



HOPE COLLEGE
HOLLAND, MICHIGAN 49423

**CAMPUS SECURITY, SAFETY AND YOU
2010-2011 EDITION**

**This document includes the Hope College
Annual Security Report and the Annual Fire Safety
Report**

A statement of security measures through which Hope College
strives to maintain a safe community.

Prepared for current and prospective students, their families and
employees in compliance the Jeanne Clery Disclosure of Campus
Security Policy and Campus Crime Statistics Act.

Hope College - Annual Security Report

To provide the highest quality service to the campus community in a professional and courteous manner. The Campus Safety Department will strive to provide safe and secure environment for members of the Hope College community to learn, live and work.

The success of our mission depends upon a true partnership between Campus Safety personnel and the diverse population of students, faculty, and staff that comprise the College – a partnership built upon mutual respect, responsibility and participation.

To that partnership, the members of the Department of Campus Safety pledge respect for the needs and rights of the community. Diligence and professionalism in the protection of persons and property, and our determination to seek new ways to reduce the opportunity for crime is our main objective in order to provide a safe campus. Increasing safety awareness and encouraging a sense of communal concern for each other's safety and well-being as well as harmony with our neighbors is an important part of making this possible.

In achieving our goals, we are accountable to the college community and open to the ideas and concerns of its members. By working together in creative ways, problems related to security, crime and the fear of crime may be solved.

The information contained in this brochure is for your use and it is our expectation that you will assist us in making the Hope College campus as safe and secure as possible. If you have any questions regarding the information contained in this report, please contact Campus Safety at 395-7770 or e-mail pubsafe@hope.edu. In order to make the Hope College community a safe place for you to work, study and live in, Campus Safety needs your cooperation, your eyes and ears, and your involvement.

CAMPUS SAFETY IS COMMITTED TO A TRUE PARTNERSHIP WITH ITS COMMUNITY. WE ASK THAT YOU DO YOUR PART BY BEING INVOLVED.

Partnership with local law enforcement agencies

Hope College, and specifically the Campus Safety department, have fostered a professional and working relationship with a number of local and county agencies including law enforcement, fire and other emergency responders. This cooperation includes investigations of alleged crimes, special event coordination and training and preventions efforts on campus. The agencies the College most often works with are the Holland Police department, Holland Fire department, Ottawa and Allegan County Sheriff's departments, American Medical Response ambulance service as well as other agencies as needed.

Hope College does not formally monitor or record criminal activity by students at off-campus locations. The Campus Safety department, however, does work closely with the Holland Police department on issues concerning incidents that have occurred off campus but in the campus community that involve Hope College students or the safety of the students or employees of the College.

Campus Safety officers patrol the campus on a 24 hour basis and respond to a variety of calls including emergency situations, criminal complaints (in conjunction with the Holland Police Department), parking violations, violations of college regulations, medical emergencies, building security, and provide safe rides on campus. Hope College

Campus Safety officers have the authority to ask persons for identification to determine whether individuals have lawful business at the College. Officers do not possess arrest power. The responsibility of state and city law enforcement and criminal investigations on campus primarily rests on the Holland Police Department. Campus Safety works closely with the Holland Police Department as well as other law enforcement and emergency response agencies in Ottawa County.

Campus Safety employs full and part time staff and several student employees during the academic year to assist with the various functions of the department.

A Safe and Secure Campus

The College attempts to maintain the campus in a manner that reduces the likelihood of crime.

Lighting. In an effort to provide a safer community, the College has outdoor lighting. Report out-of-service lights to the Physical Plant at 395-7835 or complete an on-line work order form on KnowHope. All outside light repairs are given high priority.

Maintenance. Reported maintenance problems that pose a threat to safety and security such as broken locks or windows on the ground level are given urgent priority and are repaired as soon as possible.

Locking buildings. Administrative, academic buildings and offices are unlocked during the week by the custodial staff. The buildings are locked each night by the Campus Safety officers. The time for locking and unlocking the buildings is established by the Provost and coordinated with Conference Services, Campus Safety and custodial staff.

Keys are issued to faculty and staff through their department chairs, supervisors or building supervisors. The Physical Plant office issues keys to contractors as needed. Requests for additional keys or lock changes must be sent to the Campus Safety Locksmith by using the on-line work order or key request form on KnowHope. Individuals are not allowed to duplicate keys to college facilities.

Locking residence halls. Hope College residence halls are locked 24 hours a day 7 days a week. Students, faculty and staff are issued ID cards that also act as their access card that requires a Personal Identification Number (PIN) to access the residence halls. Sharing PINs and/or other security codes is a violation of College policy.

Residential Life Staff. The residence halls have Residential Life Staff that are on duty from 8PM until 12AM on weekdays and from 8PM until 2AM on weekends.

Crime Prevention

Hope College Campus Safety Officers patrol the campus buildings and grounds to help ensure a safe environment for students, faculty, staff and visitors. Additional crime prevention measures include:

Shuttle Service. The Transportation Department provides a shuttle service for students within the campus vicinity seven days a week during the academic school year. Information may be found at <http://www.hope.edu/student/development/shuttle.html>.

Code Blue Emergency and Safety Phones. Hope College has installed Code Blue phones around campus. These phones are marked with a blue light and can be used to report an emergency or a crime in progress. In addition, there are safety phones on the exterior of the residence halls located at the main entrances. Phones are also available

inside the academic, administrative buildings and residence halls that can be used to report an emergency, an incident, or request assistance.

Bicycle Registration. To deter bicycle theft and recover stolen bicycles, Campus Safety registers bicycles at the Campus Safety Office. This is a free service in conjunction with the Holland Police Department and is strongly encouraged.

Incident Report. The Campus Safety Incident Report is updated daily and is available on the Campus Safety website (<http://www.hope.edu/knowhope/incident.html#special>).

Crime Prevention Programs. Campus Safety presents crime prevention programs to students and staff upon request. Those interested should call Campus Safety and ask to speak with the on duty officer for further information. These programs may focus on general crime prevention or special topics such as protection against identity theft, personal safety and self-defense, and drug and alcohol abuse. Speakers are also available to discuss law enforcement topics such as the legal process, fines/penalties and updated and common violations.

Educational Awareness Programs. The Student Development Office coordinates various awareness programs during the academic year including Institutional Alcohol Awareness, Adult Children of Alcoholics, Student Alcoholics Anonymous, Sexual Assault Awareness, as well as Campus Ministry programs.

Security Awareness Programs. At the beginning of each academic year, Campus Safety and Holland Police Department meet with various groups to review procedures and advise them of the resources and programs available. Campus Safety is part of orientation of new students and employees of the College.

Reporting a Crime or Other Suspicious Behavior

On campus. The Campus Safety expects students, employees and visitors to report crimes or suspicious activities as soon as possible. When emergencies such as injury, fire, or crime occur on campus, persons should call 911 from campus phones. For non-emergency situations on campus, Campus Safety can be reached by dialing 7770 from campus phones or (616) 395-7770 from a cell phone.

The Campus Safety is located at 178 East 11th Street and is staffed 24 hours a day.

For any fire, police, or medical emergency, dial 911.

- Give your name, phone number, and exact location.
- Describe the nature of the emergency.
- Be prepared to respond to the Campus Safety Information Center dispatcher's questions or instructions.
- Please stay on the line until all pertinent information is obtained.

In response to your call, Campus Safety officers and other appropriate emergency teams will be sent to your location.

IF YOU ARE A VICTIM OF A CRIME OR OBSERVE ANY SUSPICIOUS ACTIVITY,
PLEASE REPORT IT IMMEDIATELY TO CAMPUS SAFETY.

SAFETY AND SECURITY ARE EVERYONE'S RIGHT.

SAFETY AND SECURITY ARE EVERYONE'S RESPONSIBILITY.

In addition to calling Campus Safety you may report an incident to the following areas:
Vice President, Dean of Students
Residential Life
Athletic Directors and Coaches

If an incident is reported to an official of the College, certain crime reports are required to be disclosed to the campus community as specified through the Jeanne Cleary Act.

If you are a victim of a crime and do not want to pursue action within the Hope College judicial system or the criminal justice system, we encourage you to still make a confidential report. The College can file a report on the details of the incident without revealing your identity while still informing the campus community that an incident has occurred. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. This can be done through the Campus Safety office or any of the above listed offices.

Off-campus. The college does not undertake any responsibility for crime prevention or for establishing or monitoring security policies and practices at off-campus sites controlled by registered student organizations. This is the jurisdiction of the Holland Police Department. The College does reserve the right to hold students accountable for violations of local, state and federal laws or behaviors that jeopardize the security and/or safety of the college or surrounding community. This policy can be found in the Hope College Student Handbook on the Student Development website (<http://www.hope.edu/student/development/>).

Emergency Response and Evacuation Procedures

Upon confirmation of a significant emergency or dangerous situation (i.e., gas leak, train derailment, contagious virus, etc.) involving an immediate threat to the health or safety of students or employees occurring on campus, the College without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

To confirm that there is a significant emergency or dangerous situation will be evaluated by the President of the College, Director of Operations, Director of Campus Safety, Associate Vice President of Public and Community Relations and Dean of Students. This group of individuals or their designee will gather all available information from their areas of expertise to determine who to notify, determine the content of the notification and will initiate the notification system.

The information will be disseminated on KNOWHOPE (the campus' internal homepage) and the college's publicly viewable home page. The College will also communicate with e-mail and written advisories as well as through the campus media and the text messaging system if necessary. The Holland Police Department may be informed as needed.

Hope College annually tests the emergency response and evacuation procedures and publicizes its procedures in conjunction with at least one test per calendar year. These tests will be documented and a description of each exercise including the date and time of the exercise and whether it was announced or unannounced.

Timely Warnings. In the event that a situation arises that constitutes an ongoing or continuing threat to the campus community, a "timely warning" will be issued. This

effort is coordinated through the Campus Safety, Student Development and the Public Relations offices. The warning will be issued on KNOWHOPE (the campus' internal homepage) and the college's publicly viewable home page. The College will also communicate with e-mail and written advisories as well as through the campus media and the text messaging system if necessary. The Associate Vice President of Public and Community Relations or their designee is the designated spokesperson for any college statement made to the news media. Anyone with information warranting a timely warning should report the circumstances to Campus Safety.

Help for Crime Victims

Campus Safety will assist victims by arranging transportation for medical attention due to an incident, taking incident reports, and helping victims work with the City Attorney's office and the Ottawa County Court. Campus Safety will forward reports on behalf of the victims to the appropriate officials.

If an incident is reported to a member of the Hope College Counseling Center or the Campus Ministry office, these reports are not required to be disclosed to the campus community. If deemed appropriate, the person reporting the incident may be encouraged to report the incident confidentially so it can be included in the annual crime report.

Hope College offers free counseling during the academic year and a 24 hour on-call crisis response system to students. Campus Safety also has contact information for after hour contact as well as a number of additional resources both on and off campus.

Counseling Center	616-395-7945
Campus Ministries	616-395-7145

Missing Person Policy

A Student at Hope College will be considered missing:

If after 24 continuous hours a student's location is not known and with reasonable inquiry cannot be determined where they are

OR

A student is missing, when their behavior contrary to an established pattern of behavior or there are unusual circumstances that may have caused their absence.

Official notification procedures of missing persons

- a. Any individual on campus who has information that a residential student may be a missing person should notify Campus Safety or a Residential Life staff member as soon as possible.
- b. Campus Safety will gather all essential information about the residential student from the reporting person and from the student's acquaintances (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.) Appropriate campus staff will be notified to aid in the search for the student.
- c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), Campus Safety will contact the appropriate law enforcement agency to report

the student is a missing person and the local law enforcement agency will take charge of the investigation.

- d. No later than 24 hours after determining that a residential student is missing, the Dean of Student will notify the appropriate parties (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
- e. Each Hope College student that lives in an on-campus student housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing, and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Sexual Assaults

An area of concern for colleges and universities throughout the country is the threat of sexual assaults. Hope College attempts to prevent these assaults from occurring and has policies to assist survivors and to hold offenders accountable of such assaults in conjunction with local law enforcement.

Education Programs. Students receive information about sexual assaults, date rape and acquaintance rape through various programs including information about prevention at Student Orientation. Information is also available through the College Sexual Harassment Advocates and Student Development, the Counseling Center as well as the Health Clinic on campus.

If a Sexual Offense Occurs

Reporting the offense. Students and other members of the college community who are survivors of sexual crimes are encouraged to report such incidents to Campus Safety as soon as possible and to seek support provided by the College through Student Development, the Counseling Center, Campus Ministries, and the Health Clinic. Students responsible for committing sex crimes can be subject to both college disciplinary action and state judicial proceedings. If a sexual assault occurs off campus, persons are encouraged to contact Ottawa County Central Dispatch by calling 911 from an off campus telephone. Students may also contact their Residence Hall Director, the Dean of Students, the Counseling Center, Health Clinic, Campus Ministries office or any Residential Life staff member. If the incident is not reported directly to Campus Safety or a local law enforcement agency, the College will assist the survivor in reporting the incident if she or he wishes.

Survivors should avoid showering or bathing after an assault to preserve physical evidence should they pursue criminal prosecution. Clothing should be placed in a paper bag (not a plastic bag) and saved as possible evidence. The victim is encouraged to have a physical exam at the hospital. If the survivor is a student, and the assault occurred more than 72 hours ago, that person is encouraged to go to the Hope College Health Clinic.

The Hope College Sexual Harassment and Assault Policy can be viewed at www.hope.edu/about/policies/

Questions about this policy may be directed to Dr. Leigh Wendtland-O'Connor, Counseling Center, 395-7945.

Aid to Victims. Survivors of sexual assault may receive support, counseling, or both, by contacting the Hope College Counseling Center at 395-7945 or the Center for Women in Transition at 1-800-848-5991. Other options can be discussed by contacting Campus Safety or the Student Development office.

Student survivors have the option to change their on-campus living arrangements after an assault, if such changes are reasonably available through Residential Life and Housing.

Hope College disciplinary procedures, as well as special guidelines for cases involving sexual misconduct are available in the Student Handbook (<http://www.hope.edu/student/development/>). The Handbook provides, in part, that the accused and the survivor will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the survivor and accused will be informed of the outcome of the hearing. A student found guilty of violating the College's sexual assault or sexual harassment policy could be criminally prosecuted in the county courts and may be suspended from the college. In addition to the Student Development website copies of the Student Handbook are available at Student Development, Campus Safety, Human Resources and the Provost's Office.

Registered Sex Offenders Information

Information concerning registered sex offenders is available through the Michigan Public Sex Offenders Registry. The registry is located online at: www.mipsor.state.mi.us

Illegal Use of Alcohol and Other Drugs

Hope College is committed to maintaining an environment of teaching and learning that is free of alcohol and illicit drugs. Possession and consumption of alcoholic beverages are not permitted on college properties and will be enforced in accordance with College regulations. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal law. Laws regarding the possession, sale and furnishing alcohol are governed by the State of Michigan and enforced by the Holland Police Department. Hope College's Counseling Center sponsors the program Adult Children of Alcoholics, which provides substance abuse counseling and is affiliated with several community agencies dealing with substance abuse including Alcoholics Anonymous for students.

The Drug-Free Schools and Communities Act Amendments of 1989 require that Hope College, as a recipient of federal funds including federally provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of alcohol and illicit drugs on college property is prohibited and that campus and community drug counseling programs are available. This Act and the provisions Hope College has taken to conform to the Act can be found in the Hope College Student Handbook <http://www.hope.edu/student/development/> and the Hope College Employee Handbook (<http://www.hope.edu/admin/hr/employment/policies.html>).

The Responsibility of the College Community

Security measures taken by the college does not relieve individuals of responsibility for self-protection. Victimization as a result of crime often occurs because we as law-abiding members condone it, excuse it, permit it, and/or submit to it by not taking precautions and by not fighting back immediately when it happens.

The cooperation and involvement of all members of the College community in a campus safety program is imperative. Members must assume responsibility for their own

personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, any student - male or female - is at less risk in the company of friends or by utilizing the shuttle service when on campus late at night. One should always remain sober and alert to the surrounding environment and less trusting when in association with strangers. Residential room and office doors should be locked at all times when they are unoccupied and when residents are asleep. Valuable items should be etched with the owner's information that can be easily identified. Engraving instruments can be obtained from Campus Safety for your use at no charge. Items should never be left unsecured and unattended, even for short periods of time. Bicycles should be registered at the Campus Safety office and should be secured with sturdy locks. Cars must be parked in assigned areas and should be kept locked. Valuables should be locked in the trunk. Campus community members should report any suspicious individual(s) or activity to Campus Safety immediately.

Firearms or weapons of any type or fireworks are not allowed on campus, this includes air soft guns, paintball guns or any other replica of a firearm. See section 9.0 in the Student Handbook (<http://www.hope.edu/student/development/>). The College discourages students from bringing weapons to campus for the purpose of target shooting or hunting. Under certain situations weapons for these purposes may be stored at Campus Safety.

Further information about *alcohol regulations, sexual assault procedures, shuttle service, and campus safety suggestions* can be found in the lobby of Campus Safety or in the Student Handbook (<http://www.hope.edu/student/development/>).

The Annual Disclosure of Crime Statistics

Hope College prepares this report annually to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Holland Police Department, Campus Safety, and Student Development at Hope College. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus Crime, arrest and referral statistics include those reported to Campus Safety, designated campus officials (including but not limited to Vice Presidents, Deans, Department Heads, designated Residential Life Staff, Judicial Affairs), and local law enforcement agencies.

The Campus Safety, Security and You report is published each year and is available to the campus community. An e-mail notification is sent to all enrolled students, faculty and staff that provides the link to the Campus Safety website (<http://www.hope.edu/admin/campsafe/information.html#CampusSecurity>) to access the report, copies of the report may also be obtained at the Campus Safety, Student Development, Human Resources and Admission offices.

Annual Crime Statistics

Crime	2007	2008	2009
Murder/Manslaughter			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non - Campus	0	0	0
Negligent Manslaughter			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non - Campus	0	0	0
Sex Offenses - Forcible			
On Campus Property	2	0	0
Residential Facilities	1	0	0
Public Property	0	0	0
Non - Campus	0	0	0
Sex Offenses - Non-Forcible			
On Campus Property	0	0	1
Residential Facilities	0	0	0
Public Property	0	0	0
Non - Campus	0	0	0
Robbery			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Public Property	0	2	0
Non - Campus	0	0	0
Aggravated Assault			
On Campus Property	0	0	1
Residential Facilities	0	0	0
Public Property	0	0	0
Non - Campus	0	0	0
Burglary			
On Campus Property	13	15	8
Residential Facilities	9	10	7
Public Property	0	0	0
Non - Campus	0	0	0
Motor Vehicle Theft			
On Campus Property	0	0	1
Residential Facilities	0	0	0
Public Property	0	0	0
Non - Campus	0	0	0
Arson			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non - Campus	0	0	0

On Campus Property - Any building or property owned or college by Hope College

Residential Facilities - Any campus housing unit owned by Hope College (subset of On-Campus total)

Public Property - All public property within reasonable contiguous geographic area of Hope's campus

Non - Campus - Any building or property owned or controlled by a recognized student organization

Hate Offences	2007	2008	2009
On Campus Property			
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Gender	0	0	0
Disability	0	0	0
Ethnicity	0	0	0
Residential Facilities			
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Gender	0	0	0
Disability	0	0	0
Ethnicity	0	0	0
Public Property			
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Gender	0	0	0
Disability	0	0	0
Ethnicity	0	0	0
Non - Campus			
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Gender	0	0	0
Disability	0	0	0
Ethnicity	0	0	0
Arrests	2007	2008	2009
Liquor Law Violations			
On Campus Property	15	5	6
Residential Facilities	15	4	6
Public Property	0	0	0
Non - Campus	0	0	0
Drug Law Violations			
On Campus Property	1	2	1
Residential Facilities	1	2	1
Public Property	0	0	0
Non - Campus	0	0	0
Illegal Weapons			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Public Property	0	0	0
Non - Campus	0	0	0
Disciplinary Referrals	2007	2008	2009
Liquor Law Violations	45	67	72
Drug Law Violations	0	5	9
Illegal Weapons	0	0	0

Hope College reports the required annual crime statistics to the U.S. Department of Education. This information is available online at:

<http://ope.ed.gov/security>

Hope College Sexual Harassment and Assault Policy Reports

Below are the statistics reported to the Sexual Harassment Policy advocates for the past five years. This data is collected at the conclusion of each academic year and compiled by the chair of the advocates. The statistics are ONLY incidents that have reported to an advocate and for which both parties are part of the larger Hope community. It is worth noting that the statistics are official numbers only, we have no way of tracking incidents that are not reported, or incidents that are not reported to an advocate.

	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006
Information only-no complaint	8	9	7	5	11
Program-based on complaint	3	4	0	1	0
Informal Process	2	2	1	0	0
Administrative Review	3	0	2	1	2
Formal Hearing	1	1	0	0	0
Appeal	0	0	1	0	0

Hope College – Annual Fire Safety Report

Resident Hall Fire and Safety Equipment

Each Resident Hall is equipped with a fully addressable (each device is mapped and pinpointed on a building map in the information center) fire alarm system which reports back to a Central Monitoring Station. The Monitoring Station (Located at Campus Safety) is manned by trained staff 24/7. The alarms are transferred to the Ottawa County Central Dispatch (Ottawa County 911) who in turn calls out the Fire Department. Campus Safety Staff have radio's which can communicate directly with the fire trucks as they respond.

Smoke Detectors are located in each residential room, hallways, mechanical, and trash rooms.

Fire Doors are equipped with Magnetic Door Holders which release the door in during an alarm to keep smoke and fire out of stairwells.

Fire Extinguishers are provided in all Resident Halls and are maintained according to NFPA standards. Resident Hall RA's are training in the proper use of fire extinguishers during RA training.

Cooking: For health and safety reasons, cooking is not allowed in residence hall facilities, except where kitchen facilities are provided.

Larger residence halls have kitchens that are available for the preparation of snacks by the residents of the residence halls. These kitchens, however, are not to be used for the preparation of meals on a regular basis.

Electrical Appliances: No electrical appliances with exposed heating elements are permitted in college residence facilities. A short list of approved appliances is stated below. All appliances must be in good working order and UL approved. If appliances are in poor condition or being irresponsibly used, they will be removed or repairs required immediately. Most household appliances, including microwave ovens, may not be used in student rooms because of fire hazard related to electrical drain or overload. Appliances using significant amounts of power or a large number of appliances in a student room must be approved by the Director of Campus Safety. Refrigerators of more than five Cubic feet are prohibited.

Authorized

UL approved iron
Hot Pot
Hair Dryer
Curling Iron
Clothes Steamer
Hot Air Popcorn Popper
Coffee Pot
Desk Halogen Lamps

Unauthorized

Microwave
Toaster
Space Heater
Halogen Floor Lamps
Toaster Ovens
George Foreman Type Grill

Resident Hall Fire Evacuation Procedures

- When the fire alarm sounds residents should evacuate the building by the nearest available exit.
- Before you leave your rooms feel the door to make sure it is not hot. If the door is hot do not open. Look for an alternative way out possibly by using your window. Call Campus Safety or signal out your window if you cannot get out by your self. The Fire Department will get you out of the building.
- Once outside the building go across the street away from the building and wait for emergency personnel to check the building. Do not re-enter the building until the alarm is silenced or emergency personnel have indicated you may return.
- If you see smoke or fire go to the nearest exit and pull the fire alarm pull station to alert others to the fire. Call Campus Safety from any campus phone by dialing 911 or by calling 911 on your cell phone (Ottawa County Central Dispatch) and report the fire.
- Smoking and open flame devices are not allowed in college housing units.

Cottage and Apartment Fire and Safety Equipment

Each Cottage and Apartment building at Hope College is equipped with a fire alarm system which reports to a central monitoring station manned 24/7 by professional staff. The alarm system reports the fire alarm to the Campus Safety Information Center who in turn contacts the Fire Department to respond to the fire. Campus Safety officers also respond to all alarms and are usually the first personnel on the scene.

Smoke Detection devices are located on all levels of the cottage or apartment according to the City of Holland Housing and Rental Code.

In addition to the smoke detection each cottage and apartment has carbon monoxide detectors that will report if levels of carbon monoxide are detected within the facility.

Fire Ladders are also provided in each cottage that has two or more stories. Fire Ladders are installed with instruction sheet to provide a secondary means of escape out of the structure in the event of a fire.

Fire Extinguishers are provided in each of the cottage and apartment buildings. Fire Extinguishers are maintained according to NFPA standards. Cottage and Apartment RA's are trained in how to properly use a fire extinguisher during RA training.

Cottage and Apartment Fire Evacuation Procedures

- When the fire alarm sounds residents should evacuate the building by the nearest available exit.
- Before you leave your room feels the door to make sure it is not hot. If the door is hot do not open. Look for an alternative way out possibly by using your window. Call Campus Safety or signal out your window if you cannot get out by your self. The Fire Department will get you out of the building.
- Once outside the building go across the street away from the building and wait for emergency personnel to check the building. Do not re-enter the building

until the alarm is silenced or emergency personnel have indicated you may return.

- If you see smoke or fire go to the nearest exit and pull the fire alarm pull station to alert others to the fire. Call Campus Safety from any campus phone by dialing 911 or by calling 911 on your cell phone (Ottawa County Central Dispatch) and report the fire.
- Smoking and open flame devices are not allowed in college housing units.

All fires need to be reported to Campus Safety at ext. 7770 as soon as possible. The Campus Safety department is open 24 hours a day / 365 days a year. Incidents of fires on campus should also be reported to the Director of Occupational Health and Fire Safety.

The Hope College and specifically the Director of Occupational Health and Fire Safety is continually looking for opportunities to improve fire safety on campus as well as to upgrade fire systems on campus.

Hope College Fire Safety Statistics 2009

Building	Fire Drills	Alarms	Fires	Cause	Damage	Injuries	Deaths
Albers Cottage	0	0	0	0	0	0	0
Avison Cottage	0	0	0	0	0	0	0
Beck Cottage	1	4	0	0	0	0	0
Beeuwkes Cottage	0	0	0	0	0	0	0
Belt Cottage	1	0	0	0	0	0	0
Bergen Cottage	1	1	0	0	0	0	0
Boers Cottage	0	0	0	0	0	0	0
Brownstone Apts	1	2	0	0	0	0	0
Brumler Apts	1	8	0	0	0	0	0
Cavanaugh Apts	1	1	0	0	0	0	0
Centennial Cottage	0	0	0	0	0	0	0
Centurian Cottage	1	2	0	0	0	0	0
Champion Apts	0	0	0	0	0	0	0
Cleo's Apts	0	0	0	0	0	0	0
College East Apts	1	2	0	0	0	0	0
Columbia Apts	0	0	0	0	0	0	0
Cook Hall	1	6	0	0	0	0	0
DeGraaf Cottage	0	0	0	0	0	0	0
Delta Phi Cottage	0	0	0	0	0	0	0
Deutsches Haus	0	0	0	0	0	0	0
Diekema Cottage	0	0	0	0	0	0	0
Doesburg Cottage	0	0	0	0	0	0	0
Dosker Cottage	0	0	0	0	0	0	0
DuBois Cottage	0	0	0	0	0	0	0
Durfee Hall	1	3	0	0	0	0	0
Dykstra Hall	1	3	0	0	0	0	0
Fairbanks Cottage	0	0	0	0	0	0	0
Fairbanks Townhouses	0	0	0	0	0	0	0
Fraternal Cottage	0	0	0	0	0	0	0
Fried Cottage	1	1	0	0	0	0	0
Gazelle Apts	0	0	0	0	0	0	0
Gilmore Hall	1	1	0	0	0	0	0
Grey Cottage	1	1	0	0	0	0	0
Gringhuis Cottage	0	0	0	0	0	0	0
Hawkinson Cottage	0	0	0	0	0	0	0
Hinkamp Cottage	0	0	0	0	0	0	0
Hoffman Cottage	0	0	0	0	0	0	0
Kappa Delta Chi Cottage	0	0	0	0	0	0	0
Kasteel Cottage	0	0	0	0	0	0	0
Klaaren Cottage	0	0	0	0	0	0	0
Klaasen Cottage	1	2	0	0	0	0	0
Kleinheksel Cottage	1	1	0	0	0	0	0
Klies Cottage	0	0	0	0	0	0	0
Kollen Hall	1	3	0	0	0	0	0
Kooiker Cottage	0	0	0	0	0	0	0
Kraker Annex	1	1	0	0	0	0	0
Kraker Apts	1	1	0	0	0	0	0
Kruithof Cottage	0	0	0	0	0	0	0
Kuizenga Cottage	1	1	0	0	0	0	0
Kuyper Cottage	1	0	0	0	0	0	0
Lampen Cottage	1	1	0	0	0	0	0
Lichty Hall	1	1	0	0	0	0	0
Mandeville Cottage	1	1	0	0	0	0	0
Marguerite Prins French House	1	0	0	0	0	0	0
Mast Cottage	0	0	0	0	0	0	0

Building	Fire Drills	Alarms	Fires	Cause	Damage	Injuries	Deaths
Mayors Cottage	1	0	0	0	0	0	0
Mulder Cottage	1	0	0	0	0	0	0
Oggel Apts	1	2	0	0	0	0	0
Parkview Apts	1	10	0	0	0	0	0
Patterson Cottage	0	0	0	0	0	0	0
Phelps Hall	1	1	0	0	0	0	0
Pieters Cottage	1	1	1	0	\$0.00	0	0
Poll Cottage	0	0	0	0	0	0	0
Reese Cottage	1	1	0	0	0	0	0
Reeverts Cottage	1	2	0	0	0	0	0
Reipma Cottage	0	0	0	0	0	0	0
Ross Cottage	1	1	0	0	0	0	0
Schrier Cottage	0	0	0	0	0	0	0
Schuppert Cottage	0	0	0	0	0	0	0
Scott Hall	1	8	0	0	0	0	0
Sib Cottage	0	0	0	0	0	0	0
Sigma Cottage	1	3	0	0	0	0	0
Sligh Cottage	0	0	0	0	0	0	0
Smith Cottage	1	5	0	0	0	0	0
Spanish Cottage	0	0	0	0	0	0	0
Steffens Cottage	0	0	0	0	0	0	0
Strong Cottage	1	1	0	0	0	0	0
Stryker Cottage	1	1	0	0	0	0	0
Sutphen Cottage	0	0	0	0	0	0	0
Sweet Apts	0	0	0	0	0	0	0
Taylor	1	0	0	0	0	0	0
Timmer Cottage	0	0	0	0	0	0	0
Tree House	0	0	0	0	0	0	0
VanderBorg Apts	0	0	0	0	0	0	0
VanDrezer Cottage	0	0	0	0	0	0	0
VanSaun	0	0	0	0	0	0	0
VanSchaak Cottage	0	0	0	0	0	0	0
VanVleck Hall	1	0	0	0	0	0	0
VanZyl Cottage	0	0	0	0	0	0	0
Venema	1	4	0	0	0	0	0
VerBeek	0	0	0	0	0	0	0
Visscher	1	1	0	0	0	0	0
Voorhees Hall	1	1	0	0	0	0	0
Welmers	1	0	0	0	0	0	0
Wyckoff	1	3	0	0	0	0	0
Yellow Duplex	0	0	0	0	0	0	0
Yonkman Arc	1	1	0	0	0	0	0
Zuverink	1	1	0	0	0	0	0
Zwemer Cottage	0	0	0	0	0	0	0
Total	23	47	1	Cooking	\$0.00	0	0

Unintentional Fire	
Cooking	
Smoking	
Open Flames	
Electrical	
Heating Equipment	
Hazardous Materials	
Machinery/Industrial	
Natural	
Other	
Intentional Fire	
Undetermined Fire	

Important Telephone Numbers

Campus Safety Department

Emergencies.....911
Non-emergencies.....7770
From off-campus.....(616) 395-7770
E-mail pubsafe@hope.edu
Website.....www.hope.edu/admin/campsafe/

Health Clinic

Non-emergency medical
assistance weekdays.....7585

Physicians Exchange

Non-emergency medical assistance
evenings and weekends.....392-8035

Health and Fire Safety.....7999

Counseling Center*.....7945

Student Development Office*.....7800

Public Relations Office.....7860

Campus Ministries*.....7145

Off-Campus Resources

Help Crisis Line.....396-4357

Crime Victim Assistance.....355-4310

Center for Women in Transition.....1-800-848-5991

Alcoholics Anonymous.....392-3360

* After hours contact information is available by calling Campus Safety

