

DIVINE WORD COLLEGE

2026 ANNUAL FIRE SAFETY AND SECURITY REPORT

October 1, 2026.

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 Training

Clery Act Compliance

STUDENT HOUSING FACILITIES

The main College building has sixty (60) dormitory rooms located on the first and second floors.

Megan Hall is a separate building on the College campus which houses residents on three floors with thirty-eight (38) dormitory 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 wear a visitor badge while in the building.

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

The College has interior video cameras at the keyed entrance doors of the main College building, Megan Hall, and the Arkfeld House.

Exterior video cameras monitor:

The main entrance of the College building

The student dormitory parking lot

The rear of the main building and parking lot

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's Office.

The College works with the Epworth Police Department should a crime occur.

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 conducted 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. Under the Clery Act, a reportable fire is any instance of open flame or other burning in an on-campus student housing facility that causes damage, no matter how small, and is not intentionally set in a controlled manner.

FIRE REPORTING PROCEDURES

Students, employees, and visitors should immediately report any fire to 911 and notify the Dean of Students or another College official as soon as possible. All reported fires will be documented in the College fire log and evaluated for Clery Act reporting requirements.

There was one fire reported with no injuries at Megan Hall in 2024. No other fires were reported during the 2023-2025 reporting period.

STUDENT DORM REGULATIONS - FIRE SAFETY

All room furnishings and decorations must meet the requirements of state and College fire and safety standards and regulations.

Please note the following:

Cooking is limited in all student rooms.

Electrical appliances such as coffee makers, microwaves, 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 may be used only with permission of the Dean of Students.

Students may not burn candles in their rooms.

No cloth or other flammable material may be hung in doorways in a manner that blocks movement.

Room decorations and wall hangings such as sheers, flags, fish netting, macramé items, and similar decorations may not be draped from ceilings.

Live Christmas trees and wreaths are prohibited.

Only fire-resistant artificial trees may be used in dormitory rooms.

Spray snow may not be used to decorate windows or any other part of a 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 students, faculty, staff, and visitors, Divine Word College prohibits the use of tobacco products on campus.

Campus includes:

All College buildings

Grounds

Parking lots

College vehicles

Athletic fields

Dock areas

Personal and commercial vehicles while on 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 campus-wide warning will be issued.

The College President will determine the content of the notification and who will receive it.

Official notification may be made by:

Email

Telephone communication

Public address system

MISSING STUDENT NOTIFICATION

Students must inform the Dean of Students if they plan to be away from the College overnight or for any extended period of time and must receive approval for the absence.

Students must provide a telephone number where they can be reached.

During registration, students are asked to identify an emergency contact through the Registrar's Office.

This information remains confidential and is available only to authorized personnel and local law enforcement officials conducting an investigation.

If a student is believed to be missing, the matter should be reported immediately to the College President or Dean of Students.

If it is determined that a student is missing:

Local law enforcement will be contacted immediately.

The College President will notify the student's designated emergency contact.

DRUG-FREE COLLEGE / WORKPLACE

In compliance with the Drug-Free Workplace 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 part of College activities.

All members of the Divine Word College community are responsible for complying with policies outlined in the Student Handbook and Divine Word College Policy Handbook.

The student policy includes:

Students twenty-one (21) years of age or older may consume alcoholic beverages in accordance with Iowa law.

Providing alcohol to a person under the legal drinking age is prohibited.

Alcohol consumption is restricted to approved areas.

Alcohol may not be present in other areas unless authorized by the Dean of Students.

Counseling and assistance are available through:

College Counseling Services

Substance Abuse Services Center, Dubuque, Iowa

Turning Point at MercyOne, Dubuque, Iowa

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.

Individuals who are considered Campus Security Authorities (CSAs) under the Jeanne Clery Act include the following members:

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

- Contracted 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 intent to commit a larceny or felony; breaking and entering with 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 involving:

A current or former spouse

- A domestic or intimate partner
- Someone who shares custody of a child
- Someone who cohabitates
- Someone 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 or significant emotional distress.

Examples include:

Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, e-mail, social networking posts, websites, or other unwanted communication.

Following, pursuing, waiting, or appearing uninvited at a residence, workplace, classroom, or other locations frequented by a victim.

Trespassing, vandalism, non-consensual touching, or gathering information about a victim from family, friends, coworkers, or classmates.

Sex Offenses

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

These offenses 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 Clery 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 students, employees, and visitors.

Any form of harassment or sexual misconduct by members of the Divine Word College community will not be tolerated.

This policy applies to supervisors, faculty, professional staff, co-workers, students, and all individuals who interact with students or employees during the course of education or employment at Divine Word College.

Disciplinary sanctions may include termination of employment or expulsion from the College.

Divine Word College strives to provide:

Equal Employment Opportunity

- Equal Educational Opportunity
 - Nondiscrimination in Programs and Services
 - Equal Access to Facilities
 - An Affirmative Action Program
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TYPES OF MISCONDUCT

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, based upon a person's protected status, including:

Sex

- Color
- Race
- Religion
- National Origin
- Age
- Physical Disability
- Mental Disability
- Sexual Orientation
- Gender Identity
- Other Protected Status

The College will not tolerate behavior that:

Affects tangible job benefits

- Interferes unreasonably with work performance
- Creates an intimidating environment
- Creates a hostile environment
- Creates an offensive working or educational environment

Harassment does not have to be intentional in order to violate policy.

The behavior itself, rather than intent, determines whether harassment has occurred.

A person may feel harassed even if he or she was not the intended target.

Any workplace harassment is inappropriate and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as severe, persistent, pervasive, and objectively offensive unwelcome sexual conduct that limits an individual's ability to participate in or benefit from educational programs, activities, or employment.

Sexual harassment includes situations in which:

Submission to or rejection of the conduct becomes a term or condition of employment or education.

The conduct unreasonably interferes with work performance, educational performance, participation in living arrangements, extracurricular activities, services, benefits, or opportunities.

The conduct creates an intimidating, hostile, or offensive environment.

Examples of Sexual Misconduct

Verbal

Insults

- Threats
- Jokes
- Derogatory comments
- Sexual innuendo
- Sexual propositions
- Pressure for sexual favors
- Public indecency

Nonverbal

Sexually suggestive pictures

- Cartoons or drawings
- Obscene gestures
- Leering
- Whistling
- Voyeurism

Physical

Unwanted touching

- Pinching
- Squeezing
- Brushing against the body
- Sexual assault
- Rape
- Sexual battery
- Public indecency
- Prostitution

Social Media

Posting sexually explicit photographs

- Posting harassing comments online

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), when the act is performed under any of the following circumstances:

The act is done by force or against the will of the other person.

The consent of the other person is obtained through threats of violence.

The act occurs while the other person is under the influence of a drug-induced sleep or is otherwise unconscious.

The victim is incapable of giving consent due to mental defect or incapacity.

The other person is a child under eighteen (18) years of age and not married.

SEX ACT

Iowa law defines a "sex act" as sexual contact involving:

Penetration of the penis into the vagina or anus.

Contact between the mouth and genitalia.

Contact between the genitalia of one person and the genitalia or anus of another.

Contact between a finger or hand and the genitalia or anus of another person.

Use of artificial sexual organs or substitutes in contact with genitalia or anus.

(Iowa Code 701.17)

CONSENT

Consent is informed, voluntary, and communicated through mutually understandable words or actions indicating a willingness to participate in mutually agreed-upon sexual activity.

At any time during consensual sexual activity, a person may refuse to continue further participation. Once consent is withdrawn, previous consent becomes 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 accountable for stalking behaviors and will report those behaviors to local authorities.

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

The College is committed to supporting victims of stalking by making referrals to appropriate community support services.

Stalking Behaviors May Include:

Unwanted in-person communication

Telephone calls or voice messages

Text messages

E-mail communications

Social networking postings

Instant messages

Posting images or personal information online

Written letters or gifts

Following, pursuing, or appearing uninvited at a residence, workplace, classroom, or other location

Surveillance or monitoring

Trespassing

Vandalism

Non-consensual touching

Direct verbal or physical threats

Gathering information about a victim from family, friends, coworkers, or classmates

Manipulative or controlling behavior designed to intimidate or distress another person

DATING VIOLENCE

Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by one person to threaten, harm, intimidate, or control another person within a dating relationship.

Violent behavior is unacceptable within the College community and should be reported immediately.

DOMESTIC VIOLENCE

Domestic violence is defined as felony or misdemeanor behavior involving:

- A current or former spouse
- A domestic or intimate partner
- An individual who shares custody of a child
- A cohabitating partner
- Any person situated as a spouse

(Roommates are not considered a domestic relationship unless they meet the definition above.)

Violent behavior is unacceptable within the College community and should be reported immediately.

PROTECTION AND SAFETY TIPS

- Educate yourself about sexual assault and abuse prevention.
 - Challenge harmful stereotypes and attitudes that contribute to sexual violence.
 - Trust your instincts.
 - Establish and communicate personal boundaries clearly.
 - Exercise caution when consuming alcohol or drugs.
 - Remain in well-lit areas whenever possible.
 - Avoid walking alone at night whenever practical.
 - Notify others of your whereabouts if traveling alone.
 - Keep vehicles and living spaces locked.
 - Report suspicious individuals or behavior.
 - Remember that sexual assault is never the victim's fault.
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REPORTING SEXUAL ABUSE OR ASSAULT

Anyone who believes they are the victim of sexual abuse or sexual assault should immediately contact:

- Dubuque County Sheriff's Office by calling 911
- The President of Divine Word College
- An appropriate College administrator

The victim has the right to:

- Remain anonymous
- Request confidentiality whenever possible

Victims are strongly encouraged to:

- Avoid washing, showering, or laundering clothes after an assault
- Seek immediate medical attention
- Cooperate with law enforcement and College investigators
- Access available counseling resources

Victims may receive assistance through:

- Riverview Center, Dubuque, Iowa (563-557-0310)
- Finley Hospital Emergency Department (563-582-1881)
- MercyOne Emergency Department (563-589-9666)

The College may temporarily relocate or remove an accused individual from campus housing pending investigation, when appropriate and consistent with Title IX requirements.

The College also maintains Campus Security Authorities (CSAs) that are legally required to report incidents for Clery Act compliance.

RETALIATION

Retaliation against any individual who reports sexual misconduct, participates in an investigation, acts as a witness, or otherwise assists in enforcement of College policy is prohibited.

Examples of retaliation include:

- Unfair grading or evaluations
- Changes in employment conditions
- Withholding information
- Public or private ridicule
- Threats or intimidation
- Bribery

Retaliation will be investigated as an independent violation of College policy.

The fact that a person did not intend to sexually harass another individual is not a defense to a complaint of sexual discrimination or harassment.

SECURITY AWARENESS

Divine Word College safety and security policies are reviewed:

- During student orientation
- With new employees
- During academic year programming

College policies remain available through:

Student Handbook

Divine Word College Policy Handbook

Information concerning safety, security, and sexual abuse prevention is regularly disseminated through educational programming and workshops.

REPORTING PROCEDURES

Individuals who believe they have experienced harassment or discrimination should report their concerns to:

Faculty Members → Vice President for Academic Affairs

Staff Members → Human Resource Representative

Students → Dean of Students

Vice Presidents → President

If a reporting relationship creates a conflict of interest, the complaint may be directed to another appropriate administrator.

Formal complaints should include:

1. Name and contact information of complainant
2. Nature of the complaint
3. Dates and locations involved
4. Supporting evidence
5. Requested resolution

Complaints should generally be filed within thirty (30) calendar days of the alleged incident.

SUPERVISION

In circumstances involving safety risks, property protection, or disruption of the educational process, the appropriate administrator, in consultation with the College President, may impose immediate suspension.

Individuals subject to immediate suspension must respond within seventy-two (72) hours or waive further appeal rights.

INVESTIGATION

The appropriate administrator will have twenty (20) calendar days to investigate the complaint.

The purpose of the investigation is to determine:

1. Whether a policy violation may have occurred.
2. The underlying facts and circumstances.

Divine Word College will engage qualified organizations or individuals as necessary to investigate complaints and conduct proceedings that protect victims and promote accountability.

Investigators may interview:

- The complainant
- The accused
- Witnesses
- Other individuals with relevant information

Both the complainant and accused may have an advocate present during interviews.

The standard of proof used by the College is the preponderance of evidence standard.

DETERMINATION OF FACTS

Upon conclusion of the investigation:

- The investigator has ten (10) calendar days to prepare findings.
 - Findings are provided to the appropriate administrator and the Title IX Coordinator.
 - The Title IX Coordinator reviews findings and determines appropriate sanctions.
 - Both parties are notified of the outcome and any sanctions imposed.
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SANCTIONS

Sanctions may include, but are not limited to:

- Written reprimand
- Suspension
- Dismissal or termination
- Changes to grades or academic records
- Changes to course assignments
- Changes to reporting relationships
- Any other sanction deemed appropriate under the circumstances

When imposed, sanctions become part of the individual's educational or personnel record as appropriate.

DIVINE WORD COLLEGE CAMPUS SAFETY AND SECURITY REPORT

Reporting Date: October 1, 2026

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 Authorities or local law enforcement agencies for the three calendar years ending December 31, 2025.

CLERY ACT CRIME STATISTICS

Crime Category	2023	2024	2025
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

ANNUAL FIRE STATISTICS

Residence Facility	2023	2024	2025
Megan Hall - 115 1st Street SW	0	1	0
Leonard House - 309 First Street SW (Building Removed)	-	-	-
Arkfeld House - 204 South Center Avenue	0	0	0
Main Campus - 102 Jacoby Drive SW	0	0	0

FIRE REPORTING SUMMARY

Divine Word College maintains a fire log recording fires, drills, and evacuation exercises.

There was one fire reported in 2024 at Megan Hall. There were no other reported fires during the 2023-2025 reporting period.

ACCESS TO FEDERAL CAMPUS SAFETY DATA

The most recent statistics reported by Divine Word College to the U.S. Department of Education may be accessed through the Campus Safety and Security Data Analysis Cutting Tool:

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

Prepared for:

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