

PUBLIC LAW 101-542:
THE STUDENT
RIGHT-TO-KNOW &
CAMPUS SECURITY ACT

Louisiana Tech Police

257-4018

REPORTING CRIMINAL ACTIVITY OR EMERGENCIES

The Louisiana Tech University Police Department is located in South Hall on the corner of Tech Drive and Hergot Avenue. Any on-campus emergency, request for on-campus police assistance, or the reporting of on-campus criminal activity should be made to the Louisiana Tech University Police Department at 257-4018. Alternate telephone numbers include 257-4019 and 257-4010 and 257-3363 and 257-2331. On-campus callers should dial only the last four digits. The Louisiana Tech Police FAX number is 257-2831. Email may be sent to <chief@latech.edu>.

Reports of fire and ambulance requests should be made directly to the Ruston Fire Department at 255-2121 or 911—dial “9” first from a 257- phone— however if these requests are made directly to the Louisiana Tech University Police Department, the dispatcher will immediately relay the request to the fire department and dispatch a police unit to assist as needed.

Phone jacks and phone service are provided in all campus residence hall rooms at no additional charge. This phone service may be used by residents to conveniently contact the University Police. Additionally, free telephones are located at the entrances of most residence halls. University Police may be contacted by dialing 4018 from these free phones. Additionally, there are twenty-three emergency phones which automatically dial University Police when the caller pushes one button on the phone. These phones are located:

Phone ID Number and Location

1. Band Bldg - outside - NW corner	10. Tolliver Hall - outside - South	19. Reese Hall - inside
2. Robinson Hall - outside - SW Corner	11. Tolliver Hall - outside - North	20. (# not used)
3. Bookstore - outside - NW corner	12. GTM - inside - South entrance	21. Arizona Lot- outside
4. CAB - outside - SW corner	13. Visual Arts Center - inside - south	22. Nethken - upstairs elevator
5. Bogard Hall - outside - College & Arizona	14. Bogard - inside - south entrance	23. Caruthers-SE Ex. door
6. Howard Aud. - outside - SE corner	15. Nethken 2nd fl. freight elevator	24. Mitchell
7. Graham Hall - rear entrance (north)	16. CTH - inside- North	25. Bio-Med Research-Inside 1st fl.
8. Aswell Hall - outside - NE corner	17. CTH - inside - South	26. BioMed Research-Inside 2nd fl.
9. Harris Hall - outside - SE corner	18. Woodard & Ed Lab - inside 1st floor	

The Louisiana Tech University Police Department operates a 24-hour Communication and Information Center in South Hall. The communication center is staffed by a police officer. This officer monitors campus fire alarms, door alarms, and intrusion/burglary alarms. This officer operates a State/Federal criminal history and driver’s record computer. Police telephone calls are received by the Police Communications Center.

Patrol officers are radio dispatched by the Police Communication Center upon call to investigate crime, respond to emergencies, or assist the public 24 hours a day, 365 days a year. The University Police Department responds to approximately 717 calls for service each academic year and investigates approximately 137 Uniform Crime Report crime investigations each calendar year. The Louisiana Tech University Police Department charged (by summons or arrest) 63 suspects on 99 charges in the academic year 2010-2011. Additionally, the Department responded to 45 vehicle accidents in the academic year 2010-2011.

Criminal activity is actively investigated by the patrol and investigative divisions of the Police Department. Offenders are subject to criminal prosecution and University disciplinary action. Criminal activity may be reported anonymously under the Louisiana Tech Crimestoppers program at 257-4018.

Louisiana Tech University Police officers respond to all emergencies on campus. Louisiana Tech University Police has a mutual assistance agreement with other departments within the

University as well as the City of Ruston to assist one another with resources and manpower in the event of emergencies. Louisiana Tech University is represented at Lincoln Parish Emergency Planning/Exercise meetings.

SECURITY AND ACCESS TO CAMPUS FACILITIES

Exterior entrances to residence halls are locked 24 hours a day. Residents use a main entrance key fob system to enter their residence hall. Each resident, male and female, has a key to his or her individual residence hall room. University Police student employees check the doors of the residence halls when they are on duty. The department utilizes security cameras in selected parking lots and buildings

Maximum visitation hours in most residence halls are from noon to midnight. Visitors must be escorted by their hosts during visitation. Individuals in violation of University visitation policies or anyone found trespassing on University property is subject to criminal charges and/or University disciplinary action. Residents are issued a Residential Life Bulletin and the weekly Dawgtown which outline visitation and other residence hall policies. Residents are encouraged to report suspicious or criminal activity. Louisiana Tech University reserves the right to ban individuals from returning to the University campus.

Campus academic and classroom buildings are secured daily, upon their primary use as classroom or office facilities, by the evening custodial staff of the University. After-hours access to campus buildings is permitted by authorization of the appropriate administrative authority. Department heads are encouraged to advise the University Police of those persons authorized after-hours access to facilities.

The Louisiana Tech University Police Department employs 18 to 20 commissioned police officers, two office administrators, and approximately 70 student employees.

The University campus is patrolled 24 hours a day, 365 days a year, by commissioned police officers. Additionally, student employees of the University Police Department staff a police cart patrol. These four police cart units are especially well suited for patrolling parking lots, pedestrian, and athletic facility areas. The police cart patrol also offers escorts to students on the campus. The student may request an escort by calling 4018. The police cart patrol provided 3,632 escorts in academic year 2010-2011.

The University Police Department utilizes student employees for parking enforcement, supplementary parking lot patrol, selected dormitory patrol, and student escorts during selected times daily. All University Police student employees are in direct radio contact with the University Police Communication Center and may be radio dispatched. Police escort service is available upon a student's request. Louisiana Tech University Police commissioned police officers provide approximately 2,031 escorts of persons, currency, and sensitive documents each academic year. Additionally, the Louisiana Tech University Police Department increased the safety of stranded motorists by providing approximately 480 motorist assists each year. The Louisiana Tech University Police Department spot checks building security on a daily basis and secures approximately 1,154 buildings found unlocked each year. The dept. responds to approximately 366 building alarms per academic year. The appropriate department head is furnished a written report denoting the date, time, and location of the secured building. The department conducts approximately 16 safety seminars to students and parents during orientation and throughout the year.

Louisiana Tech University has a full-time University Safety Officer who chairs the campus-wide University Safety Committee. Members of the Safety Committee include representatives from University Police, Academic Affairs, Residential Life/Housing, the Physical Plant, Nursing, the Chemistry Department, and other areas on campus. Additionally, the Chairman of the University Safety Committee is a member of committees planning new construction on campus. One of the responsibilities of the University Safety Committee is to evaluate the usage, access, and security of campus buildings and to recommend actions for improvement. The University Safety Committee also makes recommendations concerning the security of proposed buildings, and the Committee Chairman gives recommendations to the building committees regarding safety and security. The Director of Environmental Health and Safety may be contacted at 257-2120.

CAMPUS LAW ENFORCEMENT POLICY, ENFORCEMENT AUTHORITY, AND ENCOURAGEMENT OF REPORTING

The Louisiana Tech University Police Department is a department in the Division of Student Affairs and is directed by the Chief of University Police who reports to the Dean of Student Life who reports to the Vice President for Student Affairs. Louisiana Tech Police Officers have a dual role as certified police officers and student development professionals. Louisiana Tech University is committed to public safety and supports the Police Department with state-of-the-art equipment, officer training, professional personnel, and the financial resources to serve the University community. Questions, suggestions, or comments concerning police or parking services should be directed to the police chief or captain who maintains an open door policy for meeting with students and other members of the public. The Louisiana Tech University Police Department is well trained and its officers constantly strive to increase their level of public service and professional growth. All Louisiana Tech University Police officers are enrolled in a certified police academy and are certified as police officers through the Louisiana P.O.S.T. (Peace Officers Standards and Training Council) Exam. Additionally, selected officers receive specialized training each year and all officers receive refresher or recertification courses as needed. Types of training attended may include but are not limited to the following:

- Red Cross first-aid and CPR training
- DWI detection & standardized field sobriety training
- Crimes Investigators training
- Narcotics officer training
- LLETS/NCIC instructor and operator certification training
- Pepper Spray Training
- Anti-terrorism Training
- Instructor training
- Intoxilyzer 5000 operator training
- Radar operator training
- Drug Awareness training
- Annual firearms qualification
- Police Driver Training
- Rapid Deployment to Critical Incidents

Two officers of the Louisiana Tech University Police Department are P.O.S.T. certified DWI Detection & Standardized Field Sobriety instructors, and two officers are trained Occupant Protection and Enforcement instructors. One officer is a certified first aid instructor and another is a defensive tactics instructor.

Under Louisiana Law R.S. 17:1805, Louisiana Tech University Police officers have full law enforcement authority including the power of arrest and are commissioned by the Louisiana Department of Public Safety. Additionally, Louisiana Tech University Police officers are authorized to carry sidearms, to pursue violators off campus, and to investigate on-campus crimes or criminal activity. The Department has an excellent working relationship with other area law enforcement agencies. Louisiana Tech University Police and area law enforcement agencies mutually assist each other with information, cooperative investigations, manpower, and

resources as needed. The Louisiana Tech University Police Department has the primary responsibility for law enforcement on the Louisiana Tech campus.

The Louisiana Tech University Police Department has an excellent working relationship with other criminal justice agencies, including local courts and the District Attorney's office. The Louisiana Tech Investigative Division prepares its own affidavits for search and arrest warrants in the investigation of cases.

The Louisiana Tech Police Department enhances the University's mission by contributing the following:

- Contributes to campus safety by enforcing city, state, and federal statutes, which is accomplished through vehicular patrol, bike patrol, radar enforcement, DWI enforcement, foot patrol, police cart patrol, criminal investigations, and narcotic investigations.
- Enhances the welfare of students by providing assistance as needed: providing escorts, traffic control, officers to increase safety at more than 150 athletic and special events each academic year, and assistance in emergency situations.
- Conducts public education seminars in child safety, seat belt safety, drug education, theft and crime prevention, and DWI awareness.
- Operates a 24-hour police communication and campus information center at the University Police Department in South Hall.
- Provides for parking regulation enforcement through the Parking and Traffic Division of the Louisiana Tech Police Department located in South Hall. All Louisiana Tech students, faculty, and staff are required to register their vehicle; and a parking permit is required to park anywhere on the campus 24 hours a day. Complete information on parking regulations may be found in the current edition of the Louisiana Tech Vehicle Regulations Brochure. The traffic office may be contacted by calling 257-2921 or by email at traffic@latech.edu.

South Hall, where the Police Department is housed, is also host to a student organization classroom and a conference room. These facilities are located above the Police Station and are used on a daily basis to provide students with a location to hold organizational meetings. The co-location of these facilities with the Police Department has contributed to positive interaction between the officers and the students. The University Health Center is also located in South Hall, and the University Police Department provides assistance to the Health Center.

The Louisiana Tech Police Department encourages and promotes the prompt and accurate reporting of all crimes to the Louisiana Tech Police Department. Deans, academic personnel, Housing personnel, and all staff members are advised to refer any information concerning criminal activity or to refer persons needing to report criminal activity to the University Police Department or to the appropriate off-campus police agency if the criminal activity occurred in another jurisdiction. The Louisiana Tech Police Department has been tracking and reporting UCR (Uniform Crime Report) crimes voluntarily to the FBI since 1984. Additionally, the UCR is furnished monthly to the University of Louisiana System's Office. University administrators are furnished daily with information concerning criminal activity on campus. Resources are directed, as needed, into areas needing increased patrol or enforcement. Violent crimes are reported to area newspapers and University Deans and Directors by memorandum. Student "Right-To-Know" crime statistics are included in this publication and posted on www.latech.edu.

Department of Housing resident assistants are advised to encourage persons to report crime, and this policy is advocated in the Dawgtown distributed weekly to residence hall students which comprise approximately 25 percent of the student body. Feature stories and interviews with police officers in the Tech Talk, the student newspaper, encourage crime prevention and the reporting of crimes.

Information concerning campus crimes along with encouragement to report them is published on a weekly basis in the Crimestoppers section of the Tech Talk. Additionally, Louisiana Tech Crimestoppers offers a financial reward of up to \$800 for information leading to the apprehension of individual(s) responsible for committing campus crime. This information is accompanied with the location, date, and time of campus crime in order to inform the students in a timely manner. The Tech Talk also publishes crime prevention tips for our students, and information on campus crime and crime prevention tips are published in the Dawgtown and on flyers as needed.

POLICE PROCEDURES, CRIME PREVENTION, AND CRIME PREVENTION PROGRAMS

Louisiana Tech University students and staff are informed about various police procedures through the following: Department of Housing resident assistants, the Dawgtown; The Tech Talk; the Office of Student Life; the Student Handbook; The Lagniappe; the University catalog; the Vehicle Regulations Brochure; the University Safety Manual; the Faculty and Staff Handbook; the Class Schedule and General Information Booklet; the annual Police Department Annual Report; and public education programs. Additionally, the University Police Department addresses incoming freshmen at each of the summer orientation sessions.

University Police conducts, upon requests by any campus organizations, the following public education programs:

- DWI Awareness Program
- Police and Crime Prevention Orientation for International students
- Police Policy/Procedures class for Residential Life resident assistants
- Police Drug Awareness class for Residential Life resident assistants
- Theft prevention seminar
- Crime prevention seminar
- Emergency procedures seminar

Additionally, the Louisiana Tech Counseling Center provides alcohol and drug abuse programs for the University community. The Counseling Center also provides student programs on the subject of date rape and responsible and acceptable dating behavior. (See the Handbook's Sexual Assault Information Guide for more information.)

CRIME PREVENTION TIPS

The Louisiana Tech Police Department encourages everyone to follow simple crime prevention tips to reduce the probability of being a crime victim. Each person has a responsibility to take action to promote safety. The following are some crime prevention tips for on- and off-campus students:

- Restrict internet pages/blogs to viewing by your friends only.
- Do not put personal information, phone or address on internet blogs/pages for public viewing.

- Be alert and pay attention; scan ahead and be aware of what's happening around you.
- Utilize the escort service for going from one location to another on campus. Call 257-4018.
- When walking, jogging, or bicycling—especially at night—do so with a friend or group.
- Stay sober; an intoxicated person is an easier target for criminal activity.
- Don't drink and drive. Approximately 10 percent of weekend drivers between the hours of 10 pm and 2 am are intoxicated. The average DWI violator commits the offense 80 times a year. If this is you, on-campus confidential alcohol counseling is available at the Tech Counseling Services - Call 257-2488.
- Remember, friends don't let friends drive drunk!
- Wear a seat belt. The life saved could be yours.
- Hold purses securely.
- Lock your doors; promptly report lost keys.
- Don't leave an extra key under the mat, in a plant, in the mailbox, etc.
- Check before opening the door.
- Use outside lighting daily.
- Store valuables in a safe place.
- Record your serial numbers.
- Report suspicious persons.
- Report crime or criminal activity immediately (who, what, when, where).
- Don't carry large sums of cash.
- Stay off dark streets.
- Always lock your car; don't leave valuables in your car.
- Don't leave radar detectors, radar detector cords, or cellular phones in your parked car.
- Don't pick up hitchhikers; don't be a hitchhiker.
- Never leave laundry unattended in a laundry facility.
- Don't give cash to a stranger with a hard-luck story; it's often a con game. Call the Police.
- Report persons selling items on campus to the police. Popular stolen items include tapes, cell phones, compact discs, guns, computers, clothes, radar detectors, and stereos. A deal too good to be true usually means the item is stolen. It is illegal to buy or sell stolen items. Please report the seller to the police. The next item he or she sells might be stolen from you!
- Hang up on obscene or harassing phone callers; keep a log of the calls (date, time, who answered the phone, and what the caller did or said), and report the calls to the police.
- Don't let strangers in your room or home use the phone; leave them in the hall and call the police.

EMERGENCY RESPONSE, NOTIFICATION AND EVACUATION POLICY

(This information will be published within University website and Student Handbook)

Louisiana Tech University has developed and regularly tests an Emergency Response Plan, which is also known as the Crisis Response Plan. Other emergency response guidelines have been prepared for and disseminated to the faculty, staff and students. Louisiana Tech University will respond to an emergency situation in a safe, effective and timely manner. University resources and equipment will be utilized to accomplish the following priorities:

- Protection of human life
- Support/restoration of health, safety and essential services
- Protection of Louisiana Tech University assets
- Assessment of damages
- Restoration of critical operations

- Restoration of general campus operations

Louisiana Tech University has designated an Emergency Response Team which will respond to and manage any known emergency situation.

Testing and Evaluation of Plan

Annual testing of the emergency response plan is designed for the assessment and evaluation of the plan and capability. These tests may be in the form of a tabletop, drill, functional exercise or full scale exercise as determined. The documentation of the test will be maintained in the office of the University Police. Testing of the emergency notification system will occur on at least a quarterly basis.

Emergency Notification Policy and Procedures

Louisiana Tech University has in place methods designed and intended to make and send emergency information, such as an audible fire alarm (indicating the need to perform a facility evacuation), University mass email, text (SMS) or voice message via an Emergency Notification System (ENS), website, or by intercom in buildings where available. Sirens, loudspeakers or other informational devices, if available, may be utilized.

Notification will take place without delay upon confirmation of an event or pending event, which would be considered a significant emergency or dangerous situation, if a threat exists to any of the campus community.

Persons responsible for carrying out this notification process include: Command Staff of the University Police, Vice President for Student Affairs, Dean of Student Life, and Director of Marketing and Public Relations.

Confirmation and validation of an emergency, threat or dangerous situation will, under most situations, be the responsibility of member(s) of the LA Tech University Police.

Dissemination of emergency information to the larger community, including other public safety agencies, would occur through the University Police dispatcher and/or Marketing and Public Relations Department, as necessary.

Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be performed in an orderly and safe manner. All faculty and staff are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

1. Become familiar with work areas and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic but walk quickly to the closest emergency exit.
4. Do not use elevators. Do not use cell phones.
5. Walk in a single file on the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to stairwell entrance areas and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand; if cool, carefully open the door and, if safe, proceed with the evacuation.
10. No one is to return to the building until authorized by the Incident Commander or other public safety official.

Special Evacuation Procedures

1. A “Vertical Evacuation” is a procedure in which individuals on lower floors relocate themselves to higher floors. This type of evacuation is conducted when there is a danger on the lower floors or if the outside environment is dangerous. The most likely use of vertical evacuation is if there occurs a chemical spill either outdoors or within the lower floors. Vertical evacuations are also used as an evacuation of last resort in a flooding event.

2. A “Silent Evacuation” is a procedure conducted when it is advisable to evacuate without causing alarm. This procedure is most likely used during some type of crime or crime-threatening emergency.

Faculty and supervisory staff having people with disabilities under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other emergency.

Evacuation of People Needing Mobility Assistance

Evacuation of people with disabilities who are ambulatory, such as those who have vision or hearing impairments:

- Should take place normally with other building occupants.
- Escorts may be offered from within the class or work area.

People who are dependent upon equipment for their mobility:

- May be assigned an escort from within the class or work area.
- Should not use elevators unless directed to do so by the emergency personnel.
- Remain in a protected place to await arrival of emergency personnel or proceed to the stairway in the building, if possible, accompanied by an escort. Emergency personnel are trained to look for persons with mobility difficulties in these designated areas.
- Once the stairs have begun to clear of other evacuating people, the escort and the person needing mobility assistance should enter the stairway and remain on the landing near the door.

If the stairway becomes smoke-filled or unsafe before the arrival of emergency personnel:

- Move back into the building and proceed to another usable stairway.
- If another stairway is not available, find a room that is safe and close the door.
- Wave a coat or similar object in a window to gain attention.

If there is a direct and immediate threat, the individual should be moved. If there is potential for fire, explosion, biohazards, or gas in the area where the person needing mobility assistance is located, several persons may need to assist the person to leave the building.

Faculty and staff who have individuals needing mobility assistance under their direction are responsible for notification of emergency personnel about the location of these people within the building.

Evacuation from Campus Property

If the need exists to evacuate the campus or an area of campus, evacuees will receive direction from law enforcement personnel and/or persons who are working in concert with the law enforcement agencies. Please follow directions given in order to effect a safe and rapid evacuation.

Missing Persons' Policy and Procedure

An individual is considered “missing” based upon information received during a report filed with the University Police. The officer receiving the report will conduct the necessary follow-up investigation including, but not limited to, contacting the Department of Residential Life personally or having an officer check the student’s housing area to determine if the missing student has filed a confidential contact through the student’s personal BOSS network and responding accordingly; making contact with the student’s “emergency contact” which would be on file with the Residential Life Office; utilizing the National Crime Information Center (NCIC) as per guidelines; and making any and all other contacts as the inquiry necessitates.

The report will be “on file” with the University Police. Any time frame for notifications will be depending upon the nature and course of the investigation.

CRIME STATISTICS

Introduction

In November 1990, Congress passed the Student-Right-to-Know and Campus Security Act (Public Law 101-542) for the purpose of requiring colleges and universities to publish annual campus security reports that (a) include statistics on campus crime and arrests for certain specified categories of offenses and (b) describe policies, procedures, and programs related to campus security.

(see following pages)

Public Law 101-542 Crime Statistics Criminal Offenses

	Murder/Non-negligent manslaughter			Forcible sex offenses (including		
forcible rape)	2008	2009	2010	2008	2009	2010
Total on campus	0	0	0	0	0	0
Total in residence hall	0	0	0	0	0	0
Non-campus	0	0	0	0	1	0
Perimeter public property	0	0	0	0	0	0
	Non-forcible sex offenses			Robbery		
	2008	2009	2010	2008	2009	2010
Total on campus	0	0	0	2	1	1
Total in residence hall	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Aggravated assault			Burglary		
	2008	2009	2010	2008	2009	2010
Total on campus	3	2	4	37	2	21
Total in residence hall	0	1	1	30	15	18
Non-campus	0	0	0	0	1	1
Perimeter public property	0	0	0	0	0	0
	Motor vehicle theft			Arson		
	2008	2009	2010	2008	2009	2010
Total on campus	1	3	6	1	0	2
Total in residence hall	0	0	0	1	1	2
Non-campus	1	0	0	0	0	0
Perimeter public property	0	1	0	0	0	0
	Negligent manslaughter					
	2008	2009	2010			
Total on campus	0	0	0			
Total in residence hall	0	0	0			
Non-campus	0	0	0			
Perimeter public property	0	0	0			

NOTES:

--Arson category includes trash can fires.

--Statistics are listed by calendar year for all years.

--Off campus statistics (non-campus - student organizations, perimeter public property) are furnished by Ruston City Police.

--Motor vehicle theft includes vehicles, motorcycles, golf carts, and tractors.

Public Law 101-542 Crime Statistics

Hate Offenses

forcible rape)	Murder/Non-negligent manslaughter			Forcible sex offenses (including		
	2008	2009	2010	2008	2009	2010
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0

	Non-forcible sex offenses			Robbery		
	2008	2009	2010	2008	2009	2010
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0

	Aggravated assault			Burglary		
	2008	2009	2010	2008	2009	2010
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0

	Motor vehicle theft			Arson		
	2008	2009	2010	2008	2009	2010
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0

	Negligent manslaughter		
	2008	2009	2010
Total on campus	0	0	0
Total in residence halls	0	0	0
Non-campus	0	0	0
Perimeter public property	0	0	0

NOTES:

--Statistics are listed by calendar year for all years.

--Off campus statistics (non-campus - student organizations, perimeter public property) are furnished by Ruston City Police.

--Arson category includes trash can fires.

Public Law 101-542 Crime Statistics

	Liquor Law Violations			Drug Law Violations		
	2008	2009	2010	2008	2009	2010
All On Campus Arrest	2	0	1	8	6	6
Arrests In Dorm	0	0	0	4	4	5
On Campus Disciplinary Action/ Judicial Review	0	0	0	0	9	16
Arrest-Non Campus (Student Organizations)	0	0	0	0	0	0
Disciplinary Action/ Non-Campus	0	0	0	0	0	0
Arrest-Perimeter Public Property	2	5	5	0	0	1
Disciplinary Action- Perimeter Public	0	0	0	0	0	0
Property						
	Illegal Weapons Possession					
	2008	2009	2010			
All On Campus Arrest	0	0	0			
Arrests In Dorm	0	0	0			
On Campus Disciplinary Action/ Judicial Review	0	0	0			
Arrest-Non Campus (Student Organizations)	0	0	0			
Disciplinary Action/ Non-Campus	0	0	0			
Arrest-Perimeter Public Property	0	0	0			
Disciplinary Action- Perimeter Public Property	0	0	0			

NOTES:

--Statistics are listed by calendar year for all years.

--Off campus statistics (non-campus - student organizations, perimeter public property) are furnished by Ruston City Police.

MONITORING CRIMINAL ACTIVITY AT OFF-CAMPUS ORGANIZATIONS

The Ruston Police Department advises the University Police and the Office of Student Life of crimes that occur at recognized student organization dwellings (such as fraternity houses) which are located on private property off campus in the city of Ruston. Student organizations must abide by University regulations set forth in their agreement of recognition signed with the University and in the Code of Student Rights, Responsibilities, and Behavior. Part of the agreement is that student organizations must abide by University regulations and local, state, and federal laws. Student organizations found to be in violation of their recognition agreement may be suspended by the Vice President for Student Affairs pending the organization's appearance before the Louisiana Tech Student Organization Committee which will decide the appropriate action. Rules governing student organizations may be found in the Division of Student Affairs' Student Handbook.

DRUG & ALCOHOL ABUSE (PUBLIC LAW 101-226)

Students are encouraged to review *A Student Guide for Making Decisions about Alcohol and Other Drugs*, a pamphlet published by the Division of Student Affairs.

NOTIFICATION OF GRADUATION & RETENTION RATES

Academic records for first time freshmen entering as full-time baccalaureate degree seeking students reflect a graduation rate of 52% over a six-year period and a retention rate of 70% from the freshman to sophomore class.

SEXUAL ASSAULT INFORMATION GUIDE

Introduction

In July 1992, Congress enacted the Higher Education Amendments of 1992 which imposed new requirements for preventing, reporting, and investigating sex offenses that occur on college campuses. The following information has been prepared by Louisiana Tech University officials not only to comply with federal requirements, but also to assist students, faculty, and staff members in maintaining a safe environment which is conducive to achieving the mission of Louisiana Tech University.

Educational Programming

Counseling Services provides licensed professional counselors and/or trained students from the Student Speakers Bureau to assist students, both men and women, toward greater awareness of the legal and psychological implications of the phenomenon of sexual assault. Educational programming in the area of sexual assault is available to students in residence halls, sororities, fraternities, classes, and any other student group. Every freshman is reached with this message through the University Seminar class. These educational presentations include guidelines for a safe code of dating conduct and a resource listing of campus and community agencies to contact in the event of a sexual assault.

The programs are free and available to Louisiana Tech students by contacting **Counseling Services, 257-2488**. The University Police Department also offers free presentations on the

subject of personal safety with emphasis on precautions and reporting procedures. Arrangements for these programs can be made by contacting University Police, 257-4018. Additionally, educational literature in the form of brochures and other handouts may be picked up at no charge from the following offices: Counseling Services, 310 Keeny Hall; University Health Center, South Hall; and University Police, South Hall.

Strategies for Limiting the Risk of Sexual Assault

1. Examine societal and personal attitudes that tolerate sexual aggression.
2. Know your sexual intentions and limits and communicate them firmly.
3. Be aware that alcohol is a disinhibitor and may affect judgment in a dating situation. Set safe boundaries in its use.
4. Attend functions with friends you can trust. Go in a group and return home with the group.
5. Be aware of surroundings. Many acquaintance rapes occur in private dwellings under the cover of loud music.
6. Listen to your instincts; if the situation feels risky, it probably is.
7. Do not leave beverages unattended.
8. Accept drinks only from bartender or wait person.
9. Consider buddy system; look out for one another. Be alert to behavior of friends who appear intoxicated and unable to make appropriate and safe decisions.

Recommended Guidelines in the Event of an Assault

Sexual assault, either by a stranger or by an acquaintance, creates emotional turmoil for any individual. Louisiana Tech University is sensitive to the devastating effects of rape and other types of sex offenses and has established the following recommendations to assist the survivor of a sexual assault and to inform the Louisiana Tech student of the facts, laws, and resources that pertain to these types of criminal behavior.

1. **Report the assault regardless of the circumstances.** Reporting the incident allows the survivor to be advised of available resources and alternatives. The strength of the case could be affected by the length of time the survivor waits before pressing charges. The first step in regaining a sense of control over the situation is to report the assault.

On-Campus Assaults

If the incident occurred on the Louisiana Tech University campus, contact the University Police Department, 257-4018, available 24 hours a day. Police officials will contact a professional counselor and/or will assist the survivor in seeking medical treatment at the hospital if requested.

Off-Campus Assaults

If the incident occurred within the city limits of Ruston and is off the Louisiana Tech campus, report the crime to the Ruston City Police Department, 255-4141, located in City Hall, 401 North Trenton Street.

If the incident occurred in Lincoln Parish, outside the city limits of Ruston, report the crime to the Lincoln Parish Sheriff's office, 318-251-5111, located in the Lincoln Parish Court House, 100 West Texas Street, Ruston, LA.

2. **Seek medical assistance within 24 hours of the assault.** A survivor does not have to press charges in order to seek medical treatment; however, if criminal charges are pressed,

medical information and an examination are essential. Police advise the victim not to change clothing, douche, or brush teeth. Very important evidence such as hair samples, saliva samples, finger scrapings, etc. may be lost if not collected immediately. Usual procedures call for a medical examination which will be performed by a physician, in the presence of a female nurse. Hospital medical personnel report that the following procedures may take place during a medical examination:

- baseline lab work will be performed to determine existing health concerns.
- evidence will be collected in the event charges are pressed. Note: this step will be taken only with the consent of the survivor.
- police will be contacted with the consent of the victim.
- information regarding testing for sexually transmitted diseases and pregnancy will be provided.
- information about immediate counseling resources will be provided or referrals for follow-up counseling will be given.

3. **Seek medical testing if you have reason to believe you were disabled with drugs without your knowledge and subsequently sexually assaulted.** Drugs such as Rohypnol and GHB are used to spike drinks for the purpose of sedating for sexual assault. Drowsiness and impaired motor skills are common effects, giving an appearance of intoxication. Symptoms may also include impaired judgment, disinhibition, dizziness and confusion. Such substances can be colorless, tasteless, odorless, and dissolve easily into liquid. If you think you have been sedated with such a drug, tell hospital personnel. A urine test within 72 hours may determine if a drug was used.

4. **Consider options for actions against the perpetrator.**

On-Campus Options

If the incident happened on the Louisiana Tech campus, the assault survivor has the options of (1) pressing criminal charges against the perpetrator with the appropriate law enforcement agency and/or (2) requesting a university administrative review of the incident. An administrative review of the behavior will be conducted when the personnel with the Office of Student Life are informed of a possible violation of the University's Code of Student Rights, Responsibilities, and Behavior. A review of possible violations may be made by reporting the incident to the Office of Student Life, 257-3396, 333 Keeny Hall.

It should be noted that any report filed through the University Police Department or forwarded to the University Police Department by another law enforcement agency will be immediately forwarded to the Office of Student Life and will prompt an administrative review of the behavior of any Louisiana Tech students involved in the incident. If a violation of the University's Code of Student Rights, Responsibilities, and Behavior has occurred as defined in Section Six of the Code, administrative action will be taken as defined in Sections Eight and Nine of the aforementioned Code. Offenses pertaining to sexual assault, as defined in Section 6.04:37 of the Student Code, will warrant an immediate review by the University Behavioral Standards Committee.

If a hearing by the University Behavioral Standards Committee is held both the accuser and the accused are entitled to the same opportunities to have a representative (either personal or legal counsel) who may attend and advise but may not present the case. Also, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding dealing

with sexual assault. Sanctions that may be issued by the Behavioral Standards Committee against a student found guilty of sexual assault can be found in Section 9.03 of the Student Code. Behavior of a particularly violent nature performed by a student enrolled at the university may warrant an immediate interim suspension by the president of the university or by his designee as provided for in Section Thirteen of the Code of Student Rights, Responsibilities, and Behavior.

Off-Campus Options

If the incident happened off the campus, the assault survivor may press criminal charges against the perpetrator with the appropriate law enforcement agency. University officials can assist the victim in notifying these authorities if the student so chooses.

5. **Seek professional counseling and support.** Whether or not the victim chooses to take legal action against the perpetrator, he/she is advised to seek professional counseling. A sexual assault of any kind can result in difficulty later if the emotional issues associated with it are not addressed. The University Police can contact a counselor immediately following an assault. Individuals can contact the Louisiana Tech Counseling Services, 257-2488, during regular working hours. A licensed professional counselor can assist with decisions about available options and can help in working through the healing process. Options can include assisting the survivor in changing academic and living situations if requested and if such changes are reasonably available. A listing of area resources for sexual assault survivors is provided in this Guide.

Definition and Criminal Statutes

As defined in the Code of Student Rights, Responsibilities, and Behavior (6.04:37), a sex offense is 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 does not or is incapable of giving consent. The following chart explains the criminal statutes for sexual offenses and the penalties under law in the State of Louisiana.

Synopsis of Statutes and Penalties for Sexual Offenses Defined by Louisiana Criminal Law

<u>Offense</u>	<u>Statute Number</u>	<u>Penalty</u>
Simple Rape	14:43	Imprisoned with or without hard labor for not more than 25 years
Aggravated Rape	14:42	Imprisoned for life at hard labor without benefit of parole, probation, or suspension.
Forcible Rape	14:42.1	Imprisoned at hard labor for not less than 5 years nor more than 40 years
Sexual Battery	14:43.1	Imprisoned with or without hard labor for not more than 10 years.
Second Degree Sexual Battery	14:43.2	Imprisoned with or without hard labor for no more than 15 years.
Oral Sexual Battery	14:43.3	Imprisoned with or without hard labor for not more than 10 years.

Carnal Knowledge of a Juvenile	14:80	Fine not more than \$5000 Imprisoned with or without hard labor not more than 10 years or both.
Crime Against Nature	14:89	Fine not more than \$2,000. Imprisoned with or without hard labor not more than 5 years or both.

**Definitions of Terms Used in the Chart Above As Defined by
the State of Louisiana Criminal Code:**

Rape: The act of anal, oral or vaginal sexual intercourse with a person, male or female, without lawful consent of that person.

Simple Rape: A. Rape where the victim is incapable of resisting or understanding the act because of a stupor or abnormal condition (i.e. drunk or drugged).
B. The victim is of unsound mind, whether temporary or permanent, and the offender knows or should have known of the condition.

Aggravated Rape:
A. The victim resists to the utmost but is overcome by force.
B. Where there is a threat of great physical harm.
C. The offender is armed with a dangerous weapon.
D. When the victim is under 13 years-of-age. Lack of knowledge of the victim's age shall not be a defense.
E. When there are two or more offenders.
F. The victim is prevented from resisting the act because the victim suffers from a physical or mental infirmity preventing such resistance.

Forcible Rape:
A. When the victim is prevented from resisting the act by force or threat of physical violence and the victim has reason to believe resistance would not prevent the act.
B. The victim is incapable of resisting or of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by a narcotic or anesthetic agent or other controlled dangerous substance administered by the offender and without the knowledge of the victim.

Sexual Battery:
A. The touching of the anus or genital area of a victim by the offender using any instrumentality or any part of the body of the offender without the consent of the victim.
B. The touching of the anus or genitals of the offender by the victim using any instrumentality or any part of the body of the victim without the consent of the victim.

Second Degree Sexual Battery: A sexual battery where the offender intentionally inflicts serious bodily harm to the victim.

Oral Sexual Battery: Oral sexual battery is the intentional engaging in the touching of the anus or genitals of the victim by the offender using the mouth or tongue OR the touching of the anus or genitals of the offender by the victim using the mouth or tongue; when the victim has not yet

attained 15 years-of-age and is at least 3 years younger than the offender. Lack of knowledge of the victim's age shall not be a defense.

Carnal Knowledge of a Juvenile:

A. A person who is 19 years-of-age or older has sexual intercourse, with consent, with a person who is 13 years-of-age or older but is less than 17 years-of-age.

B. A person who is 17 years-of-age or older has sexual intercourse, with consent, with a person who is 13 years-of-age or older but less than 15 years-of-age.

Crime Against Nature: The unnatural carnal copulation by a human with another of the same or opposite sex or with an animal.

Resources for Sexual Assault Survivors

Louisiana Tech University Police	257-4018
South Hall Corner of Tech Drive and Hergot	
City of Ruston Police	911
401 North Trenton Ruston, LA	255-4141
Lincoln Parish District Attorney	251-5100
Lincoln Parish Court House 100 Texas Avenue West Ruston, LA	
Lincoln Parish Sheriff's Office	251-5111
Lincoln Parish Courthouse 100 Texas Avenue West Ruston, LA	
Louisiana Tech Counseling Services	257-2488
310 Keeny Hall	
Louisiana Tech University Health Center	257-4866
South Hall Corner of Tech Drive and Hergot	
Northern Louisiana Medical Center	254-2456
401 E. Vaughn St. Ruston, LA	
Pine Hills Sexual Assault Center	255-7273
P.O. Box 777 Ruston, LA 71273	1-(800)-869-1033

ANNUAL FIRE SAFETY REPORT 2010-2011

Appliances, Smoking, Open Flames, etc.

Dawg Town Community Bulletin:

Upon check-in a resident is directed by staff to review the Dawg Town Bulletin via accessing the Louisiana Tech web address listed at the bottom of the Room Condition Card. The Dawg Town Bulletin states the following:

Appliances:

- Electrical appliances with open heating elements-hot plates, George Foreman grills, floor/space heaters, coffee makers, toasters, toaster ovens, sandwich makers- are not permitted in student rooms. Irons are allowed but can be used only on the community ironing boards located in the hallway of each floor. Microwaves under 600 watts are permitted. Coffee percolators are allowed; however “Mr. Coffee” – type machines are not.
- Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances-window air conditioners, refrigerators more than 4.7 cubic feet-are not allowed. TV’s, computers, radios, hair dryers, electric razors, floor or box fans, clocks, and stereos are permitted. Outside antennas for TVs are not allowed.
- Any electrical device needs to be plugged into a surge protector for safety.
- Due to order of the State Fire Marshall, no frying of any kind is permitted.

Smoking:

- All residence halls in the Residential Life system are non-smoking for health and fire safety concerns.

Tampering with Fire Equipment, False Alarms, Open Flames:

- Student(s) responsible for discharging fire equipment, tampering with alarm horns or causing false alarms shall be referred to the University’s Behavioral Standards Committee, will be held accountable for damages, and may also be prosecuted through the criminal courts.
- State fire codes prohibit the burning of incense or candles in rooms, suspending items from room ceilings, and ironing in rooms.
- All fire violations result in a mandatory fire education seminar and/or community service.

Weapons and Fireworks:

- Firearms of any type, ammunition, and fireworks are not allowed.

Where, to Whom to Report Fire and Other Emergencies

Student Handbook 2010-2011:

- **6.04:08 False Reporting of Emergency** – Making false reports of a bomb, fire, or other emergency in any building, structure, or facility on University premises or University-related premises by means of activating a fire alarm, emergency phones, or by any other manner is prohibited.

- **6.04:15 Interference or Failure to Comply with Emergency Procedures** – Intentionally interfering emergency procedures prescribe for any building, structure, or facility on University premises, or failing to follow prescribed emergency procedures such as willful disregard of the emergency alarm signal is prohibited.
- **6.04:20 Possession and/or Use of Guns, Firearms, Explosives, and Other Weapons** – Possession of and/or exploding fireworks and other explosives and possession and/or discharging of shotguns, rifles, pistols, air rifles, BB guns, paint guns, sling shots, bows and other lethal weapons on campus by student(s) unless authorized by the Vice President of Student Affairs is prohibited. Possession includes, but is not limited to, one’s person; University residence hall room; office, academic, administrative, or maintenance building; or vehicle.
- **6.04:24 Starting Fires or Other Acts of Arson** – Starting fires or other acts of arson in or on University owned or University – controlled property, facilities, and equipment without proper authorization is prohibited.
- **6.04:25 Tobacco** – The use of tobacco, in any form, in lecture rooms, libraries, residence halls, or in other property of the University is prohibited.
- **6.04:26 Unauthorized Alteration or Use of Emergency or Safety Equipment** – Unauthorized use or alteration of fire fighting equipment, safety devices, or other emergency or safety equipment is prohibited.
- **Reporting Criminal Activity or Emergencies:** Any on-campus emergency, request for on-campus police assistance, or the reporting of on-campus criminal activity should be made to the Louisiana Tech University Police Department at 257-4018.

Reports of fire and ambulance service requests should be made directly to the Ruston Fire Department at 255- 2121 or 911 – dial “9” first from a 257 – phone – however if these requests are made directly to the Louisiana Tech University Police Department, the dispatcher will immediately relay the request to the fire department and dispatch a police unit to assist as needed.

Free telephones are located at the entrances of most residence halls. University Police may be contacted by dialing 4018 from these free telephones. Additionally, there are twenty-three emergency phones which automatically dial University Police when the caller pushes one button on the phone.

The Louisiana Tech Police Department operates a 24-hour Communication and Information Center in South Hall. The communication center is staffed by a police officer. The officer monitors campus fire alarms, door alarms, and intrusion/burglary alarms. Police officers are dispatched by the Police Communication Center upon call to investigate crime, respond to emergencies, or assist the public 24 hours a day, 365 days a year. The Louisiana Tech University Police officers respond to all emergencies within the University as well as the City of Ruston to assist one another with resources and manpower in the event of emergencies. Louisiana Tech University is represented at the Lincoln Parish Emergency Planning/Exercise meetings.

Apartment Lease Agreement

- **12.b.** Resident shall not conduct, or allow guests to conduct, any activity that interferes with the comfort, safety, health, or convenience of other residents.

University may remedy any such activity through contractual remedies or through the procedures set forth in the University's *Code of Student Rights, Responsibilities, and Behavior*.

- **12.d.** Resident shall not reconstruct or modify plumbing, heating, or electrical systems. Resident shall not tamper with or disconnect smoke detectors.
- **15.** University or its authorized representative shall have the right at all reasonable times to enter the premises to ensure resident's compliance with all provisions of this lease, to conduct health and safety inspections, and to perform ordinary maintenance, including but not limited to pest treatment. University shall provide resident at least 24 hours notice in such situations, except when imminent danger to life, safety, health, or property is reasonably feared for maintenance services requested by resident, or for fire safety inspections.
- **16.a.** All University apartments are no smoking and alcohol free facilities. Smoking is not permitted anywhere in University Park, including in apartments, balconies, hallways, stairwells, and indoor public spaces. Smoking within 25 feet of a building is prohibited.
- **16.b.** Resident shall not have or permit any open or covered fire, including but not limited to a hibachi or barbecue, on or in any balcony stairwell, or entryway of any building. Cooking and/or grilling within 25 feet of a building are prohibited.
- **16.e.** Resident shall not install, use, or store a mechanical clothes washer or dryer, a mechanical dishwasher, or a waterbed on the premises.
- **17.a.** Resident may not use or store mothballs (Naphthalene) on the premises.

Note: The University reserves the right not to enter into (and/or terminate) a lease for anyone who, in the judgment of the University, represents a threat to the health or safety of University students, employees or other University constituents, or anyone who provides false information or fails to fully complete the lease agreement documentation.

Education and Training Programs

Resident Assistant Handbook (Counseling 201)

- **Goals of the RA (pg 3):** 1. Provide a controlled and healthy environment that meets the needs of all residents and visitors.
- **Educational Skills Needed by RAs (pg 7):** Crisis Management: This is the ability to view a crisis situation and control it effectively.
- **Louisiana Tech University Resident Assistant Job Description (pg 8):** 11. Know all emergency procedures related to working in the residence halls.
- **Emergency Procedures (pg 56):** In any emergency situation, the RA's role should be to immediately seek assistance (for example, his hall director or University Police) and to supervise crowd control and remain at the scene to explain to staff/officers what has happened and identify people involved. When staff/police arrive, they are in charge of the incident. The RA should always write an incident report when an emergency situation occurs, and it should be turned in to his hall director by 7:00 the next morning.

In case of an emergency during a quarter break or holidays, University Police can be contacted by dialing "0", the Louisiana Tech Operator. If the operator does not answer, call the Ruston City Police at 255-4141. They will radio University Police to report to the scene of the emergency.

Fire: In the event of a small fire (i.e. trash can fire), put the fire out. Call your Hall Director. For a large fire, do not attempt to extinguish it. Pull a fire alarm and call 9-911 (emergency) and the Hall Director. You must remain calm and be able to give the emergency response team specific, detailed information.

Residential Life Handbook (Conference Training)

- **Pre-opening Checklist (RAs/HDs):** Tape fire exit procedures on the back of every resident's door. Know what to do in case of a fire.
- **Checklist for RAs – (End of Quarter and End of Year):** Master key, fire extinguisher, and flashlight are returned to the Hall Director:

Conference Training: Emergency Preparedness Panel (Dr. Ed Griswold, Eric Brazzel-Ruston Fire Department) provides information outlining emergency procedures to all staff.

Counseling 201: Maintenance Supervisor (Tony Tryon) demonstrates proper use of a fire extinguisher and provides videotape that summarizes emergency procedures to all staff.

Quarterly Mandatory Meeting: All residents are required to attend quarterly mandatory meetings within their residence hall. These mandatory meetings outline to residences the emergency procedures and responsibilities that they are required to adhere to. The mandatory meetings are administered by the Coordinators of Residential Life, Hall Director, Resident Assistants, Tech Police, and Ruston Fire Department. Residents are required to provide their name and Tech I.D. number as a means to document their attendance to the mandatory meeting. The Coordinator in attendance maintains the filing of the attendance sheet at the Residential Life Office as a means to provide verification of resident's attendance at the mandatory meetings.

Winter In-Service: All Residential Life staff members are required to attend an emergency preparedness conference every winter quarter. This meeting is facilitated by the Ruston Fire Department and teaches all staff members on how to best conduct themselves during fire emergencies and how to perform fire prevention plans within each residential hall.

Evacuation Procedures and System Testing

Dawg Town Community Bulletin:

Upon check-in, a resident is directed by staff to review the Dawg Town Bulletin via accessing the Louisiana Tech web address listed at the bottom of the Room Condition Card. The Dawg Town Bulletin states the following:

Emergencies:

- For emergencies – fires, bomb scares, or any other emergency situations – students should notify University Police and a Department staff member immediately.
- A Residential Life Department staff member is on duty every weekend for emergencies. Flyers are posted at the residence halls in advance each week stating the name and contact numbers of the person(s) on duty.

Fire Safety:

- Residents should familiarize themselves with the exit procedures for their rooms or apartment: there is an Evacuation Plan Sheet as well as a Schematic Evacuation Sheet (specific to each room) on the back of room door to aid in fire evacuation. Should these sheets not be posted on your door, notify your RA.
- If a fire alarm sounds, remain calm and leave the building immediately. Use stairways rather than elevators. Elevators automatically advance to the ground floor of the building and door sets in the open position, when the fire alarm sounds. Fire drills are conducted each quarter as a safety measure. However, anytime the alarm sounds, all residents should leave the building.

Room Checks:

- To meet emergency situations, to make routine maintenance inspections, to maintain minimum health and safety standards, and to enforce regulations, the University reserves the right to enter students' rooms.

Note: The Dawg Town Bulletin provides a listing of important phone numbers (i.e. Tech Police, Ruston Police, Northeast Regional Medical Center, Residence Hall Offices, etc.).

Systems Testing

Fire Alarm Testing (Residential Life Staff): Every Monday the staff is required to test the fire alarm system within each residence hall to verify that the alarm system is working properly.

Fire Drill (Residential Life): Once every quarter the staff is required to facilitate a fire alarm drill within each residence hall, whereby all residents are required to evacuate the residence hall within a required minimum time frame. If the evacuation procedure is not completed by required minimum time frame, the fire drill is facilitated once more until the minimum evacuation time frame is successfully attained. The fire drill records of completion are maintained by the Maintenance Supervisor at the Residential Life Office.

Fire Alarm Testing (Outside Contractor): Once every quarter an outside contractor is required to test the fire alarm system within each residence hall to verify that the alarm system is working properly.

Sprinkler System Testing (Outside Contractor): Once a year an outside contractor is required to test the sprinkler system within each residence hall to verify that the sprinkler system is working properly.

Fire Extinguisher Verification (Residential Life): Upon employment each Residential Life staff member is issued a fire extinguisher and flashlight which they are to maintain accessibility to within their room. Each Resident Assistant is required during their nightly rounds to verify that all fire extinguishers within the residence halls are properly charged.

Fire Extinguisher Verification (Outside Contractor): Once a year the fire extinguishers within each residence hall are checked to verify that the fire extinguishers are properly charged.

Annual Fire Report

06-01-2010 thru 06-01-2011

Date	Case Number	Location	Damage	Injury
02/01/09	20090076	Mitchell Dorm	outside cigarette recep.	none
02/03/09	20090094	Neilson Dorm	trash can (minor)	none
02/17/09	20090135	Neilson Dorm	trash can (minor)	none
02/20/09	20090148	Neilson Dorm	mattress/trash can/water	minor/staff
03/02/09	20090166	Thatcher A	vent hood/stovetop	none
04/08/09	20090257	Neilson Dorm	none	none
01/13/10	20100022	Hutcheson Dorm	b/r soap dispenser	none
01/17/10	20100031	McFarland B	none	none
02/07/10	20100098	Hutcheson Dorm	trash can (minor)	none
04/29/10	20100303	Kidd C	trash can (minor)	none
07/15/10	20100452	Dudley Dorm	none	none
08/25/10	20100485	Arizona Parking Lot	none	none