

UL PD #705	GENERAL ORDERS CHAPTER: Campus Law Enforcement Administration SUBJECT: CLERY ACT	
RELATED CALEA 91.4.1		
RELATED LOUISIANA CODE		

PURPOSE: The purpose of this policy is to outline the UL Lafayette Police Department Clery Act Compliance document and indicate who is responsible for said compliance.

SCOPE: This policy shall apply to all employees of the UL Lafayette Police Department.

DISCUSSION: In 1986, Jeanne Clery was raped and murdered in her residence hall by another student she did not know. Her parents believe she and her fellow students who had left doors propped open would have been more cautious if they had known about other violent crimes.

The Crime Awareness and Campus Security Act of 1990 renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) in 1998, requires higher education institutions to report crime statistics to current and prospective students and employees and the US Department of Education. It further requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to disclose their campus security policies.

POLICY: It is the policy of this department to be in full compliance with the Clery Act.

I. The UL Lafayette Police Department is the lead department for Clery Act Compliance at the University and is assisted with this process by the Clery Compliance Committee appointed by the President of the University.

- A. The CSA (Campus Security Authority) designated by the President of the University is the Clery Compliance Coordinator and Asst. Chief/Police Major at the police department.
- B. The UL Lafayette Police Department works in conjunction with the Human Resources department to identify and train CSA's annually. These records are maintained by Human Resources.

II. Clery Policy Statement

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The safety and well-being of the students, faculty, staff, and visitors are a priority here at the University of Louisiana at Lafayette. Through the assistance of several other University departments, every effort is made to better serve the University community and provide a safe environment in which the mission of the University may be attained. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. This guide is a part of our effort to ensure this collaborative endeavor is successful. We hope you will read it carefully and use this information to help foster a safe environment for yourself and others on the University campus.

*Joey Sturm
Director of Public Safety
Chief of Police*

UL LAFAYETTE POLICE DEPARTMENT

Authority and Role

The UL Lafayette Police Department is a department within the Division of Public Safety and is a team of professionals working to provide a safe environment in which the educational mission of the University can be fully realized. The UL Lafayette Police Department is service-oriented and tailored to meet the needs of a large progressive institution. The department provides police services such as police patrol, taking of crime/offense reports, criminal investigations, traffic supervision, emergency first aid, the maintenance of public order, and other related services. The department's ability to function as an independent law enforcement agency enables it to provide assistance while still maintaining the autonomy of the University.

The UL Lafayette Police Department provides a 24-hour-a-day patrol protection to the campus and its satellite facilities. Officers are vested with full law enforcement powers and responsibilities of any law enforcement officer of the state on property owned or operated by the University, including adjacent streets. Title 17 Section 1805 (A) of the Louisiana Revised Statutes grants police powers to University officers. In addition, this law grants officers the authorization to carry concealed weapons, powers of arrest on and off campus, jurisdictional boundaries, and authorization for the investigation of crimes occurring within ones jurisdiction to include the entire state. Officers must successfully complete a minimum of 360 hours of basic law enforcement training at a Louisiana Peace Officers Standards and Training (POST) approved academy. In addition, officers also receive advanced training in areas of criminal investigation, firearms, OWI detection, defense tactics, legal updates, narcotics, forensics, etc.

The UL Lafayette Police Department has a working relationship with all local, state, and federal law enforcement agencies. The department is part of a parish-wide emergency preparedness response team and responds when requested by other agencies. Additionally, the UL Lafayette Police Department is a member of the FBI JJTF (Joint Terrorism Task Force).

The University also uses a private contract security guard service for access control at the University's residence halls during nighttime hours. Daytime hours are staffed by student workers managed by the

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Housing and Student Life and Conduct Departments. Additionally, there are Community Assistants assigned to each residence hall. An Area Coordinator, a professional staff person, is assigned to each residence hall area. They live on-site. These persons serve as additional “eyes and ears” for reporting.

Reporting Crimes or Emergencies

The UL Lafayette Police Department is located in Bittle Hall on the UL Lafayette Campus, 210 Hebrard Boulevard. The department is open 24 hours a day and is staffed by commissioned police officers. Students have 24 hour access to emergency phone lines to UL Lafayette Police Department as well as 911. **If you are the victim of a crime, involved in an emergency, a witness to an incident, learn of something suspicious, and/or in need of assistance, contact the UL Lafayette Police Department on an on-campus phone by dialing:**

- **2-6447 or 911**
- **To contact the UL Lafayette Police Department on an off-campus line dial 482-6447 (long distance code is “337”).**
- **911**

Accurate and Prompt Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the UL Lafayette Police Department in a timely manner and, when applicable, also to the Title IX Coordinator at (337) 482-1463. Reporting in a timely manner allows for the police department to assess the complaint for the purpose of making timely warnings reports and the annual statistical disclosure of the complaint. Failure to report as soon as practical hinders our ability to review for timely warnings.

Additionally, approximately 51 Emergency Blue Light phones automatically ring in the UL Lafayette PD communications area.

The UL Lafayette Police Department and, when applicable, Title IX Office will investigate all complaints. A person wishing to file a report with the UL Lafayette PD has the right to file a report with local law enforcement agencies, to wit: Lafayette Police Department, Lafayette Parish Sheriff’s Office, Iberia Parish Sheriff’s Office, St. Martin Parish Sheriff’s Office and/or Acadia Parish Sheriff’s Office depending on the jurisdiction.

Any Code of Student Conduct violations will be forwarded to the Office of Student Life and Conduct for review. Any employee matters will be forwarded to Human Resources for review. When appropriate, an incident will be referred to the Title IX Office for review.

Off-Campus Crime & Student Organizations

If local law enforcement is contacted about criminal activity occurring off-campus involving UL Lafayette students, that agency may notify UL Lafayette PD. However, there is no official policy requiring such notification. Students in these cases may be subject to arrest by the local law enforcement agency and University disciplinary proceedings through the Office of Student Life and Conduct.

UL Lafayette does have an official recognized student organization that has housing facilities “off campus.” There are several recognized student organizations that occupy privately owned houses within

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the south campus area (Fraternity and Sorority Row). The houses are located on university property. If LPD is called by a citizen to respond, LPD will typically notify UL Lafayette PD to respond with them or they will notify UL Lafayette PD to respond as the primary agency. This is part of the existing Memorandum of Understanding.

Limited Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the University’s Title IX Coordinator. Reporting procedures applicable to allegations of sexual assault are further discussed later in this brochure.

The UL Lafayette Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the UL Lafayette Police Department cannot hold reports of crime in confidence. Furthermore, the police department is obligated to report the name of the victim and perpetrator to the Title IX Coordinator. The Title IX Coordinator can generally accept confidential reports. There may be some instances in which the Title IX Coordinator may not be able to ensure confidentiality. The University has an obligation to evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all community members.

Confidential reports of crime may also be made to the UL Lafayette TIPS Hotline at 482-TIPS. The TIPS line is monitored by the UL Lafayette PD communications officer. The TIPS line should not be used to report emergencies. For emergencies dial 911 or (337) 482-6447. Additionally, TIPS can be reported on line at <http://police.louisiana.edu>.

Confidential Crime Reporting and Counselors

Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

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Counselors are defined as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Memorandum of Understanding

The University recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the University. All persons on the campus are subject to these laws and rules at all times. All law enforcement agencies are expected to check in with the UL Lafayette Police Department when on campus to investigate further an investigation they are working on for their respective jurisdiction. **Additionally, all law enforcement agencies with concurrent jurisdiction recognize that the UL Lafayette Police Department is the primary law enforcement unit to handle any crime that occurs on the campus.**

The UL Lafayette Police Department enjoys an especially good relationship with the Lafayette Police Department and the Lafayette Parish Sheriff’s Office as well as with the St. Martin Parish Sheriff’s Office (Cade Farm), Acadia Parish Sheriff’s Office and the Iberia Parish Sheriff’s Office (New Iberia Research Center). The primary agency designation exists and is described in a “memorandum of understanding” (MOU) between UL Lafayette Police Department and the aforementioned agencies. **UL Lafayette Police is responsible for all crimes occurring on the campus to include our public property areas for reporting of Clery and FBI Uniform Crime Reporting (UCR).** Any Clery crime coming to the attention of another agency shall be turned over to the agency with primary jurisdiction on the campus to include the University’s public property areas, to wit: UL Lafayette Police Department. In addition, the University requests the Lafayette Police Department provides annually, UCR statistics for the areas surrounding the campus in a one mile radius. The UL Lafayette Police Department also receives a daily call for service report from the Lafayette Police Department that includes a one mile radius surrounding the campus. This aids the department in generating timely notifications to the University community concerning crimes that occur within the City of Lafayette within a one mile radius of the campus.

Each agency notifies each other in the event of a major crime via telephone, two way radio or in person. In addition, the UL Lafayette Police Department and the Lafayette Police Department participate in an additional MOU that governs a partnership between both agencies titled “CUSP” City and University Safety Program whereby each agency assigns an officer to a single patrol vehicle to provide patrol, safety programs, intelligence gathering and operational support for the areas surrounding the campus where students reside and/or socialize, but not on the campus.

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Notifying the UL Lafayette Community about Reported Crimes Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety/Chief of Police or designee, ***constitutes an ongoing or continuing threat***, a campus wide “timely warning” will be issued. The warning(s) are generally written and distributed through the university e-mail system to students, faculty and staff. The message will be drafted by police department’s Public Information Officer or designee and sent to the University’s Communication and Marketing Office for dissemination. During after hours, the Communication and Marketing Office is responsible for maintaining an on-call person 24/7 to assist in the timely warning dissemination. Updates to the UL Lafayette community about any particular case resulting in a Security and Safety alert may be distributed via blast email, may be posted on the UL Lafayette Police website, or may be shared with the media, including and specifically The Vermilion Newspaper. Safety and Security alerts may be posted in campus buildings on the monitors in various locations. These alerts are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other UL Lafayette community members and a Safety and Security Alert would not be distributed. The Chief of Police or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Safety and Security alert is warranted. Safety and Security Alerts may also be issued for other crime classifications, as deemed necessary.

A daily crime and fire log is available for review 24 hours a day on the UL Lafayette PD website at <http://police.louisiana.edu> or at the UL Lafayette Police Department located at 210 Hebrard Blvd, Lafayette, Louisiana from 7:30 am to 5:00 pm Monday through Thursday and 7:30 am to 12:30 pm on Fridays, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each reported crime.

Incidents reported to UL Lafayette PD that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure published by the UL Lafayette PD.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the UL Lafayette Police Department may also post the warning on the police department’s website at: <http://www.police.louisiana.edu>, providing the University community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances immediately to the UL Lafayette Police Department , by phone (337-482-6447) or in person at the police department located at 210 Hebrard Blvd, Lafayette, Louisiana.

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Additionally, the Director of Public Safety/Chief of Police or designee, may issue an immediate Emergency Notification System warning concerning an imminent threat to public safety. This Emergency Notification System alert uses the following modes of communication: land line telephone, cell phone, text messages, RSS feeds on monitors throughout the campus, University on campus computer screens, website alert, and could include face to face notification as well as public address systems such as bull horns and police unit pa.

Access to Campus Facilities

The UL Lafayette campus is open to the public even though some portions of the campus are surrounded by fencing such as residence halls and athletic facilities. The campus has multiple city streets that are either contiguous to the University property and/or traverse through the campus. The police department is located on the main campus at 210 Hebrard Blvd. Bittle Hall and is open 24/7/365. Other Academic buildings are typically secured after the end of evening courses, typically 9:00 pm. Custodial staff remains working through 12 midnight in most buildings. Schedules of buildings fluctuate dependent upon the nature of the academic work and the semester. Dupre Library typically closes at 6:00 pm during the summer, 12 midnight during the fall and spring semester, and may remain open all night during the week leading up to final exams. The residence halls are restricted to residents and their approved guests, and other approved members of the University community. Each resident has an access control card (Cajun Card) to allow entry into the buildings. Additionally, a private contract guard service staffs each main entry to the residence halls from 12 midnight to 8:00 am during times of occupancy. The Housing department maintains a student worker during all other times of occupancy. Special arrangements are made for private contract guard service in residence halls during summer sessions when camps are in session and residence halls are in use. Residents are cautioned against allowing entry to strangers or any unauthorized persons into the residence halls and are urged to require individuals seeking entry to use their access control cards. UL Lafayette Police officers regularly patrol the residence halls either on foot or bike. Community Assistants, House Directors, and Area Coordinators also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. These staff and UL Lafayette Police officers also conduct periodic educational sessions on prevention of various crimes including crimes against property and persons- specifically sexual assault and acquaintance rape.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UL Lafayette PD regularly patrols campus and reports malfunctioning lights and other unsafe conditions to Facilities Management for correction. Facilities Management does periodic lighting surveys at night. UL Lafayette PD does this twice annually and sends a report to Facilities Management to address new lighting concerns in addition to lights that are malfunctioning. Other members of the University community are helpful when they report equipment problems to UL Lafayette PD or to Facilities Management. Additionally, unsafe conditions can be reported via the web at <http://police.louisiana.edu>.

University Emergency Preparedness

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The University of Louisiana at Lafayette primarily resides within the City and Parish of Lafayette, Louisiana. As such, the University must abide by and is protected for emergencies by the policies and regulations set forth in the City and Parish of Lafayette, Louisiana – Lafayette Parish Office of Homeland Security and Preparedness (Laf.OHSEP).

However, the University must be prepared for specific emergencies that may occur within the campus. The Division of Public Safety members attend Laf.OHSEP meetings and receive specialized training on emergency preparedness. Public safety administrators and police supervisory and line personnel have received training in Incident Command and Responding to Critical Incidents on Campus. The Incident Command System (ICS) is utilized when responding to incidents and police officers work with other Division of Public Safety units, UL Lafayette departments, and local public safety agencies to manage, mitigate, and recover from incidents. Additional preparations have been previously adopted by the police department. These documents are called Procedural Orders and exist for situations such as fires, proximity threats, terrorism, bomb emergencies and threats, suspicious packages, unusual occurrences, disasters, civil disturbances, mass arrests, etc. These Procedural Orders and other police department policies are updated regularly. Additionally, designated areas of operation outside of public safety are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. These plans are termed functional annexes.

The University conducts numerous emergency exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

General information about the emergency response and evacuation procedures for UL Lafayette is publicized each year as part of the University’s Clery Act compliance efforts, and is available at the UL Lafayette Police Department and the Division of Public Safety website <http://louisiana.edu/CampusLife/PublicSafety>. Functional Annexes are maintained by each department and updates are mandated annually with the updated documents housed with the Division of Public Safety, Emergency Management.

All Hazard Emergency Operations Plan

1.2 Purpose

The University of Louisiana Lafayette (UL Lafayette) Emergency Operations Plan (EOP) establishes University policies, methodology, responsibilities and operations designed to effectively and efficiently leverage the human capital and resources of the University.

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The primary objectives of the EOP are:

- protect health and safety of people in the threatened or impacted area
- contain and control emergency incidents
- minimize damage to University property, facilities, research , and the environment
- minimize disruption of University activities and operations
- resume normal University activities and operations in a timely manner

1.2

Scope

The UL Lafayette EOP provides the framework for the coordination and delivery of preparedness, response, recovery, and mitigation assistance to students, visitors, and employees threatened or impacted by a large scale emergency or disaster situation affecting UL Lafayette.

The EOP was developed and is maintained through collaboration with University stakeholders as well as public, private, non-government, and volunteers with assigned responsibilities and recognized in the plan.

The EOP takes an all-hazards approach to natural and human caused incidents that include but are not limited to those listed in section 2.2. It is scalable by design to afford maximum flexibility to University officials, decision-makers, and local and state partners.

This plan addresses preparedness, response, recovery and mitigation activities, it is at all times activated and relevant. Activities and tasks, including those assigned in the functional annexes that are part of this EOP, needed in response to an incident will be activated and directed by the University President, Emergency Management Executive Group (EMEG) or appropriate individual(s) as designated in succession of authority. The EOP is applicable to all departments, agencies or organizations that provide assistance or conduct operations in the context of actual or potential incidents that may impact the UL Lafayette.

Notification to the UL Lafayette Community about an Immediate Threat Emergency Notification Systems

The Division of Public Safety and the Communications and Marketing receive information from various offices/departments on campus, such as the police department, environmental health and safety/emergency management and physical security systems. If one of these units confirms 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 UL Lafayette Community, the Division of Public Safety 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 UL Lafayette community or to the

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appropriate segment of the community, if the threat is limited to a particular building or segment of the population/campus. The Division of Public Safety 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: UL Lafayette PD, LPD, LPSO, LFD), 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 UL Lafayette 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 UL Lafayette campus community. These methods of communication include UL Lafayette ENS, a system that provides email, phone and text message alerts to members of the UL Lafayette community. Students, staff, and faculty are automatically signed up for email alerts through their official UL Lafayette email address. To add/modify your email address or mobile phone number to this service, you must log onto to u-link at <http://louisiana.edu> and click on u-link then click on ENS tab. Currently, this service is only available to UL Lafayette community members. Students and employees may enter up to three phone numbers and 2 email addresses for their respective emergency notification system profile. Students are encouraged to include their parents/loved ones in their profile. The ENS system is tied into the social media pages including Facebook at: <https://www.facebook.com/officialullafayette>

and Twitter at:

<https://twitter.com/ULLafayette>.

ENS alerts may also be received directly on your computer as the alerts will take over the main website page and the message will scroll on the monitor of each University computer.

Updates will be communicated via the same systems. Individuals can call into the ENS advisory information phone number (337) 482-2222 for updates. Members of the community at large who are interested in receiving information about emergencies on campus should use the website, social media or call the information line at (337) 482-2222.

The UL Lafayette community members are encouraged to notify the UL Lafayette PD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. UL Lafayette PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, UL Lafayette PD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

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Emergency Response and Evacuation Testing Procedures

Summary of the Emergency Response Plan

The University's All Hazards Emergency Operations Plan includes information about Incident Teams; University operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts numerous emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

UL Lafayette police officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually UL Lafayette PD, Lafayette PD, Lafayette Fire and Lafayette HAZMAT, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other UL Lafayette departments and other local, state, or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for UL Lafayette is publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the UL Lafayette PD website. Detailed information and updates to the UL Lafayette All Hazards Emergency Operations Plan and associated Functional Annexes which include departmental Contingency and Continuity Plans are available on the Public Safety website at <http://police.louisiana.edu>.

Summary of Emergency Evacuation Procedures

An evacuation drill is coordinated by UL Environmental Health and Safety each semester for all residential facilities on campus. Thus, the emergency response and evacuation procedures are tested at least twice each year and, for some of the buildings, multiple times a year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. UL Lafayette Environmental Health and Safety does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, UL Lafayette PD and Housing Programs staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

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The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At UL Lafayette, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. Palm cards with educational information are distributed to residents re-entering a facility immediately after an evacuation drill. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by UL Lafayette PD, EHS, and the Housing Programs Department to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The House Staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

Shelter-in-Place Procedures –

What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, UL LAFAYETTE Cajun Card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including UL LAFAYETTE PD, Housing Staff members, other University employees, the state government, Lafayette PD, Lafayette Parish Sheriff’s Office, or other authorities utilizing the University’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

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1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (House Staff, faculty, or other staff) to call the list in to UL Lafayette PD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.
9. Call the (337) 482-2222 line for updated information related to an Emergency Notification Alert message.

Campus Wide Evacuation

If you are directed to evacuate the entire campus, you should leave the main campus area and do not return until directed to do so. It is important to evacuate by foot, bicycle, and/or vehicle as soon as possible based on your individual circumstance. There will be traffic congestion and it is important to avoid major intersections and leave the outlying areas of the University community. The Division of Public Safety has a traffic evacuation plan that involves area law enforcement agencies; however, remember that the University would be the 17th largest city in the state if it were classified as a city. The mass evacuation of the campus will adversely impact traffic in the Lafayette area. You should decide on your own the appropriate method for leaving the campus depending on your location and your circumstances. Simply walking on foot may be the best option if traffic congestion is a concern. You can expect limited cell phone coverage during this type of incident. The University will continue to use its Emergency Notification System, social media, and the 482-2222 emergency line to disseminate information concerning the incident and the evacuation. In addition, during an emergency and when practical, local media coverage will be used to assist in the dissemination of information.

Residence hall students should stay tuned to the information sources for direction should a campus wide evacuation or partial evacuation of residence halls take place. The Housing Department will be involved in relocation housing in the event of a protracted incident.

Faculty and staff essential personnel will be directed by the Division of Public Safety to assist in the evacuation process and/or management of the incident where appropriate. There will typically be a designated staging area, to be determined and communicated, for essential personnel to be briefed on the situation and incident objectives.

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Education Programs

The UL Lafayette Police Department provides various programs and systems designed to enhance the safety and well-being of the University community. Campus security and fire safety procedures are discussed at new student orientation and residence hall orientation at the beginning of each semester. The UL Lafayette PD, Environmental Health and Safety, Student Affairs, including Student Life and Conduct, Housing, Residence Hall staff, Student Health Services and Counseling and Testing participate in forums and programs in residence halls to address students and to explain University security, public safety, and fire safety measures and procedures at UL Lafayette. Members of the police department conduct crime prevention and general security and safety awareness presentations scheduled by the police department as well as when requested by various community groups, including students and employees of the University. During these presentations, the following information is typically provided: crime prevention tips, statistics on crime at UL Lafayette, fire safety information, information regarding security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus, such as bystander training. In addition, UL Lafayette PD sets up demonstrations with the Mobile Operations Center and crime prevention awareness displays at various locations throughout the year. This provides for one-on-one interaction to answer questions and enter into a dialogue concerning safety and security. New employee orientation includes the distribution of this very document. The UL Lafayette PD also periodically sponsors a women's self-defense class and will provide said class to any organization requesting. During the 2012 year, UL Lafayette PD conducted 14 events and presentations and staffed crime prevention tables. UL Lafayette PD also participates in Student Affairs programs. The Student Affairs areas conducted 100 programs including information regarding alcohol education, fire safety, personal safety, and crime prevention for the UL Lafayette community. Environmental Health and Safety participated in and/or conducted 320 educational programs for students and employees.

Blue Light Emergency System

The UL Lafayette Police Department operates 51 emergency telephones installed at various locations throughout the campus. The Code Blue Stations are easily recognizable by a tall blue pole with a light at the top or attached to a building with the signature blue light located on top of the device. When the user pushes the easily accessible emergency button, the phone automatically dials the number and direct contact is made with the UL Lafayette Police Department. A blue strobe light is activated and an officer is dispatched to the location. The Code Blue System provides the opportunity for immediate contact with police officers. Our hope is that the system provides a feeling of security to all who walk the University campus.

Police Bike Patrol

UL Lafayette Police Department utilizes a Bike Patrol to supplement vehicle and foot patrol as part of its overall effort to make the campus safe. The Bike Patrol enables officers to cover more of an area and at the same time allows for quick response should the need arise. Officers are also better able to converse with students, faculty, and staff when utilizing bike patrol.

482-2TIP: Crime Stoppers Tips Line

The UL Lafayette Police Department operates an anonymous Crime Stoppers Tips Line to assist the department and the community in the prevention and solving of crime. Members of the community are encouraged to report any information regarding crimes that may or have occurred

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by dialing **482-2TIP** or **2-2TIP** and follow the instructions given. All callers will remain anonymous.

On-Call Response Team

In addition to on-duty police officers, the University has an on-call response team consisting of the Vice President of Student Affairs, Dean of Students, Chief of Police, Student Affairs staff, Counseling and Testing staff, and additional police personnel. In most cases, this team can be assembled from initial contact. In cases of facility problems, there are standby personnel available for call-out by the UL Lafayette Police Department.

Escort Van Service

The Parking and Transit Department provides an evening on campus escort service using shuttles which are available 7 days a week to students, staff, faculty and visitors who request it by calling (337) 262-1740. Escorts are provided to and from campus within the main campus and campus south areas from 7 pm to 12 midnight weekdays and 12 noon to 12 midnight on weekends.

Self Defense Program

This program is offered to all members of the UL Lafayette Community. The program teaches basic self-defense skills and techniques. The programs assist participants in gaining confidence in their own abilities, as well as making them more aware of their surroundings.

Operation Safeguard

The UL Lafayette PD promotes Operation Safeguard program, engraving serial numbers or owner's recognized numbers on items of value, and makes engravers available upon request at no charge.

Physical Security Systems

The Division of Public Safety maintains a campus wide system that records over 480 cameras, controls over 100 access control points, and has separate burglar/intrusion alarms, duress alarms, and fire alarm systems.

Other areas of Education can be found on the UL Lafayette PD Website:

How to respond when an active shooter is in your vicinity

- [Information Guide \(PDF\)](#)

Information about the Jeanne Clery Act

- [UL Clery Brochure \(PDF\)](#)

Reference Guide for Emergencies

- [UL Emergency Procedure Guide, Pt. 1 \(PDF\)](#)
- [UL Emergency Procedure Guide, Pt. 2 \(PDF\)](#)

- See more at: <http://police.test.ucla.edu/staying-safe/guides#sthash.N1uxd8g0.dpuf>

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Additionally, video presentations on Recognizing and Preventing Violence on Campus, Intimate Partner Violence and Stalking- The Impact on the Workplace, and Safe Travel are presented.

See Something, Say Something Campaign



Courtesy Officer Program

The UL Lafayette PD and the Housing Department sponsor a Courtesy Officer Program whereby two commissioned police officers reside in Legacy Park- an on campus Apartment Complex. These officers provide a presence when off-duty, educational programs and lead a community awareness group, Legacy Watch.

Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the UL Lafayette Police Department, the request from Lafayette PD, Iberia SO, St. Martin SO, Acadia SO, and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

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A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to all University Deans, Directors, and Department Heads. Statistical information is requested and provided to UL Lafayette PD by the Student Health Center Director and Title IX Coordinator.

All statistics are gathered, compiled, and reported to the University via this report, entitled “Annual Security and Fire Safety Report” which is published by UL Lafayette PD. UL Lafayette PD submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

UL Lafayette PD sends an email to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of this report. The email also includes the address for the UL Lafayette PD website where the “Annual Security and Fire Safety Report” brochure can be found online (<http://police.louisiana.edu/jeanne-clery-act/annual-reports>) and a physical copy may be obtained by making a request to the UL Lafayette PD.

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Office of Student Life and Conduct for disciplinary action for violations of those specific laws. Being “found responsible” for a violation includes a referral that resulted in a student being charged by the Office of Student Life and Conduct and a record of the action being kept on file.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault, or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, this is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias, against the victim’s race,

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sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/bias crime.

Statistics for “Residential Facilities” are also counted in the “On Campus” crime category. The law requires institutions to break out the number of “On Campus” crimes that occur in residential facilities.

Statistics under the heading of “Referred for Disciplinary Action” include those individuals referred to the Office of Student Life and Conduct for disciplinary action. The numbers include incidents that are reported to via UL Lafayette PD referrals and referrals provided directly to the Office of Student Life and Conduct from other members of the UL Lafayette community.

Annual Fire Safety Report

UL Lafayette PD & the UL Environmental Health And Safety Office publishes this safety report as part of its annual Clery Act Compliance document, which contains information with respect to fire safety practices and standards for UL Lafayette. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire, if applicable. The compliance document is available for review by making a request to the UL Lafayette PD (337-482-6447).

If a fire occurs in one of the UL Dorms, Apartments, or any Resident Hall, community members should immediately call the UL Lafayette Police Department at (337) 482-6447 or 911. Once the UL Lafayette PD is contacted, they will summon the fire department. If a member of the housing staff ever finds evidence of a fire in a trashcan, cigarette disposal container, recycling container, etc., they should not touch the container and should report the incident to the UL Lafayette PD immediately and wait for an officer’s response. The officer will document the incident prior to removing the container.

Fire alarms alert residents of potential hazards and are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community Advisors should familiarize themselves with the exits in each building.

If a student is caught in the elevator, push the emergency phone button. The emergency phone will ring to the UL Lafayette PD communications, who will summon help.

Fire exits may be used only in cases of emergency. Residents should not exit or enter through any exits other than the designated primary entrance(s) to the building. Use of fire exits at any other time will result in disciplinary action.

All occupants of a building (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering location for the building and report to the Housing & Residence Life Staff on site. Upon arrival at the designated evacuation location, the residents must check in with the staff on site to confirm the resident’s presence and safety. Failure to immediately evacuate the building, gather in the

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designated location, and/or check in with staff on site will result in disciplinary action. The setting of false fire alarms and/or the improper and/or unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including lighting candles and/or igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary action. Evacuation Sites for the residents halls of UL Lafayette are as follows:

Rose Garden:

- Randolph & Bonin Hall evacuates to the inside courtyard (in the rear of Randolph Hall).
- Harris Hall evacuates to the front of Hamilton Hall.
- Coronna Hall evacuates to the front of Hamilton Hall.

Taft Street:

- Baker & Huger Halls evacuate to the parking lot of Hamilton (in the rear of Hamilton Hall).

Conference Center:

- Conference Center evacuates to the sidewalk across the street (along the side of Montgomery Hall).

Legacy Park:

- Center of the back parking lot for all buildings.

Cajun Village:

- Center of the back parking lot for all buildings.

UL Lafayette Fire Protection Systems

The residence halls on the UL Lafayette campus are equipped with automatic fire detection, suppression and alarm systems that are constantly monitored by Accel Fire Protection & Securities. Please refer to Table 1 of this document for more information about fire detection, notification and suppression systems in each residence hall.

Procedures for Students and Employees in the Event of a Fire:

Note: The information provided in this section supplements, but does not supersede, regulations set forth by the National Fire Protection Association (NFPA) and their Life Safety Code (NFPA 101). A complete copy of these codes is available in the Facility Management Department.

Chapter 4 of the NFPA Life Safety Codes designates all non-residence buildings on campus as “business occupancy” (see LSC 4-1.8). Residence halls, dormitories, and apartments are designated as “residential occupancy” (see LSC 4-1.6).

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General Fire Safety: In case of a serious fire or smoke:

- If possible, pull the nearest fire alarm station.
- Leave the building immediately.
- Once evacuated, dial 911 from a nearby telephone.
- The proper evacuation routes are posted. If you cannot find this information, contact the EH&S office at 482-1840 or safetyman@louisiana.edu .
- The point of assembly after evacuation is also located on the Emergency Information Floor Plan.
- Keep all fire doors closed. Do not tamper with the self-closing systems on these doors, if they exist.
- Smoke only in designated areas. Use ashtrays when smoking (see section 8.5).
- Store flammables only in approved containers.

To prepare for an emergency before the fire alarm rings:

- Familiarize yourself with the closest exit and an alternate exit.
- Locate the fire extinguishers in the building. Know how to use a fire extinguisher. For use of a fire extinguisher, please visit the safety website, www.safety.louisiana.edu .
- Locate the fire alarm pull stations in the building.
- Know your Departmental or the Building Safety Coordinator (DSC). This person will act as the liaison with emergency personnel. Your building may have more than one DSC; make sure you know who you have to interact with.
- Know where the “Safe Haven” is for the building. The Safe Haven is an area designated by the DSC for all employees to meet outside the building. This area allows the DSC to determine that everyone is safely out of the building.
- The safe area for handicap persons inside the building (if multistory) is in the designated stairwell. Emergency personnel will rescue them from this area.
- If applicable, know where all stairs are located.

The fire alarm has just rung in the building. What do you do now?

- DO NOT ASSUME THAT THE RINGING ALARM IS A FALSE ALARM.
- Exit the building in an orderly manner.
- Exit the building via the closest route (unless you see fire or smoke).
- If you are the person discovering the smoke, on your way out of the building – pull the fire alarm (located at all exit doors).
- Do not use the elevators.
- Do not attempt to fight the fire.
- Upon exiting the building, go immediately to the “Safe Haven”. Make sure the Community Assistant knows that you are safely out of the building.
- Call University Police (337-482-6447) if no one has done so already or dial 911 from any university phone and it will connect you to University Police. (If you dial 911 from a cellular phone, let the dispatcher know you are calling from UL Lafayette Campus and they will transfer you to the UL Lafayette PD).

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- Follow University Police instructions.

Plans for Future Improvements in Fire Safety

The University continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety Standards. Future improvements will be made as needed as part of the ongoing assessment process. The University is investigating the replacement of Legacy Park communications conduit with Fiber Optic Technology. This cannot be done at this time due to incompatibility between the different panels.

Health and Safety Inspections

Health & Safety Inspections are conducted to ensure the health and safety of all residents. Health and Safety inspections are completed on a quarterly basis and residents are provided with at least 72 hours of advance notice via hall postings. Community Assistants and/or other authorized University personnel conduct these inspections and check for health and safety violations, general cleanliness, and maintenance needs. Residents in violation of University policies may be fined or sanctioned.

- Inspections of each apartment will be conducted and a copy of the evaluation will be left in the room/apartment.
- If conditions are found that are out of compliance or require attention, the resident(s) will be asked to make the necessary corrections within 72 hours for a second inspection.
- If the same or similar condition(s) exist during the second inspection, the resident(s) will face additional administrative action and fines.
- Repeated violations of health or safety standards may result in removal from the on campus community.

The H&S inspections are primarily designed to find and eliminate safety violations. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, fire evacuation floor plans in place, floor conditions and other life safety systems. These inspections are conducted quarterly by the Departmental Safety Coordinators and a full function test on these systems is conducted at minimum of once a year.

In addition, each room is examined for the presence of prohibited items (candles, non-surge protected extension cords, portable cooking appliances and the like) or prohibited activity (smoking, tampering with life safety equipment, etc.).

Fire Drills – Resident Halls

The purpose of a fire drill is to simulate a fire in a building whereby occupants of that building are evacuated. By doing this, these occupants can anticipate what will happen if a real fire occurs. This anticipation helps to minimize panic and confusion among the building occupants.

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Fire Drill Guidelines:

- Fire Drills shall be conducted at all dormitories at least twice per year. Two drills will be scheduled during both the Fall and Spring semesters (one during the day and one at night).
- The Dean of Students shall coordinate the scheduling of these drills with the Environmental Health and Safety Director and the Assistant Safety Director.
- Students and other building occupants shall not be notified of the fire drill.
- At the time of the fire drill, the fire alarm shall be sounded throughout the building.
- Building personnel shall alert all residents to evacuate the building.
- The entire fire drill shall be documented using the FDR-9-01 form.
- Once completed, the deans of students shall review the fire drill and offer suggestions to housing employees.
- Records associated with the fire drill shall be kept on file with the Environmental Health and Safety Director and the Housing Director.

False Alarm Procedures:

- False alarms will be treated as fire drills and documented accordingly.
- False alarms will be documented using the FDR-9-0 form and simply treated as additional fire drills for the building.
- After a false alarm in a residence hall, an email message will be distributed to building residents, the next business day, informing them of the cause of the activation and reason of the evacuation.

The FDR-9-01 (Figure 1) form shall be used to document all scheduled fire drills and false alarms that result in the evacuation of the building. This document is available for download from the EH&S website at <http://www.safety.louisiana.edu/>. Housing administrators are responsible for ensuring this documentation. Hall directors shall assist in completing this documentation. Housing administrators shall send a copy of each FDR-9-01 form to the EH&S office. Assistance in completing the FDR-9-01 form can be obtained from the Assistant Safety Director at (337- 482-1840). The following page contains a blank copy of the FDR-9-01 form.

Fire Extinguisher Safety

The University utilizes 4 types of fire extinguishers for different hazards. These include:

- A -Common Combustibles (wood, paper, trash, cloth)
- B -Flammable Liquids (gasoline, natural gas, solvents carbon dioxide)
- C -Live Electrical Equipment (computers, fax machines)
- K -Cooking materials (cooking oils and fats) **wet chemical

The location of fire extinguishers is posted on the Emergency Information Floor Plan Maps for every building. If you cannot find this information, contact the EH&S office at (337-482-1840) or safetyman@louisiana.edu .

- Ensure that the proper type of fire extinguisher for a particular area is available and operable.
- As per Life Safety Code (LSC) 27-7.2, business and residential occupants shall be periodically instructed on how to properly use a portable fire extinguisher.

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- Use the **PASS** guide when operating a fire extinguisher:
 - **P**ull the pin (or **P**ress the puncture lever)
 - **A**im the fire extinguisher toward the base of the fire
 - **S**queeze or press the handle
 - **S**weep, from side to side, at the base of the fire until it appears to be out.
- After using a fire extinguisher, always back away from the location of the fire.
- Departmental Safety Coordinators shall inspect portable fire extinguishers during their building safety inspections.
- A contracted external vendor shall certify fire extinguishers yearly.
- For replacing uncharged or discharged fire extinguishers, or to request additional fire extinguishers, please contact the Assistant Safety Director at 482-1840.

Fire Safety Tips

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors such as fire doors in corridors or stairwells of residence halls are designed to stand up to fire longer than those of an individual room. It is important that these doors are **CLOSED** for them to work. Additionally, if a door has a device that automatically closes the door, it should not be propped open.

Sprinklers are very effective in preventing the spread of fire when operating correctly. Please **DO NOT** hang material from the piping.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University Policy.

The majority of fires that are caused by smoking material are the result of a cigarette being disposed of incorrectly. Smoking is **NOT ALLOWED** in any Residence Hall on campus.

Dormitory Safety Rules

Note: The following rules supplement, but do not supersede, guidelines in the handbook entitled Residence Hall Handbook... A guide to On-Campus Living.

- Possession, consumption, sale, manufacturer, or furnishing alcoholic beverages or any drug or drug paraphernalia in the residence hall or residence hall rooms is prohibited.
- The UL Lafayette Campus is a Drug-Free and Weapons-Free Zone (see sections 14 and 15).
- Students must familiarize themselves with the locations of all fire extinguishers and fire exits.
- In the event of a residence fire, residents should grab a towel and exit the building immediately.

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- Smoking is permitted in designated areas only.
- Tampering with fire equipment or falsely activating fire alarms is prohibited in residence halls.
- Tampering with or disrupting the service of elevators is prohibited in residence halls.
- Students must follow the guidelines in section 8.33 with respect to electrical safety and room decorations.
- Every residence hall has designated areas for microwaves, and some contain kitchen areas. Residents are responsible for keeping the kitchen areas clean after each use.
- Cooking of any kind is not allowed in residence hall rooms. This includes the use of hot plates, coffee makers, toasters, toaster ovens, sandwich makers, and microwaves.
- Small space heaters are permitted in residence hall rooms provided they do not cause electrical circuit breakers to trip when in use.

Section 8.33 General Campus Electrical Safety

Note: The information provided in this section supplements, but does not supersede, regulations set forth by the National Electrical Code. A copy of this code is available in the Facility Management.

The following information pertains to electrical issues that apply to all campus employees and students.

- Do not attempt to repair an electrical circuit of any kind. To report broken circuits or any other electrical problem, call the Facility Management at 482-6440 or email at workorder@louisiana.edu.
- If an activity you are doing “trips” an electrical breaker, do not attempt to reset the breaker. Report this problem to the Facility Management at 482-6440 or email at workorder@louisiana.edu.
- Do not use an electrical receptacle or switch whose faceplate is missing or displays burn marks.
- Unplug and do not use any electrical device that emits a burnt odor.
- Do not use any device whose electrical cords are frayed or cut.
- Do not use receptacle splitters or other devices that are designed to allow multiple devices to be plugged into one receptacle. Power strips for computers are acceptable provided they are equipped with a circuit breaker or surge protection device. Only one power strip should be used in any wall receptacle – attaching multiple power strips in line with one another is unsafe and prohibited.
- Occasionally, florescent light fixtures will emit a burning smell. This is usually caused by a faulty ballast and is easily fixed. Turn off the light immediately and contact the Facility Management at 482-6440 or email at workorder@louisiana.edu.

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- When not in use, turn off the lights in a room. Conserve energy wherever possible.

Extension Cords

- Extension cords may not be hung over sharp edges such as nails or bolts.
- Extension cords cannot cross aisles as this creates a tripping hazard.
- Extension cords cannot be used as a substitute for fixed or permanent wiring.
- Extension cords cannot be used inside walls, above ceilings, across floors in the path of walkways, or along doorways and windows.
- When using an extension cord, ensure that the cord wire size is adequate for the devices that are to be powered by that cord. If you are unsure about this, contact EH&S office at 482-5357.

Christmas and Other Electrical Decorations

- Use only approved cool bulb lighting strings.
- Ensure that lighting strings are operable and not missing bulbs **before** they are installed.
- Do not use lighting strings that are frayed, broken, or cut.
- Do not overload the building circuit with lighting strings. To accommodate multiple strings, do not use receptacle splitters. Power strips are acceptable provided they are equipped with a circuit breaker or surge protection device.
- Do not leave Christmas lights on unattended while they are illuminated.
- Illumination is not allowed on artificial trees made of metal. This is both a fire hazard and a shocking hazard.

Illegal Drugs & Weapons Policy

The entire campus is considered a “Drug Free Zone” and a “Gun Free Zone” as outlined in Title 40 Section 981.3 and Title 14 Section 95.2 of the Louisiana Revised Statutes.

The University does not condone the possession, use, and/or distribution of marijuana, LSD, or other hallucinogenic substances, narcotics, or drug paraphernalia by anyone. Any individual known to be in possession, using, or distributing such drugs is subject to University disciplinary action, arrest, imprisonment, or can be fined according to state law.

The University prohibits the use or possession of firearms while on campus. Anyone in violation is subject to disciplinary action and/or arrest according to state law.

Alcoholic Beverages Drug & Alcohol Abuse Policy/Programs

The University of Louisiana at Lafayette seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety, and welfare of all members of the community. In keeping with these objectives, the University has established a policy and guidelines governing the possession, sale, and consumption of alcoholic beverages on the University campus, and conforming to the laws of Louisiana. The University is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of a relevant policy. A copy of this policy may be obtained by going to <http://counselingandtesting.louisiana.edu/content/slidde/alcohol-and-drugs/campus-alcohol-drug-policy>.

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The University affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to an individual member of the University community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on-or-off campus activities is inappropriate because it invites members of the University community to violate the University regulations and state law.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.
- Those that choose to consume alcoholic beverages should do so responsibly and in moderation.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.
- The responsibility for proper consumption of alcoholic beverages and for compliance with state law rests with each individual member of the University community.
- The University will contact by one and/or letter of underage students who violate the Alcohol Policy.
- The University does not condone the violations of laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the UL Lafayette community should know that violations of the laws concerning illegal drugs may lead to disciplinary action, which may include eviction from residence halls, revocation of other privileges, or suspension or expulsion from the University. Disciplinary action may be taken in order to protect the interests of the University and the rights and safety of others.

Abuse of alcohol and drugs can have a dramatic impact on the professional, academic and family life. The University, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact the UL Lafayette Counseling and Testing Center at 220 Hebrard Blvd., OK Allen Hall-Saucier Wellness Center (337) 482-6480.

Sex Offenders Registry

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, The University of Louisiana at Lafayette Police Department is providing a link to the Louisiana State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. ***Any person who uses information contained in or accessed through the Louisiana State Police Sex Offender and Child Predator Registry Website to threaten, intimidate, or harass any individual, including registrants or family members, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability.*** The Louisiana State Police is responsible for maintaining this registry. Follow the link below to access the Louisiana State Police website.

<http://www.lsp.org/socpr/default.html>

Policy on Missing Persons

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately notify UL Lafayette Police Department at**

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(337) 482-6447. UL Lafayette Police Department will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the UL Lafayette Housing web site. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the UL Lafayette Police Department determine that the student has been missing for 24 hours, the UL Lafayette Police Department will notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the University will notify the student's parent or legal guardian immediately after the UL Lafayette Police Department has determined that the student has been missing for 24 hours. Additionally, UL Lafayette PD will notify all local law enforcement agencies of the missing person as a part of the investigation within 24 hours.

Response to Sexual Assault

Student Code of Conduct

Rape and all forms of sexual assault are violations of the UL Lafayette Code of Conduct.

Male Victims

While most victims of sexual assault are women, some men are also victims. Male victims at UL Lafayette receive the same services as women. Emotional support, counseling about options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

Prevention and Education

Programs and information are available through the UL Lafayette PD Crime Prevention Section (210 Hebrard Blvd.), Student Health Services and Counseling and Testing (220 Hebrard Blvd. - OK Allen-Saucier Wellness Center), Dean of Students Office (200 University Circle, Martin Hall), and the Office of Student Life and Conduct (111 Boucher Street- Buchanan Hall).

Guidelines for Assistance

1- If you are raped or sexually assaulted:

- Get to a safe place as soon as you can.

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- **Try to preserve all physical evidence.** Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, NOT plastic, bag.
- **Get medical attention as soon as possible** to make sure you are physically well and to permit the collection of important evidence in the event you may later wish to take legal action.
- **Contact UL Lafayette PD** (follow procedures outlined on page 1-2 of this brochure).
- **Talk with an advocate or a counselor** who will maintain privacy, help explain your options, give you information, and provide emotional support.
- **Contact someone you trust** to be with you and support you.

Past Abuse

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

2- Medical Treatment

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained, second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of evidence may be diminished.

Immediate Emergency Services

A special exam should be conducted as soon as possible following an assault to ensure your physical well-being and to collect evidence that may be useful in criminal proceedings. The exam can be conducted without the involvement of law enforcement personnel. Even if you have not been physically hurt, this forensic exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. The exam is generally performed by a Sexual Abuse Nurse Examiner (SANE).

- Students can receive the exam for free by going to the Student Health Services located at Saucier Hall. Additionally, students can go to a local hospital- Lafayette General Hospital or Our Lady of Lourdes. Hearts of Hope and UL Lafayette Counseling and Testing both can provide follow-up care. These locations follow the national standards for victim care, rape exams, and evidence collection procedures.
- Note: Ordinarily the police will be contacted by the Hospital personnel whenever they provide treatment for injuries resulting from a crime. If you seek treatment at a local hospital and the police are contacted, this does not mean that you have to proceed with criminal charges. In addition, it is recommended that a survivor use a hospital in the parish/state where the offense occurred.

Transportation

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UL Lafayette PD will provide transportation to the hospital 24/7 and can be reached by calling (337) 482-6447.

Non-Medical Procedures

Even if you do not have evidence collected at the Hospital, it is still important to get medical attention. An exam in this case should include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. This non-emergency treatment can be arranged with your family doctor or with the Student Health Service (220 Hebrard Blvd. OK Allen Hall- Saucier Wellness Center). Colleges and Universities play an important educational and administrative role in addressing the nationwide problem of sexual offenses. The University of Louisiana at Lafayette follows its Code of Student Conduct and official University policies including state law in responding to such violations. In compliance with federal and state regulations of 1993, the University now extends this formal policy regarding sexual offenses. This policy also outlines the University's services and programs offering education and treatment with regard to sexual offenses.

3- Response and Consultative Team

When an alleged rape or sexual offense occurs on campus, the University urges students, staff, or visitors to contact UL Lafayette Police Department to report the incident as soon as possible. If the offense occurs off campus, students may still contact the UL Lafayette Police Department who will assist in contacting the appropriate outside agencies. In addition to on-duty police officers, the University has an on-call response team consisting of the Vice President of Student Affairs, Dean of Students, Chief of Police, Office of Student Life and Conduct staff, Counseling and Testing staff, and additional police personnel. In most cases, this team can be assembled from initial contact.

The UL Lafayette PD has investigations and victim's rights policies in place for direction for police officers to assist the victim and aid in the investigation. The UL Lafayette PD is a member of the communities Sexual Abuse Response Team (SART) and its lead investigator is a member of the SART Board.

The Dean of Students representative, when contacted, will assist the victim with information and resources to assist the survivor with information and resources in order for the victim to make informed decisions regarding the incident. This information would include: assisting the survivor in identifying his or her medical, legal, counseling, and academic needs; identifying the appropriate campus and/or community services to provide necessary assistance; providing follow-up with the survivor to determine if the services have been obtained and have met the survivor's needs; and explaining options, such as filing a report with UL Lafayette PD and/or LPD, reviewing disciplinary options available through the University's student disciplinary system, discussing housing options, and acting as an educator about rape and sexual assault. The on-call University administrator can be contacted 24/7/365 by contacting UL Lafayette PD and asking to be contacted by the "Dean on Call."

4- Counseling and Emotional Support

On Campus

It is a personal decision whether the victim chooses to pursue criminal charges for rape or sexual assault, but the University strongly encourages victims to do so. If students decide not to report a sexual

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offense crime, they are encouraged to call or have a friend call the police, the Sexual Abuse Response Center, or the Dean of Students Office and report the crime anonymously. Whether the offense is reported or prosecution is pursued, the victim should consult a trained counselor for help in dealing with the emotional aftermath of a rape. Counselors are available at the Counseling and Testing Center on campus (220 Hebrard Blvd. OK Allen Hall-Saucier Wellness Center) and can be contacted by calling (337) 482-6480. Students may be seen by appointment or on an emergency walk in basis. After hours, contact can be made by calling UL Lafayette PD at (337) 482-6447 and asking to be contacted by the “Counselor on Call.” Additionally, Student Health Services (220 Hebrard Blvd. OK Allen Hall-Saucier Wellness Center) and the Sexual Abuse Response Center (337) 237-7273 (available 24/7/365) also offer counseling assistance. Talking with a counselor or psychologist in no way compels a victim to take any further action. They can inform you of common emotional reactions and discuss coping methods that may assist you immediately following the assault and later. Talking about your concerns with a counselor in a safe and supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call for a counselor. Counselors will not reveal your identity to anyone without your permission.

If a UL Lafayette Community member becomes the victim of a crime, the UL Lafayette PD Coordinator of Victim Services offers direct services, assistance and referrals. The Coordinator provides assistance to victims/survivors of a sexual assault by assisting them in obtaining the services and better understands their options. The UL Lafayette PD Coordinator works with other University offices and external agencies to assist the victim in receiving effective, comprehensive services and compassionate responses.

Off Campus

The Hearts of Hope and Sexual Abuse Response Center has a Rape Crisis Hotline that provides a confidential 24/7 advocacy and free short term counseling at (337) 237-7273.

5. Reporting to UL Lafayette Police Department

This can be done immediately by following the procedures as addressed on page 1-2 of this document. The reason for reporting to UL Lafayette PD are: 1) to take action which may prevent further victimization, including issuing a Safety and Security Alert to warn the campus community of an impending threat to their safety; 2) to apprehend the assailant; 3) to seek justice for the wrong that has been done to you; and 4) to have the incident recorded for purposes of reporting statistics about incidents that occurred on the campus.

If you choose to report the incident, a UL Lafayette PD officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. Note: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or University disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point.

6. Confidential Reporting

If you are assaulted and do not want to pursue action within the University system or criminal justice system, you may still want to consider making a confidential report. These reports contain the

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information you provide about the assault, but your name and the name of the person who assaulted you are maintained separately in a confidential supplement to the report. The UL Lafayette Police Department has limited confidential reporting. The department will investigate these assaults and keep your identity confidential as long as doing so does not prevent the University from responding effectively to the assault and protecting other members of the campus community. The University also uses this information to keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of assaults with regard to a particular location, method, or assailant; and alert the campus community to potential danger. State law requires the UL Lafayette Police Department to publish an initial report for all crimes; however, the name of a victim will not be released in sexual assault cases nor will a juvenile's name be released. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and are made available to the University's Title IX Coordinator. When you file this report, you are NOT obligated to continue with legal proceedings or University disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point.

7. University Disciplinary Action

If you have been sexually assaulted by another student or group of students and are considering whether to seek disciplinary action against the assailant(s), you are encouraged to discuss the matter with a representative from the Dean of Students (337) 482-6276 or Office of Student Life and Conduct (337) 482-6373. That person will explain the University's disciplinary process relating to sexual assault. This discussion does not obligate you to pursue official action.

Sanctions for students will be imposed under the guidance of the Office of the Vice President of Student Affairs and in accordance with the University Code of Student Conduct and Appeals Procedures. Sanctions applying to faculty and staff will be in accordance with University policies and procedures for faculty and staff.

A victim may choose to pursue action through the University disciplinary system if the offense was committed by another student. The Office of the Dean of Students is available to advise victims of their rights under the Code of Student Conduct and Appeals Procedures. Individuals accused of sexual assault may also be subject to interim measures pending the completion of the disciplinary process. Those students found responsible for violating the Code of Conduct may be suspended or expelled. Pursuant to the University's disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during the hearing. Students who alleged sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. For more details on these proceedings, consult the Code of Student Conduct. The University encourages students to report their experience to the Dean of Students Office, even if they choose not to pursue disciplinary action.

The University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined Appendix A Part 99 Title 34, United States Code of Federal Regulations), or non-forcible sex offense, the final results of a University disciplinary proceeding against a student who is the alleged perpetrator. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this policy.

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If you have been sexually assaulted or harassed by a non-student UL Lafayette employee, this is a violation of the law and University policy. Students should contact the UL Lafayette PD, Dean of Students, Office of Student Life and Conduct or Title IX Coordinator.

For more information or assistance, please contact:

UL Lafayette Police Department.....482-6447
 Counseling & Testing.....482-6480
 Student Life and Conduct.....482-6373
 Dean of Students Office.....482-6276
 Sexual Abuse Response Center.....233-7273
 Student Health Services.....482-6827
 Title IX Coordinator.....482-6242

8. Criminal Investigation and Charges

If you want to press criminal charges, call the UL Lafayette PD so that we can assist you with the legal process. Depending on the timing of your report and preference, it may be possible for you to make a statement in the presence of both a UL Lafayette Police Officer and the judicial affairs officer. If it is possible for the assailant to be apprehended, the suspect may make an initial appearance before an appropriate judicial authority and then be arraigned. You do not need to be present for these proceedings. The assailant may be jailed or released on bail depending upon the circumstances. One of the usual conditions of bail is that the suspect(s) not make any attempt to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call UL Lafayette PD and the local police jurisdiction you reside in if you live off campus. Under some circumstances bail may be revoked and additional charges may be filed if necessary.

9. Title IX Reporting

Individuals may also report a sex offense to the University’s Title IX Coordinator. This individual is responsible for coordinating the University’s compliance with Title IX. This Title IX Coordinator is the Chief Human Resources Officer and is located at 100 University Circle Martin Hall 1st floor and can be contacted at (337) 482-6242.

The UL Lafayette Sexual Harassment Policy and Grievance process can be found on the <http://louisiana.edu> human resources website.

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