

# **Safety and Security Report**

## **Fire Safety Report**

### **Lawrence University**

### **Appleton, Wisconsin**

The personal safety and security of each student, faculty, and staff member is both an individual and community concern. While the University strives to provide a campus environment free of undue risks to persons and property, it is each person's responsibility to pay attention to his or her surroundings, to avoid potentially hazardous situations, and to exercise his or her own best judgment to maintain personal safety and well-being. In addition, each member of the community must call attention to conditions or situations which threaten the safety and security of others by contacting appropriate campus and/or community authorities.

#### **Policies and Procedures**

The Student Right-To-Know and the Higher Education Act of 1965 require the annual publication of campus policies. Lawrence has for many years practiced good security procedures for the protection of the campus community and is pleased to report them in response to the federal regulations.

1. Crimes at Lawrence are reported in two ways: (1) Incident Report forms submitted by members of the community with knowledge of crimes or unsafe or suspicious circumstances, and (2) the daily logs of campus security officers. Incident Report forms are available from residence hall directors and the Office of the Vice President for Student Affairs and Dean of Students. Reports of security concerns should be submitted to any of the following:
  - A. A campus security officer.
  - B. The Director of Security (Jon Meyer) who manages the security staff.
  - C. The Vice President for Student Affairs and Dean of Students (Nancy Truesdell).

Security officers' logs are reviewed by the security supervisor and by members of the dean's staff who confer on responsive actions. When appropriate, information describing crimes or unsafe conditions is posted campus-wide, mailed to all campus mailboxes, and/or publicized through e-mail.

2. All campus facilities are open to members of the Lawrence community and their invited guests. All other persons may be asked to leave or be treated as trespassers in violation of posted building use policies. Outside doors to student residence halls are locked 24 hours a day with exceptions (such as move-in day) being determined by the Vice President for Student Affairs and Dean of Students. Students are given appropriate ID card and/or key access to student residences. All other campus buildings are locked and unlocked at regular, specified times and are not accessible when locked except by authorized persons.
3. Lawrence operates its own security service. The staff is comprised of eight full-time officers and four part-time officers. Some years one or two students are also hired as part-time security personnel. Although these security officers have no arrest authority, they work very closely with the Appleton Police Department. Lawrence Security is in radiophone contact with the police, and the police respond promptly to all requests for assistance. In an emergency, students may contact security by calling 920-832-6999 or the police by dialing 9-911 from any campus phone including the outdoor emergency phones. Students are encouraged to report crimes to the police and to utilize other services of the police department. Officers from the Appleton Police Department speak before campus groups, train residence hall directors and residence life advisors, provide statistics on local crime, and participate in campus forums. The cooperation between the University and the police is an

important element of Lawrence's campus security policy. Residence hall staff members regularly advise students, individually and collectively, to report crimes and other security issues.

4. Students, employees and campus visitors are subject to all local, state and federal laws, in addition to campus regulations. Within campus boundaries, Lawrence Security is responsible for enforcing those laws, although they are not sworn officers and do not have arrest powers. The department maintains a cooperative working relationship with local police to ensure the proper enforcement of all laws. Regularly, Lawrence personnel consult with the Appleton Police Department on crimes occurring within the campus area. If any crimes need review, the Vice President for Student Affairs and Dean of Students confers with the police department on appropriate action (e.g., sending notice to the community, filing of charges, issuing no trespass warnings). University officers may detain individuals accused or suspected of campus crimes for arrest or investigation by the Appleton Police Department. Local police agencies also provide back-up assistance to the University for any emergency that might require extensive security or safety services. Law enforcement officers may come on campus at any time. The University has the responsibility, under the Campus Security Act, to advise appropriate authorities of violations of civil or criminal law committed by anyone on campus when a request is made by those authorities for specific information or when there is danger to life and/or property.
5. Any member of the University community should report an emergency or crisis to Security by calling 920-832-6999 or Appleton Police at 9-911 from any campus phone. Lawrence University's crisis plan includes use of the LU Alert system, an emergency notification system that provides telephone, text, and e-mail messages to students, faculty, staff and emergency contacts during a crisis situation. The following campus officials are trained and authorized to activate the LU Alert system if, in their professional judgment, the situation is deemed a crisis and, in accordance with crisis plan protocols, members of the campus community should be informed:

David Burrows, Provost and Dean of the Faculty  
Nancy Truesdell, Vice President for Student Affairs and Dean of Students  
Christopher Lee, Vice President for Finance and Administration  
Sandy Isselmann, Director of Human Resources  
Craig Gagnon, Associate Vice President of Communications

During a crisis situation all important information will be posted on the university's website. The LU Alert System is tested on an annual basis.

6. Beginning summer 2014 and prior to arrival as first-year students, Lawrentians are required to complete an online educational program called "Think About It." The online training covers important topics such as alcohol, drug use, and sexual violence. Each year the University presents educational programs on safety and security focusing on crime prevention, acquaintance rape, and substance abuse. Periodically campus organizations such as the Sexual Assault/Harassment Resource Board, Counseling Services, residence hall staff, the Student Wellness Committee, and fraternities and sororities sponsor programs or poster and button campaigns on personal safety, self-defense, alcohol, sexual assault prevention and care of property. Lawrence for many years has participated in the national WhistleStop program and provides whistles and the accompanying instructions to all students. The student affairs staff, through the Campus Life office, sponsors educational programs that promote safety, personal responsibility, and ethical standards. RLAs advise students of safety procedures at the first hall group meeting of the year. Residents are advised of the RLAs and Hall Directors' duties, guest policy, the role of campus security and emergency procedures. An emphasis is placed on individual responsibility for residence hall security and on teaching students to be responsible for one another to ensure the safety of their campus home.
7. Lawrence subscribes to and conforms with the Drugfree Workplace Act and the Drugfree Schools and Campuses Act. In accordance with those Acts, notification is sent to all members of the

community detailing University policies about substance abuse. The use of any drugs within the University community must be within the limits of federal and state laws. The University reminds students of their responsibility to know and to obey those federal and state laws and statutes prohibiting the use of illegal drugs. University policies on substance use and abuse are also published in on-line handbooks available to the community. While the University is not specifically responsible for the enforcement of federal and state drug laws, those agencies charged with this legal responsibility have the authority to carry out their duties on campus. Individuals who illegally possess, use or supply prohibited drugs within the campus community do so knowing that they risk action by the appropriate civil authorities. Lawrence policy specifically states that:

- A. The manufacture, sale, distribution, possession or use of illegal and/or non-prescription controlled substances by students or employees is prohibited.
  - B. The University is opposed to the illegal or irresponsible use of alcohol, and expects its students and employees to obey the University regulations and the local, state and federal laws concerning the possession, use or distribution of alcoholic substances.
  - C. Appropriate disciplinary action will be taken in response to violations of these policies. The University is not a sanctuary protecting those who violate laws regulating the use of drugs or alcohol, and officials will cooperate with legal authorities whenever necessary.
8. Lawrence has established a strong policy concerning sexual violence and misconduct. The complete policy is published in on-line handbooks available to the community. Important excerpts of the policy are as follows:
- A. The University prohibits sexual assault committed by a student, faculty member, or staff member against any student, faculty member, staff member, or visitor on property owned or rented by Lawrence University or in the setting of any program sponsored by Lawrence University.
  - B. In an effort to prevent and eliminate sexual assault, the University distributes relevant information to every student, staff member, and faculty member. The University's policy on sexual misconduct is available on the website. Students, faculty, and staff are encouraged to attend training sessions on the subject of sexual assault.
  - C. Individuals who have been sexually assaulted should seek immediate medical, emotional, or other assistance. Assistance is available on or near the campus by calling the Appleton Police, Lawrence Security, Appleton Medical Center, St. Elizabeth Hospital, or the Sexual Assault Crisis Center. Upon request, Lawrence Security will assist in securing transportation to the hospital, or contacting Appleton Police. The Dean of Students office can provide assistance with concerns about physical safety or the need for alternative housing. Students who are victims of sexual assault may also wish to seek confidential counseling or support from University Health and Counseling Services or the Sexual Assault Crisis Center.
  - D. A student, faculty member, or staff member who desires to file a formal complaint of sexual assault must contact the consultant (see below), a dean, a designated contact person, a staff department head, or a staff or faculty member of the Resource Board. Any of these individuals to whom a formal complaint is made will report the complaint to the appropriate University authority. University authorities responding to formal complaints of sexual assault will in all cases inform victims of the options of criminal prosecution; of medical assistance; of the internal complaint process; of confidential counseling; and, for students, of ways they may receive alternative housing assignments and academic assistance. In addition, University authorities will provide assistance in preserving materials which are relevant to the internal complaint process and will, at the direction of the Appleton Police, provide assistance in obtaining, securing, and

maintaining evidence for criminal prosecution. At the request of the victim, University authorities will also notify the local police of the sexual assault.

- E. The University employs a Consultant, an individual who is not a member of the University community and who has professional training and experience in a field or fields relevant to the values of the community in this regard, who is responsible for the investigation of formal complaints of sexual assault and harassment. When the Consultant concludes her or his investigation, a summary of the report of the investigation, containing all information pertinent to the investigation, will be made available to the complainant, the accused, and the appropriate University authority who will take prompt and responsive action and notify the complainant and the accused. In all cases, both the complainant and the accused have the right to appeal the decision and action taken by the appropriate University authority within two weeks of receiving the decision of the appropriate University authority. A Hearing Board will affirm or modify the decision of, or the sanctions imposed by, the University authority. The decision of a Hearing Board will be communicated in writing to the complainant, the accused, and the appropriate University authority. Both the complainant and the accused have the right to appeal the decision to the President, whose decision on any such appeal is final. In all cases that go before a Hearing Board, both the complainant and the accused, respectively, will have a right to be accompanied by a person of her or his own choosing, except that neither the President, nor persons listed as "appropriate University authorities," nor the Consultant, nor a member of the Resource Board may be that person. The person accompanying the complainant or the accused will not participate in the hearing, but may provide the person he or she accompanies with moral support, informal advice, and comfort. Specifically, neither the complainant nor the accused may be represented before the Hearing Board by an attorney-at-law.
  - F. Sanctions for violation of the policy may include (but are not limited to) counseling, chemical dependency evaluation, various forms of probation, suspension, separation, or expulsion.
9. Any residential student is subject to missing student notification if he or she is reported missing for 24 hours. The missing student report must be made to a security officer or the Vice President for Student Affairs and Dean of Students. If the student is under age 18, a parent or guardian will be notified. Each student has the option to identify (through the Voyager account) a contact person to be notified in the event that the student is determined to be missing. Only authorized campus officials and law enforcement officers pursuing a missing person investigation may have access to this information. Failure by a student to identify a contact person does not preclude law enforcement and campus officials from investigating and taking action regarding student safety in the case of a missing student. Specific procedures followed in the case of a missing student are detailed in the online Student Handbook - <http://www.lawrence.edu/mw/Student%20Handbook%202014-15.pdf>.

## Lawrence University Campus Crime Statistics

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Murder	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	0
Arson	0	0	0
Sexual Offense	7	5	3
Motor Vehicle Theft	0	0	0
Hate Crimes	0	0	0
Arrests:			
Liquor Law Violations	20	13	18
Drug Law Violations	26	6	10
Illegal Weapons Possession	0	0	0
Student Housing Fires	0	0	0

NOTE: Information about registered sex offenders is available at <http://offender.doc.state.wi.us/public/>

## Annual Fire Safety Report

Each year the residence hall staff participates in fire safety training which includes instruction in fire prevention, housing evacuation plans, and training in the proper use of fire extinguishers. Procedures regarding safe evacuation of residence halls and small housing units are reviewed, and individual plans are devised to evacuate students who need special assistance.

Fire systems are tested on a routine basis, and the Director of Security is responsible for scheduling and monitoring fire drills. Typically two monitored fire drills are conducted in residential facilities each academic year. Evacuation routes are posted in classroom and administrative buildings, and fire safety procedures in student residences are discussed at residence hall meetings. Basic fire safety rules and fire alarm evacuation procedures (including assigned meeting locations) are posted and are listed in the online Student Handbook.

Students are instructed to use every precaution to prevent fires on campus. There is a no smoking policy in all Lawrence University owned, leased, or operated buildings. Smoking is permitted on all City of Appleton public sidewalks (adjacent to city streets), but smoking is not permitted on Lawrence sidewalks or in Lawrence parking lots.

Two designated areas where smoking is permitted are the smoking shelter to the north of Ormsby Hall and the smoking shelter south of the Warch Campus Center. In addition, smoking is permitted on the Viking Room patio during operating hours only. Per Lawrence University Community Council legislation, formal group and theme houses in cooperation with the Campus Life Office have the ability to designate an outdoor smoking area.

Students are not to leave kitchens, microwave ovens, ovens/stoves, or other appliances unattended while cooking. Grills used on campus must be at least 15 feet away from any building door or window to prevent false alarms. Grills may not be used on porches of student residences.

The following items are prohibited in student residences: any open flame, lighters, candles, incense, fog machines, lanterns, oil lamps, hot plates, grills, corn poppers, electric heaters, electric irons, microwaves (except where provided by the university), tapestries or ceiling mounted posters, and extension cords without a breaker. Cords may not be strung under carpets, rugs, or across furniture according to City of Appleton fire safety regulations.

Stairwell fire doors must remain closed, and hallways and exits must be kept clear of obstructions. Students must not break or remove ceiling tiles in rooms or hallways. They are an important part of the fire safety system; they are fire rated and can control the spread of fire. Because of the threat to health and life, students must not tamper with fire safety equipment including fire extinguishers, fire alarm pull stations, smoke detectors, exit and emergency lighting. Students must not remove, deface or alter signs that are in place to warn of possible danger, or show floor level, state rules and procedures, direct or restrict access. City fire marshals regularly inspect campus facilities to assure compliance with all fire safety regulations. Only trained residence hall staff and fire safety or security personnel are allowed to use fire extinguishers. Tampering with fire safety equipment and/or discharging a fire extinguisher when there is no fire will result in severe disciplinary action including possible suspension. Individuals may be held responsible for the repair, replacement or refilling of fire safety equipment. In addition, negligence that results in the need for a response by Appleton Fire Department personnel may result in charges to the responsible student(s). Students should be aware of state statutes that define giving a false alarm as a Class A misdemeanor subject to a fine.

In the event of a fire alarm (other than pre-arranged testing that lasts about 3 seconds): Students are to proceed immediately to the assigned meeting location and wait there until an all clear is given, so staff members can be sure of everyone's safety.

Meeting places are:

**Residence Hall**

Brokaw Hall  
Colman Hall  
Hiatt Hall  
Kohler/Draheim/Sabin  
Ormsby Hall  
Plantz Hall  
Sage Hall  
Trever Hall  
300 S. Meade and 813 E. John St.  
All Quad Residences  
All Boldt Way Small Residences  
All North Union Street Residences

**Meeting place**

Grassy area between Colman and Brokaw  
Grassy area between Colman and Brokaw  
Area between Ormsby and Steitz Science Hall  
In front of Hurvis Center  
Grassy area in front of Ormsby  
North side of Plantz Hall parking lot  
Center of the Quad  
Grassy area west of Trever  
Parking lot near dumpsters  
Center of the Quad  
Center of the Quad  
Grassy area east of the Chapel

Students with disabilities should notify staff so additional assistance during emergencies can be pre-arranged.

Immediate evacuation when the alarm sounds is mandatory and re-entry into the building during a fire alarm is prohibited.

Lawrence University works closely with the Appleton Fire Department regarding training and enforcement of fire regulations. Any member of the campus community who becomes aware of a fire should contact Lawrence Security at 920-832-6999 or the Appleton Fire Department at 9-911 from a campus phone. To report that a fire occurred, contact:

Jon Meyer, Director of Security

David Burrows, Provost and Dean of the Faculty (academic facilities)

Nancy Truesdell, Vice President for Student Affairs and Dean of Students (non-academic facilities)

College officials determine appropriate enhancements to fire safety on an annual basis, and upgrades to fire systems, fire safety in new and renovated facilities, and educational efforts are part of ongoing planning processes.

## Fire Statistics for 2013 On-Campus Student Housing

<u>Student Residence</u>	<u>Address</u>	<u># of Fires</u>	<u># of Fire-related Deaths</u>	<u># of Fire-related Injuries</u>
Brokaw Hall	115 S. Drew St	0	0	0
Colman Hall	212 S. Durkee St.	0	0	0
Hiett Hall	403 E. College Ave.	0	0	0
Kohler Hall	718 E. Alton St.	0	0	0
Ormsby Hall	401 E. College Ave.	0	0	0
Plantz Hall	600 E. College Ave.	0	0	0
Sage Hall	723 E. Boldt Way	0	0	0
Trever Hall	815 E. South St.	0	0	0
	711 E. Alton St.	0	0	0
	733 E. Alton St.	0	0	0
	739 E. Alton St.	0	0	0
	712 E. Boldt Way	0	0	0
	726 E. Boldt Way	0	0	0
	738 E. Boldt Way	0	0	0
	741 E. Boldt Way	0	0	0
	742 E. Boldt Way	0	0	0
	813 E. John St.	0	0	0
	122 N. Union St.	0	0	0
	128 N. Union St.	0	0	0
	203 N. Union St.	0	0	0
	217 N. Union St.	0	0	0
	221 N. Union St.	0	0	0
	206 S. Lawe St.	0	0	0
	218 S. Lawe St.	0	0	0
	300 S. Meade St.	0	0	0

For a complete description of the fire safety system for each on-campus student housing facility, go to: [http://www.lawrence.edu/dept/student\\_dean/security/](http://www.lawrence.edu/dept/student_dean/security/).

In addition, a fire log for the most recent 60-day period is available for inspection by contacting Jon Meyer, Director of Security.