TRINITY
BIBLE COLLEGE & GRADUATE SCHOOL

50 6th Ave South
Ellendale, ND

ANNUAL SECURITY REPORT & FIRE SAFETY REPORT

October 1, 2024

◆ PURPOSE

The purpose of the Annual Security Report (ASR) and Fire Safety Report (FSR) is the disclosure of the policies, procedures, and programs Trinity Bible College & Graduate School (herein, Trinity) uses to keep students and employees safe and our facilities secure.

These policies represent best practices, and as such, are designed to be revised and expanded to meet the needs of each situation. This report is required on an annual basis; however, if policy changes over the course of a year, the updated report will be distributed.

◆ SECURITY

The Student Life Department and Facility Services share the responsibility of ensuring a secure campus. Trinity does not have its own campus law enforcement or a fully constituted security department. As a result, the College practices and encourages accurate and prompt reporting of crimes to the local Ellendale police. The Director of Student Life (herein, DSL) collaborates with the Ellendale Police to provide a safer and more secure campus.

Resident Directors (RDs) and Resident Assistants (RAs) are empowered to act, within the boundaries of federal and state laws, to protect the student population from any threat. College Administrators, Facilities Services Director (FSD), and RDs can grant Residence Hall, Trinity Apartments, and other facility access to the police to act in the interest of the safety and security of students and employees. Only the police and other law enforcement have the power to place someone under arrest.

Note: College Administration (also called the "Leadership Team") refers to the President and all Vice Presidents. Whenever a specific administrator is referenced in this Security Report, Trinity reserves the right for any administrator to serve in lieu of the one designated, should the leader mentioned be unavailable. Alternatively, another employee may be designated by an administrator to cover his or her responsibilities (or another employee's responsibilities) referenced in this report.

◆ FACILITIES

Over the past year, we have made significant improvements to enhance the safety and security of our campus. One of the key additions has been the implementation of an RFID access system across the main college campus. This system has been designed to provide a higher level of security by restricting access to unauthorized individuals.

As part of this upgrade, all campus buildings now require card or fob access outside of normal operating hours. During regular business hours, only three primary entrances will remain unlocked:

- **Main Chapel Doors (#1)**
- **Main Cafeteria Doors (#3)**
- **Main Davidson Building Doors (#6)**

These doors will remain unlocked from **8:00 AM to 5:00 PM**. Outside of these hours, they will automatically lock, and access will be restricted to individuals with proper credentials (card or fob).

We are confident that this new system will help maintain a safe and secure environment for our students, faculty, and staff, ensuring that campus remains a welcoming and protected space for everyone.

Residence Halls (also called "dorms") and Trinity Apartments are also secured with an RFID system and remain locked at all times, unless the system is experiencing problems or there is another extenuating circumstance. Students are issued the appropriate RFID device upon arrival which grants them access to their building. Students should not allow anyone to enter the building behind them unless they are a personal invited guest of the student. In addition, only residents of a dorm and guests approved by RDs or RAs are to be in the dorms between curfew and 8:00AM. Students are encouraged to report any suspicious behavior or unfamiliar persons to their RD/RA immediately.

Residence Hall rooms and Trinity Apartments are equipped with locks, and keys are issued when students check in. Residents are encouraged to keep their doors locked at all times.

Facility Services personnel are responsible for the daily lock-up and security of all other facilities. Security cameras are utilized to enhance the safety of all students and staff. Facility Services also provides for the safety and appropriate maintenance of sidewalks, hallways, etc.

◆ RIGHT TO ACCESS

The College reserves the right for authorized personnel to enter any area of campus at any time for the purpose of maintenance or official College business. Trinity is sensitive to the privacy and schedules of students. Personnel will not enter Trinity housing before 9:00 AM unless there is an emergency. Maintenance and other authorized personnel will knock, announce themselves, and give the student opportunity to respond, if present. If no one responds, they will use their key to enter. Personnel will lock all doors behind them, regardless if the room was locked or unlocked upon their arrival.

In addition to maintenance access needs and announced room checks, if the whereabouts of a student cannot be verified or if there is a valid concern for a student's physical or mental safety, the DSL or RD may, with announcement and warning, enter a locked Residence Hall room or a Trinity Apartment. (The DSL or RD may also delegate this responsibility to other personnel.)

Student housing and automobiles (located on Trinity property) may be searched with cause. If at any time there is reasonable cause to believe that a resident is using his/her housing or vehicle in a manner inconsistent with College policies, a search may be made by a College official to remove illegal or harmful items, collect items belonging to another individual, or gather evidence for use in College judicial processes. Neither the residence of a student on this campus may be searched nor property not in sight seized without the authorization of a College Administrator or the designated representatives. Any items found to be inconsistent with College policies may be confiscated.

◆ DRUGS & ALCOHOL

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), Trinity is a drug and alcohol-free campus. Students, while on or off College property, are not to possess, use, distribute, or manufacture: alcoholic beverages; cigarettes or tobacco products; hookah; e-cigarettes, inhaled nicotine devices, or any object resembling vaping products; marijuana; synthetic drugs, including K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner; any form of illegal drugs; any other intoxicants. In addition, students must not misuse prescription or over-the-counter drugs. Use or possession of marijuana, including medical marijuana used or possessed under Chapter 19-24 of the North Dakota Century Code, is also strictly prohibited and is a violation of Trinity standards.

Students are considered "in possession" and responsible for such items that have been determined to be on their person, in their residence, or in their vehicle. Students are prohibited from attending any place where alcohol, marijuana, or hookah is the primary purpose of the establishment (bar, club, lounge, liquor store, etc.) A business may be a bar/club/lounge if it: requires an ID for admission; advertises alcohol, marijuana, or hookah prominently; or provides use of the noted substances as its primary business. Students should also not voluntarily subject themselves to public or private environments where drugs or alcohol are of prominent use.

Trinity reserves the right to require drug and other diagnostic testing of any student, including consistent testing for those involved in extracurricular activities. Students violating these policies are subject to judicial action. Anyone violating federal or state drug and alcohol statutes (including under-age drinking) may be turned over to law enforcement.

Because we honor our bodies and value physical and mental health, Trinity students are expected to maintain healthy behaviors both physically and mentally. Our Trinity Community is committed to support students dealing with life-controlling addictions and provide options for their individual growth, even while we uphold our Community Standards. Support for an individual may require referral to an outside source (such as Teen Challenge) for counseling, treatment, or rehabilitation. Trinity also recognizes the physically addictive nature of nicotine and discretion will be used in regard to helping a student overcome his or her addiction to nicotine.

Our Student Handbook, reviewed and updated each school year, contains a full statement regarding our policy about drugs and alcohol. Throughout the school year, various speakers in our community assemblies (Chapel services) highlight the dangers and effects of drug and alcohol use as they share their stories. In addition, we contract the services of SafeColleges and encourage our students and staff to use the training provided to educate themselves in alcohol and drug awareness. Optional and mandatory video tutorials from SafeColleges are reviewed annually and advertised. Freshmen students complete a drug and alcohol training module from SafeColleges during Intro to College class.

◆ EMERGENCY NOTIFICATION & EVACUATION

During normal office hours, any individual can report an emergency situation by contacting the Student Life Office, the Director of Student Life (DSL) , or the VP of Finance & Administration (VPFA) at the numbers below. In addition, the local police department has agreed to notify and cooperate with Trinity regarding any situation which may warrant an emergency response. If any emergency situation occurs outside of office hours, and/or when the situation requires, 911 should be contacted in addition to a Student Life staff member or College Administrator.

Garrett Freier	Vice President of Experiential Learning & Student Development	701-349-5439
Tyler Medley	Director of Student Life	701-349-5798
Office	Student Life	701-349-5438
Vaughn Jordan	Executive Vice President of Business & Administration	701-349-5774

Ellendale Police	701-349-2093
Ellendale Fire	701-349-3050
Any Emergency	911

The campus community will be notified upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. The DSL, VPFA, or other College Administrator, can confirm a significant emergency or dangerous situation based on any report received from any source deemed as reliable.

Upon confirmation of a significant emergency or dangerous situation, an emergency notification will be issued to the campus community. Any College Administrator can issue an emergency notification. The Facilities Services Director (FSD) can issue an emergency notification as soon as the threat is confirmed from a College Administrator. The FSD may issue an emergency notification without consultation if no Administrator can be contacted and the threat is imminent.

The DSL or VPFA can elect to consult with the RDs or FSD to determine which segment(s) of the campus will receive the emergency notification. In most cases notifications will be campus wide. Notifications can refer to specific buildings on campus. (Please reference the campus map with building names on the last page of this report.)

The content of an emergency notification is developed by the VPFA or DSL. Taking into account the safety of the community, the processes leading to an emergency notification will be expedited to ensure the notification is made without delay, 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.

An Emergency Notification is disseminated using any or all of the following:

1) Mass email to students and employees.
Every student and employee is issued a College email ending in @trinitybiblecollege.edu. An alert may be initiated to those email addresses by or at the direction of the DSL, VPFA, or another College Administrator (or the FSD if the threat is imminent).

2) Mobile phone texts, calls, or other personal or digital communication mediums.
The DSL or other College Administrator may issue an alert to RDs, who will then contact RAs, who will then contact resident students. VPSD -> RDs -> RAs -> Resident Students

3) Alertus notification software.
This software provides an alert to computers connected to the Trinity network that have the program installed. The alert may be initiated by or at the direction of any College Administrator (or the FSD if the threat is imminent.)

4) OneCall Alert program.
Upon registration at the start of the semester, students have the opportunity to sign up for this optional alert system. Students may visit the Student Life Office to register, update, or change their OneCall contact information at any time. This option is also available to employees.

5) Fire alarms.
Fire alarms may be used in order to evacuate buildings for reasons of an emergency response – whether a fire or another dangerous situation. They will be used for evacuation purposes only and not as mere warnings. Any employee, RD, or RA may use the fire alarm for purposes of evacuation in an emergency or when directed to do so by a College Administrator (or the FSD if the threat is imminent).

In case of an emergency or dangerous situation, the emergency notification will include instructions for how to proceed. Students and employees will be directed to a safe location and/or buildings will be secured as necessary.

College Administrators are responsible to coordinate the need and means of communicating necessary emergency information to individuals and/or organizations outside of the campus community. They will develop and determine which information is disclosed. Radio, television, or social media may be used as a mass notification system for the public.

Emergency response and evacuation protocols, policies, drills, exercises, and appropriate follow-through activities will be constructed by the Facility Services Director for the main campus and by the DSL for student housing. These protocols, policies, drills, exercises, and activities will be announced through Chapel announcements and/or College email. Tests will be designed to assess emergency plans and capabilities so that everyone involved in the emergency response and notification procedures will understand his or her role and responsibility.

Tests will be initiated and documented. Documentation will include: A description of the exercise (i.e., the test); the date the test was held; the time the test started and ended; whether the test was announced or unannounced.

◆ TIMELY WARNING

A Timely Warning is an alert that is issued to the campus community regarding certain crimes. The purpose is to enable people to protect themselves and prevent similar crimes.

A Timely Warning will be issued for all crimes (as defined by the Clery Act) that occur on our campus or adjacent public property that are: reported to campus security authorities (categories of CSAs are listed in the "Crime Statistics" section) or local police agencies AND are considered by the institution to represent a serious or continuing threat to students and employees. Timely Warnings may also be issued for other crimes on or off campus property as deemed appropriate by Administration for the safety of our students and employees.

The VPFA or DSL will issue a Timely Warning. Any other member of Administration (the President or any other VP) may also issue the warning if the VPFA or DSL cannot be contacted.

A Timely Warning will include pertinent information about the crime that triggered the warning. It may also include any recommended actions, cautions, or best practices that will allow the campus community to protect themselves.

A Timely Warning is disseminated using any or all of the following:

1) Mass email to students and employees.
Every student and employee is issued a College email ending in @trinitybiblecollege.edu. An alert may be initiated to those email addresses by or at the direction of the VPFA, DSL, or another College Administrator (or the FSD if the threat is imminent).

2) Mobile phone texts, calls, or other personal or digital communication mediums.
The DSL or another College Administrator may issue an alert to RDs, who will then contact RAs, who will then contact resident students. DSL -> RDs -> RAs -> Resident Students

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4) OneCall Alert program.
Upon registration at the start of the semester, students have the opportunity to sign up for this optional alert system. Students may visit the Student Life Office to register, update, or change their OneCall contact information at any time. This option is also available to employees.

◆ CRIME & EMERGENCY REPORTING

Students and others are encouraged to accurately and promptly report criminal actions (whether you are the victim or a witness), security violations, or other emergencies occurring on campus or for which the campus may be affected. Victims are encouraged, when able, to report crimes themselves. When victims are unable to, witnesses are encouraged to do so.

Crimes should be reported both for the sake of the safety of the community and for the inclusion in the College's annual disclosure of crime statistics related to Clery Act crimes. Confidential reporting is allowed (see next section).

Reports can be made to any of the following parties/offices:

Garrett Freier	Vice President of Experiential Learning & Student Development	701-349-5439
Tyler Medley	Director of Student Life	701-349-5798
Office	Student Life	701-349-5438
Kaitlyn Stoughton	Resident Director	918-991-9272
Nathan Leege	Resident Director	641-226-1134
Wyatt Harris	Resident Director	320-428-5992
Vaughn Jordan	Executive Vice President of Business & Administration	701-349-3190

Emergencies requiring the immediate attention of fire, emergency, or law enforcement officials should be reported by calling 911 or contacting the appropriate agency directly:

Ellendale Police	701-349-2093	Ellendale Fire	701-349-3050
Any Emergency	911		

Any crimes, concerns, or other violations may also be reported using the Incident Report Form that is located at https://inside.tbc2day.edu. Incident reports should be as detailed as possible.

◆ CONFIDENTIAL REPORTING

Victims or witnesses have the option to remain anonymous but still report a crime for the purpose of making a Timely Warning and/or for the inclusion of such crime in the College's annual disclosure of crime stats.

Victims or witnesses who would like to make a voluntary, confidential report regarding a crime, threat, or violation may do so in the following ways:

1) Complete the online Incident Report Form while omitting personal details. Form can be accessed via this link: Incident Report.
2) If a threat or emergency is time sensitive, victims/witnesses should contact one of the persons noted in the section under "Crime Reporting" and state their request for a voluntary, confidential report.

Please note that anonymous reports do not provide a strong foundation for further investigation; therefore, confidential reporting is provided for but should not be the standard. However, if enough other information is provided, the report will be included for crime stats.

In cases indicating pattern, predatory behavior, threat, weapons and/or violence, the College may be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim actions to the victim and the community but will not otherwise pursue formal action.

◆ NOTIFICATION TO VICTIMS

Trinity will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by our institution against a student who is the alleged perpetrator. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

◆ PASTORAL COUNSELORS

Campus "Pastoral Counselors" and campus "Professional Counselors," who are properly credentialed and functioning only within the scope of their responsibilities as counselors, are not required to report crimes for inclusion in the annual disclosure of campus crime statistics. However, they are encouraged, at their discretion, to inform those they counsel of the procedures listed above for reporting crimes voluntarily and confidentially for inclusion in Trinity's Annual Security Report.

Employees serving in these roles are encouraged to do so via verbal communication from the College Administration and through an annual email announcement to that effect.

◆ CRIME STATISTICS

Trinity prepares annual Clery Act crime statistics for publication in this report in compliance with federal requirements. Statistics are collected and managed by the Student Life Office. The Campus Compliance Manager is responsible to prepare the Annual Security report and the report is distributed annually to the campus community via College email.

Crime statistics are collected from the following sources:

1) Incident reports submitted by students or employees.

2) Reports from Campus Security Authorities (CSAs).
    Student Life Staff
    Experiential Learning Staff
    Athletic Director and Coaches
    Residence Hall Directors
    Residence Hall Assistants
    Facility Services Security Personnel
    Director of Student Life

3) Geographically relevant reports from members of the local Ellendale community.

4) Crime statistics supplied by the Ellendale Chief of Police.

Trinity does not have any officially recognized non-campus student organizations and therefore does not use local police to monitor and record the activities of such groups.

◆ MISSING STUDENT NOTIFICATION

Missing student regulations relate only to students who reside in on-campus housing. If a student cannot be found or accounted for, he or she may be missing. Anyone who suspects a student is missing should report that information to one of following people as soon as possible:

Garrett Freier	Vice President of Experiential Learning & Student Development	701-349-5439
Tyler Medley	Director of Student Life	701-349-5798
Office	Student Life Office	701-349-5438
Kaitlyn Stoughton	Resident Director	918-991-9272
Nathan Leege	Resident Director	641-226-1134
Wyatt Harris	Resident Director	320-428-5992

If any of the above cannot be reached, a missing student report should be directed to the Ellendale Police Department. If a student who lives in on-campus student housing is determined to be missing for a period of more than 24 hours (action may be taken sooner if the situation requires), the DSL or an RD will initiate notification procedures within 24 hours from the time that their unexplained absence was noticed or confirmed.

The DSL or RD will proceed to:
1) Notify the local police department.
2) Notify the designated contact of the missing student within 24 hours (if contact is on file).
3) Notify the custodial parents/guardians of a student under the age of 18.

Every student who lives in student housing, regardless of age, has the option to register a contact person to be notified by the College if the student is determined to be missing. Students may provide this information during the registration process, or they may visit the Student Life Office to register, update, or change the contact person at any time. The registered missing person contact will be placed in the student's confidential file and only accessed if needed for missing student purposes.

If a missing student is under 18 and not emancipated, that student's custodial parents will be notified in addition to any registered contact.

During the registration process, students may also identify a general emergency contact. This emergency contact is for separate purposes than the missing person contact and will only be utilized for health or safety emergencies, as allowed by FERPA. Students may visit the Student Life Office to register, update, or change their emergency contact person at any time.

◆ SECURITY AWARENESS PROGRAMS

Campus security procedures and practices are included in the Annual Security Report and are distributed to students and employees through campus email. Everyone is encouraged to read, familiarize themselves with, and ask applicable questions regarding the security procedures and practices. Questions can be directed to the Student Life Office.

Students and employees are reminded on an annual basis (via campus email, Chapel announcements, student orientation sessions, etc.) to be responsible for their own safety and the security of others.

In addition, students and employees are encouraged to access the training materials provided through Vector Solutions (formerly SafeColleges), linked through InsideTrinity. Both required and suggested modules pertaining to security are able to be accessed on a consistent basis. Administrators annually choose which courses will be available to both students and employees. Employees are notified through campus email of the availability and requirements on an annual basis. Students are informed on an annual basis through the publication of the Student Handbook, in addition to various public announcements and emails.

In addition, new student orientation includes elements of security training and the freshmen "Intro to College" class requires students to complete selected training modules from Vector Solutions. Each fall when the Annual Security Report is distributed, students and employees are also informed about the Clery Act and how to correctly utilize the information of the Annual Security Report. This information is distributed via campus email.

◆ CRIME PREVENTION PROGRAMS

Students and employees are encouraged to participate in all crime prevention programs offered by the College. We contract the services of Vector Solutions and encourage our students to use the training provided to educate themselves in crime prevention. Optional and mandatory video tutorials from Vector Solutions are reviewed annually and advertised to students and employees.

◆ SEXUAL HARASSMENT/OFFENCES POLICY & TITLE IX

In addition to sexual misconduct standards provided in our student and employee handbooks, Trinity has a zero-tolerance policy for sexual harassment/offenses. Sexual harassment, as an umbrella category, includes the offenses of quid pro quo harassment, unwelcome conduct, sexual assault, domestic violence, dating violence, and stalking.

Several federal regulations, including Title IX, the Violence Against Women Act, and the Clery Act mandate how institutions respond to allegations of sexual harassment. Title IX applies to sexual harassment that occurs on campus or in a college program/activity. In cases where Title IX or other federally required processes do not apply, Trinity will process complaints based on our standard disciplinary procedures.

Trinity's Title IX Sexual Harassment Policy is a companion to, and integral part of, this Annual Security Report (ASR). That policy documentation covers the required areas of the ASR that address areas of sexual harassment – including reporting such offenses and the processes of handling such offenses. In addition, the Title IX Policy also covers the preventative training processes of the College.

Primarily, the Title IX policy covers the processes for addressing complaints which fall under the purview of Title IX sexual harassment or retaliation. This is called "Process A." However, the policy also includes, as Appendix 3, an alternate process that is followed, "Process B," for VAWA offenses that do not qualify as Title IX violations.

◆ CRIME STATISTICS

The Clery Act requires this report to include statistics of Clery Act crimes for the last three years. These statistics do not reflect every violation of institutional policy, they only include violations and disciplinary referrals that are considered Clery Act crimes according to federal law.

CRIMINAL & VAWA OFFENSES: ON-CAMPUS

	2021	2022	2023
Criminal Offense: Murder and Non-negligent manslaughter	0	0	0
Criminal Offense: Manslaughter by Negligence	0	0	0
Criminal Offense: Rape	0	0	0
Criminal Offense: Fondling	0	0	0
Criminal Offense: Incest	0	0	0
Criminal Offense: Statutory Rape	0	0	0
Criminal Offense: Robbery	0	0	0
Criminal Offense: Aggravated Assault	0	0	0
Criminal Offense: Burglary	1	0	0
Criminal Offense: Motor Vehicle Theft	0	0	0
Criminal Offense: Arson	0	0	0
VAWA Offense: Domestic Violence	0	0	0
VAWA Offense: Dating Violence	0	0	0
VAWA Offense: Stalking	0	0	0

CRIMINAL & VAWA OFFENSES: ON-CAMPUS STUDENT HOUSING

	2021	2022	2023
Criminal Offense: Murder and Non-negligent manslaughter	0	0	0
Criminal Offense: Manslaughter by Negligence	0	0	0
Criminal Offense: Rape	0	0	0
Criminal Offense: Fondling	0	0	0
Criminal Offense: Incest	0	0	0
Criminal Offense: Statutory Rape	0	0	0
Criminal Offense: Robbery	0	0	0
Criminal Offense: Aggravated Assault	0	0	0
Criminal Offense: Burglary	0	0	0
Criminal Offense: Motor Vehicle Theft	0	0	0
Criminal Offense: Arson	0	0	0
VAWA Offense: Domestic Violence	0	0	0
VAWA Offense: Dating Violence	0	0	0
VAWA Offense: Stalking	0	0	0

CRIMINAL & VAWA OFFENSES: NON-CAMPUS

	2021	2022	2023
Criminal Offense: Murder and Non-negligent manslaughter	0	0	0
Criminal Offense: Manslaughter by Negligence	0	0	0
Criminal Offense: Rape	0	0	0
Criminal Offense: Fondling	0	0	0
Criminal Offense: Incest	0	0	0
Criminal Offense: Statutory Rape	0	0	0
Criminal Offense: Robbery	0	0	0
Criminal Offense: Aggravated Assault	0	0	0
Criminal Offense: Burglary	0	0	0
Criminal Offense: Motor Vehicle Theft	0	0	0
Criminal Offense: Arson	0	0	0
VAWA Offense: Domestic Violence	0	0	0
VAWA Offense: Dating Violence	0	0	0
VAWA Offense: Stalking	0	0	0

CRIMINAL & VAWA OFFENSES: PUBLIC PROPERTY

	2021	2022	2023
Criminal Offense: Murder and Non-negligent manslaughter	0	0	0
Criminal Offense: Manslaughter by Negligence	0	0	0
Criminal Offense: Rape	0	0	0
Criminal Offense: Fondling	0	0	0
Criminal Offense: Incest	0	0	0
Criminal Offense: Statutory Rape	0	0	0
Criminal Offense: Robbery	0	0	0
Criminal Offense: Aggravated Assault	0	0	0
Criminal Offense: Burglary	0	0	0
Criminal Offense: Motor Vehicle Theft	0	0	0
Criminal Offense: Arson	0	0	0
VAWA Offense: Domestic Violence	0	0	0
VAWA Offense: Dating Violence	0	0	0
VAWA Offense: Stalking	0	0	0

HATE CRIMES: ON CAMPUS / STUDENT HOUSING / NON-CAMPUS / PUBLIC PROPERTY

2021-2023:   No hate crimes reported.

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION: ON-CAMPUS

	2021	2022	2023
Arrests: Weapons (carrying, possessing, etc.)	0	0	0
Disciplinary Referrals: Weapons (carrying, possessing, etc.)	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION: ON-CAMPUS STUDENT HOUSING

	2021	2022	2023
Arrests: Weapons (carrying, possessing, etc.)	0	0	0
Disciplinary Referrals: Weapons (carrying, possessing, etc.)	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION: NON-CAMPUS

	2021	2022	2023
Arrests: Weapons (carrying, possessing, etc.)	0	0	0
Disciplinary Referrals: Weapons (carrying, possessing, etc.)	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION: PUBLIC PROPERTY

	2021	2022	2023
Arrests: Weapons (carrying, possessing, etc.)	0	0	0
Disciplinary Referrals: Weapons (carrying, possessing, etc.)	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0

FIRE SAFETY REPORT

◆ FIRE SAFETY REPORT

On-campus housing at Trinity includes two Residence Halls (Liechty Hall and Kesler Hall) and four Trinity Apartment buildings (numbered 305, 309, 315, and 321). Each Residence Hall room is equipped with a stand-alone smoke alarm. Each Trinity Apartment also includes a smoke alarm.

Each Residence Hall has a hall-wide fire alarm system.

All campus fire extinguishers are regularly serviced and campus wet and dry fire suppression systems are regularly tested. Tampering with a fire alarm system and/or a fire extinguisher is a major violation.

One fire drill is conducted for each of the Residence Halls per year. This year the fire drill has been set for Tuesday, September 10th, 2024 at 11 pm.

Everyone must participate in all fire drills. Residence Hall staff are trained in fire prevention and related policies, as well as evacuation procedures, during their annual training week and training is reviewed prior to all fire drills. Students are trained regarding fire safety during the week of an announced fire drill and are advised of such protocols.

For each Residence Hall, local fire ordinances require that the hallways be kept clear of any obstruction or articles (i.e. trash, boxes, apparel, and furniture). The fire doors in hallways should remain closed.

For Residence Halls, the use of anything with an open flame (e.g. candles, incense, oil burning lamps) or tools that produce excessive heat (e.g. engraving or burning tools) are fire hazards and are prohibited in the Residence Halls. Small appliances with open heating elements (e.g. toasters) may be used in designated areas.

Smoking is not permitted in any of our student housing.

Fireworks are prohibited on campus. Any student who uses fireworks of any kind or sets fire to anything on the campus outside of designated fire pits is subject to judicial action.

In case of a fire, the following exits will be used for evacuation:

Liechty Hall:	Use the exit closest to your room
Kesler Hall:	East Exit - Rooms 109-114, 208-217, and 308-317
	West Exit - Rooms 101-108, 201-207, 301-307
Trinity Apartments	Use the exit closest to your apartment

In case of a fire in any on-campus building, students and employees should:
1) Pull any nearby fire alarms.
2) Move to the nearest exit as quickly as possible and remain calm.
3) If smoke is present, a cloth (dampen, if possible) should be used to cover your mouth and you should stay low to the ground while exiting.
4) Immediately notify authorities of a fire emergency:

Ellendale Fire Department	701-349-3050
Any Emergency (including fire)	911

In case of a fire in a Residence Hall, students and employees should:

1) Pull a nearby fire alarm.

2) Call Emergency Services   Ellendale Fire Department   701-349-3050   OR
                                        Any Emergency (including fire)   911

3) Leave your room and leave your door open. (This will signal to the RAs that everyone is safely out of the room.)

4) Leave the building using the following exits:

    Liechty Hall: Use the exit closest to your room
    Kesler Hall: East Exit - Rooms 109-114, 208-217, and 308-317
                            West Exit - Rooms 101-108, 201-207, 301-307

5) If you are not in your room when the alarm sounds, proceed directly to the nearest exit. DO NOT return to your room.

6) Gather at the following location: Kesler: Lawn across the street from Kesler (to the South)
                                              Liechty: Lawn in front of Prayer Chapel

7) RAs will clear all rooms on their floor:
   - If doors are open, that room is assumed to be clear and does not need to be checked.
   - Knock on all closed doors. State that you are entering. Open if unlocked. Clear room. Leave the door open.
   - If doors are closed and locked and you cannot clear them, make note and report to RD in the gathering area.
   - The RA/RD on duty will reference the late night/overnight & guests sign-ins/out for purposes of taking proper roll call.

8) RAs take attendance in the gathering area and note to RDs any missing students or rooms that could not be cleared.

9) RDs will inform Fire Department personnel which rooms were not cleared and of anyone who is missing.

10) No one re-enters the building for any reason until approved by the Fire Department to do so.

It is possible that a fire is quickly extinguished and does not cause a fire emergency or evacuation. However, any fire, regardless of size or intensity, must be reported. This is a list of the titles of each person or office to whom students/employees should report that a fire has occurred. (Note that fire emergencies should be directed to Ellendale Fire Department or 911. This is the list of persons who should be notified after any type of fire has occurred.)

Tyler Medley   Director of Student Life   701-349-5798
Office   Student Life Office   701-349-5438

In case of a fire in the Trinity Apartments building, students and employees should:

1) Pull a nearby fire alarm.

2) Call Emergency Services   Ellendale Fire Department   701-349-3050   OR
                                     Any Emergency (including fire)   911

3) Leave your apartment.

4) Leave the building using the exit closest to your apartment, as indicated by the fire map hung up in your apartment.

In the future, our institution plans to improve fire safety by developing further fire safety strategies for the Trinity community.

◆ **FIRE STATISTICS**

The Clery Act requires our annual fire safety report to contain statistics for reported fires in on-campus student housing facilities for the last three years.

Our on-campus housing facilities include:

Kesler Hall	50 6th Avenue South	Ellendale, ND
Liechty Hall	50 6th Avenue South	Ellendale, ND
Trinity Apartment	305 6th Avenue South	Ellendale, ND
Trinity Apartment	309 6th Avenue South	Ellendale, ND
Trinity Apartment	315 6th Avenue South	Ellendale, ND
Trinity Apartment	321 6th Avenue South	Ellendale, ND

There were no reported fires in any of our on-campus student housing facilities for the years of 2019-2021.

◆ **CAMPUS MAP**