

UPPER IOWA UNIVERSITY
CAMPUS SECURITY AND SAFETY REPORT
FIRE SAFETY REPORT
September 1, 2011

This information is being provided to all students and employees as part of Upper Iowa University's commitment to safety and security on campus and in compliance with the Federal Student Right-to-Know and Campus Security Act (1990), Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 120-26, and the Sexual Abuse Bill, House File 2026, which was passed into law by the Iowa General Assembly effective July 1, 1992, and the Higher Education Reauthorization Act of 2008.

Upper Iowa University is located in Fayette, a small rural community of 1,317 people. The community is situated in the Volga River Basin of Northeast Iowa. In addition to the main campus, the University has centers in Cedar Rapids, Des Moines, and Waterloo, Iowa; Rockford, Illinois; Fort Riley and Fort Leavenworth, Kansas; Alexandria and Fort Polk, Louisiana; Fort Sill, Oklahoma; and Blackhawk, Elkhorn, Madison, Milwaukee, Prairie du Chien and Wausau, Wisconsin. A total of 5,778 students were enrolled at the Fayette campus and off-campus centers in the fall of 2010 (this number does not include international sites).

General Philosophy

Upper Iowa University is committed to creating an environment that promotes the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members. The commitment includes encouraging and reinforcing healthy, responsible living and respect for campus standards and regulations, and community laws.

Reporting of Criminal Actions or Emergencies

The administrative office responsible for security of buildings and grounds and the safety of individuals is the Office of Campus Security. In conjunction with facilities management & services, the campus security officers lock and check buildings. The officers maintain the safety of the individuals through campus rounds and prevention programming. They work closely with law enforcement (federal, state & local) but have no law enforcement authority. They can assist law enforcement with investigations by collecting statements and following their directions. The Director of Facilities Management & Services reports to the President. The administrative office responsible for the general security of residence halls is the Office of Residence Life. The Director of Residence Life reports to the Dean for Student Development.

Since the campus is located in a low-crime area, the University relies on the local law enforcement to handle criminal matters. Also, the University has policies and procedures to handle violations of conduct standards and the law by students or employees. The above information is contained in the Student Handbook and Handbook for Administration and Staff.

To report a crime, a student should call the campus security officer, residence hall staff, immediate supervisor or the local law enforcement. An employee should call his/her immediate supervisor or the local law enforcement. The person making the call shall complete the Incident Report Form available at the campus security office, office of student development or front desk located in Garbee Hall Complex. In the event of a fire, the student or employee should call 911. The dispatchers will then dispatch the Fayette Fire Department. The Fayette Fire Department is a well-equipped and well-trained volunteer department.

All buildings on campus have fire alarm systems, accessible fire extinguishers, and some also have smoke detection systems. In addition, fire drills are conducted in residence halls once a semester.

The Fayette medical clinic and Fayette Advanced Care Ambulance Service provide professional medical emergency care to the University community. Emergency care is available 24 hours a day at Palmer Lutheran Health Care Center in West Union, only eight miles from campus. The University contracts its health service for students with the Gundersen Clinic, Ltd. Students receive illness evaluations at no charge during regular office hours.

EMERGENCY TELEPHONE NUMBERS

Fire Department – Fayette	911
Ambulance – Fayette	911
Police – Fayette	911
Emergency	
Non-Emergency	(563) 425-3500
Sheriff – West Union	(563) 425-3234
Community Memorial – Sumner	
Hospital	(563) 578-3275
Clinic	(563) 578-5375
Gundersen Lutheran Clinic, Ltd.	
Fayette	(563) 425-3381
West Union	(800) 822-1141
Palmer Hospital – West Union	(563) 422-3811
Mercy Hospital – Oelwein	(319) 283-2314
NE Iowa Mental Health – Oelwein	(319) 283-5774
NE Iowa Mental Health – Decorah	(563) 382-3649

CAMPUS TELEPHONE NUMBERS

Campus Security Officers	(563) 425-5372 or 5816
Director of Residence Life	(563) 425-5765
Residence Area Coordinator	(563) 425-5207
Office of Student Development	(563) 425-5215
Counseling Office	(563) 425-5786
Facilities Management & Services	(563) 425-5796
Front Desk Garbee Hall	(563) 425-5325
Main Switchboard	(563) 425-5200

Campus Facilities

University facilities are well maintained. Many cultural and athletic events held in University facilities are open to the public. Several facilities, such as the Logo Store, dining hall and Peacock Pizzazz Snack Bar are open to the public on a regular basis. Access to academic and administrative facilities on campus is generally limited to students, employees and visitors for the purpose of study, work, teaching and conducting other University business.

Only those who have demonstrated a need are issued keys to a campus building. A record is kept of keys issued, thus identifying each person carrying keys to a particular building.

Administrative buildings are open from 8 a.m. to 5 p.m., Monday through Friday, and academic buildings generally are open from 7 a.m. until 5 p.m. In the residence halls, the hallway entrances are locked at 12 midnight and unlocked at 8 a.m. Evening hours for the library and certain laboratories are posted. Otherwise, buildings are closed after regular daytime working hours. Access to individual classrooms and laboratories are limited to those enrolled in courses meeting there. A faculty or staff member may request that a student receive a building access card by completing the proper authorization form. Forms may be obtained from the Office of Student Development. Upon receipt of the form, the Administrative Assistant will type an access card for each student. The card(s) is given to the faculty/staff member for distribution to the student(s). Students are asked to return the access card to the faculty member when they no longer have a need to be in the building. The faculty/staff member will inform the student of his/her responsibilities and to report any unusual activity or concern. Likewise, access to most programs is limited to those enrolled in the program. Access to residence halls is restricted to include only residents and their

invited guests, as explained in the Student Handbook, Residence Hall Room and Board Contract, and other directives.

Residence Halls

Residence halls are supervised by the Director of Residence Life, Residence Area Coordinator, and Assistant to the Residence Area Coordinator. The Residence Area Coordinator and Assistant to the Residence Area Coordinator live in the residence hall. In addition, residence halls are staffed by trained, undergraduate Student Resident Assistants (R.A.s). One Resident Assistant lives on each floor of the residence hall. The Director of Campus Security provides the housing staff with appropriate information about safety and security at staff training sessions.

The housing staff discusses policies and procedures, including safety and security, with students living in residence halls at the beginning of the fall semester. Each student receives a Student Handbook and other printed material at the beginning of each year, which includes information on safety and security. In addition, programs offered by the professional staff throughout the year include: "Crime Prevention," "Date Rape," "OWI & The Law," "Alcohol Awareness," "Self Defense," and "Abusive Relationships."

All students are required to live in residence halls unless exempted under categories listed in the University housing policy. Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident's responsibility to inform his or her guest of the University and residence hall policies.

The Law and University Policies – Alcohol, Drugs and Sex Offenses

To provide for the safety of members of the University community and its property, Upper Iowa University has set standards of conduct for members of the community and for those seeking admission to the University. These University standards are included in the Handbook for Faculty, Handbook for Administration and Staff, Student Handbook, University Catalog, and Residence Hall Room & Board Contract.

The standards of conduct do not replace or relieve persons from complying with the requirements of civil or criminal laws. Unlawful behavior may result in criminal prosecution as well as disciplinary action.

A variety of educational alcohol, drug and sexual assault programs are planned each year by the Division of Student Development. Speakers, brochures, campus newspaper, videos and orientation meetings are used to inform and educate students about crime and substance abuse. Many programs are open to all employees of the University.

The policies relating to alcoholic beverages, drugs and sexual assaults are found in the Student Handbook and Handbook for Administration and Staff. As part of the education process, members of the University community are informed about University expectations and consequences when an individual violates alcohol, drug and sexual assault policies and related laws. In consideration of federal, state and local laws, the possession, use or sale of illicit drugs is prohibited on the University campus. The possession, use or sale of alcoholic beverages is prohibited on the University campus unless otherwise stated in writing by the University. Students of legal age (21) living in residence halls may consume alcoholic beverages inside their room on a personal basis. The possession or consumption of alcoholic beverages is not permitted at any campus social activity, athletic event, intramural activity, student campus organizational activity, student activity for prospective students and recreational areas of the University. Sexual harassment or assault is not tolerated on campus. Specific programs and procedures are in place to deal with those concerns.

The University reserves the right to expel a student or terminate an employee who is involved in the use, possession, sale or distribution of illegal drugs on University property or at University functions.

Missing Student Policy & Procedures

1. Upper Iowa University is very concerned about the safety and well-being of all its students. To this end, the following policy and procedure has been developed to assist in the determination if a student is missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.
2. Most missing person reports in the college environment are a result of a student changing his/her routine without informing friends or relatives of the change. Anyone who believes a student to be missing should report their concern to Campus Security, Residence Life or Student Development. All reports will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to University officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Student Development will place the call.
3. At the beginning of each academic year, students (who are the age of 18 or over) will be asked to provide emergency contact information in the event he/she is reported missing while enrolled at Upper Iowa University. This emergency information will be kept in the Office of Student Development and will be updated on an annual basis through the Enrollment/Validation Process. The University will notify parents of students who are under the age of 18.

General Procedure

4. The Upper Iowa University official or office receiving the report will document the following information:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. Background information as to routine, off campus friends, job, recent changes in family life and/or changes in behavior.
 - d. The missing student's contact information.
5. The Upper Iowa University official receiving the report will contact the Dean of Student Development in order to update them on the situation and to receive additional consultation. The Dean of Student Development will ascertain if/when other members of the Emergency Management Committee (EMC) and the Director of Public Relations need to be contacted.
6. Upon notification that a student may be missing. Upper Iowa University may use any or all of the following resources to assist in locating the student.
 - a. Call the student's room.
 - b. Go to the student's place of residence.
 - c. Talk to the student's R.A., roommate and/or housemates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - d. Secure a current student photo.
 - e. Call and text the student's cell phone and call any other numbers on record.
 - f. Send the student an email.
 - g. Check all possible locations mentioned by the parties above including, but not limited to, library, recreation center, etc. Campus Security and the Office of Residence Life may be asked to assist.
 - h. Contact or call any other on-campus or off-campus friends or contacts. Check a student's social networking sites such as MySpace, Facebook and Twitter.
 - i. Ascertain the student's car make, model and license plate number. A member of the Campus Security Office will also check the University's parking lots for the presence of the student's vehicle.
 - j. Contact the food service manager to ascertain when the student last used their meal plan.
7. The Upper Iowa University Information Technology (IT) department will be asked to obtain email logs in order to determine the last log in and/or access of the UIU network.
8. Once all information is collected and documented and the Dean of Student Development (or her designee) is consulted, Upper Iowa staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly

indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the University.

Approved by the Board of Trustees, 2010

Timely Warning Policy

Purpose

The Federal Clery Act mandates that a timely warning be given to a University community in the event one of the Clery Act crimes (e.g., sexual assault, manslaughter, hate crimes) has occurred. The main purpose is to make the University community aware of potential situations in relation to their safety and well-being.

Policy

In the event of a situation that the President and/or the Emergency Management committee deems to be of an "immediate and/or continuing threat" to the health and safety of the University and surrounding community, they will initiate a campus-wide "timely warning." The warning will be issued without any delay following confirmation of an emergency. The warning will be sent in the forms of signs, emails, cell and land phones, and text messaging.

When possible and appropriate, the timely warning will include the following:

- 1) a brief description of the reported offense,
- 2) the date, time and location of the offense,
- 3) information on the suspect(s),
- 4) the current status of the investigation,
- 5) safeguards the University community should take to protect itself, and
- 6) contact information for reporting information that could be pertinent to the safety of the University community or to the investigation.

A timely warning will not be issued if it will impede the investigation or apprehension of the subject or is a breach of confidentiality as defined by the Clery Act.

Anyone with information warranting a timely warning should report the information to the Dean of Student Development or Campus Security on the Fayette campus or to the Center Coordinator or Senior Vice President of Academic Extension by phone or in person.

Crime Information and Statistics

After December 21, 1999, crime statistics will be maintained on a calendar year basis by this University and all universities across the country. These statistics are published and distributed to current faculty, staff, students and prospective students. This is in compliance with the Campus Security Act. The Campus Security Act covers the following areas, which are based upon the Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions.

Crime Definitions

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

Destructions/Damage/Vandalism of Property (except "Arson") – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

Criminal Homicide – Murder and Nonnegligent Manslaughter – The willful (nonnegligent) 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 or persons by force or threat of force or violence and/or by 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 usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempt to commit any of the aforementioned.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

Weapon Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations – Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Larceny-Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. As "Where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

Pocket-picking – The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

Purse-snatching – The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

Shoplifting – The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

Theft from Building – A theft from within a building which is either open to the general public or where the offender has legal access.

Theft from Motor Vehicle (except Theft of Motor Vehicle Parts or Accessories) – The theft of articles from a motor vehicle, whether locked or unlocked.

Theft of Motor Vehicle Parts or Accessories – The theft of any part of accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

All Other Larceny – All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

Sex Offenses Definitions

Sex Offenses-Forcible – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object – The use of an object or instrument to unlawfully penetrate; however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible – Unlawful, nonforcible sexual intercourse.

Incest – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Nonforcible sexual intercourse with a person who is under the statutory age of consent.

NOTE: Colleges and universities are now required to inform students and employees of where they can learn of individuals who have been convicted of sex crimes. If you are interested in this information, you can visit the Fayette County Sheriff's Department on Highway 150 just south of West Union. You must appear in person and make a request in writing. There is also an online registry (<http://www.iowasexoffenders.com>) of those convicted of sex crimes. It only contains those individuals labeled "at-risk to re-offend," not everyone convicted of a sex crime.

In addition to the above mentioned and defined criminal acts, the Campus Security Act covers various hate crimes, the hate crimes that are covered are based on race, gender, religion, sexual orientation, ethnicity and disability.

Campus - Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or retail vendor).

Residential Facilities - Dormitories or other residential facilities that students reside in while living on campus.

Non-Campus Building or Property - Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property - The term "public property" means all property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking

facility, 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.

Crime Statistics

Category	1/1-12/31 2008				1/1-12/31 2009				1/1-12/31 2010			
	O	R	N	P	O	R	N	P	O	R	N	P
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	2	2	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	9	9	0	0	3	3	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	2	2	0	0	2	2	0	0	14	14	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage	0	0	0	0	0	0	0	0	4	4	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	6	6	0	0
Liquor Law	75	75	0	0	72	72	0	0	90	90	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Drug Related	5	5	0	0	3	3	0	0	2	2	0	0
Weapons Possession	1	1	0	0	1	1	0	0	0	0	0	0
Hate Crimes												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0

O = On campus – includes incidents in/on residential facilities, buildings and property.

R = Residential Facilities - includes incidents in residential facilities only.

N = In or on non-campus building or property

P = On public property

After December 31, 1991, crime statistics will be maintained on a calendar year basis in compliance with the Campus Security Act. The statistics for the 2010 calendar year are reported in September of 2011.

Fire Statistics and Regulations

Category	1/1-12/31 2008				1/1-12/31 2009				1/1-12/31 2010			
	G	L	H	T	G	L	H	T	G	L	H	T
# of Fires/Causes	0	0	0	0	0	0	0	0	0	0	0	0
Related Injuries	0	0	0	0	0	0	0	0	0	0	0	0
Related Deaths	0	0	0	0	0	0	0	0	0	0	0	0
\$ Property Loss	0	0	0	0	0	0	0	0	0	0	0	0
False Alarms	7	0	0	7	9	0	0	9		0	0	

G = Garbee Hall

L = Lee Tower

H = Hofmaster

T = Total for all Residential Buildings

Education

- Resident Assistants (RAs) meet with their residents and go over Fire Safety and evacuation procedures
- Annually, Campus Security will notify Faculty and Staff of evacuation procedures. Resident Assistant's will be trained annually on fire safety and evacuation procedures.
- Residents are all given Student Handbooks, which detail fire safety rules and policies
- Fire drills in each residence hall each semester
- Placards are placed on each door of our rooms describing locations for fire exits
- Semester inspections of residence hall rooms

PROCEDURES

Fire Safety

Fire safety is taken very seriously at Upper Iowa University and all students are expected to cooperate in keeping University buildings as safe as possible. For this reason the following activities are forbidden and those engaging in them should expect serious consequences:

- Setting fires of any kind for any reason
- Tampering with fire safety equipment including fire extinguishers, fire alarm boxes, smoke detectors, heat sensors, sprinkler heads, or spring-loaded door hinges
- Malicious activation of a fire alarm
- Propping open fire doors for any purpose other than emergency evacuation
- Use of roofs and fire escapes for any purpose other than for escape from a fire or threat of fire
- Accidental activation of smoke detector, fire alarm, or sprinkler resulting from smoking in a room, cooking in a room other than the kitchen, water fights, improper use, etc
- Lighting candles or open flames and burning incense in the residence halls

Fires on University property are prohibited without express written permission from the Campus Security Office and a properly issued permit.

The following rules are encompassed by the University's Fire Safety Policy:

1. **Arson** - Arson is defined as "knowingly starting a fire or causing an explosion that causes damage to the property of another". Cases of arson or suspicion of arson will be referred to the Fayette Police Department and will warrant immediate disciplinary action.
2. **Candles and Open Flame** – The University prohibits the use of incense, candles, and other flame-emitting articles as they can become a fire hazard, cause personal injury, and/or result in damage to the buildings.
3. **Electrical Appliances/Cooking Equipment** - All electrical appliances must be UL approved. Cooking is allowed in residential rooms **only** with the use of microwave ovens not to exceed 1.0

cubic feet in size. The use or possession of any resistance principal / high voltage cooking equipment (e.g., hot pots, hot plates, immersion coils, sun lamps, toaster, toaster ovens, etc.) is prohibited. Any such equipment found within a residential space will be considered a fire hazard, and confiscated.

4. **Fire Alarms & Equipment** - The Fayette Fire-Rescue Department responds immediately once contacted, to any campus fire alarm. Pulling false alarms, tampering with the smoke detectors, heat sensors, fire extinguishers, sprinkler heads, or spring-loaded door hinges is prohibited. Disciplinary action will be taken with consequences from Disciplinary probation to expulsion. Students are required to vacate buildings during a fire alarm.
5. **Fireworks** - The use, possession, and/or sale of fireworks are prohibited. All fireworks will be confiscated.

The University is not responsible for any loss due to a fire. Students should ensure that their family's insurance policy covers the loss of personal belongings at the University. An inventory of belongings and serial numbers are advisable. This personal information can be kept in Campus Security if requested. In addition, the University advertises a renter's insurance policy that can cover this situation.

General Building Evacuation Procedures

All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security, Residence Life or UIU Alert. When evacuating the building, leave by the nearest marked exit that is clear of the emergency. Alert others to do the same. Once outside, proceed to a clear area at least 50 feet from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. **Know your area assembly points.** Do not return to an evacuated building unless told to do so by a Police or Fire Department official. Faculty should not dismiss their students until told to do so by Campus Security Personnel.

Assist individuals with disabilities in leaving the building. Remember, elevators are reserved for disabled persons. In case of fire, elevators are not to be used.

IMPORTANT: After any evacuation, report to your designated assembly point. Stay there until an accurate headcount is taken. A designated department head or staff member will take attendance and assist in accounting of all building occupants under their supervision. **Campus Security personnel along with the local emergency personnel shall conduct a sweep of the building to make certain occupants have evacuated the facility.**

Emergency Response Evacuation Procedures

Between August 15 and September 15 of each year, the University will publicize its emergency response evacuation procedures in the following ways:

1. Signs and posters throughout the buildings and on grounds that advertise the University's web link to the Action Plans addressing lockdown and evacuation procedures.
2. Emails to all students and employees that advertise the University's web link to the Action Plans addressing lockdown and evacuation procedures.
3. Table tent that shows the evacuation and lock down procedure

Once during the year (between September and May) the Dean of Students will coordinate with the Residential University and the Academic Extension a test of the University's response and evacuation procedures.

Campus Security Committee

The Campus Security Committee serves as the coordinating body for campus security. The committee is composed of administrators, faculty, staff and students. The purpose of the committee is: (1) to make recommendations for change or revision of campus security policies and procedures; and (2) to oversee the education effort to inform the University community about problems related to crime and campus

security. Reports and recommendations will be made to the Council of Residential Studies and the Chief Academic Officer.

Anyone having questions about the Campus Security and Safety Report may contact the Chief Academic Officer at 425-5284 or the Dean for Student Development at 425-5214.