

Harding University Florence, Italy Annual Security Report 2023

Harding University in Florence, Italy (HUF) is committed to providing a safe, congenial and secure environment for our students, faculty, staff and guests. Because a truly safe campus can only be achieved through the cooperation of all students, faculty and staff, we hope that you will join our effort to ensure that this endeavor is effective.

In the early years of HUF, Harding University occupied the villa of the Florence Bible School. More than 200 HUF students enjoyed the use of the Bible School property from 1980-84. The Board of Harding decided to purchase a villa in Florence to serve as a permanent campus for the International Programs in 1984. After thorough investigation of villas, a villa in the Tuscan hills overlooking Florence was purchased in 1984.

Who to contact in Case of Emergency

In case of emergency, contact Robbie Shackelford whose office is located on the second floor of the building. Robbie Shackelford will then be responsible for contacting appropriate law enforcement or emergency services personnel.

Security personnel on duty

Harding University in Florence does not maintain a Security Department, and therefore, has no Security personnel on duty. However, the grounds are surrounded by a 12ft. tall security fence and the building is secured by keypad entry 24 hours a day.

Reporting crimes, fires, or any type of emergency

Students, faculty, staff and visitors should immediately report criminal activity or any type of emergency on campus to the Office of Robbie Shackelford, telephone number +39055768622.

Emergency Response and Evacuation Procedures

Purpose

This crisis communication plan provides policies and procedures for the coordination of communications within the university, and between the university, the media, and the public in the event of an emergency. This plan is not intended to change the way emergencies are initially reported. All emergencies at HUF should be reported immediately to Robbie Shackelford.

In addition to addressing media relations and communications issues, this plan includes procedures for the rapid identification of potentially harmful situations and the methods for responding to those situations quickly and effectively. The goal of this plan is to ensure that campus officials and communicators are familiar with those procedures and their roles in the

event of a crisis.

Procedures

Assessment- The individual who encounters the potential crisis should immediately report the situation to Robbie Shackelford. He will then determine whether an immediate communications response is necessary and, if so, will initiate an emergency message via the Everbridge Emergency Notification System and/or by notifying students in person. Robbie Shackelford or his designee, in conjunction with Audra Pleasant, Executive Director of International Programs, will then determine whether the Harding University Main Campus Communications and Marketing Department should be contacted to formulate media response. Members of the Communications and Marketing Department to be contacted are:

- a. Candice Moore, Assistant Vice President for University Communications and Marketing or;
- b. Kristen Nicholson, Manager of News Services

Response

If the Main Campus Communications and Marketing Department is contacted in regards to the crisis, the Assistant Vice President for University Communications and Marketing, or her designee, should develop a plan of action including some, or all of the following after consulting with the main campus Public Safety Department and/or the Emergency Management Committee to assess the nature and scope of the situation:

- 1. Designate a spokesperson.** In most cases the spokesperson should be the Assistant Vice President for University Communications and Marketing or her designee. The person possessing the most direct knowledge of the crisis may be designated the spokesperson by the Assistant Vice President for University Communications and Marketing or the President of the University.
 - a. In cases of a significant crisis, the President of the University or the highest ranking university official may take the lead in conveying the administration's response to the crisis, showing that the university has control of the situation, calming public concern, and setting an example for the entire community.
 - b. Public information spokespersons (those dealing most directly with day-to-day media inquiries) may also include the Assistant Vice President for University Communications and Marketing, Candice Moore, or the Manager of News Services. Communications spokesperson(s) from specific areas may also be designated (i.e., the Director of HUF, Robbie Shackelford).
- 2. Draft a fact sheet.** The fact sheet should contain a summary statement of the situation including all known details to be released to the media. This information should be made available to (and approved by) the President or the President's designee. This fact sheet should be analyzed with respect to the public's need for information and concerns for privacy and security.

3. Notify key constituencies. Determine key constituencies that should be informed of the crisis. It is important to keep administration, faculty, staff, and students informed of appropriate details and actions taken by the university during an emergency. Effective communications will help quell rumors, maintain morale, and ensure continued orderly operations of the university. Among the groups that should be considered for communication in a crisis situation are:

- a. Emergency service providers
- b. Administration, faculty, and staff
- c. Students
- d. Board of Trustees
- e. Parents/Spouses of students
- f. General public
- g. Mass media
- h. Alumni
- i. Government entities

Initial notification about any significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees occurring on campus will be conducted by Robbie Shackelford and/or staff members communicating in person with any classes taking place within the building at the time of the emergency. A broader notification may also be made via the internet on the campus Pipeline system and via the Harding University Everbridge Notification System. This notification to the general HUF community will be made without delay, taking into account the safety of the community, 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.

Emergency notification through the Harding University Everbridge Emergency Notification System will be conducted by Robbie Shackelford, Mona Shackelford, Silvia Barbieri, or key members of the Main Campus Emergency Management Committee in conjunction with the Communications and Marketing Office. Members who have been authorized and designated to send out emergency messages to the HUF community are:

Audra Pleasant, Executive Director of International Programs
Robbie Shackelford, Director of HUF
Mona Shackelford, Assistant Director of HUF
HUF Assistant to the Director and Program Staff
Silvia Barbieri, HUF Secretary
Lora Fleener, Manager of Student Support and Communications
Craig Russell, Director of Public Safety
Kevin Davis, Assistant Director of Public Safety

Candice Moore, Assistant Vice President for University Communications and Marketing
Kristen Nicholson, Manager of News Services

Examples of significant emergencies or dangerous situations include, but are not limited to, the following:

- a. Fire
- b. Pandemic or serious illness
- c. Severe weather such as a tornado
- d. Earthquake
- e. Hazardous materials incident (ex. Gas leak)
- f. Active Shooter
- g. Terrorist Incident
- h. Bomb Threat
- i. Civil unrest or rioting
- j. Explosion

Other situations in which the Everbridge notification system will be used include:

- a. Power outage
- b. School cancelation or delay

The emergency notification will include information about the emergency situation as well as instructions to follow. Procedures to follow during an emergency situation include:

- a. Depending upon the nature of the emergency, students and employees will either be directed to evacuate to a safe area or to shelter in place. Evacuation areas have been established for each building on campus, and building managers will ensure that everyone in the building is made aware of the evacuation assembly points for accountability
- b. Academic buildings and residence halls will be secured by university personnel as needed
- c. University personnel will establish a safe perimeter around the emergency area and will inform students and employees of where they can safely evacuate to.
- d. University personnel will work in conjunction with local emergency response agencies to safely respond to and mitigate the emergency situation.
- e. University personnel will communicate with the campus community to provide initial and follow-up information regarding the emergency and steps to follow.
- f. Actions taken by the university will be in accordance with the Harding University Emergency Management Plan.

- 4. Assign appropriate people to communicate** the facts of the situation (contained in the fact sheet) and the university's intended response.

- a. **Emergency Service Providers-** should be notified by a representative from the HUF campus
- b. **Campus Administrators, Faculty, and Staff-** Information to administrators other than those selected to serve on the Emergency Management Committee or in the Emergency Operations Center should be provided via the Everbridge Emergency Notification System, facsimile, electronic mail, campus mail, voice mail, postings on the www.harding.edu web site and telephone postings at 501-279-INFO (279-4636) and/or mass meetings.
- c. **Students-** Notices to students may be submitted through the Everbridge Emergency Notification System, through mass electronic mail, postings on the www.harding.edu web site, telephone postings at 501-279-INFO (279-4636) and/or through mass meetings if needed. Mass meetings can be set up at HUF or on Harding's Main Campus in the Benson Auditorium, the Administration Auditorium or the Heritage Auditorium. The Assistant Vice President for University Communications and Marketing will be responsible for disseminating this information with the assistance of the Director of HUF.
- d. **Board of Trustees-** May be reached by telephone or facsimile. Phone lists are maintained by Cindy Hunter, Secretary to the President. The President of the University or his designee will be responsible for communicating with this group.
- e. **Parents or Spouses of Students-** Parents or spouses may access information via Harding's web site at <https://www.harding.edu/academics/study-abroad/security>, through Harding University's information phone line at 501-279-INFO (279-4636), and additional information lines that may be established depending on the need.
- f. **General Public-** The general public may access information much the same way as parents at <https://www.harding.edu/academics/study-abroad/security> or by calling 501-279-INFO. If needed and appropriate, community meetings may be set up at HUF or on Harding's Main Campus in the Benson Auditorium, the Administration Auditorium or the Heritage Auditorium. The Emergency Operations Center will make the determination about holding public meetings.
- g. **Mass Media-** The Manager of News Services may prepare news releases for distribution. All media inquiries should be directed to the Manager of News Services.
- h. **Alumni-** Alumni may access information in the much the same way as parents and the general public at <https://www.harding.edu/academics/study-abroad/security> or by calling (501) 279-INFO. In addition to these outlets for information, the Director of Alumni and Parent Relations, Heather Kemper, will post information to the Alumni Digest (an electronic digest to which many alumni subscribe).
- i. **Government Entities-** Robbie Shackelford will notify local Florence governmental entities as necessary and appropriate. If U.S. government entities (Mayor's, County Judges, Governor's Office, etc.) need to be informed, the Emergency Operations Center, under the direction of the President of the

University, will determine the time and means by which these notifications will be made.

Testing Procedures

Testing is a crucial component of any Emergency Management Plan to ensure the functionality of the plan and to identify and correct any deficiencies. Harding University conducts testing to ensure the continuity of the Emergency Management Plan.

As part of the Emergency Management Plan testing process, at least one annual test of the Harding University Everbridge Emergency Notification System will be conducted at the HUF Campus. This test will include a live evacuation of the building in conjunction with emergency information being disseminated via the Everbridge Emergency Notification System.

A test of the emergency evacuation and notification system was conducted at the HUF campus on May 12, 2023. It simulated a fire and was an unannounced drill.

Threat Assessment Team

Harding University is committed to providing an environment that both supports students and challenges them to realize their full potential. Ensuring the physical and emotional safety for all students, faculty and staff is of utmost importance in promoting an atmosphere that encourages learning and productive employment. Behavior or the threat of behavior that presents a danger to self or others in the campus community will be addressed by the appropriate university personnel.

The Threat Assessment and Behavior Intervention Team is an advisory group of administrators who may assist one another in the identifying, assessing and monitoring of high risk behaviors exhibited by members of the campus community and individuals from outside the university who could pose a threat to the campus community. The team may assist in determining whether an individual is a threat to self or others and make recommendations to the appropriate university personnel for action that may be taken. The Threat Assessment and Behavior Intervention Team has six regularly scheduled meetings per year to review or discuss policies and procedures related to threatening behavior, make recommendations to the appropriate university personnel, discuss past, present or potential future threats to the Harding community and discuss legal developments regarding university threat assessment and management. The team also meets as needed to address specific concerns to the University as those concerns arise. Team members are:

Zach Neal (Co-chair) – Assistant Vice President Student Life

Craig Russell (Co-Chair) – Director Public Safety

Jean-Noel Thompson – Executive Vice President

Mary Darden – Director Student Health Services

Lew Moore – Director Counseling Center

David Ross – Assistant Vice President Human Resources

All members of the university community are encouraged to be alert to the possibility of violent acts on the part of students, employees, visitors or others. Information regarding violence, the threat of violence or other behavior of concern should be immediately reported to campus officials. Reports will be handled in a confidential manner to the extent possible. Concerns may be reported to any member of the team. For an immediate threat or emergency call Public Safety at (501) 279-5000.

Recognizing Warning Signs (Emotional Distress)

A pamphlet is distributed annually to all faculty and residence life staff that provides information on warning signs to detect student problems at an early stage. The pamphlet is distributed by the Harding University Counseling Center, and additional copies may be obtained in that office. Faculty and Staff are provided with information about warning signs regarding the following topics:

- a. Excessive class absence or tardiness
- b. Apathy or indifference towards instructors or class material
- c. Appearance of being lonely, troubled, or preoccupied
- d. Low performance levels on tests and assignments
- e. Social inadequacies or conflicts that are apparent
- f. Neglect of physical appearance or state of health
- g. Observable disorientation of speech, actions, or awareness of a reality perspective

Information is provided about specific symptoms including: agitation, depression, apathy, fatigue, projection of self/self-esteem, attitude/disposition, and anxiety. In addition, information is provided to recognize symptoms of drug use for various drugs including: depressants, stimulants, narcotics, hallucinogens, and alcohol.

Institutional response to reports of criminal activity or emergencies

After receiving a report of an emergency or criminal activity, personnel will respond in the following ways, depending on the nature of the report:

1. In the case of an emergency that presents some kind of physical danger, personnel will,
 - a) first request assistance from appropriate professionals such as the local police, fire department or ambulance services;
 - b) second, provide assistance to those effected by the emergency.
2. In the case of a serious criminal offense that requires immediate assistance from local

- law enforcement professionals, personnel will,
 - a) first, request assistance from local law enforcement professionals;
 - b) second, assist in the investigation as requested by law enforcement professionals.
- 3. In the case of criminal offenses that do not require immediate assistance from local law enforcement professionals, personnel will,
 - a) inform local law enforcement professionals of the offense.
- 4. In the case of criminal offenses that occur on campus, but are disposed of by local law enforcement officials, personnel will,
 - a) check with city police officials for any arrests made for crimes that occur on campus.

Missing Student Notification

Each student living at HUF will register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers, only for the purpose of a missing student investigation, may have access to this information. This information is recorded on a Missing Student Notification Form that the student is required to complete. For every student less than 18 years of age who is not emancipated, parents or legal guardians will be automatically notified that their child is missing. Regardless of whether the student has registered a contact person to be notified, if they are determined to be missing for a period of 24 hours, local law enforcement agencies will be notified unless the local law enforcement agency was the entity that made the determination that the student was missing.

To report a missing student, the Director of HUF should be notified. Residents can also report missing students to their Resident Assistant (RA) or to any other staff member at HUF.

All official missing student reports must be made to the Director of HUF, who in turn, will contact local law enforcement agencies. Students living at HUF must report each evening for curfew. Resident Assistants are responsible for physically checking for the presence of every student to ensure that they are present and accounted for. If a student is not present or accounted for, the Director of HUF will immediately begin attempts to locate the student.

Within 24 hours (sooner when possible), missing student reports will be forwarded by the Director of HUF to the Executive Director of International Programs. The Office of Student Life and the Public Safety Department on the main campus will also be notified. The Director of HUF or his designee will contact emergency contact persons listed on the student's Missing Student Notification Form, including the student's parent or legal guardian if given permission by the student, in an attempt to locate the missing student. The local U.S. embassy or consulate will also be notified.

The President of the university and other university administrators, including the Executive Vice President and the Vice President for Finance, will be notified of any student who has been missing 24 hours. The Office of Communications and Marketing will be responsible for issuing all official press statements in regards to the missing student. The Director of HUF and other campus officials will work closely with local law enforcement personnel until the matter is resolved.

Enforcement Authority of Harding University in Florence Personnel

Harding University in Florence administrators have been given the authority to enforce the Code of Student Conduct regulations of Harding University in Searcy, AR and the additional regulations of the Florence campus as set forth in the general catalog and/or those made by the president or the board of trustees of Harding University.

Relationship with state and local police agencies

School administrators periodically check with local law enforcement agencies to ensure that all crimes occurring in the areas adjacent to campus are reported.

HUF encourages the accurate and prompt reporting of all crimes on campus

Students, faculty and staff are all encouraged to promptly report all crimes that occur on campus immediately to Robbie Shackelford. Students, faculty and staff are made aware of this need through this brochure.

Access to Harding University Apartments

Members of the opposite sex are not allowed to enter the apartments of single individuals. Exception: maintenance and cleaning personnel.

Access to educational buildings

All classes are conducted in the main building of the complex. The grounds are secured by keypad entry 24 hours a day.

Security Considerations Used in the Maintenance of Campus Facilities

Administrative personnel work closely with maintenance staff to ensure that safety remains a priority in the regular maintenance of campus facilities. Personnel report defective door locks, broken windows or any other maintenance concern that might present a safety problem to the maintenance staff.

Curfew

All students must be in the building at the curfew hour set by the administration and board of trustees. Any student needing to be out later than the set curfew must receive late permission from the appropriate personnel.

Safety Programs

Students are provided with fire evacuation training during orientation. This training includes where evacuation route maps are posted and how to safely evacuate the building.

On-site personnel have been trained in CPR and the use of defibrillators.

Off-Campus Student Organizations

HUF has no recognized off-campus organizations.

Drug and Alcohol Use Policy(Section 120(a)-(d) Higher Education Act [Drug-Free Schools and Community Act of 1989])

HARDING IS A DRUG-FREE SCHOOL - IT'S THE LAW

Harding's policy states that drug and alcohol possession or use is not tolerated. Harding has chosen to take a strong stand against the use of controlled substances because of the significant risks that students assume when deciding to use them. Many of these substances are physically or psychologically addicting; the composition of "street" drugs can never be determined by the user and is often dangerous; strictly enforced laws and policies can lead to serious consequences for even the experimenter or occasional user. The negative personal consequences that can happen to a student far outweigh any brief exhilaration or escape. The university strongly believes that any use of controlled substances is contrary to the mission of Harding University. Students seeking information or personal assistance for substance abuse can receive counseling and referral to community resources in the Counseling Center.

The Drug-Free Schools and Communities Act requires the institution to outlaw the possession, use, or distribution of illegal drugs and alcohol by students and school employees on school property or during school activities. It also requires us to explain the risks that drug and alcohol use may cause to an individual's health.

Drugs and alcohol can:

- Distort what an individual sees, hears and feels.
- Makes an individual feel they are doing their best when their actual performance is poor.
- Cause crime at school.
- Interfere with how an individual's brain uses information.
- Gives an individual a criminal record.

Marijuana use can:

- Cut mental powers.
- Slow physical reflexes.
- Affect space and distance judgment.
- Make an individual forgetful.
- Damage lungs, reproductive organs, and brain.

Cocaine use can:

- Cause a heart attack.

- Cause emotional problems, mood swings, or lack of dependability.
- Cause an individual to make poor judgments.
- Cause crime.
- Be addictive.

Heroin use can:

- Cause total disinterest in anything except drugs.
- Cause crime.
- Spread disease.
- Result in overdose, coma, or death.
- Cause school and family problems.

Hallucinogen use can:

- Cause distortion.
- Cause sudden, bizarre behavior changes.
- Cause loss of concentration and memory.
- Cause permanent loss of brain function.

Alcohol use can:

- Cause loss of concentration, coordination, and judgment.
- Cause inability to deal with problems.
- Increase aggressive behavior.
- Cause difficulty in learning and remembering.
- Permanently damage liver, heart, and brain.

Amphetamines use can:

- Make an individual panic or behave wildly.
- Be addictive.
- Cause brain damage.

Sedative use can:

- Slow down mental processes and reflexes.
- Cause kidney and liver damage.
- Be addictive.

Inhalants can harm an individual's:

- Vision.
- Memory.
- Thinking.
- Coordination.
- Breathing.

Steroid use can:

- Damage the heart, liver, and reproductive system.
- Cause depression.
- Lead to heart attacks and strokes.

Tobacco use can:

- Cause smelly hands, hair, and clothes.
- Cause wrinkles.
- Cause bad breath and stained teeth.

- Cause cancer.
- Cause heart and lung disease.

Federal and state laws prohibit the possession, use, or distribution of illicit drugs. In addition, the state of Arkansas has laws that pertain to alcohol use and possession. A list of federal penalties and sanctions for illegal trafficking and possession of a controlled substance may be viewed at <https://www.dea.gov/druginfo/ftp3.shtml>. A list of Arkansas state penalties and sanctions regarding controlled substance are provided through the “Arkansas Law” link at <http://www.arkleg.state.ar.us/assembly/2015/2016F/Pages/Home.aspx>. A brief overview of federal and state sanctions is available in the Office of Student Life.

Anyone suspected of possessing, selling or using alcohol or illegal drugs is reported to Robbie Shackelford, Field Director of Harding University in Florence. If the Field Director determines that alcohol or illegal drug use in fact took place, that student will be suspended from school.

In addition to University disciplinary action the Federal Government has also imposed the following actions:

A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title (1998 Higher Education Amendments of 1998) during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance: Ineligibility period is:

First offense.....1 year

Second offense.....2 years

Third offense.....Indefinite

The sale of a controlled substance: Ineligibility period is:

First offense.....2 years

Second offense.....Indefinite

Enforcement of Underage Drinking and Drug Laws

Any student suspected of underage drinking or the possession, use or sale of illegal drugs will be turned over to the Field Director for disposition. If the Field Director makes the determination that the student was in fact involved in any of the above listed activities, the Field Director will dispose of the case either through the University judicial process or by turning the case over to

local law enforcement officials for prosecution.

Timely Notices to the Campus Community Concerning Reports of Crimes

All students, faculty and staff are instructed to immediately report any criminal activity that occurs on campus to Robbie Shackelford. After reviewing the facts concerning the reported crime, administrative personnel will make a determination whether or not the crime is considered to be a threat to other students and employees. If administrative personnel determine that the crime does present a threat to other students or employees, a warning will be distributed to the campus community by campus mail, chapel announcements, or any other means that the administration feels would be effective. If the threat is considered to be an immediate threat, warnings will be given in person to personnel in areas that would likely be at risk.

Dating Violence, Domestic Violence, Sexual Assault, and Stalking

In accordance with the Clery Act and the Violence Against Women Act, when a student or employee reports to Harding University that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the following information, services, and resources are available.

Prevention Programs: Harding University's commitment to providing a safe campus

Harding University offers a mandatory online training program to new students and employees designed to promote awareness of dating violence, domestic violence, sexual assault, and stalking. The training program also informs and educates victims about procedures that will be followed and the rights afforded to them. Information in this online training program is available to students and employee on Canvas via Pipeline.

The Department of Public Safety offers Rape Aggression Defense classes at least twice a year. The classes are designed to enhance students' and employees' safety and to increase awareness in how to avoid potentially dangerous situations.

The Department of Public Safety also offers training for Behavioral Intervention at least once a year. This class is designed (1) to promote awareness of dating violence, domestic violence, sexual assault, and stalking and (2) to provide information and guidance on how to safely intervene when confronted with these or similar occurrences.

Harding has also conducted programs in chapel designed to bring awareness to campus about sexual violence issues.

Brochures regarding sexual violence prevention are available in the Department of Public Safety, Office of Student Life, and the Counseling Center.

Immunity

Students who believe they are victims of dating violence, domestic violence, sexual assault, or stalking may obtain redress through University procedures. Complainants and witnesses who

report or participate in an investigation of dating violence, domestic violence, sexual assault, or stalking will not be subject to disciplinary sanctions, such as suspension or probation, for violations of the code of conduct that occurred at or near the time of the incident.

Definitions

Dating Violence- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

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

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

Sexual Assault- An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR Program

Rape- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim

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

Incest- Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Statutory Rape- Non-forcible sexual intercourse with a person who is under the statutory age of consent

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

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress

Course of conduct- Two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property

Substantial Emotional Distress- Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

Consent- A concurrence of wills. The ability of the victim to give consent must be a professional determination by the law enforcement agency.

- Consent is an active agreement, it cannot be coerced

Procedures for Victims of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Procedures for Victims

The following procedures apply to acts of dating violence, domestic violence, sexual assault, and/or stalking:

1. After acts of violence, assault, and stalking, it is crucial to preserve evidence. In the event of a sexual assault, a victim, to preserve evidence, should not bathe or change clothes until he or she has contacted the Department of Public Safety or public law enforcement authorities.
2. The incident may be reported to the Department of Public Safety in person or by calling 501-279-5000. The victim's RA, RLC, or immediate supervisor (if an employee) can also assist in contacting the Department of Public Safety.
3. A victim may:
 - a. Personally notify appropriate law enforcement authorities. (Contact Searcy Police Department for incidents occurring within the city limits.)
 - b. Be assisted by Harding University officials in contacting local authorities, if a victim asks. A victim reporting the crime may press charges immediately, at a later date, or not at all. The filing of criminal or civil charges against the alleged offender may not preclude disciplinary actions by Harding University if University students or employees are involved in the incident.
 - c. Decline to notify law enforcement authorities.
4. Harding University will assist persons who have obtained orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil or tribal courts. The Department of Public Safety will assist in notifying the Searcy Police Department for enforcement of such lawful orders.

5. Claims made against a student should be filed with the Office of Student Life in Student Center 218 or in the Public Safety Office in Kendall Hall. Claims made against a faculty or staff member should be filed with the Office of Human Resources in the Ezell Building, room 130.

Confidentiality of Victims and Other Parties

As defined in 42 U.S.C. 13925(a)(20), Harding University will remove identifying information about victims from records made available to the public.

Harding University will keep as confidential any accommodations or protective measures provided to a victim, to the extent that maintaining such confidentiality would not impair Harding's ability to provide the accommodations or protective measures.

Existing Assistance and Services Available to Victims

Harding University provides annual written notification to students and employees regarding services available to victims of violence, assault, and stalking through (1) the Annual Security Report and (2) through an online training program. The services include:

Counseling/ Mental Health Assistance: Victims of sexual assault may feel the need for personal counseling. Free counseling services are provided on campus by licensed professional counselors. Harding University officials may assist in arranging off-campus counseling services when preferred. Cost of off-campus counseling services is the responsibility of the student or employee. Mental health issues that require inpatient treatment may be treated by the Unity Health Compass Unit located at 1200 S. Main Street in Searcy (501-278-3100).

Health: Harding University maintains a health care center for all students under the supervision of a registered nurse. Student Health Services provides care for illness, accidents, and emergencies that can be adequately treated by registered nurses. There are no fees for treatments or medications, with the exceptions of allergy shots and some vaccines (influenza, hepatitis A, hepatitis B, tetanus, tuberculosis skin tests). The facility is located at 115 Dr. Jimmy Carr Drive. Call 501-279-4346 (campus extension 4346). Dial 0 to speak to the receptionist.

There is also a health clinic near the HUF campus.

Victim Advocacy: White County Domestic Violence Prevention, Inc. provides victim advocacy assistance and also operates Hope Cottage battered women's facility. The hotline number is 501-278-4673.

Legal Assistance: Free legal assistance may be obtained from the Center for Arkansas Legal Services located at 1300 W. 6th Street, Little Rock, AR 72201. The phone number is 800-952-9243.

Visa and Immigration Assistance: Visa and immigration assistance, as well as assistance with filing VAWA petitions, is available through the Consulate General of the United States in Florence, Italy located at Lungaro Vespucci, 38-50123 FIRENZE. The phone number is 39-055-266-951.

Financial Aid: The Harding University Office of Financial Aid can provide victims with financial aid-related services and information, such as how to apply for a leave of absence or about options for addressing concerns about loan repayment terms and conditions.

Accommodations for Victims

Harding University will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations. Such requests will be met within reason if the victim requests them regardless of whether the victim chooses to report the crime to law enforcement authorities.

Student Proceedings¹

Complaints will receive a prompt and equitable response. The right to confidentiality of all members of the academic community will be respected, insofar as is possible.

The Office of Student Life will conduct an investigation. If, as a result of the investigation, it is determined that disciplinary procedures are warranted by a preponderance of the evidence, the accused will be advised of what disciplinary actions will be taken. “Preponderance of the evidence” means “more likely than not.”

The accuser and the accused may be accompanied by an advisor of their choice to any related meeting or proceeding. The advisor is not allowed to present information or speak during the formal proceedings.

A proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Student Notification

Results of the investigation will be made available in a timely manner to both parties. After any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking, the accuser and the accused will be simultaneously informed in writing of the specific charge(s) being made, the penalty imposed, and the right to an appeal before the Student Life Committee, consistent with existing procedures. Both parties will be notified simultaneously in the event any changes are made to the final result.

¹ The proceedings, notification, and appeal process are slightly different for formal Title IX complaints

Proceedings are conducted by officials trained to deal with issues related to dating violence, domestic violence, sexual assault, and stalking, and to conduct an investigation/hearing process that protects all persons involved and promotes accountability.

Student Appeal Process

1. The accuser or accused will have 24 hours after notification to file a written request for an appeal with the Office of Student Life.
2. An appeal will be scheduled in front of the Student Life Committee. A quorum for the committee shall consist of six or more members.
3. Students who do not appear within 15 minutes of their scheduled appeal will forfeit their right to appeal.
4. The appeal will be conducted in a fair and reasonable manner.
5. The appeal will be audio recorded.
6. The appeal will be open to the appealing party, an advisor by choice of the appealing party, and representatives of the Office of Student Life. Advisors are not permitted to present information or speak during the appeal. Only witnesses, with relevant evidence to present, may testify from each side. All witnesses are required to affirm the truth of their testimonies.
7. Presentation of evidence will be as follows:
 - a. Evidence that supports the decision made by the Office of Student Life
 - b. Evidence of innocence or mitigation by the appealing party
 - c. Rebuttal evidence by both parties
 - d. Closing statement by both parties
8. The non-appealing accuser or accused will have equal opportunity to present relevant witnesses and other evidence to the Student Life Committee. Cross-examination between accused and accuser is not allowed.
9. Following the appeal, the Student Life Committee, by majority vote, will decide on the case. The accuser and the accused will be simultaneously notified in writing of the decision. The decision of the Student Life Committee will be final.

Student Disciplinary Sanctions

Any or all of the following may be imposed for a given infraction.

- Warning: a written or verbal reprimand.
- Disciplinary Probation: probation for a specific period of time. It may carry with it other conditions to be met (e.g., restriction of participation in extracurricular activities, restriction from holding student office, restriction from joining student organizations, etc.)
- Special Action: designed to enhance the educational intent of the disciplinary process. Examples include: change in University housing and restriction of residential privileges, payment of damages, extracurricular activity restrictions, community service, educational sanctions, and counseling referrals.

- Suspension: a bar from attending the University for a specific period of time. Suspension carries with it the following conditions:
 - Suspended students must remain off campus during the period of the suspension.
 - Suspended students may not live or board in University facilities.
- Expulsion: a permanent bar from attending the University.

Protective Measures

In addition to reporting incidents, students who believe they are victims of dating violence, domestic violence, sexual assault, or stalking may:

- a. take advantage of free training and education programs offered by the Department of Public Safety;
- b. request options for and assistance with changing academic, living, transportation, and working situations when reasonably available;
- c. request that Harding University issue a letter of “no contact” against another student;
- d. contact the University Counseling Center for an appointment with a professional counselor.

Victim Rights

When a student or employee reports to Harding University that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, Harding University will provide the student or employee a written explanation of the student’s or employee’s rights and options as described in the sections above.

FERPA Statement

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Campus Crime Log:

Harding University in Florence does not maintain a security department, and therefore, is not required to maintain a daily crime log as stipulated under the Higher Education Act.

Campus Crime Statistics

The Federal Government requires institutions of higher education to compile and report statistics concerning certain types of crime every year. Crimes reported to the Director of HUF are entered and coded in a database that is used to track and compile crime statistics. The Director of HUF also checks with local law enforcement for crimes on or near campus as well as other crimes that might affect Harding students or campus. Crimes reported by local law enforcement to campus that meet the Clery Act's requirements for inclusion in the annual security report are also included in the annual statistics.

Statistics must be compiled and reported for the following categories:

Campus Crimes: Crimes that occur in or on any property or building that is owned or controlled by the university within the same reasonably contiguous geographic area of the university and is used in direct support of, or in a manner related to, the university's educational purposes including residence halls. Campus also included property within the same reasonably contiguous geographic area of the university that is owned by the university but controlled by others, but is used by students and supports institutional purposes. (Food or retail vendors are examples.)

Non-campus Crimes: Crimes that occur in or on any property or building (other than branch campuses) owned or controlled by the university that is used in direct support of, or in relation to, the university's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the university.

Public Property Crimes: Crimes that occur on public property that is within the same reasonably contiguous geographic area of the institution, such as sidewalks, streets and thoroughfares, parking facilities, etc... and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Crimes of Prejudice: Crimes that fall within the categories required to be reported in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

2022				On			Non			Public		
Criminal Offenses				On		Campus		Campus		Property		
				Student		(Total)						
				Housing	Other							
Criminal Homicide												
Murder/Non-Negligent Manslaughter				0	0	0		0		0		
Negligent Manslaughter				0	0	0		0		0		
Sex Offenses												
Rape				0	0	0		0		0		
Fondling				0	0	0		0		0		
Incest				0	0	0		0		0		
Statutory Rape				0	0	0		0		0		
Robbery				0	0	0		0		0		
Aggravated Assault				0	0	0		0		0		
Burglary				0	0	0		0		0		
Motor Vehicle Theft				0	0	0		0		0		
Arson				0	0	0		0		0		
2021				On			Non			Public		
Criminal Offenses				On		Campus		Campus		Property		
				Student		(Total)						
				Housing	Other							
Criminal Homicide												
Murder/Non-Negligent Manslaughter				0	0	0		0		0		
Negligent Manslaughter				0	0	0		0		0		
Sex Offenses												
Rape				0	0	0		0		0		
Fondling				0	0	0		0		0		
Incest				0	0	0		0		0		
Statutory Rape				0	0	0		0		0		
Robbery				0	0	0		0		0		
Aggravated Assault				0	0	0		0		0		
Burglary				0	0	0		0		0		
Motor Vehicle Theft				0	0	0		0		0		
Arson				0	0	0		0		0		

2020		On		On		Non		Public	
Criminal Offenses		On		Campus		Campus		Property	
		Student		Campus					
		Housing	Other	(Total)					
Criminal Homicide									
Murder/Non-Negligent Manslaughter		0	0	0		0		0	
Negligent Manslaughter		0	0	0		0		0	
Sex Offenses									
Rape		0	0	0		0		0	
Fondling		0	0	0		0		0	
Incest		0	0	0		0		0	
Statutory Rape		0	0	0		0		0	
Robbery		0	0	0		0		0	
Aggravated Assault		0	0	0		0		0	
Burglary		0	0	0		0		0	
Motor Vehicle Theft		0	0	0		0		0	
Arson		0	0	0		0		0	

2022											
Arrests and Judicial Referrals				On Campus		On Campus (Total)			Non Campus		Public Property
				Student							
				Housing	Other						
Arrests											
Liquor Law Violations				0	0	0			0		0
Drug Law Violations				0	0	0			0		0
Illegal Weapons Possession				0	0	0			0		0
Judicial Referrals											
Liquor Law Violations				0	0	0			0		0
Drug Law Violations				0	0	0			0		0
Illegal Weapons Possession				0	0	0			0		0

2021											
Arrests and Judicial Referrals				On Campus		On Campus (Total)			Non Campus		Public Property
				Student							
				Housing	Other						
Arrests											
Liquor Law Violations				0	0	0			0		0
Drug Law Violations				0	0	0			0		0
Illegal Weapons Possession				0	0	0			0		0
Judicial Referrals											
Liquor Law Violations				0	0	0			0		0
Drug Law Violations				0	0	0			0		0
Illegal Weapons Possession				0	0	0			0		0

2020											
Arrests and Judicial Referrals				On Campus		On Campus (Total)			Non Campus		Public Property
				Student							
				Housing	Other						
Arrests											
Liquor Law Violations				0	0	0			0		0
Drug Law Violations				0	0	0			0		0
Illegal Weapons Possession				0	0	0			0		0
Judicial Referrals											
Liquor Law Violations				0	0	0			0		0
Drug Law Violations				0	0	0			0		0
Illegal Weapons Possession				0	0	0			0		0

2022 On Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

2021 On Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

2020 On Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

2022 Non Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

2021 Non Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

2020 Non Campus (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of	0	0	0	0	0	0	0	0
Property (Except Arson)	0	0	0	0	0	0	0	0

2022 Public Property (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

2021 Public Property (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

2020 Public Property (Hate Crimes)

Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property (Except Arson)	0	0	0	0	0	0	0	0

2022

Sexual Violence	On Campus Student Housing	Campus Other	On Campus (Total)	Non Campus	Public Property
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

2021

Sexual Violence	On Campus Student Housing	Campus Other	On Campus (Total)	Non Campus	Public Property
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

2020

Sexual Violence	On Campus Student Housing	Campus Other	On Campus (Total)	Non Campus	Public Property
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

Information for Traveling Abroad

For tips on traveling abroad to applying for a passport and everything in between, visit the U.S. Department of State's website www.travel.state.gov.

For detailed customs information, you can visit the [U.S. Customs Border Control](http://www.cbp.gov) website for information regarding products that you are not allowed to bring back into the United States at the end of your travels.

Small Group Travel

Please note the International Programs rule: "All students traveling away from the campus city during the semester must do so in groups of three or more, unless prior approval from the director is obtained." If there is an accident, someone will be available to get help and to notify the campus director. Another reason for more people to travel together is that you get better rates in the hotels with three or four people to the room. You must be flexible and willing to compromise with your traveling companions. Reminder: Men and women may not occupy the same hotel room while traveling. Violations of this rule may cause automatic suspension from the international program.

Everyday Safety Tips

Harding University encourages everyone on campus to be responsible for their own security. Remembering the following simple instructions may help protect yourself and your property:

1. Lock your door to your room.
2. Refrain from leaving valuables unattended in public areas.
3. Travel in groups, especially at night
4. Avoid poorly lit areas.
5. Report suspicious persons or suspicious activity immediately to Robbie Shackelford.
6. Know where to get help when needed.
7. Be aware of your surroundings.
8. Obey local and national laws.
9. Respect other cultures.
10. Do not participate in demonstrations or get involved in political matters.
11. Protect your passport and visa to ensure safe and timely travel.
12. Familiarize yourself with the location and phone number of the nearest U.S. Consulate or Embassy.
13. Travel itineraries must be filed with the local director prior to departure on out of town trips.
14. Students are not allowed to operate motorized vehicles while at HUF.

Crime and violence against students does occur abroad. Safety is ultimately the responsibility of each student and each person should actively develop his or her own personal safety strategies. All students are provided with a manual that includes specific safety tips for traveling abroad and personal safety while overseas.

The purpose of this report is to make members and potential members of the Harding community aware of what we at Harding University in Florence are doing to make our community a safe

environment for work and study. We hope that this information is helpful and informative, but most of all we hope that this information prompts each member of our community to do their part to help insure that Harding University in Florence remains a safe place to continue the work of preparing Christians to have a positive impact on our world.

Fire Safety Report

Reporting Fires on Campus

Students, faculty, and staff should immediately report fires or fire alarms on the HUF campus to the Director of HUF. Residents may report fires or fire alarms to their RA as well; however, reports of any fire or fire alarm made to other university officials should immediately be reported to Robbie Shackelford by the university official who received the report.

Fire Safety Systems for On-Campus Housing

Smoke Detectors

HUF is equipped with smoke detectors that have been placed throughout the building.

Fire Equipment

Fire extinguishers are located throughout the building and are designed to fight small fires. Tampering with fire extinguishers, sprinkler heads, or other equipment or misusing them for purposes other than fighting a fire is prohibited.

Future Improvements

Improvements to the fire safety systems will be evaluated periodically to continue to meet European Union standards.

Fire Safety Policies and Procedures

Open Flames and Hazardous Heat Sources

Due to significant risk of fire and inability to contain scents in a given room, items with an open flame or hazardous heat source (including candles, incense, candle warmers, potpourri pots, smoking, space heaters, halogen lamps etc.) are prohibited in the building.

Fire Evacuation

Law requires all persons to evacuate a building as promptly as possible when a fire alarm is activated. Residents should become familiar with fire escape routes posted throughout the building and follow those routes each time the alarm sounds. All residents must check in with their RAs and remain outside until the alarm is shut off.

Fire Safety Education

HUF conducts at least one mandatory fire alarm drill per session. Students are provided instructions during orientation on how to safely evacuate the building whenever a fire alarm sounds.

Fire Statistics	2018	2019	2020	2021	2022
Total Number of Fire Drills conducted	3	3	1	3	2
Number of Fire(s)	0	0	0	0	0
Cause of Fire(s)	N/A	N/A	N/A	N/A	N/A
Number of Injuries related to fire(s)	N/A	N/A	N/A	N/A	N/A
Number of deaths related to fire(s)	N/A	N/A	N/A	N/A	N/A

Value of property damage related to the fire(s) N/A N/A N/A N/A N/A

Campus Fire Log

The Director of HUF maintains a daily fire log in written form in which all fires that are reported to the Director are recorded. The nature of the fire, date, time, and general location of the fire is recorded in the log entry. Log entries are made available to the public within 2 (two) business days of the initial report being made to the Director.