

Divine Word College

2022 Annual Fire Safety and Security Report

OVERVIEW

The Higher Education Opportunity Act, the Clery Act, and the Violence Against Women Reauthorization Act require colleges and universities to prepare, publish, and distribute to all students and employees an annual report pertaining to the college's security policies, procedures and programs.

DISCLOSURE OF CRIME STATISTICS

These acts require colleges and universities to:

- Publish an annual report containing three years of crime statistics and campus policy statements
- Disclose crime statistics for the campus, public areas near campus, and certain non-campus facilities
- Provide campus alerts related to certain crimes that occur on or near campus and pose a potential threat to students, employees, and visitors
- Disclose in a public campus crime log any reported crime occurring on campus
- Publish an annual fire safety report containing three years of fire incidents on campus
- Publish an annual report containing the College's fire safety policies and procedures

A copy of this report is appended and also available on the College website at www.dwci.edu.

CAMPUS SAFETY

Divine Word College is a private institution of higher education. The Administration of Divine Word College is assisted by the Emergency Planning Committee in providing for the welfare and safety of the College community. The Emergency Response Team consists of the College President, the Rector of the SVD religious community, the Dean of Students, the Vice President for Operations and the Director of Maintenance.

EDUCATIONAL PROGRAMMING

In addition to specific policies and procedures in the Student Handbook and Divine Word College Policy Handbook, the College also provides opportunities for additional education on campus safety. The College contracts with Vector Solutions to assign various webinars that students, faculty and staff are required to view each academic semester. These webinars include fire safety, sexual abuse/assault awareness, alcohol and drug awareness, active shooter, and Clery Act, etc.

STUDENT HOUSING FACILITIES

The main College building has sixty (60) dormitory rooms, located on the first and second floor. Megan Hall is a separate building on the College campus, which houses residents on three floors, with thirty-eight (38) dorm rooms. The Arkfeld residence has two floors, with fourteen (14) rooms.

Fire alarms in these three buildings are connected to Per Mar Security Company, which directly contacts the Epworth Fire Department if an alarm is activated.

SECURITY OF CAMPUS FACILITIES

All properties are locked twenty-four hours a day, requiring a key or code to enter. The receptionist opens the door to the main building for visitors, who are asked to sign in and to wear a visitor's badge while in the building

All classrooms, faculty offices, conference rooms, computer labs, dorm rooms, and the library can be locked from the inside.

The College has inside video cameras to the keyed entrance doors of the main College building, Megan Hall, and the Arkfeld house. Outside video cameras monitor the main entrance of the College building, the student dorm area parking lot, and the rear of the main building and parking lot.

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COLLEGE LAW ENFORCEMENT

College personnel do not have law enforcement authority. In the case of any crime or medical emergency, the College calls 911 to contact the Dubuque County Sheriff. The College works with the Epworth Chief of Police should a crime take place. In the event of a medical emergency, the College calls 911 for assistance from the Epworth Fire Department and ambulance service.

FIRE SAFETY POLICIES/EVACUATION

At the beginning of each academic year, through the orientation program, the Dean of Students distributes information and emergency guidelines to all students, explaining the evacuation process. Emergency procedures are included in the College handbooks for students, faculty, staff, and religious community members. During an evacuation, all individuals should exit the building via the nearest exit.

Fire and tornado drills are held once each academic semester.

FIRE SAFETY REPORT

The College Emergency Planning Committee maintains a fire log recording fires, drills, and evacuation drills. The College also documents all fires.

There were no fires during the **2020 - 2022** reporting period.

STUDENT DORM REGULATIONS – FIRE SAFETY

All room furnishings and decorations must meet the requirements of the state and College fire and safety standards and regulations. Please note the following information:

- Cooking is limited in all student rooms.
- Electrical appliances, such as coffee makers, microwave, hot pots and fans are permitted.
- Cooking appliances, such as toasters, corn poppers, frying pans, sandwich grills, hot plates, and waffle irons are prohibited because of fire safety. The College reserves the right to remove unauthorized or dangerous appliances.

- Electric heaters can be used, but only with the permission of the Dean of Students.
- Students may not burn candles in their rooms.
- No cloth or other flammable materials are permitted to be hung in the doorway in such a manner as to block movement in or out.
- Room decorations and wall hangings, such as sheers, flags, fish-netting and macramé items, etc. are not to be draped or hung from the ceiling at any time.
- Live Christmas trees and wreaths are not allowed in the rooms. Only fireproof artificial trees may be used in dorm rooms. Spray snow may not be used to decorate windows or any other part of the room.

SMOKING POLICY

Divine Word College is a tobacco-free campus. In compliance with the Iowa Smokefree Air Act (HF-2212 142 D.1), and to protect the health of our students, faculty, staff and visitors, Divine Word College prohibits the use of tobacco products on its campus. Campus includes all College buildings, grounds, parking lots, College vehicles (regardless of location), athletic fields, dock areas and personal or commercial vehicles while on the DWC campus.

TIMELY WARNING

In the event that a crisis arises either on or off campus that, in the judgment of the College President, Dean of Students, or Rector of the religious community, constitutes an ongoing threat, a college-wide warning will be issued. The College President will determine the content of the notification and who will be the recipients.

The College President will make the official notification by email, phone calls, and/or the public address system.

MISSING STUDENT NOTIFICATION

Students must inform the Dean of Students if they plan to be away from the College for any length of time or overnight and must be granted approval for the absence. The student must leave a phone number where they can be reached.

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During registration for courses, students are asked to register a contact person for emergency situations in the Registrar's Office. The information is confidential and available only to authorized personnel and local law enforcement officials in furtherance of an investigation.

If a student or employee believes a student is missing, they are instructed to report the missing student to the College President or Dean of Students immediately. If it is determined that the student is missing, local law enforcement officials will be called immediately. The College President will then inform the student's contact person.

DRUG-FREE COLLEGE/WORKPLACE

In compliance with the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Divine Word College prohibits the unlawful possession, distribution or dispensing of drugs and alcohol by students and employees on College property or as any part of College activities.

All Divine Word College community members are responsible for abiding by the College policy and guidelines found in the Student Handbook and the Divine Word College Policy Handbook, available on the College website at www.dwci.edu.

The policy for students includes:

- In accord with the Iowa Code, students of the legal age (21 years of age and older) may drink alcoholic beverages. To sell or give or otherwise provide a person under the legal age with alcoholic beverages is prohibited.
- The consumption of alcoholic beverages is limited to specific areas of the College.
- Alcohol is not permitted in any areas unless permission is granted by the Dean of Students.

Counseling for any drug or alcohol problem and/or violation is available at the College Counseling office for students and employees. In addition, counseling is available from Substance Abuse Services Center, Dubuque, IA or the Turning Point at MercyOne, Dubuque, IA.

REPORTING INCIDENTS

The prompt reporting of crimes or suspicious behavior is encouraged. If students or employees receive criminal or emergency information, they should contact College officials promptly.

Divine Word College does have individuals who are considered Campus Security Authorities (CSA) under the Jean Clery Act. These members include:

- College President
- Dean of Students
- Human Resource Representative
- Vice President for Academic Affairs
- Rector of the SVD religious community
- Formation Directors

Who Are Not CSAs?

- Faculty who do not have responsibilities outside of the classroom.
- College Counselors
- Spiritual Directors or pastoral counselors

Crimes of the following nature must be reported:

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

Homicide: Manslaughter by Negligence: The killing of another person through gross negligence.

Murder and Non-Negligent Manslaughter: The willful, non-negligent killing of one human being by another.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or 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 great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or theft. This includes unlawful entry with the

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intent to commit a larceny or felony; breaking and entering with the intent to commit larceny; housebreaking, safecracking, and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Domestic Violence: Domestic violence is defined as felony or misdemeanor behavior with a current or former spouse, domestic or intimate partner, someone who shares custody of a child, someone who cohabitates, or someone who is situated as a spouse.

Dating Violence: Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to threaten, harm, intimidate, or control another person in a dating relationship. Dating violence does not include acts covered under the definition of domestic violence.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to feel fear/significant emotional distress. Stalking behaviors may include but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email, social networking site posts, websites, or any other undesired communication.
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a victim.
- Trespassing; vandalism; non-consensual touching; gathering information about a victim from family, friends, co-workers and/or classmates.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. These include *Rape, Fondling, Incest, Statutory Rape.*

Hate Crimes, liquor law violations and arrests, drug law violations and arrests, and weapons violations and arrests are also reported under the Clergy Act.

SEXUAL MISCONDUCT POLICY AND GRIEVANCE PROCEDURES (Taken from the Divine Word College Policy Handbook)

Divine Word College is a Catholic college seminary that reflects the values and heritage of the Society of the Divine Word. The College is committed to creating and maintaining a safe and respectful environment for all of its students, employees and visitors. Any form of harassment and sexual misconduct by members of the Divine Word College community will not be tolerated. This policy refers not only to a supervisor's actions with subordinates, or to a professor's/professional staff's actions with students, but also applies to actions between co-workers, co-students, and others with whom students and workers interact during the course of their education or employment at Divine Word College. Disciplinary sanctions will be taken up to and including termination of College employees and expulsion of students.

Divine Word College strives to provide equal employment opportunity, equal educational opportunity, nondiscrimination in programs/services and use of facilities, and an affirmative action program.

TYPES OF MISCONDUCT

Harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, gender identity or other protected group status. The College will not tolerate harassing behavior that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working or educational environment for members of the Divine Word College community.

Harassment is not always intentional, and does not have to be intentional to be illegal. It is the behavior that counts, not the identity of the participants. A person can feel harassed even if he or she is not the intended target of the behavior. While not all harassing behavior meets the standard of illegal conduct, any workplace harassment is inappropriate and will not be tolerated. Someone who feels harassed or is aware of incidents of harassment at Divine Word College, has a right and a responsibility to communicate and address the situation.

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Sexual Harassment is defined under this policy as severe, persistent or pervasive and objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature that limits or denies a person's ability to participate in or benefit from the College's education programs or activities, or creates a hostile working environment when:

- Submission to, or rejection of, the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- The conduct has the effect of unreasonably interfering with a person's work, professional or educational performance, productivity, physical security, participation in living arrangements, extracurricular activities, academic or career opportunities, services or benefits – or of creating an intimidating, hostile, or offensive learning or work environment.

Examples of sex discrimination and sexual misconduct may include, but are not limited to the following examples of unwelcome acts:

- **Verbal:** Insults, threats, jokes or derogatory comments based on gender; sexual innuendo or suggestive comments; sexual propositions or advances; pressure for sexual favors; corruption of a minor; importuning or public indecency.
- **Nonverbal:** Posting of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, or whistling; making obscene gestures; corruption of a minor; importuning; voyeurism or public indecency.
- **Physical:** Touching, pinching, squeezing, patting or brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse or assault, rape or sexual battery; sodomy or assault with an object; corruption of a minor; importuning; public indecency; felonious penetration including oral penetration, penetration with a body part, or penetration with an object no matter how slight; or prostitution.
- **Social Media:** Posting sexually explicit photos or harassing comments on social media sites.

Sexual Abuse. Iowa law, Code 709.1 (1992), defines sexual abuse as any sexual act between any persons

including non-consensual sexual intercourse (rape); non-consensual sexual contact (sexual assault and sexual exploitation) by either one when the act is performed with the other participant in any of the following circumstances:

- The act is done by force or against the will of the other. If the consent of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-induced sleep, or is otherwise in a state of unconsciousness or the act is done against the will of the other.
- When the victim is incapable of giving consent because he or she suffers from a mental defect or incapacity or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- The other person is a child (under age 18 and not married).

Sex Act. Iowa law defines "sex act" as follows: The term sex act means any sexual contact between two or more persons by penetration of the penis into the vagina or anus; contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person, . . . or by use of artificial sexual organs or substitutes therefore in contact with the genitalia or anus. Iowa Code 701.17 (1992)

Consent is informed, through mutually understandable words, which indicate a willingness to participate in mutually agreed upon sexual activity. At any time during consensual sexual activity, a person may refuse to continue further with any sexual activity. From the point of refusal; previous consent is rendered invalid.

Stalking. Divine Word College is determined to provide an atmosphere free of violence for all members of the college community. The college does not tolerate stalking, and will hold students or employees who engage in stalking behaviors accountable and will report them to local authorities.

Victims of stalking have the right to learn the outcome of their case, including any recommended sanctions against the accused.

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The College is committed to supporting victims of stalking through the College counselor who can assist with referrals to community-support services. This policy applies to all members of the College community.

The College defines stalking as a course of conduct directed at a specific person that would cause a reasonable person to feel fear/significant emotional distress. Stalking behaviors may include but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering information about a victim from family, friends, co-workers and/or classmates
- Manipulative and/or controlling behaviors such as threats to harm oneself or threats to harm someone close to the victim, defamation or slander against the victim.

Dating Violence. Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to threaten, harm, intimidate, or control another person in a dating relationship. Violent behavior is unacceptable in the College community and should be reported.

Domestic Violence. Domestic violence is defined as felony or misdemeanor behavior with a current or former spouse, domestic or intimate partner, someone who shares custody of a child, someone who cohabitates, or someone who is situated as a spouse. (Section 4002(a) of the Violence Against Women Act of 1994 (42 U.S.C.

13925(a).) (Roommates are not considered a domestic relationship unless they are involved in a relationship defined as domestic above.) Violent behavior is unacceptable in the College community and should be reported.

PROTECTION AND SAFETY TIPS

- Educate yourself about the realities of sexual assault. Knowledge can be a powerful tool in abuse prevention.
- Argue against dangerous gender roles and stereotypes that can lead to and perpetuate sexual violence.
- Trust your instincts. Pay attention and listen to your "inner voice" that tells you when something is wrong or feels unsafe.
- Communicate physical and sexual boundaries clearly and assertively. Your body belongs to you. You never lose the right to say "no" and can withdraw your consent in a sexual situation at any time.
- Be cautious when choosing to use alcohol or drugs, as they can increase the risk of sexual violence.
- Stay in well-lit areas when walking at night. Walking alone is not recommended. If a person must walk alone then he/she should let someone at the destination know when to expect him/her.
- Locks to cars and living areas should be in working order and always used.
- Be aware if someone suspicious is in a residence hall or walking around outside, call the Dean of Students or another College officer.
- Know that sexual assault is never the victim's fault, regardless of the situation they were in.

REPORTING SEXUAL ABUSE/ASSAULT

Anyone who believes he/she is the victim of sexual abuse at Divine Word College should immediately contact the Dubuque County Sheriff at 911 and the President of the College or appropriate administrator. Sexual assault may be reported to the College Counselor, who will maintain strict confidentiality unless the student or employee releases the information to other authorities.

- The victim has the right to choose to remain anonymous or keep a report confidential when reporting an incident.

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- Do not wash, douche, shower or launder your clothes after an assault, as such could result in destroying evidence.
- Report to a hospital emergency room as soon as possible for treatment and evaluation.
- Cooperate with police and College officials who will contact you for information to proceed with the case.
- Contact the College Counselor to receive assistance and access to counseling resources from a trained advocate. Victims of sexual abuse are referred to the Riverview Center in Dubuque, Iowa (563-557-0310) or the nearest Emergency Room at Finley Hospital (563-582-1881) or MercyOne Hospital (563-589-9666).
- In compliance with Title IX Law, a person accused of assault while residing at the College may be relocated or may be asked to leave the College pending investigation of the complaint as all students have the right to housing free of sexual or physical intimidation,
- If allegations of sexual assault are demonstrated, appropriate action for the complaint will be taken, up to expulsion or termination of employment (title VII, Pub. L. 88-352, 78 Stat.253 (42 U.S. C 2000e et sez.)
- The College has a number of Campus Security Authorities (CSAs). These individuals, by law, must report any incident for the College to be in compliance with the Jeanne Cleary Act. Mandatory reporters include but are not limited to the President, Dean of Students, Vice President for Operations, Vice President for Academic Affairs, and the Rector of the SVD religious community.

Retaliation. It is prohibited to retaliate against anyone reporting or thought to have reported sex discrimination/sexual misconduct behaviors or who is a witness or otherwise is involved in sex discrimination/sexual misconduct proceeding. Such retaliation is a serious violation of the policy and will be investigated as an independent act of sex discrimination. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited to:

- Unfair grading, evaluation or assignments
- Unfair changes to conditions of employment
- Information being withheld or made difficult to obtain
- Ridicule (public or private)
- Oral or written threats or bribes

The fact that someone did not intend to sexually harass an individual is not necessarily a defense to a complaint of sex discrimination. Regardless of intent, it is the duration, effect and characteristics of the behavior that determine whether the behavior constitutes sex discrimination. Harassing conduct may be disciplined even if the complaining person is not the intended target of the conduct.

This policy covers all members of, and visitors to, Divine Word College and those otherwise associated with the College including but not limited to: administrators, faculty, staff (administrative, professional and hourly), students, vendors, contractors, and volunteers.

Security Awareness. Divine Word College safety and security policies are reviewed with all students during the orientation period when school begins in the fall and with new students arriving for the spring semester. Policies are also reviewed with new employees. All College policies are available in the Student Handbook and Divine Word College Policy Handbook.

General information about sexual harassment and abuse are available in the College Counselor's Office. Information is also disseminated on area workshops regarding safety, security and sexual abuse.

Reporting. Individuals who believe they have been harassed or discriminated against and wish to file a formal complaint should address their concerns to the appropriate administrative official at the College as set forth below.

- A Faculty Member reports to the Vice President for Academic Affairs
- A Staff Member reports to the Human Resource representative
- A Student reports to the Dean of Students
- A Vice President reports to the President

If the complainant feels uncomfortable going to their appropriate administrator above, or the appropriate administrator is the subject of the harassment or discrimination allegations, the complainant should direct the complaint to one of the other appropriate administrators.

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Official allegations of harassment or discrimination are to be made in writing to the appropriate administrator as soon as possible and not later than thirty (30) calendar days from the date of the alleged harassing or discriminatory event. The complaint must include the following information: 1) name, address and telephone number of the complainant; 2) the nature of the complaint; 3) date(s) and location(s) of the alleged occurrence(s); 4) evidence on which the complaint is based; and 5) and the redress sought by the complainant.

Supervision. In extreme cases where the safety of individuals, the protection of property, or the continuity of the educational process may be in danger, the appropriate administrator, in consultation with the President, can decree the immediate suspension of an individual or individuals. In these cases, the individual must respond to the charges within 72 hours of notification, or waive his/her right to further appeals process.

Investigation. The appropriate administrator will have twenty (20) calendar days in which to conduct an investigation of the complaint. The appropriate administrator may act as investigator or may arrange for another individual to act as the investigator in the matter. The purpose of the investigation is to establish (1) whether there is reasonable basis for believing the alleged and a violation of the policy has occurred, and (2) the factual circumstances surrounding the claim.

At the present time Divine Word College does not have a trained investigator on staff so a trained person with expertise will be contracted from an area organization in the Dubuque area to investigate and conduct hearings in a manner that “protects the safety of victims” and “promotes” accountability.

The investigator will interview the complainant, the person against whom the complaint is made, and may interview any other persons believed to have pertinent factual knowledge. A copy of the College’s anti-harassment policy and complaint procedure will be provided to both complainant and accused. At all times, the investigator will take steps to maintain strict confidentiality to the fullest extent practicable. The

parties and any notified administrator of the College or supervisor will maintain strict confidentiality as well.

The investigation will afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The investigator will be in communication with the complainant until the complaint is resolved. The complainant will be informed of general actions taken but will not be informed of specific conversations held with the person against whom the complaint is made.

Both the complainant and the accused have the same right to have an advocate present during the interviews. This would be a person of the student or employee’s choosing.

The standard of evidence used by the investigator is preponderance of evidence standard of proof. This means that the College resolves complaints based on what they believe is more likely than not to have happened.

Determination of Facts. Upon the expiration of the twenty (20) calendar day period the investigator will have an additional ten (10) calendar days to produce a written report summarizing the findings of fact. This report will be provided to the appropriate administrator of the College or supervisor and to the Title IX Coordinator, currently the Vice President for Operations. The Title IX Coordinator will review the report within ten (10) days and determine appropriate sanctions if any. Both parties involved will then be notified concerning the determination of facts and any sanctions imposed.

Sanctions. Sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances. If the sanctions are imposed this report will become part of the personnel file of the individual against whom the complaint is made.

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DIVINE WORD COLLEGE CAMPUS SAFETY AND SECURITY REPORT

Reporting date: October 1, 2023

Divine Word College publishes the following annual security report as required by the Crime Awareness and Campus Security Act of 1990 Section-204-Disclosure of Campus Crime Statistics.

This report discloses crime statistics for the campus, public areas near campus, and certain non-campus facilities reported to campus security authority or local police agencies for the past three calendar years ending December 31, 2022:

	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded crimes	0	0	0
FIRES	0	0	0
Megan Hall-115 1 st Street SW	0	0	0
Leonard House-309 First Street SW	0	0	0
Arkfeld House-204 South Center Avenue	0	0	0
Main Campus-102 Jacoby Drive SW	0	0	0

You can access the most recent statistics for Divine Word College reported to the Department of Education at <http://ope.ed.gov/security/index.aspx>.

