incapacitated;
 - (e) Physically helpless; or
 - (f) Under the care or custody of a state or local agency pursuant to court order and the actor is employed by or working on behalf of the state or local agency.
- (4) The provisions of subsection (3)(f) of this section shall not apply to persons who are lawfully married to each other and no court order is in effect prohibiting contact between the parties.

Thomas More University Definition of Consent as it relates to Sexual Activity

Consent is a clear voluntary expression of willingness, permission, or agreement to engage in specific sexual activity throughout a sexual encounter. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the consent of the other to engage in the sexual activity. Consent cannot be inferred from the absence of a "no"; consent, verbal or otherwise, must be obtained. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent may be initially given but withdrawn at any time throughout the sexual encounter.

Consent cannot be granted by an individual who:

1. Is incapacitated (as defined below).
2. Has been compelled by force or threat of force.
3. Is coerced by supervisory or disciplinary authority.

Incapacitated means a person is impaired to such a level that they lack the physical and/or mental ability to make informed, rational judgments and/or cannot appraise or control their own conduct or make decisions with the degree of understanding they typically possess. A person may be impaired by an intoxicant, by mental illness or deficiency, or by physical illness or disability to the extent that personal decision-making is impossible. A person can be intoxicated without being incapacitated. A person who is below the statutory age of consent is incapacitated.

Sexual Assault Reporting

Any person who believes they have been a victim of sexual assault or inappropriate sexual activity is encouraged to report the incident as soon as possible to a university official. Reporting options at Thomas More University include:

Kim Haverkos - Title IX Coordinator
859-344-3359
haverkk@thomasmore.edu

Chris Steward – Director of Public Safety
859-344-4079
stewardc@thomasmore.edu

Department of Public Safety
859-341-7233 (24 hours)

Jude Reser - Title IX Co-Coordinator
859-344-3314
reserj@thomasmore.edu

Additional reporting options for a victim of sexual assault include Dean of Students, a residence life staff member, or any university staff member they feel comfortable reporting to. In the event the victim of the sexual assault chooses to report the incident to law enforcement, University officials will aid the victim in notifying the appropriate law enforcement personnel.

A victim of sexual assault or inappropriate sexual advances should do the following:

1. Report the incident to campus authorities and/or the police.
2. Call the Department of Public Safety at (859) 341-7233 or local police at 911.
3. Get medical attention immediately to check for physical injury, the presence of sexually transmitted disease or pregnancy.
4. Preserve all evidence of the incident as it may provide value in any subsequent investigation.
 - a. Do not bathe.
 - b. Save your clothing.

Victims of a sexual assault may feel uncomfortable in reporting the incident. Thomas More University offers support to any student in reporting a sexual assault or dealing with emotional and physical trauma, which may result from the assault.

Victims of a sexual assault have full access to on-campus counseling services. Thomas More University will offer support to victims through these services as well as referrals to local community agencies offering these services. Thomas More University will

accommodate the victim, to the extent possible, in securing their academic and living arrangements to prevent any further threat from the perpetrator.

A comprehensive explanation of the sexual assault and misconduct policy, including victims' rights and rights of the accused, for Thomas More University's student population is also available at [Sexual Harassment/Misconduct & Discrimination - Thomas More University](#)

How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures, and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Being an active bystander includes action steps to be taken such as directly asking someone, "How are you?" or "Is there anything I can do for you?" Another way an active bystander can intervene is by causing a distraction to divert the attention of the aggressor and create a moment where the recipient of the harmful behavior can step away or find support. Delegating intervention to another party or entity is another effective way to be an active bystander if you do not feel comfortable intervening in a direct or distracting way.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up or do something about it. Thomas More University wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. If you or someone else is in immediate danger, call the Department of Public Safety at (859) 341-7233 or local police by dialing 911.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on Oct. 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The Adam Walsh Child Protection and Safety Act of 2006 (the Act) provides for the registration and tracking of sex offenders. Offenders are required to update their place of residence on a quarterly, biannual, or annual basis depending on the type of convicted offense. The Act also created a national sex offender registry, requiring state compliance in posting sex offender information to a public website. Pursuant to KRS 17.580, the Kentucky State Police provides the database for public access.

The Kentucky State Police Sex Offender Registry may be accessed by visiting <https://www.kentuckystatepolice.ky.gov/sex-offender-registry> or by calling the Kentucky State Police at (502) 227-8700.

Counseling and Health Services

Thomas More University seeks to provide a safe and secure environment where students and employees can successfully pursue their academic, professional and personal goals. Occasionally, students and employees exhibit behavior or communicate in a fashion that raises concern for that person's welfare or for the welfare of others in the community. Recognizing the behavior of individuals can have a profound impact on the community, a balance must be maintained between a desire to support individuals and the safety and well-being of the community. Thomas More University offers a variety of counseling and health services to students and employees who may need additional support in pursuing their academic, professional, or personal goals.

Counseling: Recognizing the impact that personal concerns can have on academic performance, Thomas More University provides confidential personal counseling services to students. The goal of counseling services is to work collaboratively with students, academic departments, individual faculty members, student services, and other pertinent departments of the University to enhance student's academic, personal, and career success. Counseling services include individual, couples, and group counseling; crisis intervention; assessment; and consultation.

The counseling staff is comprised of licensed mental health professionals. Counseling services are free, confidential, and available to all current Thomas More University students. Counseling staff offices are located on the lower level of the Saints Center. To schedule an appointment, students should call (859) 344-3521.

For more information, please visit [Counseling, & Wellness Services - Thomas More University](#)

CARES TEAM: The Cares Team provides a means for early intervention of at-risk students through collaboration with campus departments, faculty, and staff. Students exhibiting behaviors that are of concern in relation to their personal, physical, and emotional well-being should be referred to the CARES Team. CARES is not meant to be the sole mechanism of communication and will not take the place of services

provided by the Counselor, Retention Services, Student Conduct, Public Safety, or other established services on campus.

CARES Team provides a centralized structure for campus departments and offices that need assistance with a student who is displaying concerning, disruptive or distressed behavior. The CARES Team is charged with devising a coordinated plan for assessment, intervention and management of the concerns for the student wellbeing and that of the University community. The CARES Team ensures information is shared among strategic partners concerned about the students' welfare while still protecting the student's rights and integrity. The team may reach out to other individuals as appropriate, such as the person raising the concern, others with relevant information or those in a position to provide assistance. Involvement and disclosure of information are managed consistently around the parameters of need to know and health and safety. The team may also periodically review and recommend changes in campus protocols that address assisting the person in distress.

Crime Statistics Reporting

The Director of Public Safety has been designated to ensure compliance with the requirements of the Clery and Minger Acts for Thomas More University. Each year the Director of Public Safety prepares the Annual Campus Safety, Security, and Fire Report in compliance with the requirements of the Clery Act. This Annual Campus Safety, Security, and Fire report includes safety and security related policies and procedures as well as statistics for the three (3) previous calendar years concerning crimes on Clery defined geography. Crimes occurring on Clery defined geography may include crimes reported by the Department of Public Safety, campus security authorities (CSA), or local law enforcement agencies. This report includes information for Thomas More University's main campus and the Biology Field Station.

The Director of Public Safety is responsible for sending an e-mail notification to all students, faculty, and staff with a link to the website to access the Annual Campus Safety, Security, and Fire Report each year prior to October 1st. The Annual Campus Safety, Security, and Fire Report is available in print format, upon request, and is posted on the Thomas More University website at [Annual Crime Stats - Thomas More University](#). For further information on the Annual Campus Safety, Security, and Fire Report or to request a copy, please contact the Department of Public Safety at 859-344-4079 or at publicsafety@thomasmore.edu.

Crime Statistic Locations Definitions

The crime statistics reported are broken down geographically according to the following Clery categories: On-campus; On-Campus Student Housing; Non-campus Property; and Public Property. The following definitions apply to these geographic categories:

On-campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On-Campus Student Housing: This is a subset of on-campus property. 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 considered reasonably contiguous.

Non-campus building or property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: all public property, including thoroughfares, streets, sidewalks, and parking facilities, which are within the campus or immediately adjacent to and accessible from the campus.

Definitions of Crimes

The Clery Act requires the disclosure of four (4) general categories of crime statistics: Criminal Offenses, Hate Crimes, VAWA Offenses, and Arrests and Referrals for Disciplinary Action.

Criminal Offenses

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Included in Murder and Non-negligent Manslaughter are death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime.

Manslaughter by Negligence: The killing of another person through gross negligence. Included in Manslaughter by Negligence is any death caused by gross negligence of another. In other words, it is something that a reasonable and prudent person would not do.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

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

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or serious physical injury.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (This does not include thefts from motor vehicles.) This includes all cases where automobiles are taken by persons not having lawful access.

Arson: Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

A Hate Crime is any criminal offense (as listed above) that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Bias is a preformed negative opinion or attitude toward a group of persons based on

their race, gender, religion, disability, sexual orientation, or ethnicity/national origin – or the offender’s perception thereof.

The Clery Act Categories of Bias

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features; etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).

Religion: A preformed negative opinion or attitude toward a group of people who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation: A preformed negative opinion or attitude toward a group of people based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex.

Gender: A preformed negative opinion or attitude toward a person or group of people based on their actual or perceived gender.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.

Disability: A preformed negative opinion or attitude toward a group of people based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stress a common ancestry.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

For Clery Act purposes, Hate Crimes include any of the offenses listed above and the offenses below that are motivated by bias:

Larceny / Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, and the victim does not suffer a serious physical injury.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

VAWA Offenses

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 based on 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 people involved in the relationship. For purposes of this definition, 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 violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence law of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Arrests and Disciplinary Referrals

The Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

Weapons Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification also encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Unfounded Crimes

Unfounded Crimes: A crime may only be classified as unfounded after a full investigation by sworn or commissioned law enforcement personnel. For Clery Act purposes, a crime is considered unfounded if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes the crime reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place.

Hazing

In December 2024, Congress amended the Jeanne Clery Campus Safety Act to include the Stop Hazing Act. The Stop Hazing Act requires universities to report hazing incidents in their annual safety and securing reporting.

Hazing Defined

Hazing as defined in the Stop Hazing Act is the intentional, knowing, or reckless act committed against people, regardless of their willingness to participate, that is (a) committed in the course of initiation into, or continued membership with, a student organization; and (b) creates or causes risk, "above the reasonable risk encountered in the course of participation in the institution for higher education or the organization," of psychological or physical injury.

Hazing as defined by Thomas More University is any conduct, whether physical, psychological, or otherwise perpetrated by members of the university community that, without a legitimate educational or institutional purpose, causes or creates a risk of physical or psychological harm to another individual, violating any federal, state, local statute or university policy. Behavior is considered hazing when it is carried out in connection with a student's or employee's initiation into, admission into, affiliation with, change in status or position within, or continued membership in any university-sponsored group, organization, team, or activity.

Thomas More University Hazing Policy

Thomas More University holds a zero-tolerance policy regarding hazing within the Thomas More community. This policy applies to each act conducted on or off-campus if such acts are deemed to constitute hazing under this policy or Kentucky law. Hazing is any reckless or intentional act that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups that is expected or required of new and / or current members of a team, group, or organization. Permission or approval by the person(s) being hazed is never a defense against violations of this policy.

In addition to criminal and civil penalties, students, teams, groups, or organizations found responsible for violating the Hazing Policy will be sanctioned according to the Thomas More University Code of Student Conduct. Sanctions range from probation to expulsion for individual students and probation to permanent revocation of recognition for teams, groups, and/or organizations. These sanctions shall be in addition to any other sanction imposed for violation of any other Thomas More University rule to which the violator may be subject. Thomas More University reserves the right to publish reports of confirmed violations of hazing and communicate these to any parent organization operating on campus.

Thomas More University promotes the safety and well-being of every member of its community. Therefore, Thomas More University will provide amnesty from Code of Student Conduct violations to a student who makes the best and first effort to seek

emergency medical attention for any student(s) endangered by acts of hazing. Amnesty under this policy may not prevent civil, criminal, or parent organization penalties.

This policy is based on the proposition that students are entitled to be always treated with consideration and respect. It applies to all student organizations and individuals.

Campus Crime Statistics

CRIMINAL OFFENSES	YEAR	GEOGRAPHIC LOCATION			
		On-Campus Property (including Student Housing Facilities)	On-Campus (Student Housing Facilities only)	Non-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Manslaughter By Negligence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Rape	2024	1	1	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Fondling	2024	0	0	0	0
	2023	0	0	0	0
	2022	1	1	0	0
Incest	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Robbery	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Burglary	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Motor Vehicle Theft	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Arson	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

VAWA OFFENSES	YEAR	GEOGRAPHIC LOCATION			
		On-Campus Property (including Student Housing Facilities)	On-Campus (Student Housing Facilities only)	Non-Campus Property	Public Property
Domestic Violence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Dating Violence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Stalking	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ARREST OFFENSES	YEAR	GEOGRAPHIC LOCATION			
		On-Campus Property (including Student Housing Facilities)	On-Campus (Student Housing Facilities only)	Non-Campus Property	Public Property
Weapon: carrying, possession etc.	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Drug Abuse Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Liquor Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY ACTION REFFERRALS	YEAR	GEOGRAPHIC LOCATION			
		On-Campus Property (including Student Housing Facilities)	On-Campus (Student Housing Facilities only)	Non-Campus Property	Public Property
Weapon: carrying, possession etc.	2024	0	0	0	0
	2023	0	0	0	0
	2022	1	0	0	0
Drug Abuse Violations	2024	3	3	0	0
	2023	10	10	0	0
	2022	14	10	0	0
Liquor Law Violations	2024	0	0	0	0
	2023	8	6	0	0
	2022	10	10	0	0

HATE CRIME STATISTICS		UNFOUNDED CRIMES	
2024 – Zero (0) Hate Crimes Reported		2024 – Zero (0) Unfounded Crimes	
2023 - Zero (0) Hate Crimes Reported		2023 - Zero (0) Unfounded Crimes	
2022 - Zero (0) Hate Crimes Reported		2022 - Zero (0) Unfounded Crimes	

HAZING INCIDENTS	
2024 – Zero (0) Hazing Incidents Reported	
2023 – No Data, no reporting requirement	
2022 - No Data, no reporting requirement	

Fire Safety Annual Report

Fire Safety Compliance

The Director of Public Safety acts as the Fire Marshal for Thomas More University. The Director of Public Safety is responsible for all aspects in regard to fire, such as:

- Reporting fires, threats of fire, and fire alarms to the State Fire Marshal’s Office pursuant to the Minger Act.
- Preparing and submitting the Annual Fire Report pursuant to the Clery Act.
- Providing the Crisis Management Team with annual fire statistics.
- Making the daily fire log available to the public.

Each year the Director of Public Safety prepares the Annual Fire Safety Report in compliance with the Clery Act and Minger Act. This report includes statistics for the three previous calendar years concerning fires or threats of fire in residence halls, Greek housing, graduate housing, or at any facility designated as a place of residence for students. Statistics provided are for those having occurred on Clery defined geography. The report includes annual fire statistics, a description of fire safety systems, yearly fire drills, policies on portable electrical appliances, furniture, decorations, bicycles/motorized scooters, open flames, evacuation procedures, fire safety education and training, and contact information.

This report includes information for the main campus of Thomas More University and the Biological Field Station (California, KY).

To view or to obtain a copy of Thomas More University’s Annual Safety, Fire, and Crime Statistics Report visit Thomas More University’s Department of Public Safety’s website at the following link [Annual Crime Stats - Thomas More University](#) or contact the Director of Public Safety at 859-344-4079

Fire Drills

Per the Clery Act, each on-campus housing facility is required to conduct at least one fire drill per calendar year in each of the residence halls. Thomas More University's Department of Public Safety maintains a practice to conduct at least two fire drills in the fall semester and one in the spring semester in each of the residence halls on campus. The first fire drill conducted during the fall is an announced walk-through drill. The second fire drill conducted during the fall semester and the fire drill conducted during the spring semester are unannounced. The Department of Public Safety coordinates with the Director of Housing and Residence Life to schedule and conduct the fire drills. The Director of Public Safety maintains a record of each drill conducted on campus.

The purpose of fire drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. Fire drills are used to educate and train building occupants on fire safety issues specific to their building. During the drill, occupants practice procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the Department of Public Safety an opportunity to test the operation of the fire alarm systems. The Department of Public Safety monitors evacuation drills to evaluate egress and behavioral patterns. Students receive information about evacuation and shelter-in-place procedures during their initial floor meetings and during other educational sessions offered throughout the year. Housing staff members are annually trained in these procedures and act as a constant resource for the students living in residential facilities.

Fire Alarm Activation/Fire Discovery Procedures

Any person who becomes aware of a fire shall immediately activate the buildings fire alarm system. The fire alarm system will in turn notify all building occupants that a fire emergency exists through an audible alarm and a flashing light. Upon activation of the fire alarm, all building occupants shall immediately evacuate the building. All people shall consider any activation of a fire alarm as a true fire emergency unless there has been a previous notification of a fire alarm system test. While evacuating, the person activating the fire alarm shall contact the Department of Public Safety and advise the reason for the fire alarm activation.

Any attempt to extinguish a fire should only be done if you have been trained to operate a fire extinguisher, you are comfortable making the attempt, and the fire is very small and in its initial stage. Do not attempt to extinguish the fire if it is not contained, it is spreading rapidly, is partially hidden behind a wall or ceiling, cannot be reached from a standing position, or if it becomes difficult to breathe in the room. Regardless of the fires size or the success of your attempt to extinguish it, always call 911 to report the fire.

A Building Safety Marshall should be prepared to provide information to the Department of Public Safety, the Edgewood Fire Department, or any other emergency response agencies on the scene. This information may include, but is not limited to:

- Location of the fire.
- Names and locations of disabled individuals requiring evacuation assistance.
- Status of the evacuation, including personnel missing who may still be in the building, and special hazards associated with the building.

It is important to note in regard to all evacuations that the scope may range from a single building to multiple buildings or even to a larger area depending on the hazard. The size and scope of an evacuation must always be taken into account by emergency officials coordinating the incident response.

General Building Evacuation Procedures

Evacuation: Per NFPA 101 Life Safety Code, as adopted by the Kentucky State Fire Marshal, it is Thomas More University's policy to immediately evacuate a building upon the activation of the fire alarm system. The University's evacuation policy makes exceptions for people with disabilities that may require assistance during an emergency. The University reviews and tests emergency evacuation plans throughout campus on an annual basis. All residence halls conduct drills at least once per academic semester and all other buildings on campus conduct drills based on their individual Building Emergency Procedure.

Various emergencies may require a full evacuation of a building. All people should evacuate the building upon activation of the fire alarm, at the direction of emergency services personnel, or at the direction of any person holding a role in emergency responsibilities for the department or building. When directed to evacuate, follow the posted evacuation routes in the building. If a specified evacuation route is blocked or otherwise unusable, use your own best judgement to identify an alternate route. When evacuating:

- Remain calm.
- Collect valuables (e.g., purse, coat) only if time permits.
- If you are the last one out of a room, close the door.
- If you encounter a student or visitor, direct them to evacuate.
- If you encounter a physically disabled individual, assist that person out of the building or to the nearest stairwell and seek further assistance from an emergency responder outside the building.
- Do not use elevators, use the stairs.

- If you are conducting a laboratory experiment or other process, take appropriate steps to stop the experiment or process to prevent additional accidents while it is unattended. If you are unable to render the situation safe, evacuate and notify emergency responders of the potential hazard.

Upon exiting the building, go to the designated emergency assembly area as identified by your building emergency procedures. If the emergency assembly area is inaccessible or exposed to an ongoing threat, go to the alternate assembly area. Do not leave the assembly area or re-enter the affected building or area until you hear a re-entry order from emergency officials. Hazards may be present even if alarms are no longer actively sounding. Prematurely re-entering a dangerous area may risk not only your own safety but also the emergency responders who may have to rescue you.

Campus-Wide Evacuation Procedures

Thomas More University maintains an incident specific response guideline as part of the larger Crisis Management Plan which addresses procedures to be utilized during a campus-wide evacuation. This plan directs the removal of all people from campus who are not performing a safety function. During incidents that require a campus-wide evacuation, the Department of Public Safety will activate the emergency communication system and other methods of notification to disseminate information concerning the incident and the evacuation.

University Fire Safety Policies

Thomas More University, along with Kentucky state health and fire regulations, prohibit cooking and the use of microwave ovens in resident's rooms, burning candles, incense or other open flame items, and the storage or use of flammable liquids. The University also places limitations on the use of electrical appliances in the residence halls because of fire safety concerns. Hot plates, griddles, indoor/outdoor grills, toasters, toaster ovens, electric grills, space heaters, and other open element electrical appliances or items with exposed heat sources are prohibited in the residence halls. Halogen lamps are not permitted to be used in the residence halls. Additionally, all two-prong extension cords are prohibited and any extension cord used must contain its own internal circuit breaker.

Thomas More University policy prohibits smoking or the use of smoking or tobacco related products anywhere on campus.

Student Housing Accommodation Housing

Thomas More University provides students with disabilities priority for housing that meets their specific accommodations. Students should inform the University if they have a disability or a sensory, cognitive, or neurological deficit or impairment, or a learning disorder, minimal brain dysfunction, dyslexia, pervasive developmental disorder, autism or Asperger's syndrome. If the housing accommodation is unavailable, the University will assist the student with seeking alternative housing. The Director of Housing and Residence Life maintains a record of all on-campus housing assignments for students with disabilities. These records are shared with the Department of Public Safety at the beginning of each semester.

If a student with a disability requires assistance evacuating the residence halls in an emergency, they must notify the Director of Housing and Residence Life at the beginning of the semester and include the nature of assistance needed. This information will be shared with the Department of Public Safety.

Fire Education and Training

The Department of Public Safety is assigned the task of educating and informing the campus community on safety and emergency response procedures. Annual fire safety education and training is provided for the Resident Life staff. Staff members conduct mandatory meetings for their communities and are the first line of defense in residence hall fire safety. The training includes information on fire prevention, emergency and evacuation procedures, basics of the fire safety systems, and conducting fire safety training sessions for residents.

Facilities Maintenance personnel involved in welding or other hot work operations receive mandatory fire prevention and fire extinguisher training. All custodial services staff members receive fire prevention, fire safety, and hands-on fire extinguisher training. Faculty, staff, and student groups periodically receive fire safety training customized for their situation.

Fire Extinguishers

The Department of Public Safety is responsible for maintaining the fire extinguishers on campus. There are fire extinguishers in every building on campus. On a monthly basis, the Department of Public Safety conducts inspections on the fire extinguishers across campus. Additionally, all fire extinguishers are inspected annually by a vendor selected by the Department of Public Safety. All records for the maintenance and inspection of fire extinguishers are maintained in the Department of Public Safety.

Fire Safety Statistics

During calendar year 2024, there were a total of eleven (11) fire alarms reported in residential housing. There were zero (0) actual fires. All fire safety statistical data is collected and maintained annually by the Department of Public Safety. All fire alarms are reported to the Kentucky State Fire Marshal and placed on the daily crime and fire log within twenty-four (24) hours of the alarm. The crime and fire log can be viewed by visiting [Annual Crime Stats - Thomas More University](#) and clicking on the daily crime and fire log link. Records for fire alarm are maintained for at least three years.

Fires: On-Campus Student Housing Facilities				
Name of Facility	Street Address	Number of Fires		
		2022	2023	2024
Stallmeyer Hall	333 Thomas More Parkway	0	0	0
Marian Hall	333 Thomas More Parkway	0	0	0
Howard Hall	333 Thomas More Parkway	0	0	0
Ackerman Hall	333 Thomas More Parkway	0	0	0
Murphy Hall	333 Thomas More Parkway	0	0	0
Total		0	0	0

Fires Summary	YEAR	Residential Hall				
		Stallmeyer Hall	Marian Hall	Howard Hall	Ackerman Hall	Murphy Hall
Fires	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Injuries	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Deaths	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Property Damage	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0

Residential Fire Protection Information	Residential Hall				
	Stallmeyer Hall	Marian Hall	Howard Hall	Ackerman Hall	Murphy Hall
Off Site Fire Alarm Monitoring	X	X	X	X	X
Partial Sprinkler System (1)					
Full Sprinkler System (2)	X				X
Smoke Detection	X	X	X	X	X
Fire Extinguishers	8	7	6	16	16
Fire Doors	X	X	X	X	X
Evacuation Plans / Placards	X	X	X	X	X
Number of Fire Drills for 2024 Calendar Year	1	1	1	1	1

- (1) - Partial sprinkler systems are installed in the common areas only.
There is no partial sprinkler systems installed in University resident housing.
- (2) - Full sprinkler systems are installed in common areas and individual rooms.



**Thomas More University
Department of Public Safety**