

The 2014 Annual Security

And Fire Safety

Report for 2013

Jeanne Clery Act

Prepared by the Harris-Stowe State University

Prepared By Campus Public Safety

TO THE HARRIS-STOWE STATE UNIVERSITY  
COMMUNITY:

Although Harris-Stowe State University endeavors to provide a safe environment for students, faculty, staff and visitors to work, recreate and reside, security and fire safety is a shared responsibility.

This report covers safety and security policies, procedures and services provided on the St. Louis, Missouri campus. It also contains campus crime and fire statistics for calendar years 2011 - 2013 and highlights programs to educate the University community about safety. The report also includes the Campus Sex Crimes Prevention Act notification.

If you have any questions, concerns or recommendations about this report or the safety and the emergency preparedness of Harris-Stowe State University in general, please call the Director of Campus Public Safety at (314) 340-5952 or (314) 340-3333. You can also e-mail the office using the following: [richardh@hssu.edu](mailto:richardh@hssu.edu).

Howard Richards

Executive Director

Institutional Security and Development

Harris-Stowe State University

## INTRODUCTION

The office of Campus Public Safety, in conjunction with other departments at Harris-Stowe State University (HSSU), prepares and distributes this Annual Security and Fire Safety Report. The report serves several purposes: it complies with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; explains how the University reports, investigates and responds to crime and emergencies on or near University property; informs the University community of the safety and security resources available to respond to emergencies; and provides other safety and security information to the University community so that informed decisions may be made by the University community.

This annual report is published and released by October 1 of each year. The University's final crime statistics are compiled by Campus Public Safety using crime definitions found in the FBI Uniform Crime Reporting Handbook. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC 1092(f), the statistics for the three most recent calendar years include crimes that occurred: 1) on-campus (any building or property owned or controlled by Harris-Stowe State University within the same reasonably contiguous geographic area and used by Harris-Stowe State University in direct support of, or in a manner related to, the University's educational purposes, including residence halls and any building or property that is within or reasonably contiguous to the area identified above that is owned by the University but controlled by another person, is frequently used by HSSU students and supports institutional purposes); 2) on non-campus buildings or property (any building or property owned or controlled by a student organization that is officially recognized by the institution or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University); and 3)

on public property (all public property, including thoroughfares, streets, sidewalks and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus) that are reported to a campus security authority, as defined in the Act, or to local police agencies.

A PDF version of the this report can be viewed or otherwise printed by way of the Harris-Stowe State University's Campus Public Safety website. Click on the tab, 'Annual Security Report.'

Please contact the Campus Public Safety for additional crime information or questions relative to this report.

## HOW TO REPORT CRIMINAL ACTIVITY AND OTHER EMERGENCIES

Students, faculty, staff, and guests are encouraged to report crimes and public safety related incidents to the Campus Public Safety or the St. Louis Metropolitan Police Department in an accurate and timely manner. To report criminal activity and other emergencies contact Campus Public Safety (314) 340-3333. The St. Louis Metropolitan Police Department can be reached by dialing 911 if there is an emergency. If there is no emergency, dial (314) 231-1212. Crimes should be reported to the Campus Public Safety to aid in providing timely Campus Safety Notifications and to ensure inclusion in annual crime statistics.

Every member of the Harris-Stowe State University community is encouraged to take an active role in reporting hazardous conditions, criminal activity or any emergency. Any time immediate response is needed or a person is unsure of whom to call, the Campus Public Safety can be contacted by phone at (314) 340-3333; in person at Room 019 (Henry Givens Administration Building (HGA) or at the Bosley and/or Gillespie Residence Hall security desks. Campus Public Safety will contact fire, ambulance or police. Campus Public Safety officers will dispatch personnel to the scene of any reported incident and make other notifications, as needed. As

deemed appropriate, an emergency notification or timely warning of a crime that poses an ongoing threat to the University community will be initiated by Campus Public Safety.

Code Blue Stations (emergency phone) are located around campus – on parking lots, along walkways and in front of the Clay Early Childhood Center. The emergency phones will connect you directly to Campus Public Safety.

#### IMPORTANT PHONE NUMBERS

On-campus Emergencies

Campus Public Safety

Walking or vehicle safety escorts

On-campus emergencies: (314) 340-3333 (24 hours)

Housing and Residence Life: (314) 340-5300

School closings (bad weather): (314) 340-3366

Human Resources: (314) 340-3340

Facilities/Physical Plant: (314) 340-3351

Information Technology: (314) 340-3327

#### Outside Emergency Phones On-campus (Code Blue Stations)

As mentioned above, Code Blue Stations (emergency telephones) are located on-campus in the along walkways between the Emerson Performance Center and the Gillespie Residence Hall; in front of the AT&T Library; in front of the entrance to the William L Clay Early Childhood Center; and on the student parking lot where Gillespie and Bosley Residence Halls meet. These phones dial directly to the Campus Public Safety.

#### Emergency Taxi Service

The Campus Public Safety emergency number can also be used by students who are stranded away

from the University without transportation who need to return to campus. Students who are concerned about driving after consuming alcohol may also use this service, if they desire. Campus Public Safety can contact a local cab company and request that a cab is dispatched to transport the student, provided that the student provides his/her location. The student is responsible for his or her own cab fare.

#### Contacting the Department of Residential Life After Hours

Housing and Residential Life are always available to students. A Department of Housing and Residential Life staff member is available 24 hours per day by calling (314) 340-3333 (Public Safety). Ask to be connected to the Residential Life Director, Shawn Baker, or contact him directly at (314) 340-5300 or (314) 280-9969.

#### University Departments Work Together to Help Those in Crisis

Campus Public Safety officers handling an incident involving a University student or employee will contact a counselor or, if appropriate, a Residential Life staff member in situations that require it or when a victim requests assistance. Campus Public Safety officers will contact non-university emergency personnel as needed. Residential Life staff members, Human Resources, University counselors and Student Affairs staff may advise persons of procedures involving reporting of pertinent matters to Campus Public Safety and local police. Victims of crime, harassment or any other incident may have someone accompany them when reporting an incident to the Campus Public Safety or local police. Campus Public Safety will cooperate with and request local police whenever such involvement is appropriate. Local hospitals and medical facilities may be required to contact local police in some cases where evidence of a crime becomes apparent during treatment of a patient.

## Security Information and Assistance is Provided to all Students and Employees

Students living on-campus are provided information specific to their residence hall. The Student Handbook provides safety, security and emergency information and advice. Telephone numbers are available on the University website and the Campus Public Safety maintains a website, accessible through the University's website ([www.hssu.edu](http://www.hssu.edu)), which contains helpful information relative to safety and security on campus.

### POLICY ON EMERGENCY NOTIFICATION

General information about the emergency response and evacuation procedures for HSSU will be made available as part of the HSSU's Clery Act compliance efforts and that information is available in hard copy in the Campus Public Safety office, 019 HGA, the Dean of Student Affairs Office, Gillespie Residence Hall. By October 1, 2014, these procedures will be available on the Campus Public Safety web site.

Campus Public Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document situations that may cause a significant emergency or dangerous situation. In addition, Campus Public Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

If confirmed that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the HSSU Community, Campus Public Safety and the office of Communications and University Relations, will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the HSSU community or to the appropriate segment of the community, if the threat is limited to a particular

building or segment of the population. Campus Public Safety and of Communications and University Relations will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Campus Public Safety, St. Louis Metropolitan Police, St. Louis Fire Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the HSSU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the HSSU community. These methods of communication include network emails, emergency text messages via Twitter alerts that can be sent to a mobile phone for those who have opted in to receive such messages, and/or oral communications. Students are encouraged to opt-in to register cellular phone numbers and email addresses to receive emergency messages. A student may also register a parent's phone number or email address. Faculty and staff are strongly encouraged to register a phone number/email address in order to receive emergency messages. Follow-up information will be provided annually to the HSSU community using these methods of communication.

The emergency notification system is tested at a minimum, on an annual basis.

### PROCEDURES FOR TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill shall be coordinated by Campus Public Safety and Residential Life once annually for all residential facilities at HSSU. Decisions regarding designated locations for long-term evacuations are affected by the availability of designated emergency gathering locations on campus as well as other factors such as the location and nature of the threat.

Campus Public Safety and Residential Life staff at the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At HSSU, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants familiarize themselves with the location of exits, the sound of the fire alarm, and direction they should travel upon exiting the building. DPS and Residential Life personnel are aware of the relocation areas for each residence hall. The process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by DPS and Residential Life, and to evaluate egress and equipment issues. Reports may be prepared by DPS which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students may receive information about evacuation and shelter-in-place procedures during informational or educational sessions that they can participate in throughout the year. The Residential Life staff is trained in these procedures as well and act as an ongoing resource for the students living in residential facilities.

DPS conducts tornado drills to assess emergency response and sheltering procedures. DPS will announce emergency response and evacuation procedures in conjunction with at least one test per calendar year.

#### POLICY ON TIMELY WARNING NOTIFICATION

The Executive Director of Institutional Security and Development, in charge of the Campus Public Safety or his designee, in conjunction with other HSSU officials, develop Campus Safety Alert messages for

the University community, in coordination with University Relations, to notify members of the University community about crimes that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the University community. The Campus Safety Alert message will be launched by the Executive Director of Institutional Security and Development, in charge of the Campus Public Safety or his designee. The Campus Safety Notice will include information that will promote safety and will aid in the prevention of similar crimes. The Campus Safety Alert will include the date/time of the incident, the location and nature of the crime, information that promotes safety, such as crime prevention and safety tips, and information that will assist individuals in protecting themselves. The decision to issue a Campus Safety Alert is made on a case-by-case basis considering the validity of the information about the crime reported to DPS, facts surrounding a crime, the nature of the crime, continuing danger to the campus community, and risk of compromising law enforcement efforts.

Campus Safety Alerts are usually disseminated for the following FBI Uniform Crime Report/National Incident Based Reporting System Classifications: arson, criminal homicide, sex offenses (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape), robbery, aggravated assault, burglary, and hate crimes. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case, and the information known to DPS. For example, if an aggravated assault occurs between two students who have a disagreement, there may be no ongoing threat to other members of the University community; therefore, a Campus Safety Alert would not be disseminated. Sexual assaults are considered on a case-by-case basis, depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by DPS.

In an effort to provide timely notice to the University community, and in the event of a serious incident

which may pose a threat to members of the University community, an emailed Campus Safety Alert is sent to all students, faculty and staff.

Updates to the University community about any particular case resulting in a Campus Safety Alert may be distributed via email. The University may not provide timely warnings about those crimes reported to a professional counselor.

#### POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CAMPUS CRIME STATISTICS

Campus Public Safety compiles crime and fire data reported to Campus Public Safety and collects crime and referral data from local law enforcement, and campus security authorities. The Campus Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the Campus Public Safety website under Crime Information.

#### ORGANIZATIONS TO WHOM STUDENTS AND EMPLOYEES SHOULD REPORT CRIME FOR THE PURPOSE OF TIMELY WARNINGS AND INCLUSION IN THIS REPORT

Campus Public Safety, Henry Givens Administration Building, Room 019; or Public Safety Officers at both Gillespie and Bosley Residence Halls (314) 340-3333.

#### VOLUNTARY CONFIDENTIAL REPORTING

The University does not currently have a voluntary confidential reporting system for annual crime statistics.

#### POLICIES CONCERNING SECURITY OF AND ACCESS TO CAMPUS FACILITIES AND CONSIDERATIONS USED IN CAMPUS FACILITY MAINTENANCE

##### Residence Hall Access

Harris-Stowe State University's facilities consist of two residential facilities with more than 400 students living on-campus. The Residential Life security program stresses personal safety and preventive measures, which include:

- 24-hour security desks are in operation in both residence halls. During the school year, student and professional security staff monitored all people who entered the facility and, at various times and locations, controlled lobby door access. Student and security staff have access to telephones that notify the Campus Public Safety in the event of an emergency.

- University identification cards are required to enter the residence halls, and all non-residential student guests must be acknowledged and accompanied by a resident student.

- Exterior emergency exit doors are monitored with local alarms or alarms that immediately notify DPS of a potential breach in security.

- Residential Life student staff members live in both residence halls. A Residential Life staff member is always available or on call if needed.

- Students living on-campus periodically are reminded to keep their doors locked and to have valuables secured when visitors enter their rooms. The Student Handbook provides additional information and details on residence hall policies and procedures relative to maintaining a safe, secure environment. Certain University employees (e.g. Residential Life) have lawful access to residence halls and student rooms for maintenance, repairs, and cleaning.

##### Nonresidential Building Access

- Academic buildings are locked following the last classes of each day. Academic Buildings on the University's card access system are reopened remotely prior to the beginning of classes the

following day. Academic Buildings that are not on the University's card access system are reopened by Campus Public Safety Officers prior to the beginning of classes the next day.

- There is lighting in and around many campus facilities for increased safety and security purposes. Campus Public Safety Officers patrol University property and frequently monitor University buildings to address matters of safety and security.

#### Security Considerations Used in Campus Facility Maintenance

- Safety and security issues are considered and implemented in the design and placement of all campus lighting, shrubbery, trees and the like.
- Safety and security issues are considered when planning and designing major renovations to campus facilities or construction of new facilities on campus.
- Public Safety officers and maintenance personnel are expected to report promptly any safety and security maintenance issues when discovered.
- The University has implemented a University-wide key system, allowing for prompt lock changes, as necessary, when lost keys are reported. Most University keys on this system are stamped "Do Not Duplicate."

#### POLICIES FOR FIRE SAFETY

##### Actions to Take in Case of Fire:

- Know what your fire alarm sounds like.
- Know where pull stations are located.
- When you see a fire, sound the alarm.
- Contact Campus Public Safety at (314) 340-3333 or 911 to report any fire.

- Be prepared to identify the size of the fire and location.

- Exit building as safely and quickly as possible from the nearest exit. (In any building you should know where at least two exits are.)

- Close all doors behind you as you leave the building.

- Do not use the elevators for any reason.

- If you are physically challenged develop a buddy plan with someone else to help expedite safe exit.

- Notify others in the immediate area about the fire as you are leaving.

- Do not enter a building that is on fire or that the fire alarm is sounding in.

- Do not re-enter a building that you have evacuated for any reason.

- Never prop open or lock a fire exit door.

- Report any vandalism to any of the fire safety equipment in your building.

- The student handbook makes it mandatory for all students to exit the building when a fire alarm is sounding.

#### Description of Student Housing Fire Systems

HSSU promotes a safe and secure environment for our students. Our residence halls are equipped with automatic sprinkler systems and the primary fire alarm systems are hard-wired to contract monitoring company for continuous monitoring.

Our residence halls are equipped with smoke detectors, signage, and emergency lighting. Individual smoke detectors are located in most of the students' rooms. Smoke detector batteries are checked regularly by the residential housing staff in those residence halls with battery operated detectors. Pull stations are located near exit doors and exit doors are clearly marked. Smoke detectors, sprinklers, and alarms are designed to provide the

highest level of safety for our residents. Tampering with safety equipment or ignoring an evacuation order is prohibited. Residential facilities are important buildings to keep safe, and Campus Public Safety and Residential Life work with other departments and local authorities to determine if any alarm or known facilities problem has been sufficiently resolved to allow for reentry. Fire alarms are monitored 24 hours a day, seven days a week, and allow for direct access to St. Louis City Fire Department (SLFD). Fire drills are conducted in each residential housing facility once a semester in coordination with SLFD. Evacuation routes are located in each building. Prior to the commencement of classes in spring and fall, and during fire drills, the audio level of the alarms and the activation of light strobes are also checked.

#### Fire Safety Education

During the first week of school, students living in University housing meet with their Residence Hall Assistants and Residential Life staff. During that initial meeting they are told what actions to take during a fire, where the exits are and where the relocation areas are.

Anytime there is an evacuation emergency, such as a fire, the alarm will sound and strobe lights will activate throughout the building. Anytime there is an evacuation emergency, such as a fire, the alarm will sound and strobe lights will activate throughout the building.

#### Fire Prevention Policies

HSSU maintains a safe environment for our students through the initiation of policies and practices that promote fire safety at all levels. All residence halls receive regular fire safety inspections.

Policies and practices have been established throughout the campus that reduces the probability of a fire. Open burning, smoking, barbecuing outside of a designated area, and use of non-U.L. rated extension cords are prohibited.

The University continually examines preventative measures and policies associated with fire safety and implements changes deemed necessary for the continued safe operation of all University facilities.

#### Health, Safety, and Welfare

Students are prohibited from keeping or using firearms, fireworks, explosives, weapons (including, but not limited to, knives, pellet guns, air guns, spring loaded or paintball guns), or other dangerous articles or substances in University housing.

Activating a false fire alarm is strictly prohibited. Students are not to tamper with or remove any fire or safety equipment (including, but not limited to, smoke detectors, sprinkler systems, fire extinguisher, etc.) in the residence halls. Items may not be hung from the sprinklers. Students must vacate the building whenever the fire alarm system is activated. Open flame or open element devices (including, but not limited to, candles-wick or no wick, incense, George Forman grills, toasters, toaster ovens, barbecue grills, etc.) are not permitted in the residence halls.

#### Definitions and Findings

**Fire:** Any occurrence of an open flame or other type of burning in any area not intended to contain burning in an uncontrolled manner.

**False Alarm:** System malfunction or trouble alarm, or the fire alarm was activated intentionally when no smoke or fire danger was present subsequently no injuries, damages or fatalities occurred.

**Unwanted Alarm:** The fire alarm system activated as it is designed to, however no smoke or fire was present subsequently no injuries, damages or fatalities occurred.

During the period of January 1, 2012, through December 31, 2012, HSSU had one residential fire, resulting in minimal damage (less than \$200.00).



## CAMPUS LAW ENFORCEMENT POLICIES AND INFORMATION ABOUT THE CAMPUS PUBLIC SAFETY

### Enforcement Authority and Constant Patrol Presence

Campus Public Safety is a security department currently composed of approximately 13 full-time and 4 part-time employees who provide a full range of services around the clock, every day of the year. DPS's primary responsibility is the protection of life and property at the University. Officers are licensed by the St. Louis Board of Police Commissioners to patrol University grounds, buildings and parking areas. DPS officers may make arrests for crimes and may enforce University rules and regulations. DPS officers patrol in motor vehicles, bicycles, on motorized carts and on foot. Additionally, some officers maintain fixed security posts in high traffic areas, such as in residence halls and in Clay Early Childhood Development Center. The officers are armed and respond to criminal matters and perform various tasks, such as securing buildings. All officers carry two-way radios.

### Safety Escorts

The HSSU Student Patrol provides walking safety escorts on campus for students, staff and visitors. During evening hours, trained student workers wearing identifying vests and carrying a two-way radio are dispatched upon request to assist persons who require a safety escort.

### Special Events

Additional public safety officers may be assigned to provide security at special events involving large numbers of people. A Campus Public Safety representative works closely with the Business Office and other University departments to ensure security services are provided as needed.

### Relationship/Cooperation with Local Law Enforcement

- The University maintains an excellent working relationship with local and federal law enforcement officials and local government.
- Campus Public Safety personnel serve on neighborhood and other groups that, among other things, involve law enforcement and safety and security issues.
- Campus Public Safety officers can request that the St. Louis City Police Department issue summonses for several ordinance violations that occur on University premises. Public safety officers can detain and, if appropriate, arrest anyone who commits crimes on University property. Local police are always contacted and respond in these situations.
- Campus Public Safety representatives work closely with local law enforcement at all of its on campus property sites to investigate and properly report crimes.

### CRIME REPORTING POLICIES

Policies that Encourage Accurate, Prompt Reporting of all Crimes to the Campus Public Safety and Appropriate Police and Fire Agencies

Campus Public Safety maintains a close working relationship with the St. Louis Metropolitan Police Department (SLMPD), surrounding police agencies and the St. Louis Fire Department (SLFD). Students, faculty, staff, and guests are encouraged to report crimes and public safety related incidents to the Campus Public Safety, the SLMPD or SLFD by calling (314) 340-3333 or 911. If the crime or emergency is reported to DPS and assistance is required of the local police or fire department, DPS will contact the appropriate department. Public safety officers participate in new student and new employee orientation sessions to inform University members

about the appropriate procedures for reporting crimes and emergencies. DPS representatives periodically meet with representatives of Student Affairs and the Athletic Department to coordinate crime reporting and address safety and security questions. Individuals designated as Campus Security Authorities are provided with training and informed of the manner in which crimes are to be reported to DPS.

Victims or witnesses of a crime may report crimes voluntarily and confidentially by way of emailing the Executive Director of Institutional Security and Development, richardh@hssu.edu or by calling the (314) 280-9970 or (314) 340-5952.

#### Type and Frequency of Programs about Safety and Crime Prevention

- The Campus Public Safety webpage illustrates crime information, safety tips and crime notification alerts related to recent events. Campus Public Safety has an e-mail address (richardh@hssu.edu) that can be used for communicating questions, or requests to Campus Public Safety. New students and employees are informed about safety and security issues at orientation sessions. Students living on-campus are also provided additional information specific to their residence hall. The Student Handbook and Staff Handbook provide safety, security and emergency information and guidance.

- Residence Life staff hold floor meetings at the start of each fall term for all new resident students at the University to discuss issues such as keys, security, fire and other emergencies, alcohol and drug use, date rape awareness and individual responsibility.

- Throughout the year, presentations may be given by representatives of the Campus Public Safety, Res Life and guest speakers on topics such as student dating and relationship issues, sexual assault, workplace violence, alcohol-related issues, alarm use and personal safety matters.

Representatives of Campus Public Safety are always available to schedule individual or group safety presentations or to provide assistance in addressing specific problems. Representatives of the Campus Public Safety meet with various University organizations throughout the year to address safety and security issues.

#### i Missing Students

All faculty, staff, and students (University community members) share the responsibility of immediately reporting to the Campus Public Safety, when they believe that a student is missing. If a member of the University community has reason to believe that a student, who resides in on-campus residential housing, is missing, he or she should immediately notify the Campus Public Safety at (314) 340-3333 or the Dean of Student Affairs at (314) 340-5112.

Campus Public Safety will investigate in cooperation with the Dean of Student Affairs and the Director of Residential Life. Campus Public Safety will notify the St. Louis Metropolitan Police within 24 hours of the determination that a student is missing.

In addition to registering a general emergency contact, students are expected to identify an Emergency Contact for purposes of notification in the event the student is determined to be missing. A student's confidential contact information will be accessible only by authorized University personnel and law enforcement officials in the course of a missing persons investigation. If the missing student is a residential student, Student Affairs, Residential Life and Campus Public Safety will conduct a preliminary investigation of the student's whereabouts. If a student designated an Emergency Contact person, the Dean of Student Affairs will notify him or her no later than 24 hours after it's been officially determined that the student is missing. If the residential student is determined to be under the age of eighteen, and not an emancipated individual, the Dean of Student Affairs will then contact the residential student's parents or guardian and any other designated contact person

within 24 hours of the residential student being determined missing.

#### INFORMATION FOR YOUR PROTECTION

- An incident report database is maintained by the Campus Public Safety. The incident report database may be made available upon request during business hours at Campus Public Safety, Room 019, HGA. The incident report database lists reported incidents that occurred on-campus or on public property adjacent to campus property. This database includes the nature, date, time and general location of each incident and the disposition of the complaint, if known. The University may withhold information from the incident report database if the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. Once the adverse effect described above is no longer likely to occur, the University may disclose all withheld information in the database.
- There is one automatic teller machine on-campus located in the lobby of the Bosley Residence Hall.
- Weapons are prohibited on all University property even if a person is licensed under Missouri's concealed carry law. Campus Public Safety must be notified prior to any person bringing any weapon onto University property.

#### POLICY ON ALCOHOLIC BEVERAGES

The law of the State of Missouri states: "Any person under the age of 21 who purchases or attempts to purchase, or has in his or her possession any intoxicating liquor ... is guilty of a misdemeanor. Furthermore, anyone guilty of a misdemeanor shall, upon conviction, be punished by a fine of not less than \$50, nor more than \$1,000, or by imprisonment for a term not exceeding one year, or by both such fine or jail sentence."

HSSU recognizes both the letter and spirit of the law, as well as the needs of students for social activities.

The following alcohol policy and guidelines set parameters within which alcohol use will reflect this increasing awareness of our responsibility to each other:

- In observance of the law of Missouri and the ordinances of the City of St. Louis, no person under the age of 21 may purchase or attempt to purchase, or have in his or her possession, any intoxicating beverage on University premises or at University activities. Therefore, no alcoholic beverage may be served or sold to anyone less than 21 years of age on University premises or at University activities. Students must present a valid driver's license or State of Missouri identification card at events held on the University's premises at which alcohol is available. Students found presenting false identification will be subject to disciplinary action and possible criminal prosecution.
- Consumption of alcoholic beverages on University premises by those who are older than 21 years of age is permitted ONLY at those events that have been approved expressly by the University ONLY in those locations for which the University has a license. Approval for alcohol service at events sponsored by University departments is obtained from the Office of Business and Financial Affairs.
- University funds may not be used to pay for any portion of an event at which alcohol is served to or consumed by minors.
- Monitoring and enforcing compliance with the policy and guidelines is the responsibility of the Campus Public Safety outside of buildings and of the appropriate director or sponsor inside of the building. Compliance with the policy in residence halls is the responsibility of the director of Res Life and Student Affairs.
- University departments and student organizations may impose additional restrictions on the use and distribution of alcohol by its members.

The University is obligated to respect law, and it attempts to protect the rights of others threatened by illegal or immoderate drinking on campus or at

social events sponsored by the University. The University, therefore, disapproves of drinking that infringes on the rights of others, misconduct due to drinking or drinking by anyone under 21 years of age. The University does not condone any drinking patterns that lead to behaviors detrimental to the health and welfare of the individual, student group or University community. Social activities are expected to have clear purposes, other than the consumption of alcoholic beverages. The University encourages moderation in the use of alcohol for those of legal age that choose to drink. The University strongly asserts that choosing not to drink is as socially acceptable as choosing to drink.

Finally, in accordance with our policy, the University may sponsor programs and develop guidelines to help community members understand the advantages of a healthy lifestyle, the consequences of use and abuse of alcohol, the moral implications of alcohol use and the importance of personal and community responsibility.

#### POLICY ON ILLEGAL DRUGS

Possession, use and distribution of stimulants, depressants, narcotics or hallucinogenic drugs and other agents having potential for abuse, except on a physician's or dentist's prescription, is forbidden by University policy and local, state and/or federal law. Such use and conduct are prohibited on HSSU's premises or as part of any University activity. Selling, bartering, exchanging or giving away such drugs to any person is illegal and prohibited. Any student engaged in such activities will be subject to arrest by law enforcement agents and will seriously jeopardize his or her status as a student at the University.

In accordance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University annually distributes to students and employees an informational brochure that includes the University's alcohol and drug policies, counseling and assistance programs, University and legal sanctions, health risks and uses and effects of controlled substances.

#### UNIVERSITY'S POLICY ON SEXUAL ASSAULT

HSSU is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all persons. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct. Any form of sexual assault is a serious violation of these standards and will not be tolerated.

It is the University's desire to create a supportive climate that will encourage individuals to report incidents. Reporting of these incidents is the only mechanism by which offenders can be officially sanctioned by the University, thereby reducing the risk of repeat occurrences. In the absence of formal reporting, informal reporting is essential for the University to acquire an accurate account of the campus environment. Any reporting provides the opportunity for the University to provide compassionate, effective intervention, support and remediation, and most importantly, to help prevent such incidents from occurring.

The procedures outlined in handling sexual assaults are designed to achieve the following goals:

- Provide prompt and compassionate support services.
- Provide a comprehensive framework in which the needs and decisions of all parties concerned are central in determining further administrative response and assistance.
- Create a campus environment that both facilitates and expedites the prompt reporting of sexual assault.
- Cultivate a climate of community empowerment and education in which behaviors that contribute to sexual assault are not tolerated.
- Ensure that appropriate steps are followed when sexual assault is reported.

- Protect the rights of the reporting Party, the accused party, and other parties involved in or affected by the case.

This Policy applies to all behavior in which the accused party is a student. In the event the accused party is no longer subject to the University's process or other University policies and procedures, the reporting party will be referred to the St. Louis Metropolitan Police Department. In the event the accused is faculty, staff, or a non-University affiliated party, the reporting procedures and resources are the same as set forth in this Policy.

The following individuals or entities across campus have been designated to receive reports of sexual assault: Campus Public Safety; VP of Student Affairs and Enrollment Management; and the Director of Res Life.

#### Procedures for Reporting Incidents of Sexual Assault Assistance and Medical Care

The priority response to any complaint of sexual assault is to address the safety of the victim. The University will help the reporting party get to a safe place and assist the reporting party in seeking immediate medical treatment and to preserve evidence for any complaint process the victim may choose to pursue.

#### Reporting and Support

The University encourages the reporting of all incidents of sexual assault. Any threat of retaliation or other attempt to prevent the report or investigation of an incident of sexual assault, or prevent participation in proceedings relating to sexual assault, is itself prohibited and will result in disciplinary action.

#### Confidential Reporting

The only reporting option that affords complete confidentiality is speaking with a licensed counselor in Student Affairs. Speaking confidentially with a

counselor in Student Affairs may also be helpful in deciding how to proceed because a counselor will provide information regarding additional reporting options to include filing a report with the St. Louis Metropolitan Police.

#### Other Reporting Options and Support Resources

A criminal report may be filed with the St. Louis Metropolitan Police Department, or appropriate jurisdiction. Campus Public Safety is available to provide assistance with contacting the St. Louis Metropolitan Police Department, or other appropriate jurisdiction. An individual may file a report with both the University and the St. Louis Metropolitan Police Department, or other appropriate jurisdiction, as the systems operate independently.

Regardless of the reporting option(s) used by the victim, the first priority is to receive prompt medical attention to treat any medical injuries and preserve evidence in the event the reporting party chooses to pursue a complaint at a later date. Please note that the first 96 hours after a sexual assault is a critical time frame for gathering the most complete medical evidence.

In addition to the reporting options and conduct process, there are a variety of other services available, which include follow-up medical care, academic assistance, alternative housing, a "cease and desist" order (i.e., a no contact order) from the Dean of Student Affairs, or an Order of Protection with the St. Louis City Circuit Court (Civil Courts Building, 9th Floor, Adult Abuse Office, 10 N. Tucker), or other appropriate jurisdiction.

#### Counseling Services

HSSU provides confidential, professional counseling and referrals for students needing assistance for problems related to sexual assault. Students may obtain information and assistance by calling the Director of Counseling Services, Dr. Vicki Bernard at (314) 340-5089. If calling after hours, Campus Public Safety can also contact Dr. Bernard in an emergency situation.

## Definitions

Sexual violence - involves any physical sexual act which is perpetrated against a person's will or done without valid consent (such as when the person is incapacitated). The primary motivation for sexual violence is not sexual gratification but rather the assertion of power; this inevitably leads to a hostile environment for the victim.

Domestic Violence is violence that occurs between partners who are married and /or are living together for long periods of time. The pattern of abusive behavior is used by one partner to gain or maintain control over another intimate partner. Many forms of abuse are included in the definition of domestic violence including behaviors that injure, hurt, manipulate, intimidate, humiliate, blame, isolate, terrorize, coerce, threaten or wound someone.

Dating violence is committed by a person in a social, romantic, or intimate relationship with the victim. The existence of such relationship is determined using the following factors: The length of the relationship, the type of relationship, the partners' frequency of interaction.

Stalking is a pattern of repeated unwanted attention, harassment or contact that would cause a reasonable person to feel fear. Stalking can include following the victim, spying, watching, harassing, sending gifts, collecting information, making phone calls, leaving written messages, or appearing at a person's residence or workplace. Cyberstalking refers to online action or repeated emailing that inflicts substantial emotional distress in the recipient.

Consent - Missouri Section 556.061 states consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

(a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or

(b) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or

(c) It is induced by force, duress or deception.

Sexual Assault and/Rape Acquaintance Rape - Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities such as forced intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

## Victims' Rights and Responsibilities

Victims have:

- The right to investigation and appropriate resolution to all credible complaints of sexual misconduct made in good faith to the University
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus public safety
- The right to be treated with respect by University officials
- The right to choose to report or not report an assault to either or both on-campus and off-campus authorities
- The right to have irrelevant prior sexual history admitted as evidence in a campus hearing
- The right to be notified of available counseling, mental health or student services for victims of sexual assault both on campus and in the community

- The right to notification of options for changing academic and living situations after an alleged sexual assault incident if requested by the victim
- The right to have any complaint of sexual assault mediated as opposed to adjudicated
- The right to a “NO Contact Directive” against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others

#### Accused Rights and Responsibilities

Accused have:

- The right to investigation and appropriate resolution to all credible complaints of sexual misconduct made in good faith to the University
- The right to have University policies and procedures followed without material deviation
- The right to be treated with respect by University officials
- The right to be notified of available counseling, mental health or student services for victims of sexual assault both on campus and in the community
- The right to a hearing on the complaint, including timely notice of hearing date , and adequate time for preparation
- The right to have irrelevant prior sexual history admitted as evidence in a campus hearing

(The preceding list is limited. For full list of student rights and responsibilities refer to Student Handbook)

A Bystander is a person who intervenes when they see something happening around them they know is wrong. They are neither the victim nor perpetrator

but rather a third party who feels something is not quite right about a situation and may find it difficult to speak out because they are “not directly involved.”

Bystander intervention- means safe and positive options that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual.

Bystanders have the power to stop crimes from occurring and to get help for people who have been victimized. If you find yourself in this situation, follow the below Tips and Options for intervening in a situation potentially involving a crime.

#### Tips & Options:

- i Keep yourself safe
- i Approach everyone with respect
- i Avoid using violence
- i Be honest and direct whenever possible
- i Redirect the focus of one person somewhere else
- i Try to split up the parties involved
- i Do not be antagonistic
- i Recruit help if necessary
- i If things get out of hand or become too serious, contact the police

#### How to Lower Your Risk of Sexual Assault (adapted from RAINN)

Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

- i Try to avoid isolated areas. It is more difficult to get help if no one is around.
- i Walk with purpose. Even if you don't know where you are going, act like you do.
- i Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- i Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- i Make sure your cell phone is with you and charged and that you have cab money.
- i Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- i Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- i When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- i Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- i Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- i Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- i Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol

they've had, or is acting out of character, get him or her to a safe place immediately.

- i If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

#### Sexual Assault, Alcohol and Drugs

- i 80-90 % of sexual assaults on college campuses are acquaintance rape and involve drugs and alcohol
- i Alcohol and drugs facilitate sexual assault: 21% of college students report using alcohol to impair their dates

#### Alcohol and Drugs can cause perpetrators to:

- i Feel more social and Confident
- i Misinterpret verbal and nonverbal cues
- i Misperceive friendliness, physical contact, going to their room, drinking etc., as a person's desire to have sex
- i Feel justified in forcing sex on someone they believe has been "leading them on"

#### Alcohol and Drugs can cause victims to:

- i Ignore or miss cues that would help them evaluate their safety
- i Be seen as more willing to have sex than someone who is not drinking
- i Notice attempts to isolate them
- i Unsuccessfully resist an assault, either verbally or physically
- i Be encouraged to drink more as a way to facilitate an assault

(Adapted from "Sexual Violence Protect Yourself with Facts," Utah Coalition Against Sexual Assault, [www.ucasv.org](http://www.ucasv.org).)



## What To Do if Sexually Assaulted

If you have been raped or sexually assaulted, or think you have been but are not sure, it's important to talk to someone. You can always call Campus Public Safety at (314) 280-9971. Counselors are available on campus at the Office of Counseling Services in Gillespie Residence Hall, Room 111. You can reach Counseling Services at (314) 340-5089 or (314) 340-5068. Counselors can help you recover from the assault and can assist you in finding legal services and pressing charges if you choose to do so. If you don't feel comfortable talking to someone face-to-face there are a number of anonymous hotlines available. Remember, these resources are not just available for women, or people of certain groups; no matter whom you are you have the right to talk to someone.

If you have been raped or sexually assaulted here's What You Can Do:

If the assault occurred in the last 72 hours:

- Go to a safe place.
- Call someone you trust to be with you and give you support.
- If you live in a residence hall, contact an RA or RD for support.
- Preserve all physical evidence of the assault. Do not shower, bathe, douche or brush your teeth.
- If the assault took place in your residence room or home, do not rearrange or clean-up anything. Preserve all evidence until you have filed a report with Campus Public Safety.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Ask the hospital for an evidence collection, also known as a rape kit/exam, emergency

contraceptive and testing for STD's and pregnancy. It is important to receive this exam even if you are not planning to make a police report. If you suspect you may have been drugged, ask for a urine test.

- If you want to report an assault contact Campus Public Safety at (314) 340-3333 immediately.

## Continued Education

Through the division of Student Affairs, Harris-Stowe State University provides on-going education regarding sexual assault prevention through a variety of programs. The On-line program [Mystudentbody.com](http://Mystudentbody.com) is required of all new students prior to completion of registration. There are educational opportunities for faculty and staff throughout the academic year as well. The following resources can assist you in your on-going responsibility to stay informed and educated on the important issue of sexual violence.

<http://onestudent.org/wp-content/uploads/2010/09/8-things-2-know-b4-u-go.pdf>

Circle of 6

Free phone app that prevents violence before it happens

Winner of the White House/ HHS Apps Against Abuse Technology Challenge

<http://www.circleof6app.com/>

Green Dot Campaign

Bystander intervention programs and research

[http://livethegreendot.com/gd\\_overview.html](http://livethegreendot.com/gd_overview.html)

## Know Your IX

Informational video providing quick reference materials about the importance of Title IX

<https://www.youtube.com/watch?v=IFAs9fegJsl>

## No More

A symbol to end sexual assault and domestic violence, supported by the Joyful Heart Foundation

<http://nomore.org/>

## The Rape Abuse and Incest National Network

A website for national statistics, laws, and governance

<http://www.rainn.org/>

## Red Flag Campaign

A national campaign to promote the public awareness of dating violence on college campuses

<http://www.theredflagcampaign.org/>

## Not Alone

[www.notalone.gov](http://www.notalone.gov)

## What House Council on Woman and Girls

## Off-Campus Resources

### Alternative to Living in Violent Environments

(314) 993-2777

### Crime Victim's Advocacy Center of St. Louis

(314) 652-3623

### Life Crisis

(314) 647-4357 (24 hours a day)

### St. Louis Regional Sexual Assault Center

(314) 726-6665

## United Way Information and Referral Service

211 or (314) 421-4636

## Women's Safe House

(314) 772-4535

## Safe Connections

(314) 531-2003

## UM-St. Louis Center for Trauma Recovery

(314) 516-6738

## Rape, Abuse, and Incest National Network

(800) 656-4673

## Crime Victim's Advocacy Center of St. Louis

(314) 652-3623

## LAAW 9 (Legal Advocates for Abused Women)

(314) 664-6699 or (800) 527-1460 Life Crisis (24 hour Hotline) (314) 647-4357

## Rape Hotline (314) 531-RAPE (7273)

## United Way Information and Referral Service

211 or (314) 421-4336

- You have the option to request, and will be provided assistance, to change academic and living situations in the University's Res Life system after an alleged sexual assault incident, if such changes are reasonably available. To do so, call the Director of Res Life at (314) 340-5300. In addition, the University reserves the right to change living arrangements of any person involved in sexual assault incidents to the extent necessary to protect the safety, well-being, or property of the members of the residence hall community, to protect a student's own physical or emotional safety and well-being, or to preserve the orderly functioning of the residence halls or operations of the University.

## HARRIS-STOWE STATE UNIVERSITY'S CRIME REPORT

### Possible Sanctions

Possible sanctions the University may impose following a final determination of disciplinary proceedings regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses include: expulsion, suspension, probation, restitution, fines, restricted access or residence hall contract termination.

### Disclosure to Victim of a Crime of Violence or a Non-forcible Sex Offense

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### Educational Programs

Educational programs to promote awareness of sexual assault, acquaintance rape and other sex offenses are offered through Student Affairs.

### CAMPUS SEX CRIMES PREVENTION ACT NOTIFICATION

State law mandates that the Missouri State Highway Patrol shall maintain a sex offender database and website on the Internet that is accessible to the public. Additional information and verification may be obtained from the Chief Law Enforcement Official of the City of St. Louis (Chief, City of St. Louis Metropolitan Police Department) for those sex offenders who reside in the City of St. Louis. Members of the Saint Louis University community may contact the Missouri State Highway Patrol's Missouri Sex Offender Registry website for information concerning registered sex offenders or the Missouri State Highway Patrol website: ([www.msdp.dps.mo.gov/CJ38/searchRegistry.jsp](http://www.msdp.dps.mo.gov/CJ38/searchRegistry.jsp)).

### Definitions of Offenses Listed in the Crime Report

The following definitions are used for reporting crimes in the following crime report. These definitions are those found in the Federal Bureau of Investigation Uniform Crime Reporting Handbook (UCR) and the National Incident-Based Reporting System (NIBRS Edition). Copies of these materials are available from: FBI, Communications Unit, Criminal Justice Information Services Division, 1000 Custer Hollow Road, Clarksburg, WV 26306.

**Aggravated Assault** – Any 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.

**Arrests** – Persons processed by arrest, citation, or summons

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

**Burglary** – The unlawful entry of a structure to commit a felony or theft.

**Criminal Homicide (manslaughter by negligence)** – The killing of another person through gross negligence.

**Criminal Homicide (murder and non-negligent manslaughter)** – The willful (non-negligent) killing of one human being by another.

**Drug Law Violations** – the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution and sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic

substance. Arrests for violations of state and local laws, specifically those related to the unlawful possession, sale, use, growth, and manufacture of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives, (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crimes – a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

Liquor Law Violations – Actual or attempted crimes or ordinance violations relating to the manufacture, sale, transportation, production, furnishing, or possession of intoxicating liquor. Drunkenness and driving under the influence of alcohol are not included in this definition.

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

Referrals – Those students who were referred for campus disciplinary action for liquor.

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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

- Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of

his/her temporary or permanent mental or physical incapacity or because of his/her youth.

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

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

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

Sex Offenses (non-forcible) – Unlawful, non-forcible sexual intercourse.

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

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

2014 Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

Institution: Harris-Stowe State University-Harris-Stowe State University (177551-001) (1)

User ID: C1775511

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Criminal Offenses - On campus

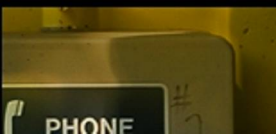
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- Screening Questions
- Criminal Offenses
  - On campus**
  - On-campus Student Housing Facilities
  - Public Property
  - Hate Crimes
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[SURVEY NAVIGATION/STATUS](#)

For each of the following criminal offenses, enter the number reported to have occurred **On Campus**.

Criminal offense	Total occurrences On campus		
	2011	2012	2013
a. <u>Murder/Non-negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Sex offenses - Forcible</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Sex offenses - Non-forcible</u>	0	0	0
Incest	0	<input type="text" value="0"/>	<input type="text" value="0"/>
Statutory rape	0	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Robbery</u>	0	<input type="text" value="0"/>	<input type="text" value="1"/>
f. <u>Aggravated assault</u>	1	<input type="text" value="0"/>	<input type="text" value="2"/>
g. <u>Burglary</u>	2	<input type="text" value="3"/>	<input type="text" value="0"/>
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Arson</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>



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OFFICE OF POSTSECONDARY EDUCATION

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### Criminal Offenses - On-campus Student Housing Facilities

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Criminal Offenses

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[On-campus Student Housing Facilities](#)

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Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2011	2012	2013
a. <u>Murder/Non-negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Sex offenses - Forcible</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Sex offenses - Non-forcible</u>	0	0	0
Incest	0	<input type="text" value="0"/>	<input type="text" value="0"/>
Statutory rape	0	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Robbery</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Aggravated assault</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Burglary</u>	2	<input type="text" value="2"/>	<input type="text" value="0"/>
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Arson</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>

2014 Campus Safety and Security Survey

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Criminal Offenses - Public Property

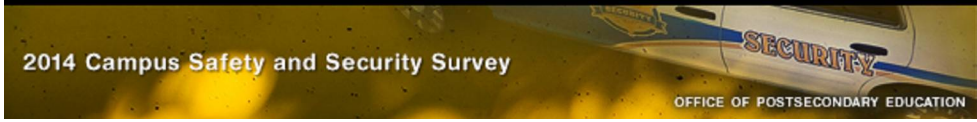
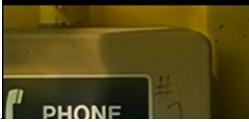
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For each of the following criminal offenses, enter the number reported to have occurred on **Public Property**.

Criminal offense	Total occurrences on Public Property		
	2011	2012	2013
a. <u>Murder/Non-negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Sex offenses - Forcible</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Sex offenses - Non-forcible</u>	0	0	0
Incest	0	<input type="text" value="0"/>	<input type="text" value="0"/>
Statutory rape	0	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Robbery</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Aggravated assault</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Burglary</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Arson</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>



Institution: Harris-Stowe State University-Harris-Stowe State University (177551-001) (1)

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## Hate Crimes - On campus

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On-campus Student Housing Facilities

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For the criminal offenses listed below, first enter the total number of **Hate Crimes** that were reported to have occurred **On campus**. Then break down each total by category of bias (e.g., race, religion).

		Occurrences of Hate crimes						
		Category of Bias for crimes reported in 2013						
	Criminal offense	2013 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
	a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	b. <u>Negligent manslaughter</u>							
	c. <u>Sex offenses - Forcible</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
	Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	e. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	f. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	g. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	h. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	i. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	j. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	k. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	l. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	m. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

		Occurrences of Hate crimes						
		Category of Bias for crimes reported in 2012						
	Criminal offense	2012 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
	a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	b. <u>Negligent manslaughter</u>							
	c. <u>Sex offenses - Forcible</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
	Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	e. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	f. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	g. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	h. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	i. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	j. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	k. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	l. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	m. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

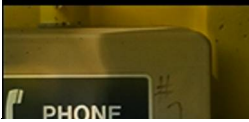
Occurrences of Hate crimes



Criminal offense	2011 Total	Category of Bias for crimes reported in 2011					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



2014 Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

Institution: Harris-Stowe State University-Harris-Stowe State University (177551-001) (1)

User ID: C1775511

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Hate Crimes - On-campus Student Housing Facilities

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For the criminal offenses listed below, first enter the total number of **Hate Crimes** that were reported to have occurred in **On-Campus Student Housing Facilities**. Then break down each total by **category of bias** (e.g., race, religion).

Occurrences of Hate crimes

Category of Bias for crimes reported in 2013

On campus	Criminal offense	2013 Total	Category of Bias for crimes reported in 2013					Ethnicity/ National origin
			Race	Religion	Sexual orientation	Gender	Disability	
On-campus Student Housing Facilities								
Public Property	a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	b. <u>Negligent manslaughter</u>							
	c. <u>Sex offenses - Forcible</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
	Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	e. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	f. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	g. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	h. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	i. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	j. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	k. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	l. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	m. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Occurrences of Hate crimes

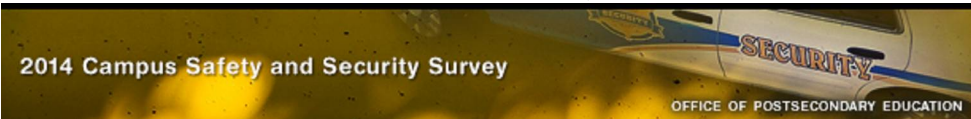
Category of Bias for crimes reported in 2012

Criminal offense	2012 Total	Category of Bias for crimes reported in 2012					Ethnicity/ National origin
		Race	Religion	Sexual orientation	Gender	Disability	
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Occurrences of Hate crimes

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Criminal offense	2011 Total	Category of Bias for crimes reported in 2011					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0



Institution: Harris-Stowe State University-Harris-Stowe State University (177551-001) (1)

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## Hate Crimes - Public Property

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- Screening Questions
- Criminal Offenses
- Hate Crimes
  - On campus
  - On-campus Student Housing Facilities
    - [Public Property](#)
- Arrests
- Disciplinary Actions
- Fire Statistics

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For the criminal offenses listed below, first enter the total number of **Hate Crimes** that were reported to have occurred on **Public Property**. Then break down each total by category of bias (e.g., race, religion).

		Occurrences of Hate crimes						
		Category of Bias for crimes reported in 2013						
	Criminal offense	2013 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
	a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	b. <u>Negligent manslaughter</u>							
	c. <u>Sex offenses - Forcible</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
	Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	e. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	f. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	g. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	h. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	i. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	j. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	k. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	l. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	m. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

		Occurrences of Hate crimes						
		Category of Bias for crimes reported in 2012						
	Criminal offense	2012 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
	a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	b. <u>Negligent manslaughter</u>							
	c. <u>Sex offenses - Forcible</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
	Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	e. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	f. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	g. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	h. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	i. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	j. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	k. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	l. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	m. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Occurrences of Hate crimes

Criminal offense	2011 Total	Category of Bias for crimes reported in 2011					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

# 2014 Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

Institution: Harris-Stowe State University-Harris-Stowe State University (177551-001) (1)

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## Arrests - On campus

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- Screening Questions
- Criminal Offenses
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- Arrests
  - [On campus](#)
  - On-campus Student Housing Facilities
  - Public Property
- Disciplinary Actions
- Fire Statistics

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Enter the number of **Arrests** for each of the following crimes that occurred **On Campus**.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2011	2012	2013
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>

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### Arrests - On-campus Student Housing Facilities

Need help? [Click here for screen instructions](#)

Screening Questions

Criminal Offenses

Hate Crimes

Arrests

On campus

**On-campus Student Housing Facilities**

Public Property

Disciplinary Actions

Fire Statistics

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Of those **Arrests** for crimes that occurred **On Campus**, enter the number of crimes that occurred in **On-campus Student Housing Facilities** for each of the following categories.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2011	2012	2013
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>

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## Arrests - Public Property

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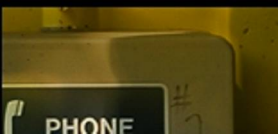
[SURVEY NAVIGATION/STATUS](#)

Enter the number of **Arrests** for each of the following crimes that occurred on **Public Property**.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2011	2012	2013
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>





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### Disciplinary Actions - On Campus

Need help? [Click here for screen instructions](#)

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- Arrests
- Disciplinary Actions
  - On Campus**
  - On-campus Student Housing Facilities
  - Public Property
- Fire Statistics

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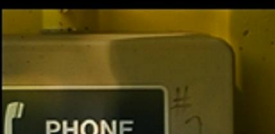
Enter the number of persons referred for disciplinary action for crimes that occurred **On Campus** for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2011	2012	2013
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	4	<input type="text" value="7"/>	<input type="text" value="4"/>
c. <u>Liquor law violations</u>	2	<input type="text" value="8"/>	<input type="text" value="1"/>



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### Disciplinary Actions - On-campus Student Housing Facilities

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Enter the number of persons referred for disciplinary action for crimes that occurred in **On-campus Student Housing Facilities** for each of the following categories.  
 Do not include disciplinary actions that were strictly for school policy violations.  
 If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2011	2012	2013
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	4	<input type="text" value="7"/>	<input type="text" value="4"/>
c. <u>Liquor law violations</u>	2	<input type="text" value="7"/>	<input type="text" value="1"/>

# 2014 Campus Safety and Security Survey

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## Disciplinary Actions - Public Property

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  - Public Property**
- Fire Statistics

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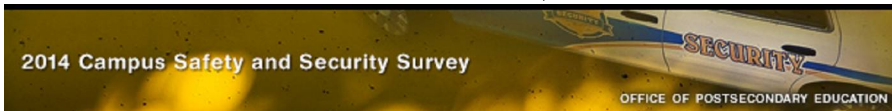
**Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.**

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2011	2012	2013
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>



Institution: Harris-Stowe State University-Harris-Stowe State University (177551-001) (1)

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### Fires - On-campus Student Housing Facilities

[Need help? Click here for screen instructions](#)

- Screening Questions
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- Arrests
- Disciplinary Actions
- Fire Statistics

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you click "Save," you will see an "Enter" button across from each facility that has 1 or more fires. For each of these facilities, click "Enter" to complete the fire statistics for that facility. If your institution did not use a facility in 2013, click the "Make Inactive" link for that facility.  
 The number of active On-campus Student Housing Facilities must be equal to the number of On-campus Student Housing Facilities indicated in Screening Question 1.

Total Housing Facilities: 2

Current Page/Total Page(s): 1/1

#### Housing Facilities

	Name of Facility	Street Address	2011		Status	2012		Status	Action
			Number of Fires	VIEW		Number of Fires	ENTER		
1	Gillespie Residence Hall	3025 Laclede Ave, St. Louis, MO 63103	0	VIEW	Updated	1	ENTER	Updated	Make Inactive
2	Bosley Residence Hall	3017 Laclede, St. Louis, MO 63103	0	VIEW	Updated	0	ENTER	Updated	Make Inactive
Total			0			1			

[SURVEY NAVIGATION/STATUS](#)

On-campus Student Housing Facilities

Summary



## 2014 Campus Safety and Security Survey

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### Fires - Summary

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- Screening Questions
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  - On-campus Student Housing Facilities

Summary

[SURVEY NAVIGATION/STATUS](#)

Summary of Fires										
Name of Facility	2011			2012			2013			
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths	
Gillespie Residence Hall	0	0	0	1	0	0	0	0	0	
Bosley Residence Hall	0	0	0	0	0	0	0	0	0	
Total	0	0	0	1	0	0	0	0	0	

# HARRIS-STOWE STATE UNIVERSITY

## EMERGENCY PROCEDURES MANUAL



# Emergency Procedures Manual

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## INTRODUCTION

**Emergencies, disasters, accidents and injuries can occur in any setting and at any time, usually without warning. Being prepared physically and psychologically to handle emergencies is an individual responsibility as well as an organizational one.**

The purpose of this guide is to acquaint you with a plan for handling emergencies and to establish guidelines to follow at work and at home. Once you are familiar with this information, you should be able to protect yourself and perhaps save the life of another.

Preparation is the key to minimizing the effects of emergencies. Know the answers to the following questions **BEFORE** you have to use the information.

**WHERE ARE THE EXITS?  
HOW WILL VISITORS AND DISABLED EMPLOYEES BE  
EVACUATED?  
ARE VITAL RECORDS PROTECTED?  
WHERE IS THIS PLAN KEPT, AND WHERE, WITHIN THIS  
PLAN, ARE ITS EMERGENCY PHONE NUMBERS?**

The time that you spend researching and answering these questions can save lives and resources. Preparation will minimize panic and confusion. It will also allow planned response rather than an undirected reaction.

No matter what the crisis, **THINK** before you act, then act swiftly to limit your exposure to danger.

**PLEASE READ THIS GUIDE THOROUGHLY BEFORE AN  
EMERGENCY OCCURS AND BECOME ACQUAINTED WITH YOUR  
EMERGENCY RESPONSE TEAM MEMBERS AND EMERGENCY  
PHONE NUMBERS.**

University Emergency Planning personnel have established procedures for you.  
**YOUR SAFETY IS OF PRIMARY IMPORTANCE!**

If a catastrophic event occurs, the Campus Public Safety Office will notify The University President, local law enforcement and will then call the City Department of Emergency Management.

# Emergency Procedures Manual

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## **PUBLIC RELATIONS**

The President of the University designates an individual to represent the University with the media throughout a crisis situation. A back-up spokesperson should also be named who is knowledgeable and well-versed and who can assist the designated representative with any additional relevant information. In the event that a spokesperson is designated by an emergency institution, i.e., fire department, police or health official, the University representative must make sure that they are familiar with this person and has met with them so that all statements regarding one specific crisis situation remains consistent.

**Please note that no one, other than the designated University representative, is to speak to the media under any circumstances.**

The following protocol should be followed by the University representative:

1. A media/communications area is designated and remains staffed at all times. Having media calls/questions answered promptly is essential during a time of crisis. Media personnel **must** be escorted to the designated media area for all crisis situations. Media representatives are not allowed to interview students, staff or faculty members. It is imperative that communications come from one designated person so that the message remains consistent.
2. The University representative should have a prepared statement so they can talk intelligently regarding the information that they have been authorized to release. Even if facts are still being gathered, the media should be told that “Facts are still being gathered regarding the incident that previously occurred on our campus. A press conference will be held later this afternoon (or give a specific time). Please give me your contact information so that I can call you back with more specifics.”
3. Never ignore the media. If they are unable to get a direct answer regarding the incident they will draw their own conclusion, or possibly speak to witnesses that don’t have an exact account of what happened. All members of the media are to be treated equally. Whatever access us granted to one media organization needs to be granted to all.



# Emergency Procedures Manual

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## **MEDICAL EMERGENCIES**

**IMPORTANT: If you think a person requires immediate medical attention  
CALL Campus Public Safety (340-3333), the Nurse (340-5052) or the Switchboard  
(340-3366)**

**UNCONSCIOUS VICTIMS: If rescuer is trained in CPR:**

- 1) YELL FOR HELP, AND THEN HAVE SOMEONE CALL CAMPUS PUBLIC SAFETY, THE NURSE OR THE SWITCHBOARD.
- 2) Establish Airway.
- 3) Check for Breathing.
- 4) Check for Circulation.
- 5) Start Ventilation or CPR if necessary and if you are CPR trained.

**UNCONSCIOUS VICTIMS: If rescuer is not trained in CPR:**

- 1) YELL FOR HELP, AND THEN HAVE SOMEONE CALL CAMPUS PUBLIC SAFETY, THE NURSE OR THE SWITCHBOARD.

**CONSCIOUS VICTIMS:**

- 1) YELL FOR HELP, AND THEN HAVE SOMEONE CALL CAMPUS PUBLIC SAFETY, THE NURSE OR THE SWITCHBOARD.
- 2) Do not move patient or allow the patient to move around.
- 3) Try to control any heavy bleeding using direct pressure on the wound. **Do not put hands directly on or into the victim's blood unless you are wearing rubber gloves and you have been trained in blood borne pathogens.**
- 4) Try to keep the patient from going into shock by maintaining body temperature and elevating the lower extremities if possible.

# **EMERGENCY PROCEDURES MANUAL**

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## **THREATS BY PHONE**

### **BOMB/OTHER THREAT CHECKLIST**

### **SUSPICIOUS PACKAGES, MAIL, ETC.**

### **LETTER AND PARCEL BOMB RECOGNITION POINTS**

### **CIVIL DISTURBANCES**

### **HAZARDOUS MATERIAL INCIDENTS**

---

## **THREAT BY TELEPHONE**

### **DURING THE CALL:**

- 1) **DO NOT HANG UP!**
- 2) Stay as calm as possible.
- 3) Attempt to find out why the caller is upset.
- 4) Identify the type of threat and to whom the threat is directed.
- 5) Try to calm the caller down.
- 6) Get as much information as possible about the threat and motive.
- 7) Notify Campus Public Safety Department.

## **BOMB /OTHER THREAT CHECKLIST**

### **QUESTIONS TO ASK**

i When is bomb going to explode? Did you place the bomb?

i Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

**EXACT WORDING OF THE THREAT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sex of caller: \_\_\_\_\_  
Length of call: \_\_\_\_\_  
Number at which call is received: \_\_\_\_\_  
Time: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Report call immediately to: \_\_\_\_\_  
\_\_\_\_\_ Phone number: \_\_\_\_\_

**CALLER'S VOICE:**

\_\_\_\_ Calm \_\_\_\_ Nasal \_\_\_\_ Angry \_\_\_\_ Stutter \_\_\_\_ Excited \_\_\_\_ Lisp \_\_\_\_ Slow  
\_\_\_\_ Raspy \_\_\_\_ Rapid \_\_\_\_ Deep \_\_\_\_ Soft \_\_\_\_ Ragged \_\_\_\_ Loud \_\_\_\_ Clearing Throat  
\_\_\_\_ Laughter \_\_\_\_ Deep Breathing \_\_\_\_ Crying \_\_\_\_ Cracking Voice \_\_\_\_ Normal  
\_\_\_\_ Disguised \_\_\_\_ Distinct \_\_\_\_ Accent \_\_\_\_ Slurred \_\_\_\_ Familiar

If voice is familiar, whom did it sound like?

\_\_\_\_\_

**BACKGROUND SOUNDS:**

\_\_\_\_ Street Noises \_\_\_\_ Factory Machinery \_\_\_\_ Crockery \_\_\_\_ Animal Noise \_\_\_\_ Voices  
\_\_\_\_ Clear \_\_\_\_ PA System \_\_\_\_ Static \_\_\_\_ Music \_\_\_\_ Local \_\_\_\_ House Noises  
\_\_\_\_ Long Distance \_\_\_\_ Motor \_\_\_\_ Booth \_\_\_\_ Office Machinery \_\_\_\_\_ Other

**THREAT LANGUAGE:**

\_\_\_\_ Well Spoken \_\_\_\_ Incoherent \_\_\_\_ Taped \_\_\_\_ Foul \_\_\_\_ Message read by threat maker  
\_\_\_\_ Irrational

**REMARKS:** \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone No. \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_

**AFTER THE CALL:**

- 1) Write down the details of the call.
- 2) Notify your supervisor about the threat.
- 3) If directed to evacuate, proceed in accordance with the Evacuation section.
- 4) Supervisor will notify Campus Public Safety Department.

\_\_\_\_\_

## **SUSPICIOUS PACKAGES, MAIL, ETC.**

- 1) DO NOT HANDLE.
- 2) Refer to Letter and Parcel Bomb Recognition Points
- 3) Secure the area.
- 4) Contact Campus Public Safety Office.
- 5) If item has been opened and is threatening or appears to be a suspicious device, DO NOT HANDLE ANY FURTHER.
- 6) Keep everyone away until police arrive.

---

## **LETTER AND PARCEL BOMB RECOGNITION POINTS** *(Source: U. S. Dept. of Treasury: Bureau of Alcohol, Tobacco & Firearms AND Arizona D. P. S. Bomb Disposal Unit)*

- i Foreign Mail, Air Mail and Special Delivery
- i Restrictive Markings such as Confidential, Personal, etc.
- i Excessive Postage
- i Hand Written or Poorly Typed Addresses
- i Incorrect Titles
- i Titles but no Names
- i Misspellings of Common Words
- i Oily Stains or Discolorations
- i No Return Address
- i Excessive Weight
- i Rigid Envelope
- i Lopsided or Uneven Envelope
- i Protruding Wires or Tinfoil
- i Excessive Securing Material such as Masking Tape, String, etc.
- i Visual Distractions

# Emergency Procedures Manual

## CIVIL DISTURBANCES

### HOSTILE INTRUDER

### WORKPLACE VIOLENCE

## CAMPUS LOCKDOWN PROCEDURES

### CIVIL DISTURBANCES

Civil disturbances are generally demonstrations, marches, groups or assemblies that negatively impact the normal operations of the University. In most cases, these activities are the legal exercise of the participants First Amendment Rights, but there is also the potential for these activities to deteriorate into an unlawful assembly or actual riot.

In the event such conditions arise:

- 1) Notify your supervisor and the Campus Public Safety Office, if they have not been informed. (340-5336).
- 2) Restrict both employee and visitor movement in your area.
- 3) Prepare for evacuation or relocation.
- 4) Secure your area (lock doors, safes, files, vital records, etc.).

### HOSTILE INTRUDER

When responding to a hostile or aggressive intruder, time is of the essence and an officer's quick and decisive actions may very well be the difference between life and death. The University community as a whole must be prepared to put this plan into effect and minimize the harm that a hostile intruder can cause.

When a hostile intruder is in any of our buildings and is actively causing deadly harm or the threat of imminent deadly harm to University employees, students or visitors, immediately seek cover and call or contact Campus Public Safety. Give all details relative to location, number of assailants, means of aggression and other pertinent information.

- i As extreme as a situation like this may be, panic and/or a reckless flight may cause additional injuries.
- i Do not sound the fire alarm to evacuate. People may be placed in harm's way when they are attempting to evacuate the building
- i Be aware of alternate exits if it becomes necessary to flee.
- i Lock yourself in a classroom or office as a means of protection.

- i Stay low, away from windows and barricade the door to the room you are in, if possible, by using furniture or desks as cover.
- i If possible, cover any windows or openings that have a direct line of sight into the hallway.
- i Under no circumstances are you to leave a secure area until an “All Clear” is given by Campus Public Safety and/or Police.

When a hostile intruder is actively causing death or serious physical injury or imminent death to persons on the University grounds, the following course of action is recommended:

- i Run away from the threat if you can, as fast as you can.
- i Do not run in a straight line. Use buildings, trees, shrubs and/or cars as cover.
- i If you get away from the immediate area of danger, summon help and warn others.
- i If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- i If the intruder is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- i The last option you have, if caught in an open area outside, may be to fight back. This is dangerous, but depending on your situation, this could be your only option.
- i If you are caught by an intruder and you are not going to fight back, do not look the intruder in the eyes but do obey all commands.
- i Once Campus Public Safety or Police arrive, obey all commands.

## **WORK PLACE VIOLENCE**

### **Recognizing Inappropriate Behavior**

- i Obscene or abusive language.
- i Intimidation through direct or veiled verbal threats
- i Maliciously throwing objects in the workplace
- i Inappropriate touching/Sexual Harassment.
- i Physically intimidating others, finger pointing, fist shaking, etc.

### **WARNING SIGNS OF POTENTIALLY VIOLENT INDIVIDUALS**

There is no exact method to predict when a person will become violent. The warning signs may be displayed before a person becomes violent.

- i Increase in large muscle movements.
- i Physical Intimidation or posture.
- i Targeting Glances.
- i Violates your safe zone.
- i Movements to block exits.
- i Direct or veiled threats.
- i Unwarranted displays of anger.
- i Externalization of blame.
- i Unreciprocated romantic obsession.
- i Fear reaction among co-workers.
- i Drug and/or alcohol intoxication.
- i Expresses plan to hurt themselves.
- i High anxiety, feeling of hopelessness.
- i Behavior and attendance problems.
- i Steals or sabotages projects and equipment.
- i Boundary crossing.

### **PERSONAL CONDUCT TO MINIMIZE VIOLENCE**

These are suggestions in daily actions with people to de-escalate potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, disengage.

- i Project calmness.
- i Be an empathetic listener.
- i Maintain a relaxed yet tentative posture, and position yourself at a right angle, rather than directly in front of the person. Make sure there is three to six feet of space between you and the other person.
- i Establish ground rules if unreasonable behavior persists.
- i Use delaying tactics which will give the person time to calm down.
- i Ask uninvolved parties to leave the area to summon help if this can be done safely.
- i Be reassuring and point out choices.
- i Accept criticism in a positive way.
- i Ask for his or her recommendations.
- i Position yourself so that the person cannot block your access to an exit.
- i Above all... trust your instincts. If the situation deteriorates to a level where you can't handle it, escape at the first opportunity and notify Campus Public Safety.

## CAMPUS LOCKDOWN PROCEDURES

- i A lockdown is used when it is more dangerous to evacuate a building than to remain. In active shooter cases for example.
- i When in a lockdown, remain calm and stay with your group of people. Lock doors and windows and close shades, if possible. Turn off interior lighting. Stay away from doors and windows.
- i Persons outside should immediately find shelter inside the nearest building.
- i The Campus Public Safety Department issues the lockdown notice and secures the exterior doors to the building(s).
- i **DO NOT** open your locked door unless you are 100% certain that it is a police officer asking you to do so.
- i Notify the Campus Public Safety Department at 340-3333, if possible, concerning facts at your location.
- i If you hear a gunshot, get on the floor and remain quiet.
- i Do not leave while under a lockdown.
- i Only the Campus Public Safety Department can cancel a lockdown.



# Emergency Procedures Manual

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## HAZARDOUS MATERIAL INCIDENTS

Appropriate personnel must be familiar with any precautions or special procedures to be followed during an emergency involving hazardous materials. An accident resulting in a spill of hazardous materials on campus can involve materials commonly used in all campus facilities. Material Safety Data Sheets must be available and copies kept on file with Harris-Stowe State University's Safety Committee. For spills, releases or incidents requiring special training, procedures or personal protective equipment (PPE) that is beyond the abilities of present personnel, take the following steps depending on the location:

### HAZMAT SPILL OR RELEASE - INSIDE

- 1) EVACUATE THE AREA. (See page 22 of manual.) Immediately notify affected personnel and evacuate the spill area. Take appropriate steps to insure that no one evacuates through the contaminated area.
- 2) ACTIVATE FIRE ALARM if building evacuation is required. (See page 22 of manual.)
- 3) IMMEDIATELY notify the Campus Public Safety Department and call 911 to report the incident. **Give the 911 operator the following information:**  
**Your name, telephone number, location, time and type of incident, name and quantity of the material (if known), and extent of injuries or damage if any.**
- 4) TIME AND SAFETY PERMITTING, shut down equipment, close doors, secure area and vital records. If possible, seal off the area to prevent further contamination of others until the arrival of emergency personnel.
- 5) Anyone who is contaminated by the spill should wash off the contamination; remain in the vicinity, and give his/her name to the emergency personnel. If needed, first aid can be started immediately.
- 6) LIMIT ACTIVITY TO PROTECT LIVES AND EVACUATION OF PERSONNEL. **DO NOT ATTEMPT TO RESPOND OR CLEAN UP A SPILL OR RELEASE unless you have been trained in the proper methods to do so!**
- 7) A campus Emergency Operations Center may be set up near the emergency site. Keep clear of the incident command area unless you have official business.
- 8) Do not re-enter the area until directed by emergency personnel.

## **HAZMAT SPILL OR RELEASE - OUTSIDE**

- 1) Notify the Campus Public Safety Department.
- 2) Comply with directives from Emergency Personnel.
- 3) Evacuate the area.(see Evacuation section – Page 22).
- 4) TIME AND SAFETY PERMITTING, shut down equipment, secure area and vital records.
- 5) Anyone who is contaminated by the spill should wash off the contamination; remain in the vicinity, and give his/her name to the emergency personnel. If needed, first aid can be started immediately.
- 6) **DO NOT ATTEMPT TO RESPOND OR CLEAN UP A SPILL OR RELEASE unless you have been trained in the proper methods to do so!**
- 7) A campus Emergency Operations Center may be set up near the emergency site. Keep clear of the incident command area unless you have official business.
- 8) Do not re-enter the area until directed by emergency personnel.

# Emergency Procedures Manual

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**FIRE ON YOUR FLOOR**  
**FIRE EXTINGUISHER INSTRUCTIONS**  
**WHEN A FIRE ALARM IS ACTIVATED**  
**IF TRAPPED IN A ROOM**  
**ADVANCING THROUGH FLAMES**  
**FIRE ALARM PROCEDURES**  
**LOCATION OF FIRE EXTINGUISHERS**

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## **FIRE ON YOUR FLOOR – CALL 911 AND THEN:**

- 1) Activate fire alarm, alert others, move everyone away from area of fire.
- 2) Call either the Campus Public Safety Office at 340-3333 or the Switchboard at 340-3366 and report location of fire.
- 3) Use fire extinguisher on small (wastebasket size) fires only if safe to do so.
- 4) For larger fires, GET OUT, close doors and confine fire as much as possible.
- 5) If your clothing catches fire . . .

STOP...DROP...ROLL

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## **FIRE EXTINGUISHER INSTRUCTIONS**

- P- PULL safety pin from handle.
  - A- AIM nozzle at base of fire.
  - S- SQUEEZE the trigger handle.
  - S- SWEEP the spray from side to side.
- 

## **WHEN A FIRE ALARM IS ACTIVATED**

- 1) Proceed to the nearest EXIT. FOLLOW DIRECTIONS OF EMERGENCY STAFF.
  - 2) Feel the top of the door. If it is hot or smoke is visible, **do not open**.
  - 3) Do not attempt to save possessions at the risk of personal injury.
  - 4) DO NOT USE ELEVATORS.
  - 5) DO NOT BREAK WINDOWS. Oxygen feeds fires.
  - 6) Stay low if moving through smoke.
  - 7) ALL fires, regardless of size, must be reported to the local Fire Department and the Campus Public Safety Department.
-

## **IF TRAPPED IN A ROOM**

- 1) Place cloth material around/under door to prevent smoke from entering.
- 2) Close as many doors as possible between you and the fire.
- 3) DO NOT open or break windows unless necessary to escape (outside smoke may be drawn in).
- 4) Be prepared to signal your location through window.

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## **ADVANCING THROUGH FLAMES**

If forced to advance through flames: hold your breath; move quickly; cover head and hair; keep head down; and keep eyes closed as much as possible.

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## **FIRE ALARM PROCEDURES**

The fire alarm system in the main Campus building is an unsupervised system. This means an outside company does not monitor the alarm, rather it is monitored internally. When the system is activated, the smoke detector is tied into the Fire Department and they are remotely called. For fire elsewhere in the building, the Fire Department will be contacted by either the Public Safety Department or the Switchboard Operator, and the building should be **IMMEDIATELY EVACUATED BY ALL PERSONS EXCEPT CAMPUS PUBLIC SAFETY OFFICERS AND MAINTENANCE PERSONNEL.**

### PERSONNEL:

**ALL** Public Safety Officers assigned to outside duties will immediately return to the main building and go to the Public Safety Office, Room #019, and await further instructions.

- A. The Public Safety Supervisor on duty will respond to Room #110 and determine the LOCATION OF THE PULL STATION ACTIVATED. This Supervisor will dispatch, by radio, a Public Safety Officer to the location identified.
- B. The dispatched officer will immediately check the area for the signs of a fire (Smoke, Fire, Odor, etc.).
- C. To avoid a panic situation the word "Fire" should not be used. The Phrase "Code 100" should be used. "Unconfirmed Code 100" will be used when there are no signs of a fire. **BEFORE DECLARING AN "UNCONFIRMED CODE 100," THE AREA MUST BE COMPLETELY CHECKED.**
- D. THE TERM "CONFIRMED CODE 100" MEANS THE SIGNS OF A FIRE ARE PRESENT. (Fire, smoke, odor.) This will be radioed to the Campus Public Safety supervisor, who will give the order to Contact the Fire Department.

- E. Faculty Instructors in each classroom, as well as the supervisor on duty in the various offices, are responsible for insuring the students and employees in their area leave the building and go to the designated assembly area. Once there the faculty Instructor or supervisor will make sure all their students and employees are present. If not, this information should be reported to the nearest Public Safety Officer.
- F. All persons leaving the affected building from the front doors will assemble on the grassy area across the street from the Henry Givens, Jr., Administration Building.
- G. All persons leaving the building by the rear or west door should assemble on the athletic field. All persons leaving the building by the east doors (Garrison Avenue) will assemble on the Gateway School parking lot.

## **FIRE ALARM PROCEDURES FOR THE LIBRARY**

The AT&T Technology Center (Library) contains a supervised fire alarm that connects directly to an outside monitoring company, as well as a sprinkler system. The alarm box is behind the Circulation Desk and has an audible alarm. The smoke alarm is both smoke and heat sensitive. If the alarm senses the presence of heat or smoke it automatically alerts the monitoring company who will contact the fire department. Once the alarm sounds people inside the Library can exit by either the front door or the back door at the staff parking lot.

## **FIRE ALARM PROCEDURES FOR THE EMERSON PERFORMANCE CENTER**

The Emerson Performance Center contains a supervised fire alarm that connects directly to an outside monitoring company, as well as a sprinkler system. The alarm box is behind the Ticket Booth and has an audible alarm. The smoke alarm is both smoke and heat sensitive. If the alarm senses the presence of heat or smoke it automatically alerts the monitoring company who will contact the fire department. Once the alarm sounds persons inside the Emerson Performance Center can exit by one of the following doors:

- Main Entrance door by the Theater
- Rear Entrance exit door leading to the back parking lot
- Gymnasium southwest doors and northwest doors to outside exits
- Rear hall west exit to soccer field
- Exit in the northeast corner of the Art Room
- Door in back of stage on the east side of building

## **FIRE ALARM PROCEDURES FOR THE REV. WILLIAM G. GILLESPIE RESIDENCE HALL**

The Residence Hall contains a supervised fire alarm that connects directly to an outside monitoring company, as well as a sprinkler system. There are also smoke detectors located throughout the building and in each residence suite. The smoke alarms are both smoke and heat sensitive. If the alarm senses the presence of heat or smoke it automatically alerts the monitoring company who will contact the fire department. Once the alarm sounds, if the weather is freezing or raining, students and employees will evacuate to the Emerson Performance Center Gymnasium. If the weather is not inclement, students and employees will evacuate through the nearest exit and gather at least 500 feet from the building. There are 6 handicapped suites in the Residence Hall. When a smoke or fire alarm is triggered, a siren sounds at the Security Desk in the Lobby. The Campus Public Safety Officer on duty can access the Data Room, on the ground floor, which is directly across from the Desk, or in the vestibule of the rear entrance, and look at a Notifier Panel that shows which room is affected.

## **FIRE ALARM PROCEDURES FOR THE FREEMAN BOSLEY RESIDENCE HALL**

The Residence Hall contains a supervised fire alarm that connects directly to an outside monitoring company, as well as a sprinkler system. There are also smoke detectors located throughout the building and in each residence suite. The smoke alarms are both smoke and heat sensitive. If the alarm senses the presence of heat or smoke it automatically alerts the monitoring company who will contact the fire department. Once the alarm sounds, if the weather is freezing or raining, students and employees will evacuate to the Emerson Performance Center Gymnasium. If the weather is not inclement, students and employees will evacuate through the nearest exit and gather at least 500 feet from the building. There are 6 handicapped suites in the Residence Hall. When a smoke or fire alarm is triggered, a siren sounds at the Security Desk in the Lobby. The Campus Public Safety Officer on duty can access the Data Room, on the ground floor, which is directly across from the Desk, or in the vestibule of the rear entrance, and look at a Notifier Panel that shows which room is affected.

# Emergency Procedures Manual

## Natural Disasters

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<p><b><u>TORNADOS</u></b></p> <p><b><u>EARTHQUAKES</u></b></p> <p><b><u>FLOODING</u></b></p>
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### DURING A TORNADO

1. Do not evacuate – **stay in the building until the tornado is over.**
2. The designated employee SAFE areas in each building in the event of a tornado are:

**Henry Givens, Jr., Administration Building**

Academic Resource Center

Annex

Hallway outside of the Academic Resource Center and Annex

Corridor outside the Security Office across from the Bursar/Cashier's Office

**Library**

Main Library Reference Room

**Emerson Performance Center**

Hallway

**The Rev. William G. Gillespie Residence Hall**

Take shelter under tables, desks, and heavy furniture, in doorways against walls or in bathrooms, or any area that does not have windows. If indoors, go to the lowest level of the building

Keep away from windows, overhead fixtures, filing cabinets and bookcases.

**Assist disabled persons in the area and find a safe place for them to remain until it is safe to exit from the building, according to evacuation plan procedures.**

If outdoors, go to the nearest ditch or depression away from power lines, buildings and trees. Do not stay in a car or attempt to outrun the tornado.

## **The Freeman Bosley Residence Hall**

Take shelter under tables, desks, and heavy furniture, in doorways against walls or in bathrooms, or any area that does not have windows. If indoors, go to the lowest level of the building

Keep away from windows, overhead fixtures, filing cabinets and bookcases.

**Assist disabled persons in the area and find a safe place for them to remain until it is safe to exit from the building, according to evacuation plan procedures.**

If outdoors, go to the nearest ditch or depression away from power lines, buildings and trees. Do not stay in a car or attempt to outrun the tornado.

### **After a Tornado:**

1. **Leave the building when the tornado is over.** Do not run. Calmly exit the building, as it may be unstable and full of debris. Use the nearest exit. Take personal belongs such as handbags, briefcases, eyeglasses and car keys if possible. Do not return to classrooms or offices to retrieve personal belongings.
  2. Once outside the building, move to a distance at least 500 ft. from the affected building. Keep streets and sidewalks clear for emergency vehicles and personnel.
  3. Move to the designated assembly point as soon as possible. Remain in open areas away from other structures or buildings.
  4. Account for all employees and visitors in your area, a supervisor who will have knowledge of which employees reported to work that day should do this.
  5. Check for injuries of employees and visitors. Seek first aid.
  6. Emergency personnel will direct the next appropriate actions.
  7. **DO NOT** return to the building until it has been declared safe by the appropriate authorities.
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### **During An Earthquake**

- 1) Take cover underneath a desk or table. **PROTECT YOUR HEAD AND NECK.**
- 2) Stay away from windows and objects, which could fall on you.
- 3) Stay where you are - **DO NOT RUN OUTSIDE**; falling debris may cause injury.



- 4) **DO NOT USE ELEVATORS.**
- 5) IF OUTDOORS, stay in an open area. DO NOT enter the building.

#### **After An Earthquake**

#### **IF YOU ARE STILL IN THE BUILDING:**

- 1) Be prepared for AFTERSHOCKS. Do not return to your office until directed.
  - 2) Give first aid to injured personnel.
  - 3) **DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY.**
  - 4) Alert Emergency Personnel and/or supervisors to anything needing their attention.
  - 5) Replace telephone handsets, but DO NOT USE THE PHONE except to report fires or medical emergencies.
  - 6) Go to the interior of the building, staying away from the exterior walls. Avoid glass and equipment.
  - 7) Wait for and follow instructions from Emergency Personnel.
  - 8) Be prepared to evacuate if necessary. (See "Evacuation" section, page 22, of this manual.)
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#### **DURING A FLOOD**

In the event of flooding on the Harris-Stowe State University campus where there is a threat to our University community, the Campus Public Safety Department will be responsible for notification of all appropriate departments and emergency service agencies.

Any recommendation to close campus offices or cancel scheduled classes, due to flooding, will be communicated to the President of Harris-Stowe State University by the Vice President of Business and Financial Affairs. The final decision on any closure rests with the President or his designated representative.

The Harris-Stowe State University Vice President of Business and Financial Affairs will release information concerning closure of campus offices.

#### **IF FLOODING OCCURS IN YOUR BUILDING**

1. Notify a supervisor and the Campus Public Safety Office 340-5336.
2. Secure your area and vital records. Prepare to receive and comply with directions from Emergency Personnel.
3. USE EXTREME CAUTION around appliances or outlets near the leak and/or water.
4. If you know the source of the water and can safely stop it, do so CAUTIOUSLY.
5. If directed to evacuate, do so following guidelines and procedures outlined in the Evacuation section (see page 22) of this manual.

# Emergency Procedures Manual

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<b><u>EVACUATION OF PERSONS WITH DISABILITIES</u></b>
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<b><u>EVACUATION PROCEDURES</u></b>
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## **EVACUATION OF PERSONS WITH DISABILITIES**

**It is very likely that evacuations will involve disabled individuals.**

The following will be helpful in safe evacuation and communication during an emergency. Above all else, involve the individual. They are the experts on their own disabilities, and how best to move them out of a building in an emergency. Make sure he/she understands what is happening, and what procedure must be followed. Many disabled people are vulnerable to respiratory complications--remove them from smoke or fumes immediately.

### **PERSONS WITH MOBILITY IMPAIRMENTS**

Persons having mobility impairments may or may not use wheelchairs. On floors above or below ground level, escort the person with mobility impairment to a safe area close to the nearest stairwell, since elevators become inoperative when the fire alarm sounds. Immediately notify emergency personnel about the location and condition of the person with the mobility impairment so that emergency personnel can safely transport the individual to ground level.

### **VISUALLY IMPAIRED PERSONS**

Although most blind or visually impaired persons will be familiar with their immediate work area, it is necessary to:

Explain the nature of the emergency.

Offer to guide her/him. As you walk, explain your destination, where you are, any obstacles, which way you are going to turn, the number of steps, etc.

Upon reaching safety, orient the individual to her/his surroundings. Ask if further assistance is needed. Stay with her/him.

### **DEAF, HEARING IMPAIRED OR SPEECH IMPAIRED PERSONS**

Communication varies with persons who are deaf, hard of hearing or speech impaired. They may not hear audible alarms. It is important that everyone understand what is happening and how and where to proceed.

To gain attention, turn light switch on and off, tap her/his shoulder, wave your hands, etc. Indicate through gestures, or in writing (short, concise words), what is happening and what to do.

**Example: FIRE - out rear door to the right and down. Leave NOW!**

ABOVE ALL, REMEMBER THAT PEOPLE WITH SIMILAR DISABILITIES ARE UNIQUE. THROUGH BRIEF COMMUNICATION AND ASKING QUESTIONS, EVACUATION CAN BE QUICK AND SAFE.

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## **EVACUATION PROCEDURES**

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1. If safe, secure vital records and shut down electrical equipment.
2. Proceed to your predetermined exit or alternate exit if necessary. Shut all doors as you leave.
3. The Department Emergency Coordinator is responsible for ensuring that all staff and visitors evacuate the area.
4. Assist disabled employees or visitors.
5. Proceed quietly and orderly.
6. **DO NOT USE ELEVATORS.**
7. **DO NOT OPEN DOOR** if hot or if smoke is present.
8. Once outside, assemble at a designated area and stay there; your supervisors will need to have a tally of their personnel.