2014 Annual Security and Fire Safety Report
# TABLE OF CONTENTS

**ANNUAL SECURITY REPORT**

- From the Director of Public Safety 3
- Preparation of the Annual Report 3
  - Meet USI Public Safety 4
  - Reporting Crimes/Emergencies 6
  - Emergency Notification Systems 8
  - Emergency Response and Evacuations 9
  - Security of and Access to Facilities 10
  - USI Response to Sexual Assault and Gender Violence 10
  - Sexual Misconduct Definitions 11
  - Consent and Other Definitions 14
  - Reporting Sexual Misconduct 15
  - USI’s Commitment and Response to Sexual Misconduct 17
  - Conduct Sanctions 21
  - Sex Offender Registries 22
- Campus Security Policies; Crime Prevention and Safety Awareness 23
- Clery Act Compliance 25
- Campus and Community Resources 25
- Awareness and Prevention Programs 26
- Alcohol and other Drugs Policies 28
- Housing and Residence Life Policies 29
- Clery Act Crimes/Definitions 32
- Annual Fire Safety Report 33
- Student Housing Fire Systems 34
  - Fire Response Procedures 34
  - What to do In Case of a Fire 35
  - Fire Extinguisher Use 35
- Housing Fire Safety Policies 36
  - Appendix 1 Conduct Sanction Table 41
  - Appendix 2 Crime Statistics 42
  - Appendix 3 Housing Fire Systems 45
  - Appendix 4 Fire Safety Definitions 47
  - Appendix 5 Housing Fire Statistics 48
To the University Community

On behalf of the dedicated men and women of the Public Safety Department, it is my pleasure to welcome you to the University of Southern Indiana. The Public Safety Department is dedicated to maintaining a safe atmosphere for all faculty, staff, students and visitors on campus. Safety on campus is one of our highest concerns. A truly safe campus can only be achieved with the cooperation of everyone involved. It is our hope that the information provided here will give you valuable insight into our office and its operations and services provided, as well as our role within the academic environment at the university.

For more information regarding campus safety or to request a paper copy of the report, contact Public Safety at 812-464-1845, e-mail the Clery Coordinator, or write to the Public Safety Department at 8600 University BLVD, Evansville, IN, 47712.

PREPARATION OF THE ANNUAL REPORT

USI Public Safety publishes this report to inform the campus community of security policies, initiatives to prevent and respond to crime and emergencies and what is actually happening on campus. This report complies with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Disclosure Act. This report uses information reported to Public Safety, Student Affairs, Student Conduct, Housing and Residence Life, Dean of Students Office, Campus Security Authorities and information from local law enforcement that service the University area.

This report contains information from the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned, leased or controlled by the University of Southern Indiana. This report also contains institutional policies concerning campus security and policies concerning sexual misconduct and alcohol and other drugs.

By October 1 of each year, the University distributes the availability of the Annual Security and Fire Safety Report to the entire University community. Anyone including prospective employees and students may obtain a copy of the report by contacting USI Public Safety during regular business hours at 812-464-1845 or by visiting http://www.usi.edu/security.
USI Public Safety officers are empowered by the State of Indiana to enforce University Policy, the Student Code of Conduct and traffic laws on USI campus property, but are not authorized to make arrests, and do not carry weapons. The Public Safety Department is a 24/7 operation and is comprised of a Dispatch Center, Security Department and Parking Department. Public Safety offers many services to the University community by striving to provide a positive customer service attitude. Services provided by Public Safety include providing campus directions, general campus information, vehicle jump starts, safety escort service, tire air-ups, vehicle unlocks, emergency medical care, and parking assistance. Most Campus officers are qualified as Emergency Medical Technicians. Campus officers perform periodic inspections of campus lighting, shrubbery, buildings, and other potential safety or security concerns so they can be directed to the appropriate university department and corrected. The Public Safety Department telephone numbers are 812-464-1845 for general business or administrative information and for emergencies call campus ext. 7777 or 812-492-7777.

The Public Safety Department employs Campus Protection Officers who are responsible for patrolling all University property including miles of off road bicycle and walking trails. To maximize their patrol effectiveness, Public Safety utilizes automobiles, four wheel drive vehicles, motorized carts, bicycles, foot patrol, and off road vehicles. Other responsibilities include asset protection and the documentation of all criminal law, code conduct and University policy violations. The OPS also investigates all traffic accidents, property damage and injuries that occur on USI property.

The Parking Department monitors and enforces all traffic regulations on campus. The Parking Department liaisons with many other University entities to manage the many special events that occur on campus and to ensure there is adequate and safe parking for individuals that attend these events. All parking regulations may be viewed online at [http://www.usi.edu/parking/](http://www.usi.edu/parking/). The Parking Department telephone number is 812-465-1091 for routine business.
Clergy Act Reporting

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, require colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of selected campus crime and fire safety statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms.
- The statistics must be gathered from campus police or security, local law enforcement, and other University officials designated as “Campus Security Authorities”, who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to the campus community”
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;
- Maintaining a public crime and fire log
- Upholding basic rights to victims of sexual assault
- Making accurate crime statistics available to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level

Working with Local, State and Federal Law Enforcement Agencies

USI Public Safety maintains a highly professional working relationship with the Vanderburgh County Sheriff’s Office, Evansville City Police, Indiana State Police, Indiana State Excise Police and the numerous federal law enforcement agencies. All crime victims and witnesses are strongly encouraged and provided assistance to immediately report any crime to the Public Safety Department and the appropriate law enforcement agency. This assistance will include incidents where the victim or reporter of a crime elects to or is unable (physically/mentally) to make such a report. Prompt reporting will assure prompt and efficient responses and the ability to warn the campus community of any threats in a timely manner.

Annually, Public Safety requests from law enforcement agencies with jurisdiction, a summary of all crimes occurring on campus, contiguous to the campus and or at locations under the control of the university. Public Safety communicates frequently with local law enforcement and exchanges information as needed and on a timely basis. Public Safety also trains with and will assist other law enforcement agencies as requested.

USI Public Safety also monitors through public records and with the assistance of local law enforcement any criminal activity by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities. If the department learns of criminal activity involving students or student organizations, it
will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Dean of Students Office.

**REPORTING CRIMES AND OTHER EMERGENCIES**

USI provides numerous ways to report crimes, serious incidents and other emergencies to appropriate University Officials. Regardless of how or where you report these incidents, it is critical for the safety of the entire University community that you report in a timely manner so if needed, proper follow-up action is initiated.

**REPORTING TO PUBLIC SAFETY**

We encourage all members of the University community to report all crimes and other emergencies to Public Safety in a timely manner. Public Safety has a 24/7 dispatch center that may be reached by phone at 812-492-7777 or 812-464-1856 or in person at the Public Safety building. Notifying Public Safety of all crimes is essential, regardless of whether they investigate further in order to assess any and all security concerns and inform the community if there is a significant threat to the University community.

**EMERGENCY TELEPHONES**

Throughout the campus and housing areas, the University has installed approximately 46 outdoor emergency telephones, 25 indoor emergency telephones and 29 elevator emergency telephones. The convenient location of the emergency phones allows someone to report an emergency or incident if other communication methods are not available. By pressing the button on these emergency phones, users are immediately connected to the Public Safety Dispatch Center.

**ANONYMOUS REPORTING**

**SILENT WITNESS FORM:** If you have witnessed or have information regarding a crime or incident that has occurred on campus, you may anonymously submit the information to the Public Safety using the Silent Witness Form. To access the Silent Witness form, visit: http://www.usi.edu/security/silent-witness-report-form. The information is submitted in email form and will be kept strictly confidential. The silent witness form is to be...
used for: Crimes or incidents occurring on USI campus property or crimes or incidents occurring off campus that involve University of Southern Indiana students, faculty, or staff. It is important to note that a silent witness will not result in an immediate emergency response from Public Safety. If you require immediate assistance, call campus ext. 7777 or 812-492-7777. All other off-campus crimes should be reported to the appropriate law enforcement agency by dialing 911.

**TIP LINE:** The University of Southern Indiana’s Public Safety Department has established a telephone TIP line which allows callers, wishing to remain anonymous, to leave information via a voice mailbox as to any criminal activity or University Code violations. The TIP line is a means for the campus community to assist in establishing a safe campus environment. This telephone number may be called 24 hours a day to provide information. Persons wanting to report such activity should call the Tip Line at 812-228-5029 or campus extension “5029”.

**VOLUNTARY-CONFIDENTIAL REPORTING:** A victim of a crime, who does not want to pursue action within the criminal justice system or through the University of Southern Indiana, may still consider making a confidential report. The purpose of a confidential report is to comply with a victim's wish to keep the matter confidential, while taking steps to ensure the future safety of those involved and others. With such information, the university can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed to the Department of Education in the annual crimes statistics for the institution.

Voluntary confidential reports may be filed using the Silent Witness Program, CARE Team Reporting Form, or the anonymous Tip Line at 812-228-5029 or campus extension “5029”.

**REPORTING TO OTHER CAMPUS SECURITY AUTHORITIES:** While the University encourages all campus community members to promptly report all crimes and other emergencies directly to Public Safety at 812-492-7777 or 812-464-1845, it is recognized that sometimes people will report crimes to other trusted campus officials or offices.

The Clery Act recognizes certain University officials and offices as “Campus Security Authorities” (CSA). The Clery Act describes these individuals as “officials of the institution with significant responsibility for student and campus activities”, including but not limited to student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and duty to take action on behalf of the institution.” All personnel designated as a Campus Security Authority receives annual training regarding their responsibilities. While the University has identified several hundred CSAs at USI, we designate the following offices as places where campus community members should report crimes: (See Table Below)
The University of Southern Indiana may send out two types of alerts that satisfy Clery Act requirements to keep the campus informed about safety and security threats: "emergency notifications," and "timely warnings."

**EMERGENCY NOTIFICATIONS:**
"Emergency notifications" are used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate or present threat to the health or safety of the campus community.

**TIMELY WARNING REPORTS-CRIME ALERTS:** USI Public Safety shall issue Timely Warnings or Crime Alert Reports to the campus community to provide timely notice of a serious crime or ongoing threat that may enable the community to take steps to protect themselves from similar incidents.

The University will issue Timely Warning or Crime Alerts whenever the following criteria are met: (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: (1) Clery Act crimes that are reported to any campus security authority or local law enforcement; or (2) the University determines that the incident represents an ongoing threat to the campus community.

Additionally, Public Safety may issue a Timely Warning or Crime Alert if there is a pattern of crimes against persons or property. For incidents involving off-campus crimes, the University may issue a Timely Warning or Crime Alert if the crime occurred in a location used and frequented by University population.

The director of USI Public Safety or his designee reviews all reports to determine if there is an ongoing threat to the campus community, and if the distribution of a Timely Warning or Crime Alert is warranted.

"Timely Warnings" or "Emergency Notifications" may be communicated through the following methods:

**USI RAVE ALERT SYSTEM:** The USI RAVEAlert system will provide emergency and timely warnings—via email, text message, and voice message—about emergencies, severe weather, and other incidents impacting the University community. Everyone with a USI email address is automatically enrolled in the RAVEAlert program. Log on to your MyUSI account to add your cell telephone number or other numbers would like to receive notifications. You may also opt out of notification options provided.
**USI WEBSITE:** “Timely Warnings” or “Emergency Notifications” may also be posted to the USI website that then may be distributed by other social media networks.

**USI SOCIAL MEDIA:** “Timely Warnings” or “Emergency Notifications” may also be posted to University social media sites such as Facebook or Twitter to be immediately received by individuals who follow or subscribe to those accounts.

**OTHER:** Flyer alerts may be posted in the lobbies of academic buildings, residence halls, and apartment housing areas. Certain alerts may be emailed (MyUSI) to specific groups based upon the nature of the alert. USI Public Safety may also utilize the USI media (Shield, radio, television), USI message boards (Blackboard system), the fire enunciator system, USI telephone services, personal messengers and the local media network to assist in distributing information.

In cooperation with other University departments, USI Public Safety conducts an annual test of all emergency notification systems. These tests may be announced or unannounced.

**EMERGENCY RESPONSE AND EVACUATION**

**EMERGENCY PREPAREDNESS AND RESPONSE:** USI Public Safety coordinates with the University’s Office of Risk Management and Safety to develop and implement emergency plans, including disaster response, fire safety and evacuation plans. An emergency is an event, expected or unexpected, that poses an immediate threat to the health and safety of students, faculty and staff.

Confirmation of an emergency is determined when an incident commander (public safety officer, fire official or local law enforcement agencies) have assessed the situation to confirm that there is an emergency.

The University of Southern Indiana Emergency Operations Plan (EOP) is designed to provide the University of Southern Indiana with a management tool to facilitate a timely, effective, efficient and coordinated emergency response. The EOP establishes a Campus Incident Management Team that utilizes the National Incident Management System-Incident Command System (NIMS ICS) for managing a response to emergencies and disaster events and is intended to be fully NIMS compliant.

The University conducts emergency response exercises annually, such as table top exercises, fire drills and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate current emergency plans and capabilities of the University. USI Public Safety officers and supervisors have received training in NIMS, the Incident command system and proper response to critical incidents. When a serious incident occurs that causes an immediate threat to the campus, the first responders on the scene are usually University Public Safety Officers. Depending on the nature of the incident, other University departments and other local or federal agencies could also be involved in responding to the incident.
SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES

UNIVERSITY BUILDINGS: All University buildings and grounds are categorized as three types: dedicated, semi-public and public. Public space, open for public use and pleasure, includes sidewalks, campus drives, and building lobbies and corridors during normal operating hours. Dedicated and semi-public areas are available only for University programs and events scheduled through the University. Off-campus sites hours may vary. Other semi-public facilities’ hours are posted each semester. Security is charged with keeping all areas secure and safe, guarding the campus and student housing. Unauthorized persons may be asked to leave campus and student housing.

CARD ACCESS: A University ID card system has been implemented which allows students, faculty, and staff an automated, authorized access to secured University locations during non-normal hours. The card may be programmed to allow access for specific times and dates. Authorized persons experiencing problems with the system should contact the Office of Public Safety at 812-464-1845.

UNIVERSITY RESPONSE TO SEXUAL AND GENDER VIOLENCE

PERSONAL SAFETY: One of the more serious crimes that too often are unreported is sexual assault. Often, sexual assault is very difficult for victims to report for a number of very complex reasons. We provide the following information to assist those who may have been victims of sexual assault or who have a friend who has been sexually assaulted.

There are many guidelines to help you be more alert and aware of a situation to prevent such serious crimes, including:
- Know your surroundings
- Be alert
- Call for help
- Report any suspicious activity/persons immediately
- Learn more about By-Stander intervention programs

DEFINING RAPE AND SEXUAL MISCONDUCT OFFENSES: The University of Southern Indiana abides by the State of Indiana’s definitions of sexual assault as described in Indiana Code 35-42-4 Sex Crimes. The University of Southern Indiana and the Public Safety Department strongly encourage the reporting of any sexual offense such as non-consensual sexual intercourse, sexual assault, stalking or any other form of sexual misconduct. These acts include, but are not limited to, the following:
- Rape/sexual assault
- Acts on a person who is not conscious or able to give consent
- Indecent exposure
- Direct or indirect threats linked to sexual propositions or activity
- Coerced sexual activity
- Sexual battery, (the unwanted touching of an intimate part of another person, such as a sex organ, buttocks, or breasts)
- Stalking, harassment or intimidation
- Dating or Domestic Violence

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**DEFINITIONS:**
**HARASSMENT (GENERAL):**
Harassment is any conduct based on the victim’s actual or perceived identification with a particular protected class or classes that creates an intimidating, offensive, or hostile working or learning environment that interferes with the victim’s work or education, or that adversely affects their living conditions. Such harassment can be physical, verbal, or visual, and can be committed by employers, coworkers, faculty, and students. Statements and/or conduct legitimately and reasonably related to the University’s mission of education will generally not constitute harassment under this policy.

**STALKING AND ASSAULT:** For the purposes of this policy, stalking and assault are considered to be distinct forms of harassment.

Stalking is generally defined as a course of conduct directed at a specific person or persons that would cause a reasonable person to feel fear for their safety; fear for the safety of others, or suffer substantial emotional distress.

**COURSE OF CONDUCT (STALKING):**
means 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** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

Such behaviors and activities may include, but are not limited to:

a) Initiating non-consensual communication such as face-to-face communication, telephone calls, voice messages, e-mails, texts, letters, notes, gifts or any other communications that are undesired and place another person in fear

b) Using online, electronic or digital technologies to make unauthorized postings of pictures, messages, and/or information about the victim on social networking sites or other internet sites such as bulletin boards, chat rooms, etc.

c) Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim

d) Conducting surveillance or other types of observation, including staring or “peeping”, or using Global Positioning Systems (GPS) to monitor a victim

e) Making verbal or physical threats

Assault is generally defined as any intentional act involving physical contact or the threat of
such contact that places another person in fear of imminent bodily harm, or actually causes physical injury to another person and/or harm to their property. Examples may include but are not limited to:

a) Engaging in choking, pushing, hitting, slapping, punching, kicking, etc.

b) Initiating any non-consensual physical contact, regardless of whether it causes an injury

c) Engaging in the vandalism, destruction, or theft of property

**SEXUAL MISCONDUCT**

**SEXUAL HARASSMENT**

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with or denies/limits someone’s ability to participate in or benefit from the University’s programs and/or services, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. Examples include but are not limited to:

a) Attempting to coerce an unwilling person into a sexual or romantic relationship

b) Subjecting a person to unwelcome sexual attention

c) Punishing a refusal to comply with a sexual based request

d) Conditioning a benefit on submitting to sexual advances

e) Making “jokes” of a sexual nature against a specific individual, or making “jokes” that reference the victim’s physical appearance or style of clothing

f) Stalking (as defined above in this policy)

g) Bullying based on the victim’s gender

**SEXUAL VIOLENCE/ASSAULT**

Sexual violence/assault is defined as any intentional touching or physical contact of a sexual nature, or attempt or threat of such touching; that either places another person in fear of imminent bodily harm, or causes or could have caused physical injury to another person; including instances when the victim is incapable of giving consent or is incapacitated. Offenses that meet the definitions found immediately below for rape, sodomy, sexual assault with an object, fondling, incest, or statutory rape are considered to be sexual assault. The absence of a physical injury does not negate or reduce the seriousness of sexual violence/assault. For
the purpose of this policy, dating violence and domestic violence (also defined below) are considered forms of sexual violence/assault when the parties are members of the University community. Examples of sexual violence/assault include the following:

a) **Rape (or attempts to commit same)**
   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.

b) **Sodomy (or attempts to commit same)**
   Oral or anal sexual intercourse with another person, 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 or physical incapacity.

c) **Sexual Assault With an Object (or attempts to commit same)**
   The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.

d) **Fondling (or attempts to commit same)**
   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.

e) **Incest (or attempts to commit same)**
   Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

f) **Statutory Rape (or attempts to commit same)**
   Non-forcible sexual intercourse with a person who is under the statutory age of consent.

g) **Dating Violence**
   Physical, sexual, or psychological harm, or the threat of such harm, perpetrated by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the victim with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy. Dating violence does not include acts covered by the definition...
of domestic violence found below in (h)

**h) 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; or 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 EXPLOITATION**
Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses described in this policy. Examples of sexual exploitation include, but are not limited to:

- invading another’s sexual privacy
- prostituting another individual
- making non-consensual videos or audio-tapes of sexual activity
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- engaging in voyeurism
- knowingly transmitting an STI or HIV to another individual
- exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals

**CONSENT AND OTHER DEFINITIONS RELATED TO SEXUAL MISCONDUCT**

**a) Consent**
Consent is clear, knowing and voluntary agreement to participate in a given activity. Consent is active, not passive; silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity, and previous relationships or prior consent cannot imply consent to future sexual acts. In order to give effective consent, one must be of legal age.

**b) Incapacitation**
Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to
understand the “who, what, when, where, why or how” of their sexual interaction). Sexual activity with someone who one should know to be, or based on the circumstances should reasonably have known to be mentally or physically incapacitated (by alcohol or other drug use, by a state of unconsciousness or “blackout”, or by an apparent or known mental or cognitive disability), constitutes a violation of this policy.

c) Force
   Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

d) Coercion
   Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

REPORTING SEXUAL MISCONDUCT:
Victims often have difficulty reporting a sexual assault for numerous reasons, such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, or fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to get help.

STUDENTS: Students have numerous reporting options available:

- Report the sexual assault/misconduct to the University of Southern Indiana Public Safety Department and pursue criminal charges through local law enforcement.
- Report the sexual assault/misconduct to the Dean of Students Office or the Title IX Coordinator, which could result in campus disciplinary sanctions through the Dean of Students Office if the alleged perpetrator is a student.
- Report and pursue both University disciplinary and criminal charges if the alleged perpetrator is a student.
- File a report with Public Safety or local law enforcement but choose not to pursue disciplinary or criminal charges or investigation.
- Do none of the above but you are encouraged to still seek support from the numerous resources available.

Timing is a critical factor in the reporting of any sexual assault/misconduct. The USI Counseling Center, off-campus advocates and personnel from the Public Safety Department
can discuss all of these reporting options confidentially with the victim.

**EMPLOYEES:** University employees must report any incident of sex/gender misconduct and discrimination to the Title IX coordinator or designee within 24 hours of learning of the incident.

Employees designated as “Campus Security Authorities” are mandated to advise the Public Safety Department of any Clery reportable crimes that occur in a Clery reportable area. One of the key responsibilities of a campus security authority is to encourage crime victims and witnesses to report crimes to the Public Safety Department Information and training on Campus Security Authorities may be found on the Office of Public Safety Website.

Employees serving in certain professional roles are not required to report these types of crimes unless there is an articulable immediate danger to the campus community that would necessitate disclosure. Examples of employees that would not be required to report include medical providers, pastoral and licensed professional counselors. These exempt employees may still complete an anonymous/confidential report for statistical or pattern analysis purposes and not divulge any personal identifiable information without the victim(s) consent.

**CONFIDENTIAL REPORTING TO THE COUNSELING CENTER**

The Counseling Center is committed to maintaining your confidentiality consistent with the law. Communications with employees who work in the Counseling Center, including your decision to seek counseling, are kept confidential. The Center will not release information about you to anyone outside the Counseling Center without your written consent, except as required by law, including, but not limited to:

- If we believe you are in imminent danger of self-harm.
- If there is reason to believe that child, elder, or dependent abuse has occurred.
- If you report being sexually assaulted and are under the age of 18.
- If you express threats of violence towards another person.
- If you have signed an authorization to release medical information form for specified individuals or agencies.

Consistent with the law, any required disclosure will be made to the appropriate authorities, including USI Public Safety. Additionally, should you be assessed to be a danger to yourself or others, or if hospitalization is pursued (either voluntarily or involuntarily), certain information about you will be disclosed to appropriate university personnel, your parents or guardians (as appropriate), and other essential third parties.

If you are the victim of rape, sexual assault, sexual battery, sexual coercion or other sexual misconduct, as defined by USI policy, state and federal law, and are 18 years of age or older, what you tell a Counseling Center Professional counselor and other Counseling Center employees who are functioning in their Counseling Center roles about how you have been the
victim of sexual misconduct is confidential, subject to the exceptions listed above. In addition, if you wish to make a report about what happened to you, to USI Public Safety or law enforcement agencies, a Counseling Center employee will assist you in doing so without disclosing information that identifies who you are.

If you choose to make an anonymous report of sexual misconduct, your counselor may remain in the room with you as you make your report. However, the counselor will not make the telephone call for you or participate in the telephone conversation between you and the reporting agency. Likewise, the counselor will not keyboard or assist in keyboarding an on-line report.

OUR COMMITMENT: The University of Southern Indiana does not tolerate any form of sexual misconduct. Sexual misconduct in any form violates University policy and may violate federal, state and local laws. The University’s Disciplinary Procedure for sexual misconduct is designed to respond to these allegations. Indiana’s criminal statues determine the criminal penalty or sanctions based upon the act, severity, and other mitigating or aggravating circumstances. The Sexual Violence Prevention and Response Program include counseling services, crisis support groups, and other organizations which provide assistance and referrals to students who have been victims of sexual misconduct.

Violations of this policy are subject to disciplinary sanctions through the Dean of Students Office (DOSO) or the Office of Student Conduct.

USI RESPONSE TO SEXUAL MISCONDUCT: When the University is notified of a sexual misconduct incident, specifically a sexual assault, the following best practice guidelines will be employed:

INVESTIGATIVE PROTOCOL:

- Take immediate steps to protect the victim and provide immediate medical care if needed
- If applicable, identify the areas on campus property where the incident(s) occurred and take steps to protect them as a potential crime scene
- Assist in preserving any physical evidence related to the incident reported
- Inform the victim of their right to file a complaint and the option of involving law enforcement including:
  - Filing a complaint with Public Safety and/or law enforcement
  - Be assisted by campus authorities in notifying law enforcement
  - Decline to notify law enforcement
  - If the incident did not occur on USI property, liaison with the appropriate law enforcement agency to assist the victim in filing a report and obtaining advocacy assistance
- Report the incident confidentially with no investigation
- Permit or provide the victim with an advocate, advisor or support person during the initial and any subsequent interviews
- Develop a suspect and witness list
- If appropriate, obtain a statement from any suspect or witness that may still be on scene
- Provide the victim(s) with supportive resources and the USI “Sexual Assault Information and Resource Brochure”
- Determine if a Timely Warning or Immediate Notification is needed?
- If applicable, liaison with local law enforcement to assist in their investigative process
- The University shall commence an investigation independent of any law enforcement investigation
- Confer with the appropriate University officials, i.e. OPS, DOSO, Title IX Coordinator on overall strategy and process for this investigation
- Clearly identify the applicable policies and procedures that apply to the investigation. Coordinate procedures where more than one applies, and give clear notice of these procedures to involved parties
- The assigned investigator(s) should identify all parties to interview; i.e. victim(s), suspect(s) witnesses and establish a preliminary timeline for the investigation, using reasonable time frames, and communicate that timeline to appropriate parties
- Investigators will NOT VICTIM-BLAME
- Assist the victim and any other involved party in obtaining orders of protection
- Identification of the investigative timeline should include but is not limited to: interviews of all victims, witnesses, suspects, statement verification, documentation gathering and report submission
- Investigative timeline updates should be communicated in a timely manner.
- Document the reasons for any investigative or timeline delays and communicate in a timely manner to all parties involved

**CONDUCT RESOLUTION:**

- Prompt fair and impartial investigation and resolution conducted by a university official providing due process to both the accuser and accused
- In the investigation and resolution, the standard of proof to assess complaints is a preponderance of the evidence standard
- A prompt investigation is usually 60 calendar days following the receipt of the complaint
- Any extension of an investigative timeline shall be for good cause
Written notice to the accuser and accused of any delay accompanied by a reason

Accuser and accused must be provided with timely notice of any meeting at which either or both of them may be present

Accuser, accused and officials must be provided with timely access to materials that will be used in meetings or proceedings

Accuser and accused have the opportunity to be accompanied by an advisor of their choice during any disciplinary hearing or related meetings

Advise all parties of any restrictions on an advisor's ability to participate in a hearing or meeting

An appeals process is provided for both the complainant (or alleged victim) and the respondent

Documentation of all proceedings is made, which may include written findings of fact, transcripts, or audio recordings

The University will employ the civil "preponderance of evidence" standard when making findings about whether sexual violence did or did not occur.

All parties are notified simultaneously in writing about the outcome of any disciplinary hearing, the appeal process (if available) or when any result becomes final

Results must include determination of responsibility, any sanctions imposed and any rationale for the outcome

University complies with all Clery Act, Title IX and VAWA regulations

For more information on Hearing Procedures, refer to the Student Rights and Responsibilities, which is online at:

https://www.usi.edu/deanofstudents/code

REMEDIES AND ENFORCEMENT:

The University will take immediate action to eliminate hostile environments, prevent reoccurrence and address any effects on the victim and community

University will take immediate steps to protect complainants even before the final outcome of investigations, including prohibiting the alleged perpetrator from having any contact with the complainant

Steps should minimize the burden on the complainant while respecting (due process) rights of the accused individual unless there is a direct conflict, in which case Title IX protections control

Remedies for the complainant might include but are not limited to campus escort, ensuring complainant and alleged perpetrator do not attend the same classes if possible, moving either or both parties to a different housing accommodations, counseling services, advocacy, medical services, academic support services, course withdrawal without penalty, review of disciplinary actions
University will have policies and procedures to protect against retaliatory harassment including how to report any subsequent problems.

Provide notification and assistance in reporting to local law enforcement.

The Title IX coordinator should review all evidence and sexual harassment incidents to ensure prompt and equitable remedies.

All investigations and reports should be aligned with all federal guidelines (Title IX, Clery, VAWA).

WHAT YOU SHOULD DO: The following steps should be taken by any victim of sexual misconduct, specifically sexual assault:

- Get to a place of safety as soon as possible.
- Try to preserve all physical evidence. The victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s/he has a medical exam. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and or thru the reporting of the incident.
- Obtain necessary medical treatment. A medical examination may disclose the presence of physical injury that the victim is unaware of.
- The Public Safety Department strongly advocates that a victim of sexual misconduct report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a University Public Safety Officer, to any Campus Security Authority or local Law Enforcement.

Filing a report with a Public Safety officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a timely report with Public Safety AND a local law enforcement agency will:

1) Ensure that a victim of sexual misconduct receives the necessary medical treatment and tests.
2) Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.
3) Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
4) Provide safety plans to the victim while on and off campus.

EDUCATION AND PREVENTION

The University of Southern Indiana offers its students faculty and staff a variety of sexual violence prevention-related programs throughout the year. Participation varies depending on the program, including the following:

- Eagle Experience Opening Weekend Presentation and Speaker to all incoming residential students (nearly 1400 attendees in August 2014)
- Required Online First Year Experience Learning Module for all first year students who are unable to attend the Opening Week in-person presentation.
- Eagle Experience Learning Module required of resident assistants.
- Title IX related campus-wide presentation and outside speaker each semester (fall 2014, "Speak About It")
- Bystander intervention as requested: in past years, this training was required for all Fraternities and Sororities; however, the University is currently working to implement this training as a requirement once again for all Fraternities and Sororities as well as for all athletic teams. Presentations also are routinely offered in the residence halls and in selected academic classes.

**IMPOSITION OF CONDUCT SANCTIONS INCLUDING SEXUAL MISCONDUCT INCIDENTS:** The objective of any Administrative Hearing is to determine whether the charged student is “responsible” or “not responsible” for the alleged incident. If a student is found responsible, the Hearing Official may implement a sanction which is a means of redirecting the policy violation to an educational correction and reflection. The Hearing Officer may implement as many sanctions as seen applicable per the situation. The Hearing Official also reserves their discretion for having contradictory sanctions implemented for individuals in the same or similar cases.

The following is a list of possible sanctions the University may impose in any disciplinary matter:

- **Warning (Written):** A student may be given a written warning. A written warning is a letter that makes a matter of record any incident in violation of the code. Subsequent code violations will normally result in more severe sanctions.

- **Probation:** Probation is a specified period of review and observation during which the student must demonstrate the ability to comply with University policies, and any other sanctions as outlined above and/or conditions which have been imposed in writing. The specific terms of the probation will be determined on a case-by-case basis. Notification may be given to other University officials as necessary. Probation may be supervised or unsupervised. Further inappropriate behavior may result in additional sanctions to be assigned, including suspension or expulsion.

- **Emergency Suspension:** A student may be temporarily and immediately suspended, pending a hearing, when the student’s actions or threats of action poses a threat to themselves or to others, or to the University’s educational mission or property or to the health or safety of University community members. No hearing will be required before the emergency suspension is imposed; however, a review of the emergency suspension will be held within five (5) working days following the notification. The adjudication process will proceed in a timely manner.

- **Suspension:** A written notification of the termination of student status and exclusion from further enrollment for a specific period of time not less than one academic semester and not to exceed two academic years. A student who has been suspended must vacate campus within the time frame established.
- The notice will include the conditions for readmission which must be met prior to application for readmission. An interview with
the Dean of Students or his/her designee will be required prior to acceptance of the student’s application for readmission.

- The student’s eligibility for any refund of tuition/fees will be subject to the University’s normal withdrawal policy.

- The student must leave University residences and may not be on University-owned or -controlled property or attend University events.

- Suspension is a matter of permanent record. A permanent record indicates that student behavior files may be retained indefinitely.

☐ **Expulsion:** A written notification that the student is permanently ineligible to return to the University. The student must leave University residences and may not be on University-owned or -controlled property or attend University events. Petitions for re-enrollment will not be accepted. The expulsion will be recorded on the student’s transcript as “May Not Register” and is a matter of permanent record.

For more information on the USI conduct process and the full range of conduct sanctions, you may view them at the end of this document in Appendix 1 or at the link provided below.


**CAMPUS SEX CRIMES PREVENTION ACT-SEX OFFENDER REGISTRY**

The Campus Sex Crimes Prevention Act of 2000 requires sex offenders, when they register with the designated law enforcement agency, to indicate whether and where they are enrolled, employed, or volunteering on a college campus. The registering agency must share that information with the relevant colleges, and the colleges must tell students, faculty members, administrators, and staff members where information on registered sex offenders can be obtained. The Vanderburgh County Sheriff’s Office is the designated law enforcement agency for the University of Southern Indiana.

**INDIANA SHERIFFS’ SEX AND VIOLENT OFFENDER REGISTRY**

Effective January 1, 2003, Zachary’s Law requires sheriff departments to jointly establish and maintain the Indiana Sheriffs'
Sex and Violent Offender Registry to provide detailed information about individuals who register as sex or violent offenders in Indiana. The registry’s purpose is to inform the general public about violent offenders who live, work, or study in Indiana. The Commonwealth of Kentucky and the State of Illinois sex offender websites are included with the National Sex Offender web site due to their close proximity.

**SEX OFFENDER WEBSITES**

Vanderburgh County Sheriff’s Office:  
http://www.vanderburghsheriff.com/sex-offenders.aspx#content  
State of Indiana:  
http://www.icrimewatch.net/indiana.php  
Commonwealth of Kentucky:  
http://kspsor.state.ky.us/  
State of Illinois:  
http://www.isp.state.il.us/sor/  
National Sex Offender Public Website:  
www.nsopw.gov/Core/Conditions.aspx

**CAMPUS SECURITY POLICIES; CRIME PREVENTION AND SAFETY AWARENESS**

**CARE TEAM-BEHAVIORAL INTERVENTION**

The University of Southern Indiana (USI) is committed to supporting a positive, healthy and safe student experience. The University’s CARE Team is a cross-functional assessment group, chaired by the Dean of Students that responds to students in apparent/potential distress. C.A.R.E. stands for Campus Action Response and Engagement (CARE) of students in distress. The CARE team works collaboratively to provide confidential, respectful, and proactive support, while offering resources and balancing the educational needs of students within the overall mission of the University.

The CARE Team centralizes the reporting of concerning student behavior, publicizes current policy, and encourages early intervention. If a situation demands immediate attention after 4:30 p.m. or during the weekend, please alert the Public Safety Department by calling 812/492-7777. The team will follow up with the individual initiating the report to gather additional information as needed. In some cases, an interview will be arranged with the student of concern to determine appropriate actions. The CARE Team Reporting Form must be completed when someone observes incidents of concerning, aberrant, dangerous, or threatening behavior. The form may be accessed at:  

A more in depth review of the CARE team mission, purpose as well as the CAMPUS CARE GUIDE may be viewed at  
www.usi.edu/deanofstudents/careteam

**WEAPONS POLICY:** The transfer, sale, use of, possession of weapons, including but not limited to: firearms, ammunition, bombs, explosives, clubs, dirks, martial arts weapons, sling shots, bows and arrows, sabers, swords, knives with blades in excess of three (3) inches except kitchen knives used in the preparation and/or serving of food, war souvenirs, incendiary devices, fireworks, paintball guns, pellet guns, BB guns, stun weapons, Tasers, or look-alikes, dangerous chemicals or fuels, or other destructive devices or substances, are not allowed on
University-owned or controlled property unless permission for possession and/or use has been authorized by an appropriate University official. Duly-licensed officers of the law are exempt from this policy.

**RESPONSIBILITY TO OTHERS AND MEDICAL AMNESTY:** A student has a responsibility to ensure the well-being of their guests and fellow students. If an individual needs emergency medical attention, the student is required to call an ambulance or other appropriate emergency response personnel (University public safety, ambulance, police, fire, etc.) to gain that assistance. If a student fails to carry out this responsibility, the student may be subject to severe University sanctions and may potentially be subject to additional civil and/or criminal liability.

The University recognizes the Senate Enrolled Act. No. 274 amendment to the Indiana Code, effective July 1, 2012, which outlines when a person who meets the criteria of the act, is immune from criminal prosecution. When a student is intoxicated or under the influence of drugs/controlled substances and seeks medical assistance, s/he may be granted amnesty from formal disciplinary action by the University for violating alcoholic beverage or drug/controlled substance policies.

Upon receiving a report that a student needs medical assistance, University personnel will respond through the Public Safety and officials will use standard procedures for documenting and collecting information for all parties involved. Conduct charges will be deferred and will be dismissed upon successful completion of an approved alcoholic beverage or drug/controlled substance intervention program, leaving the student with no disciplinary record. Failure to successfully complete an approved alcoholic beverage or drug/controlled substance intervention program, as required, will result in the processing of charges and may result in more severe sanctions.

**MISSING STUDENT POLICY:** The Higher Education Opportunity Act of 2008 (effective August 14, 2008) requires any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures.

The term “missing student” is defined as any University of Southern Indiana student residing in an on-campus student housing facility who is reported missing from their residence for more than 24 hours. All students residing in on-campus student housing facilities have the option as provided by the Office of Housing and Residence Life to identify an individual that the University may contact in the event they become missing for more than 24 hours. The contact information shall be registered as confidential, accessible to only authorized personnel and it may not be disclosed, except to law enforcement personnel in furtherance to a missing person investigation.

USI Public Safety should be notified immediately when a student who resides in an on-campus student housing facility is determined to have been missing. When a student is reported missing, Public Safety will make initial inquiries to locate the student. Public Safety will:

- Notify the contact person if the student has designated on, within 24 hours
• Notify the student’s custodial parent or guardian and/or any other designated contact person within 24 hours if the student is under 18 years of age and is not emancipated; and
• Inform the appropriate local law enforcement agencies within 24 hours unless the agency is the initial reporter.

The 24 hour benchmark may be waived if foul play is suspected and the incident reported to local law-enforcement. Public Safety will support any missing student investigation by providing appropriate technical support, including photos, campus alerts, schedules and any other information relevant to the search.

While students are under no obligation to notify the University they plan to spend time away from their campus residence they are strongly encouraged to share information with family, friends or housing staff when they do so.

**CLERY ACT COMPLIANCE:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, require colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of selected campus crime and fire safety statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms.
- The statistics must be gathered from campus police or security, local law enforcement, and other University officials designated as “Campus Security Authorities”, who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to the campus community”
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;
- Maintaining a daily public crime and fire log
- Upholding basic rights to victims of sexual assault
- Making accurate crime statistics available to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level

**CAMPUS AND COMMUNITY RESOURCES**

**STUDENT SUPPORT**

- Public Safety (PS) 812-492-7777 (Emergency) or 812-464-1865
- Dean of Students Office-812-464-1862 [http://www.usi.edu/deanofstudents/](http://www.usi.edu/deanofstudents/)
share that information with the relevant colleges, and the colleges must tell students, faculty members, administrators, and staff members where information on registered sex offenders can be obtained. The Vanderburgh County Sheriff’s Office is the designated law enforcement agency for the University of Southern Indiana.

PUBLIC SAFETY AWARENESS AND PREVENTION PROGRAMS

Throughout the academic year, safety training sessions for students are offered upon request. Parents and students hear about campus safety programs and services during orientation sessions for new students.

Office of Public Safety leadership and other university departments frequently speak to student and staff groups, including resident assistants and the Residence Life professional staff in University Housing, sororities, fraternities and other student organizations. The OPS also offers security risk assessments, safety plans and crime-prevention presentations. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Crime Prevention Seminars: Interactive presentations are provided to student, faculty, staff, or other organizations upon request.
These presentations provide valuable information on the services provided by the Office of Public Safety and how to reduce your chances of being the victim of a crime.

**R.A.D. (Rape Aggression Defense):** The Rape Aggression Defense System is a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. The course is taught by certified instructors with the stated objective, “to develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked.”

**Safe Ride:** SAFE Ride is a program developed for USI students by the Student Government Association, Dean of Students Office, Counseling Center, and Evansville’s River City Yellow Cab Company. The program provides a safe alternative for emergency situations when other transportation is unavailable. It is a “way out” of dangerous or potentially-dangerous situations by giving USI students safe transportation home through the River City Yellow Cab Company’s service within the local area by calling 812-429-0000. More information on the Safe Ride program is available at: [http://www.usi.edu/deanofstudents/safe-ride](http://www.usi.edu/deanofstudents/safe-ride)

**New Student Orientation:** Crime prevention materials are provided and questions are answered during new student and parent orientation.

**Operation Identification:** Public Safety will mark personal property with an electric inscriber/engraver. It is recommended that students retain a photograph, description, serial number, model numbers, and up to date inventory of their property.

**Shuttle Bus Network:** Public Safety coordinates an on-campus bus service and off campus shuttle bus system. The use of this transportation service is available to all University of Southern Indiana affiliates with a valid Eagle Access card, free of charge. For schedule and bus stop information visit: [http://www.usi.edu/security/parking/bus-schedules](http://www.usi.edu/security/parking/bus-schedules)

**Safety Escort Service:** The Public Safety Escort Service is designed to enhance your safety and peace of mind if you must be on campus after dark. The primary goal is to deter sexual harassment, verbal abuse and assault, and to enable students to travel about the campus with a greater sense of security. The Escort Service is primarily a mobile service, but walking escorts are available upon request.

The mobile escort is not intended as an alternative form of transportation and may be denied in the following cases:

- As a regular means of transportation to full-time employment.
- When two or more students have the same destination.
- If public transportation is available.
Bicycle Lockers: Public Safety coordinates the use of secured bicycle lockers for the safety of those who enjoy riding their bicycles on campus. The use of the lockers is on a first come first serve basis and there is no charge for this service. The lockers are located next to parking Lot K. Contact the Office of Public Safety Parking Department at 812-465-1091 for further information on this program.

Eagle Access Card Building and Door Access: The Eagle Access Card is an all-in-one card that may be used for, personal identification, library privileges, and food services accounts, access to the Fitness Center and campus buildings. The Office of Public Safety coordinates and programs access to all campus buildings for all faculty, staff and students upon the appropriate approval. For assistance please contact the Office of Public Safety at 812-464-1845.

Identity Theft: Public Safety coordinates with the Computer Services Department to provide information to protect yourself from identity theft as well as what to do to if your personal information becomes exposed or if you actually become a victim of identity theft.

Identity theft occurs when someone uses another person's personal information such as name, Social Security number, driver's license number, credit card number or other identifying information to take on that person's identity in order to commit fraud or other crimes. For more information on protecting yourself from identity theft please visit http://www.consumer.ftc.gov/articles/0235-identity-theft-protection-services

UNIVERSITY POLICIES RELATED TO ALCOHOL AND DRUGS

The University of Southern Indiana prohibits the illegal manufacture, possession, use, and/or distribution of drugs and alcohol by students, employees, and visitors in student housing, University-owned or leased property or as a part of any "university activities". With few exceptions, the University maintains a "dry" campus. Legal use of alcohol may be permitted on campus only if approved by the president or her designee. All state and federal laws regarding alcohol and drugs are strictly enforced.

University regulations and Indiana state law prohibit the use, possession, or distribution of narcotics or controlled drugs without a valid prescription. Violators of alcohol and drug policies are subject to the provisions of the applicable state and federal laws as well as University disciplinary actions.

Public advertisements of alcohol products are prohibited. This includes but is not limited to any signs or advertisements that are visible from public areas, alcohol signs, or other inappropriate displays or objects visible from outside your apartment, residence hall, or campus building. Alcohol containers are prohibited. This includes but is not limited to containers kept as decoration, alcohol paraphernalia (e.g. “beer bongs”), and those containers that are put in the garbage or are lying about your apartment, residence hall
suite, or campus building. Free assistance and on-going educational programs are provided by the University for students and employees. Additional information is available by requesting a Drug and Alcohol Abuse Policy and Prevention brochure from the USI Counseling Center or Human Resources Office.

**ALCOHOL POISONING IS A MEDICAL EMERGENCY**

**Call for Help—You could save someone’s life!**

**Know the signs:**
- Passed out or difficult to wake
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting while asleep or awake

**Know how to help:**
- Turn a vomiting person on his or her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- NEVER leave the person unattended

**POLICIES RELATED TO HOUSING AND RESIDENCE LIFE**

**Administrative Searches:** Upon approval by the director of Housing and Residence Life and/or the Director of the Office of Public Safety, or their designee, a room can be entered without notice when there is reasonable cause to believe a violation of University policy has occurred or is taking place, or to determine compliance with federal, state or local laws. The director of Housing and Residence Life, director of Public Safety, or their designees, shall determine the existence of “reasonable cause” prior to the room entry. Searches may be conducted in the absence of residents. During a search, the University may obtain evidence when there is reasonable cause to believe that a violation has occurred or is taking place. Housing and Residence Life staff will ask any residents present to sign Consent to Search form. Failure or refusal to sign the form will not prevent University personnel from conducting a search. On occasions when outside agencies (police, FBI, etc.) may need to search an apartment or room; Housing and Residence Life staff and Office of Public Safety staff are expected to cooperate.

**Access:** Access to apartments and residence hall rooms are granted only to the assigned residents of that location, or to University staff. Access will not be granted to resident’s friends, relatives, or other students by staff. The University of Southern Indiana reserves the right to enter apartments or residence hall rooms for inspection, cleaning, or maintenance purposes at reasonable times. Commercial solicitation is prohibited.
Keys and/or Access Cards: Apartments and residence hall students are given access to their respective residence either with a hard key or electronic computerized card system.

Keys: Residents are expected to carry their apartment keys with them at all times. Residents may not lend their apartment key to anyone. Lost keys will result in a re-core fee.

Lock Outs: It is the responsibility of the student to ensure that they carry their apartment/room key/card with them. If a student locks themselves out of their apartment/room, there will be no charge for the first time each semester. Beginning with the second and with each subsequent lockout, the student will be charged a fee for the service. A student who loses their key/card will not be charged for the lockout service, as the cost of a lost key/card will be assessed.

Door Propping: Students found propping open exterior doors in any housing facility may face contract termination as this is a security risk for the community. Violators may be sanctioned. Propped doors that are not attributed to an individual may be prorated among all residents of that building or wing.

Visitation and Guests: Guests are authorized to have access to housing apartments or residence halls. Residents are responsible for the behavior of their guests. Residents will be charged for any and all violations caused by their guests. Guests are prohibited from staying in the apartments or residence halls without the resident. These individuals will be asked to leave by the Office of Public Safety or Housing and Residence Life staff if found unescorted or unaccompanied in or around University housing property. Residents who leave guests unattended will be held judicially responsible. The number of guests allowed is mandated by the State Fire Marshal’s Office - The maximum capacity of any two-bedroom apartment or residence hall suite is eight persons, including both residents and guests. A one-bedroom apartment or residence hall suite has a maximum capacity of four persons, including both residents and guests.

Guest Registry: Any guest staying in University housing must be of the same gender as the resident, and must be registered with Housing and Residence Life. Unregistered guests will be asked to leave University housing. Guests must be at least 16 years of age. Children under the age of 16 may not be left unattended in housing facilities, and babysitting is strictly prohibited in campus housing.

Cohabitation: Living or staying for any pattern of time in an apartment or suite without an official contract for that particular space will be considered cohabiting. Cohabitation is defined as a person staying in an apartment or suite for more than three consecutive nights, or other patterned behavior that is intended to allow an individual to stay beyond visitation hours. Non-registered guests can be considered as cohabiting. The resident who allows this situation to occur can be held accountable and charged with cohabiting under the USI.
Student Rights and Responsibilities: A Code of Student Behavior.

**Quiet and/or Courtesy Hours:** Residents and guests of the apartments and residence halls are expected to observe the established courtesy hours. Community residents and/or Housing and Residence Life staff reserve the right to ask people to observe courtesy hours at all times. Student equipment (stereos, televisions, musical instruments, alarms, etc.) that continues to be a noise problem will be confiscated by staff. Disposal of the property and potential fee may be imposed. Quiet hours are Sunday thru Thursday, 10pm – 8:00am, Friday thru Saturday, Midnight – 8:00am and 24-hour quiet hours begin the night before final exams are administered.

**Off-Campus Residences (registered student organizations):** All residences are privately owned. Access to off-campus residences of registered student organizations is controlled by the housing corporation of that organization and the residents themselves.

To obtain more detailed information about Housing and Residence Life, download their HRL handbook here: http://www.usi.edu/media/3326939/2014-15-resident-handbook-update-8-6-14.pdf

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**ANNUAL DISCLOSURE OF CRIME STATISTICS**

While the USI campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics that are reported annually, other common crimes that occur on campus are outlined below.

**Theft:** Theft is a common occurrence on college campuses. Often, this is due to the fact that theft is often seen as a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time. It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim to theft.

- Keep doors to residence halls, labs, classrooms locked when not occupied.
Don’t provide unauthorized access to persons in the buildings or classrooms.
Do not keep large amounts of money with you.
Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer.
Keep a list of all valuable possessions including the make, models, and serial numbers.
Take advantage of the Engraving Programs to have all valuables engraved with specific identifying marks.
Don’t leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time.
Don’t lend credit cards or identification cards to anyone.
Report suspicious persons to Public Safety immediately; don’t take any chances.
If you See Something….Say Something

**CLERYS ACT CRIMES - DEFINITIONS**

**Murder/Manslaughter** – defined as the willful killing of one human being by another.
**Negligent Manslaughter** – defined as the killing of another person through gross negligence.
**Sex offenses** – Defined for Clery reporting purposes as Rape, Forcible Fondling, Statutory Rape and Incest. (“Rape” is now inclusive of sexual assault, sexual assault with an object, and forcible sodomy and can be perpetrated against both women and men.)
Robbery – defined as 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 – defined as 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.

Burglary – unlawful entry of a structure to commit a felony or a theft. There are three categories of burglary. Forcible entry; Unlawful entry with no force; and attempted forcible entry;

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.)

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.

Hate Crimes – In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clery Act, when motivated by prejudice on account of race, gender identity, national origin, religion, sexual orientation, ethnicity, or disability.

Larceny/Theft – includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault – 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.

Destruction/Damage/Vandalism to 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.

**FIRE SAFETY REPORT**

The Campus Fire Safety Right-to-Know Act is now included as part of the reauthorization of the Higher Education Opportunity Act (HEOA) of 2008. This allows future and present University of Southern Indiana parents and students to access fire and safety information about:

- On-campus student housing fire protection systems
- Number of campus fires and causes for each fire
- Number of injuries and deaths related to a fire
- Total amount of property loss caused by a fire
- Number of mandatory supervised fire drills
- On-campus student housing policies and rules for portable electrical appliances, smoking, open flames, and evacuation procedures
• Fire safety education and training programs provided to students, faculty, and staff

FIRE SAFETY PREVENTION: The University has developed a Fire Prevention Plan aimed at reducing the risk of fire-related incidents and injuries. The University's policies are based on the premise that most fires are preventable and all members of the University community have the responsibility to prevent fires. All faculty, staff and students should be aware of potential fire hazards related to a campus environment. The University community should also be knowledgeable of the emergency procedures that should be followed in the event of a fire.

The University has established fire safety programs for students living in our campus residence halls. The Office of Public Safety Residence Life, Physical Plant, Risk Management and Safety, and the Perry Township Fire Department work closely to educate the student residents about fire and safety to prevent and respond to fire emergencies and alarms. Fire evacuation plans have been developed for each residence hall and copies of these plans can be found on the inside of the door of each room.

The University also has specific fire safety programs that target Physical Plant employees and contractors working on our campus. Red Tag Permits are physical tags that are placed on equipment such as sprinklers and fire pumps to remind workers to return the equipment to service when repairs are completed. Hot work permits should be used by contractors, employees and students who work with torches and other hot sources.

DAILY FIRE AND CRIME LOG: USI Public Safety maintains a public crime and fire log at the Public Safety office. These logs are continuously updated and are available for inspection during regular business hours.

For more information on Fire Safety procedures please visit: www.usi.edu/riskmanagement

FIRE STATISTICS: In accordance with the Higher Education Opportunity Act of 2008, the University of Southern Indiana is providing fire safety information as part of the Annual Report. This information can be found in Appendix 5. Reports of fires and fire alarms are maintained in a data base within the Office of Public Safety. Data includes the building name, address, time and date, the cause of the fire, any injuries or deaths, narrative describing the incident, and dollar values for damaged property.

DESCRIPTION OF STUDENT HOUSING FIRE SYSTEMS
Residence Halls
• A central fire alarm system with detectors throughout the building and in every sleeping room;
• Alarms are centrally monitored at the Office of Public Safety Dispatch Center;
• Automatic wet sprinklers are in each room;
• Pull stations are located in each hallway;
• Stovepipe in each resident hall;
• Fire extinguishers are located in each hallway and the common area of the residence halls;

Apartment Buildings
• A detector is located in each apartment which is connected to each building;
• Pull stations are located on the exterior of the apartments;
• Fire extinguishers are located in each apartment’s common area;

**FIRE RESPONSE PROCEDURES**

The Perry Township Fire Department provides the Residence Life staff, Resident Advisors, Area Coordinators, Graduate Assistants, and Public Safety personnel with annual fire and safety instruction including; fire extinguisher usage, evacuation procedures, and general fire safety information. This includes train the trainer instruction so the Residence Life staff can conduct fire and safety training for all housing students.

Emergency response and evacuation procedures are tested bi-annually at the University. The University also participates in emergency preparedness discussions with other emergency management offices and a table top exercise at least once a year. These tests and exercises are designed to assess and evaluate the University’s emergency plans and capabilities. Documentation of the date, time, and description of each test, including whether it was announced or unannounced, is retained by the Office of Risk Management and Safety.

Housing residents participate in safety and fire programming once per semester. Fire drills are conducted twice a year in all apartment buildings and residence halls. The first drill is scheduled early in the fall semester and the second drill is conducted during the spring semester. The purpose of fire drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. Fire drills are used as a way to educate and train occupants on fire safety issues specific to their building.

During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. This includes evacuation and rendezvous points. In addition, fire drills allow the University an opportunity to test the operation of fire alarm system components. Fire drills are monitored by Environmental Health and Safety, Public Safety and Housing and Residence Life to evaluate egress and behavioral patterns. Reports are prepared by participating departments and recommendations are followed through to correct any 'identified deficiencies.'

**WHAT TO DO IN CASE OF A FIRE**

• When a fire alarm sounds, or when instructed to evacuate by staff, all residents are expected to vacate the building immediately.
• Know the location of fire extinguishers in your area and know how to use them. Training and information are available through the Physical Plant at 812-464-1729 or campus ext. 1729.
• Even for a minor fire that appears controllable, IMMEDIATELY contact the Office of Public Safety at Ext. 7777 - 812-492-7777 or activate the building alarms. Then, promptly direct the contents of the fire extinguisher toward the base of the flame.
• For fires that do not appear controllable, IMMEDIATELY sound the building alarms and evacuate the building.
• If possible, aid others to safety and close all doors to confine the fire and reduce oxygen. Do not lock doors.
• When the building evacuation alarm is sounded, or when told to leave by Public Safety Staff, walk quickly to the
nearest marked exit and alert others to do the same.

- **ASSIST THE DISABLED IN EXITING THE BUILDING. DO NOT USE ELEVATORS DURING A FIRE.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be more breathable.

- Once outside, move to an assigned clear area away from the affected building(s). Keep the streets and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.

- An on-site command post may be set up near the emergency site. Keep clear of the on-site command post unless you have important information to report.

- **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by emergency personnel. **NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor where the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location.

## FIRE EXTINGUISHER USE

### Elements of Fire
Before extinguishing a fire, it is important to understand the elements that make up a fire. In order for fire to occur, four elements must be present: oxygen, fuel, heat and a chemical chain reaction. This is represented by the Fire Tetrahedron. When any of the four elements are removed, the fire will go out. Fire extinguishers function by removing one of the four components of the Fire Tetrahedron.

### Fire Ratings
Fire extinguishers are rated based upon the types of fires they are designed to put out. These ratings are identified on the label of the fire extinguisher. Care should be taken to ensure the extinguisher chosen to put out a fire is proper for the type of fire. Listed below are the four main types of ratings.

- Class A: Ordinary combustible materials, wood, paper, plastics and clothing
- Class B: Flammable liquids and gases
- Class C: Energized electrical equipment
- Class D: Combustible metals

**Chart:** Types of fires and recommended fire extinguishers

### Types of Fire Extinguishers:
The University uses the following types of fire extinguishers:

- Water (Class A)
- Carbon dioxide (Class BC)
- Multipurpose dry chemical (Class ABC)
- Dry powder (Class D)

### Using a Fire Extinguisher
- Follow the **PASS** procedure when operating any fire extinguisher:
  - **P:** Pull the pin.
  - **A:** Aim at the base of the fire.
  - **S:** Squeeze the handle or lever.
  - **S:** Sweep from side to side.

### Rules for Extinguisher Usage
- Be trained in extinguisher use
- Use on small fires that are not spreading;
- Know what type of fuel is burning;
• Before extinguishing the fire, position yourself with the exit at your back;
• Do not attempt to extinguish the fire if you are in jeopardy or feel uncomfortable doing so.

Maintenance
• Missing or discharged fire extinguishers should be reported immediately to Emergency Minor Maintenance at campus 812-464-1700 or campus ext. 1700.

HOUSING AND RESIDENCE LIFE FIRE SAFETY POLICIES

Introduction: It is the mission of Housing and Residence Life to provide a high quality, affordable living environment for members of the USI community that is convenient, comfortable, culturally enriching, and conducive to academic success. As an integral part of USI’s educational efforts and support services, Housing and Residence Life is responsible for the formulation and enforcement of policies reflecting the University’s mission within the residence setting.

The success of the campus living experience depends upon our residents, and it is our hope that all students in housing will take an active role in determining that success. As such, it is expected that all residents will be responsible for their own activities, and the activities that occur within their assigned apartments/rooms.

Candles: Candles, lit or unlit, incense, etc., are prohibited in any Housing and Residence Life facility.

Cooking (Residence Halls): Cooking in rooms with an open flame or exposed element is prohibited. Electrical appliances such as electric skillets, woks, electric grills, George Foreman grills, hot pots, coffee makers without automatic shutoff feature, or other appliances that can be used to prepare raw foods are prohibited (With the exception of microwave ovens). Students will be asked to remove the appliance. If the item is not removed, the University will remove the appliance and store for 10 working days. A storage fee will be added to the student’s account. After 10 days, if the item has not been retrieved by the student, the item will be disposed.

Decorations: Residents are encouraged to decorate their residence hall suite or apartment, as this is considered a resident’s “home away from home.” However, residents are asked to be considerate of the community by adhering to the following guidelines for decorations:

Exterior Decorations: Exterior alterations or decorations are only permitted in University housing with the following stipulations:
• Sidewalk chalk, spirit foam, shoe polish, paints or other methods used for writing on the exterior of the buildings are prohibited.
• Large potted plants or trees are not permitted in front of apartments or residence hall suites.
• These obstacles inhibit quick access for police, fire, and emergency medical personnel.
• Clothing, bathmats, rugs, towels, or other items may not be hung over balconies, as this creates a “line of sight” problem for Public Safety and other University personnel.
• Apartment or suite numbers may not be blocked or covered by wreaths, door
coverings, lights, or any other decorative element.

- Peepholes may not be covered.
- Fire protections and/or emergency equipment may not be covered or altered by exterior decorations.
- Lawn furniture is not to be left unattended in front of apartments or in hallways or stairwells.
- When not in use, all lawn furniture must be taken inside the apartment or suite.
- University furniture is not to be taken outside of the apartment or residence hall suite under any circumstances. If University furniture is found outside of the apartment or suite, you may be charged a fine and/or to replace the item(s).
- Bicycles must be stored in designated bicycle racks within University housing. Residents may not lock bicycles on the balcony or posts attached to the building, nor may they bring them into the hallways of the residence halls. The University is not responsible for stolen or damaged bicycles.
- Gas and/or charcoal grills are not permitted in University housing apartments or residence hall suites.
- Holiday or decorative lights may be used, with the following stipulations: Lights may not be strung under windows or doors. Only exterior outlets may be used for outside lights. Lights must be UL approved for outside usage, and the label denoting such use must remain on the light strand. Lights may not be strung across areas where people walk (sidewalks, balconies, stairwells, etc.).
- If the guidelines for exterior decorations are not followed, residents will be asked by staff to remove the decorations and may face disciplinary action.

**Interior Decorations:** Interior decorations are allowed in University housing units with the following stipulations:

- Interior decorations may not block air vents.
- Interior decorations may not cover fire protection or other emergency equipment.
- Decorations may not cover peepholes.
- Placement of live Christmas trees and/or other live greenery (excluding potted houseplants) in any part of housing is prohibited. Artificial trees are permitted inside an apartment or residence hall suite.
- Canned spray snow is not permitted on windows in housing.
- Window coverings must be the provided mini-blinds.
- Cloth curtains, solar film, or white poster board may be placed on the windows for additional light control. No cardboard, aluminum foil, cellophane, or other type of window covering is permitted on windows.
- Large nails, staples, screws, wall anchors, poster putty, or tape on walls or doors inside or outside the apartment are prohibited.
- Freestanding lofts may be built in the apartments or residence hall suites with the following guidelines: Lofts may not be attached to the ceilings or walls, they must be freestanding. The top of the mattress must be at least 24 inches from the ceiling to comply with fire
codes. All wood surfaces must be treated with a fire retardant varnish. Lofts must be pre-constructed to ensure their stability, and brought in pieces to University housing to be assembled. No actual construction of a loft should occur in a housing facility, only the assembly of a pre-constructed loft. The University is not liable for damages or injury from lofts built by students. Improperly built lofts may result in disciplinary action and maintenance costs for removal.

- Removing mounted fixtures from walls or ceiling is prohibited.
- Private door locks on any exterior or interior doors are prohibited.
- Any renovations or changes to the apartment are prohibited.
- Dartboards are prohibited.
- Residents may not paint or wallpaper walls or ceilings in the apartments or residence hall suites.
- If these guidelines for interior decorations are not followed, residents will be asked by staff to remove the decorations and may face disciplinary action.

**Emergency Protection Equipment:** Tampering with emergency protection equipment, including but not limited to University fire protection equipment, evacuation route postings, emergency signs, weather radios, exit lights, fire extinguishers, smoke detectors, and alarm systems, is prohibited.

**Grills:** The use of personal grills in University housing is prohibited. Public grills are provided throughout housing for student use. Please use the grills in accordance with the following guidelines:

- Clean grills thoroughly before and after use. You may use aluminum foil on the grills, but foil must be removed after you are finished and discarded properly.
- Only Matchlight brand charcoal may be used with the grills and stored in apartments or suites.
- Used coals must be placed in the coal disposal bucket located next to every grill.
- Trash must be removed from the grill area and disposed of properly.
- Paper trash must be thrown away in garbage cans and not the coal disposal bucket.

**Halogen Lights:** Halogen lights are prohibited in any housing and residence life facility.

**Health and Safety Inspection:** Apartment and residence hall rooms may be entered during Thanksgiving and semester and spring breaks to assure that all health and safety requirements are met. During the academic year, health and safety inspections will be conducted by Housing and Residence Life staff (no more than once per month). In these cases, 24-hour notice will be given to residents that staff will be entering their apartment or residence hall suite to conduct the inspection.

Up to three times per semester, Housing and Residence Life staff will enter the apartments to check safety equipment (fire extinguishers, weather radios, smoke detectors, etc.) in the apartments and residence halls. Staff will also check to ensure that all appliances are working correctly. Housing and Residence Life will provide students with at least 24 hours’ notice prior to these inspections.
**Maintenance:** Maintenance staff will enter apartments and residence hall rooms in the absence of residents in order to carry out any essential repairs, routine maintenance, and to respond to any emergencies.

**Tobacco Free Campus:** It is the policy of the University of Southern Indiana to promote and maintain a clean, healthy working and learning environment for students, faculty, staff and visitors. The University expects the cooperation and commitment of all students, faculty, staff and visitors in maintaining a smoke-free environment and an environment free from smokeless tobacco waste. Effective July 1, 2011, the University of Southern Indiana prohibits smoking or the use of tobacco or tobacco products on or in university-owned, operated or leased property or vehicles. To view the entire USI tobacco policy visit [http://www.usi.edu/tobaccofree](http://www.usi.edu/tobaccofree).

**Fire safety Improvements and Upgrades:** The University reviews the fire systems and will make upgrades, repairs or revisions when problems are identified. The University of Southern Indiana fire safety statistics and policies can be accessed on the Web at [www.usi.edu/security](http://www.usi.edu/security), or by contacting the Office of Public Safety at 812-464-1845.
# Appendix 1

## University Conduct Range of Sanctions

<table>
<thead>
<tr>
<th>Offense (Hearing Count)</th>
<th>Possible Sanctions (non-AOD)</th>
<th>Possible Sanctions (Alcohol)</th>
<th>Possible Sanctions (Other Drugs)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First</strong></td>
<td>Warning Educational Sanction Other</td>
<td>Warning Parental Notification CHOICES ($50) Other</td>
<td>Warning or University Probation Parental Notification Directions ($50) Housing Contract Termination Loss of privileges Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>University Probation Parental Notification Drug Assessment ($75) Housing Contract Termination Loss of privileges Other</td>
</tr>
<tr>
<td><strong>Second</strong></td>
<td>Warning or University Probation Educational Sanction Loss of privileges Other</td>
<td>Warning or University Probation Parental Notification Alcohol Assessment ($75) Other</td>
<td>University Probation Parental Notification Drug Assessment ($75) Housing Contract Termination Loss of privileges Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Third</strong></td>
<td>University Probation or University Suspension Housing Contract Termination Loss of privileges Other</td>
<td>University Probation or University Suspension Parental Notification Housing Contract Termination Loss of privileges Other</td>
<td>University Suspension Parental Notification Housing Contract Termination Loss of privileges Other</td>
</tr>
</tbody>
</table>

**Notes:**
- This chart is applicable to all USI students, regardless of housing status.
- The severity of the offense(s) will have an effect on what sanctions will be applied. For example, a student who is found in violation for using marijuana will most likely receive sanctions less severe than if the same student was found in violation for dealing marijuana.
- Educational sanctions can include the following: reflective paper, participation in an educational program, film/article reviews, and follow up meetings.
- Loss of privileges can include the following: visitation in housing, recreation facilities use, and participation in university events/organizations.
- “Other” sanctions can include: disciplinary fines, apology letters, housing assignment relocation, etc.
# APPENDIX 2
## CRIMINAL OFFENSES

<table>
<thead>
<tr>
<th>2013 Criminal Offenses</th>
<th>ON CAMPUS</th>
<th>ON CAMPUS (Total)</th>
<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Housing</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Homicide</td>
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<tr>
<td>Murder/Non-negligent Manslaughter</td>
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<td>Negligent Manslaughter</td>
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<td>Sex Offenses: Forcible Sex Offenses</td>
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<tr>
<td>Sex Offenses: Non-forcible Sex Offenses</td>
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<td>Robbery</td>
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<th>2013 Bias Crimes</th>
<th>ON CAMPUS</th>
<th>ON CAMPUS (Total)</th>
<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
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<table>
<thead>
<tr>
<th>2013 Arrests</th>
<th>ON CAMPUS</th>
<th>ON CAMPUS (Total)</th>
<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
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<td>Other</td>
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<td>Illegal Weapons Violations</td>
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<td>Drug Law Violations</td>
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<table>
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<th>2013 Disciplinary Actions</th>
<th>ON CAMPUS</th>
<th>ON CAMPUS (Total)</th>
<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
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<tr>
<td></td>
<td>Student Housing</td>
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<td>Illegal Weapons Violations</td>
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In addition, there were 130 other crimes reported. A statistical breakdown is on file in the Office of Public Safety.
*Data collection started in 2013.
# APPENDIX 2
## CRIMINAL OFFENSES

### 2012 Criminal Offenses

<table>
<thead>
<tr>
<th>Offense</th>
<th>ON CAMPUS</th>
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<td>Criminal Homicide</td>
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<td>Murder/Non-negligent Manslaughter</td>
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<tr>
<td>Sex Offenses: Forcible Sex Offenses</td>
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<tr>
<td>Sex Offenses: Non-forcible Sex Offenses</td>
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<tr>
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In addition, there were 168 other crimes reported. A statistical breakdown is on file in the Office of Public Safety.

*Data collection started in 2013.*
APPENDIX 2
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In addition, there were 163 other crimes reported. A statistical breakdown is on file in the Office of Public Safety.

*Data collection started in 2013.
# APPENDIX 3

## DESCRIPTION OF STUDENT HOUSING FIRE DETECTION AND SUPPRESSION SYSTEMS

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DESCRIPTION OF STUDENT HOUSING FIRE DETECTION AND SUPPRESSION SYSTEMS

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<td>No</td>
<td>No</td>
<td>No</td>
<td>2</td>
</tr>
<tr>
<td>Willard</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2</td>
</tr>
<tr>
<td>Williams</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2</td>
</tr>
<tr>
<td>Wright</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>

1. IFA – Internal Fire Alarm. The alarm sounds at the buildings.
2. Central Monitor. The residence halls’ alarms activate fire panels which are monitored at the Public Safety Dispatch Office.
3. Fire drills. Drills are conducted at a minimum of once per semester.
Appendix 4

Fire Safety Definitions

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or who dies within one year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:

• Sprinkler or other fire extinguishing systems
• Fire detection devices
• Stand-alone smoke alarms
• Devices that alert one to the presence of a fire, such as horns, bells, or strobe lights
• Smoke-control and reduction mechanisms
• Fire doors and walls that reduce the spread of a fire

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:

• Contents damaged by fire
• Related damage caused by smoke water and overhaul
• Does not include indirect loss, such as business interruption
### Appendix 5

#### 2013 Student Housing Fires

<table>
<thead>
<tr>
<th>Incident Number</th>
<th>Student Housing Calendar Year 2013</th>
<th>Date of Fire</th>
<th>Time of Fire</th>
<th>Cause of Fire</th>
<th>No. of Injuries</th>
<th>No. of Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-00137</td>
<td>7844 B Mahrenholz Rd Welsh Bldg O 'Daniel North</td>
<td>02/20/13</td>
<td>10:18 pm</td>
<td>Oven fire</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>2013-00478</td>
<td>8083 A O 'Daniel Ln Bigger Bldg O 'Daniel South</td>
<td>08/25/13</td>
<td>3:23 am</td>
<td>Furniture – Desk Candle</td>
<td>0</td>
<td>0</td>
<td>$100.00</td>
</tr>
<tr>
<td>2013-00493</td>
<td>Room 103 Newman Hall Residence Hall</td>
<td>08/27/13</td>
<td>8:51 pm</td>
<td>Lighter – Packing Tape</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>2013-00671</td>
<td>7922 B O 'Daniel Ln McNutt Bldg O 'Daniel North</td>
<td>10/20/13</td>
<td>11:28 pm</td>
<td>Electrical - Air Conditioner</td>
<td>0</td>
<td>0</td>
<td>$100.00</td>
</tr>
<tr>
<td>2013-00693</td>
<td>910 B Eckels Ln Saletta Bldg Mc Donald West</td>
<td>10/27/13</td>
<td>8:38 pm</td>
<td>Bathroom – Matches in trash can</td>
<td>0</td>
<td>0</td>
<td>$1150.00</td>
</tr>
<tr>
<td>2013-00725</td>
<td>8069 A O'Daniel Ln Wallace Bldg O 'Daniel South</td>
<td>11/08/13</td>
<td>4:10 pm</td>
<td>Burner on stove</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>2013-00814</td>
<td>7900 B Mahrenholz Rd Leslie Bldg O 'Daniel North</td>
<td>12/13/13</td>
<td>12:30 pm</td>
<td>Burner on stove</td>
<td>0</td>
<td>0</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

#### 2012 Student Housing Fires

<table>
<thead>
<tr>
<th>Student Housing Calendar Year 2012</th>
<th>Date of Fire</th>
<th>Time of Fire</th>
<th>Cause of Fire</th>
<th>No. of Injuries</th>
<th>No. of Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>McDonald East Apartment University Court Hovey Building</td>
<td>05/02/2012</td>
<td>4:43 pm</td>
<td>TV set on fire</td>
<td>0</td>
<td>0</td>
<td>$25.00</td>
</tr>
<tr>
<td>O'Daniel North Apartment 7957A O'Daniel Ln Schricker Building</td>
<td>07/23/2012</td>
<td>10:39 am</td>
<td>Electrical Air conditioning unit</td>
<td>0</td>
<td>0</td>
<td>$100.00</td>
</tr>
<tr>
<td>O'Daniel South Apartment 8128A O'Daniel Ln Dunning Building</td>
<td>08/26/2012</td>
<td>12:00 am</td>
<td>Paper set on fire</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>O'Daniel South Apartment 8117A O'Daniel Ln Wright Building</td>
<td>10/12/2012</td>
<td>8:15 PM</td>
<td>Box set on fire</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### 2011 Student Housing Fires

<table>
<thead>
<tr>
<th>Student Housing Centre</th>
<th>Date of Fire</th>
<th>Time of Fire</th>
<th>Cause of Fire</th>
<th>No. of Injuries</th>
<th>No. of Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>O'Bannon Hall</td>
<td>02-20-11</td>
<td>11:55 pm</td>
<td>Electrical fire (washing machine)</td>
<td>None</td>
<td>None</td>
<td>$200</td>
</tr>
<tr>
<td>1720 Rochelle Lane</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd floor laundry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bigger Building</td>
<td>03-26-11</td>
<td>5:05 pm</td>
<td>Burned food in oven</td>
<td>None</td>
<td>None</td>
<td>$0</td>
</tr>
<tr>
<td>8084 A O'Daniel Lane</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity Drive</td>
<td>04-22-11</td>
<td>2:21 am</td>
<td>Cloth and metal frame on fire</td>
<td>None</td>
<td>None</td>
<td>$0</td>
</tr>
<tr>
<td>(in middle of roadway)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity Drive</td>
<td>04-29-11</td>
<td>2:14 am</td>
<td>Christmas tree charred</td>
<td>None</td>
<td>None</td>
<td>$25</td>
</tr>
<tr>
<td>(in middle of roadway)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saletta Building</td>
<td>10-08-11</td>
<td>10:34 pm</td>
<td>Book set on fire</td>
<td>None</td>
<td>None</td>
<td>$10</td>
</tr>
<tr>
<td>924 B Mahrenholz</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Branigin Building</td>
<td>12-03-11</td>
<td>9:57 pm</td>
<td>Electrical (furnace fire)</td>
<td>None</td>
<td>None</td>
<td>$200</td>
</tr>
<tr>
<td>7964 B O'Daniel Lane</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>