



# **Annual Security and Fire Safety Report**

**Minnesota State University  
Moorhead**

1104 7<sup>th</sup> Avenue South, Moorhead, MN 56563

October 2017



Creating and maintaining a safe campus is one of our most important and fundamental commitments. Through our annual reporting and review process, we systematically evaluate the effectiveness of our safety and security measures and ensure we are making continuous improvements. Every member of the campus community has a responsibility to ensure that Minnesota State University Moorhead is a safe and welcoming campus. Please join me in partnering with our office of public safety to ensure our campus environment supports our educational mission and our purpose to transform the world by transforming lives.

A handwritten signature in black ink, appearing to read 'Anne Blackhurst', with a long horizontal flourish extending to the right.

*Anne Blackhurst*  
*President*  
*Minnesota State University Moorhead*



A member of the Minnesota State Colleges and University System and  
an Affirmative Action/Equal Opportunity University

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## INTRODUCTION

Minnesota State University Moorhead (MSUM or University) encourages all members (students, employees, and visitors) of our University community to be fully aware of safety and security issues, campus-related departments and services and to take action to prevent and report illegal and other unsafe activities should they occur. Personal awareness, practicing personal safety, and reporting incidents of concern are the foundation of a safe community.

In accordance with the Jeanne Clery Disclosure of Public Safety Policy and Campus Crime Statistics Act (The Clery Act) of 1998, MSUM's Public Safety Department annually prepares crime statistics to report to the Department of Education. Public Safety collects statistics from our Campus Security Authorities and local law enforcement agencies for reported crimes on MSUM's Clery geography. MSUM monitors criminal activity for the campus, off-campus sites owned or maintained by MSUM and/or recognized University organizations; and related curtilage.

The MSUM Title IX Coordinator/Director of Student Conduct & Resolution monitors off-campus crimes while students are off campus at campus sponsored functions. MSUM also documents a three-year statistical history of these incidents. MSUM provides the information and statistics herein to University students and employees and to others upon request. You may view MSUM's statistics by going to the Department of Education's Security Statistics search site at <https://ope.ed.gov/campussafety/#/institution/search>, as well as viewing the Public Safety web site at- <http://www.mnstate.edu/publicsafety>. MSUM has a variety of policies and procedures relating to public safety. MSUM expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice.

## CRIME REPORTING POLICIES

### General Information

The Public Safety Department for Minnesota State University Moorhead is on-duty 24-hours a day throughout the year. All requests for immediate assistance relating to issues of safety and security should be made by calling **(218) 477-2449** or by visiting our facility at 1616 9th Avenue South, Moorhead, Minnesota. Public Safety Officers respond to all requests for service and assistance. These officers are full-time security staff and/or part-time student employees of the University. They are not police officers and in the event of any life-threatening emergency, or any apparent crime in progress, persons are strongly encouraged to immediately and directly contact the appropriate police, fire or medical assistance by calling:

### **“9-1-1” or Moorhead Police at (701) 451-7660**

The Public Safety Director serves as the primary liaison with all law enforcement agencies for safety and security issues occurring on campus. When such incidents occur, the Director or his/her representative will determine the proper means of communicating these concerns to the campus community.

The following media are used to inform the campus about safety and security issues, report to the campus community crimes considered to be an immediate threat to students and employees, and encourage students and employees to be responsible for following stated security procedures and practices: campus-wide e-mail and voice-mail, e2Campus emergency notification system (text, email and voice alerts), The Advocate (student newspaper), Dragon Digest (internal publication), University television and radio stations, campus forums, residence hall and floor meetings conducted by Housing & Residential Life and Student Affairs staff, crime prevention literature, student government assistance, posted announcements and mailings. Your safety and security while on our campus is very important. For TTY Communication, contact the Minnesota Relay Service at 1-800-627-3529.

A detailed list, including procedures for specific campus related emergencies can be found at <http://www.mnstate.edu/publicsafety>. Public Safety encourages all students and employees to familiarize themselves with this information in the event that an unplanned emergency occurs on our campus. The following

are important aspects of Public Safety at MSUM:

1. Public Safety officers are authorized, when appropriate, to make citizen arrests.
2. Public Safety works closely with local, state and federal law enforcement agencies to respond to criminal activity on campus. We work with the Moorhead Police Department, which is the recognized law enforcement authority on all MSUM property on the main campus and any and all MSUM controlled property within Moorhead city limits. The Moorhead Police have a sub-station in the Public Safety building. The Clay County Sheriff's Office is the recognized law enforcement authority on the Regional Science Center property located east of the city of Glyndon, Minnesota. These agencies are the lead departments in the investigation of alleged criminal offenses. MSUM does not have a written memoranda of understanding with law enforcement agencies concerning the investigation of alleged criminal offenses.
3. All persons on campus are encouraged to immediately report any criminal activity to the Moorhead Police Department or to the MSUM Public Safety Department. Individuals who contact Public Safety will be encouraged to also report incidents that are criminal in nature to the Moorhead Police Department. These agencies will investigate and/or follow up on all reports received. Depending on those results criminal or campus judicial actions may be initiated. Public Safety normally requires a written report from the complainant/victim to begin an investigation and support the ability to address concerns through the University's Judicial System. MSUM will make exceptions to this immediate need to file a written report when necessary, including cases presenting clear and immediate danger to an individual or the University community.
4. Crime Report: MSUM issues an annual report of crimes occurring on campus and related curtilage that are made known to Public Safety directly, or through other University departments or personnel and related law enforcement agencies. This report is made available by the Public Safety Department. Requests for additional information regarding this report and its statistics may be made to the Public Safety Department, 1616 9<sup>th</sup> Avenue South, Moorhead, MN, or phone (218) 477-2449. The statistics in this report follow the procedures of the Federal Bureau of Investigation Uniform Crime Report (UCR) reporting guidelines.

### **Campus Crime Log**

The MSUM Public Safety Office keeps a daily log that records crimes by their nature, date, time, general location, and disposition of the complaint. The log for the most recent 60-day period is open and available for public inspection by contacting the Public Safety Department at 218- 477-2449. The information is reported on and made available to the public within two business days of the receipt of the information unless disclosure of such information would:

- be prohibited by law;
- jeopardize the confidentiality of the victim;
- jeopardize an ongoing criminal investigation;
- jeopardize the safety of an individual;
- cause a suspect to flee or evade detection; or
- result in the destruction of evidence

### **Crime Definitions**

The definitions listed below are taken from the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Handbook and National Incident Based Reporting System (NIBRS) and are used to classify criminal offenses.

**Murder** - The willful (non-negligent) killing of one human being by another.

**Manslaughter**- The killing of another person through gross negligence

**Sex Offenses**- Any sexual act directed against another person, without the consent of the victim, including

instances where the victim is capable of giving consent.

- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity.
- **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

**Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Simple Assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Threats/Intimidation** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Burglary** – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joyriding.)

**Larceny/Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

**Destruction/Damage/Vandalism to Property** – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Liquor Law Violations** - The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Abuse Violations** – Violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Weapons Law Violations** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Domestic Violence** – (i) A Felony or misdemeanor crime of violence committed- A) By a current or former spouse or intimate partner of the victim; B) By a person with whom the victim shares a child in common; C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition- A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. B) Dating violence does not include acts covered under the definition of domestic violence.

**Stalking** –Engaging in a course of conduct directed at a specific person that would cause a reasonable person to- (A) fear for the person’s safety or the safety of others; or (B) suffer substantial emotional distress. li. For the purposes of this definition- (A) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## **Hate Crimes**

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, national origin or ethnicity. For Clery purposes, hate crimes include any offense in the following list that is motivated by bias:

- *Murder and Non-negligent manslaughter*
- *Sex offenses*
- *Non-forcible sex offenses*
- *Robbery*
- *Aggravated Assault*
- *Burglary*
- *Motor Vehicle Theft*
- *Arson*
- *Destruction/Damage/Vandalism to Property*
- *Intimidation*
- *Larceny/Theft*
- *Simple Assault*

## **Hate Crime Definitions**

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

**Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jew, Protestants, atheists.

**Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.



**Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

**Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

**National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

## MSUM Campus Crime Statistics

The following are the MSUM Crime Statistics for years 2014, 2015, and 2016.

### **CRIME STATISTICS: MAIN CAMPUS - 1104 7th Avenue South, Moorhead, MN 56563**

The following annual security report provides crime statistics for selected crimes that have been reported to Public Safety, local law enforcement agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities.

OFFENSES	2016				2015				2014			
	Geographic Location				Geographic Location				Geographic Location			
	On-Campus Property Residence Hall	Total On-Campus	Public Property	Non-Campus	On-Campus Property Residence Hall	Total On-Campus	Public Property	Non-Campus	On-Campus Property Residence Hall	Total On-Campus	Public Property	Non-Campus
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	1	0	0	0	1	0	0	3	3	0	0
Fondling	0	1	0	0	1	1	0	0	1	1	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	4	6	0	0	2	4	0	1
Motor Vehicle Theft	0	0	0	0	0	1	0	0	0	1	0	0
Arson	1	1	0	0	0	0	0	0	7	7	0	0
<b>VAWA OFFENSES*</b>												
Domestic Violence	0	1	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	1	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>												
Alcohol	0	0	0	0	38	50	5	0	74	88	6	0
Drugs	0	0	0	0	0	0	0	0	1	1	0	0
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
<b>REFERRALS</b>												
Alcohol	22	26	0	0	9	9	0	0	19	19	0	0
Drugs	0	0	0	0	8	10	0	0	13	13	1	0
Weapons	0	0	0	0	0	0	1	0	0	0	0	0

#### **Hate Crimes**

2016: Zero Hate Crimes reported

2015: Zero Hate Crimes reported

2014: One on-campus residential hall Vandalism incident characterized by Sexual Orientation bias

#### **Unfounded Crimes**

2016: Zero unfounded crimes

2015: Zero unfounded crimes

2014: Zero unfounded crimes

## REPORTING PROCEDURES

Individuals should report all emergencies to the Moorhead Police Department and to Minnesota State University Moorhead's Public Safety Department. This can be done by calling 911 from any telephone, whether cellular, landline, by dialing 9+ 911 from a campus extension, or by pushing the emergency intercom button on the Code Blue emergency phone buttons (Emergency Call Boxes), which are available at various locations on the campus properties.

1. All criminal activity occurring on campus should be reported immediately to Public Safety and/or the Moorhead Police Department. Public Safety will assist the complainant in completing reports. Public Safety will encourage and support complainants and victims to report all crimes to the Moorhead Police Department or the appropriate police agency when the victim of a crime elects to, or is unable to, make such a report. In appropriate cases, reports will also be shared with the University's Judicial Process. Public Safety will assist the Moorhead Police Department and the University's Judicial Process with investigations when requested. Public Safety also accepts reports of criminal activity occurring to or caused by persons involved in University sanctioned functions and groups off-campus locations. Such incidents are included in the University's annual report and may be addressed on and/or off-campus.
2. If you are a victim of a crime or witness a crime:
  - a. Call the Moorhead Police Department (911) and /or Public Safety (477-2449) for any emergency including medical emergencies, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
  - b. Write down as much information as you can remember after the crime. If you cannot identify the perpetrator(s) by name, try to recall as many details as possible about the offender(s):
    - Gender
    - Approximate age
    - Height
    - Weight/build
    - Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.)
    - Dress/clothing
    - Distinguishing marks (scars, tattoos, etc.)
    - Voice
  - c. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to Public Safety and/or the Moorhead Police Department. Preserve the crime scene and do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone into the crime area until Public Safety and/or the Moorhead Police Department Officers arrive.

### **Confidentiality of Reporting**

**Confidential reports-** Because of laws concerning government data contained in Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act MSUM cannot guarantee confidentiality to those who report incidents in-person/over the phone except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as clergy, private legal counsel, or health care professionals. MSUM does, as required by law, offer anonymous on-line crime reporting available for persons wishing to remain completely anonymous. The program allows reporting as much information as the reporter is comfortable providing. Limiting the information provided to the University may limit the University's ability to investigate and address the report as well as provide resources and assistance.

**Reports to Campus Security Authorities-** Campus Security Authorities can accept reports of crime. Complainants

may contact any Campus Security Authority for appropriate assistance or to report a crime/incident. Absolute confidentiality of reports made to Campus Security Authorities cannot be promised. However, Campus Security Authorities may not disclose personally identifiable information about a complainant of sexual violence without the complainant's consent except as may be required or permitted by law. There may be instances in which MSUM determines it needs to act regardless of whether the parties have reached a personal resolution or whether the complainant requests that no action be taken. In such instances, MSUM will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

**Required Reports-** Any Campus Security Authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident must follow MSUM procedures for making a report for the annual crime statistics report. In addition, the Campus Security Authority must report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures. Campus Security Authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law. Any publicly available records, including Clery Act reporting and disclosures, will not include personally identifying information about the victim.

### **Employees Responsibility to Report**

All employees of the University who become aware of an allegation of violation of University policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Public Safety. MSUM does not have a policy that encourages pastoral or counselors to inform persons to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics. The following individuals with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to Public Safety:

President, Affirmative Action Officer, Chief Human Resources Director, Personnel Officer(s), Athletic Director, Athletic Trainer(s), Coaches, Assistant Coaches, Intramural Director, Provost/Senior Vice President for Academic Affairs, Assistant Vice President for Academic Affairs, Registrar, Associate Registrar, Deans, Department Chairs, Early Education Center Director, Study Abroad Director, Vice President for Finance & Administration, Chief Information Officer, Physical Plant Director, University Comptroller, Vice President for Enrollment Management and Student Affairs, Admissions Director, Financial Aid Director, Housing & Residential Life Director, Associate Director Housing & Residential Life, Housing & Residential Life Area Directors, Housing & Residential Life Resident Assistants, International Student Affairs Director, Judicial Affairs Officer, Office of First Year Programs Director, Office of First Year Programs Assistant Director, Associate Vice President for Student Affairs, Career & Disability Services Director, Hendrix Health and Counseling Center Director, Director of Health and Wellness, Associate Director Health & Wellness, Nurses, Multicultural Affairs Program Coordinator, Student Union & Activities Director, Associate Director for Student Union & Activities, Assistant Director of Campus Activities, Assistant Director of Leadership and Organizations, Student Organization Advisors, Bookstore Director, Vice President for Alumni Foundation, Development Director(s), as well as any assistants and associates.

In compliance with the Federal Jeanne Clery Act, all alleged criminal activity will be reported, including University sponsored functions at off-campus locations to the MSUM Public Safety Office and/or the appropriate law enforcement agency.

### **Others' Responsibility to Report**

Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Public Safety Department so that a determination as to issuing an alert can be made.

### **MSUM Response to Reports**

1. Public Safety has dispatchers available 24 hours a day to answer calls. All allegations will be investigated. These investigations may be made in conjunction with the Moorhead Police Department or other law enforcement agencies (see below). The Moorhead Police Department has a substation in the Public

- Safety building on campus.
2. The Public Safety Department and Office of Student Conduct and Resolution work with the following local law enforcement agencies: Moorhead Police, Clay County Sheriff's Department, Fargo Police, West Fargo Police, and Minnesota State Patrol as well as other state and federal agencies. These partnerships allow for tracking and responding to on-campus or near campus criminal activity as well as referring alcohol and other drug arrests of MSUM students. MSUM does not have written memoranda of understanding with law enforcement agencies. The above listed agencies regularly report criminal activity through e-mail communication.
  3. The Director of Public Safety will classify reports in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
  4. When alleged perpetrators are identified as students, the case will be forwarded to Judicial Affairs for appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.
  5. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the MSUM Public Safety Department 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 the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

MSUM will upon written request disclose the outcome of a disciplinary proceeding to the victim of a violent crime or non-forcible sex offense.

The University will discuss and publish the MSUM Emergency Action Plan in part and disseminate relevant and public information in the Annual Security and Fire Safety Report, on-line at <http://www.mnstate.edu/publicsafety/crimereports.aspx> or by presentation to student groups, student employees, classified and unclassified staff, and the public.

## **MSUM EMERGENCY DISSEMINATION- TIMELY WARNING**

MSUM will issue a Timely Warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate (manifesting evidence of prejudice based on race, religion, ethnicity, national origin, gender, sexual orientation, disability, and gender identity), whereas the Director of Public Safety (or the Director's designee) determines there is a serious or continuing threat to the University community. In such cases, warnings may be provided through campus bulletins (via e-mail), dragon alert emergency notification system, campus radio stations, campus newspapers, residence hall bulletins, electronic communication (multi-modal), and other significant means. While a timely warning must be issued in response to specific crimes, emergency notification is required in cases of an immediate threat to the health or safety of students or employees occurring on campus.

### **Purpose**

The purpose of this directive is to codify this department's policy and procedure concerning the Timely Warning/Crime Alerts issued by the MSUM Public Safety Department.

### **Policy**

It is the policy of this department to issue Timely Warnings/Crime Alerts in an effort to notify community members about certain crimes in and around our community. For the purposes of this policy, "timely manner" generally means within 24 hours after an incident has been brought to the attention of a "Public Safety authority" as defined in the Clery Act. Furthermore, it is the policy of this department to maintain compliance with applicable features of the Jeanne Clery Disclosure of Public Safety Policy and Campus Crime Statistics Act as mandated by the

Department of Education.

### **General**

The Director of Public Safety, or his/her designee, is responsible for consulting with department staff, local police department(s), and with other campus authorities (as deemed necessary) in making the determination on a case-by-case basis of when “Timely Warning” information in the form of a Crime Alert is disseminated.

When a Crime Alert is issued, it is the responsibility of the issuing authority to notify the MSUM Administration of the communication. Notification shall also be issued to the local police departments, if applicable.

In relation to the Clery Act, a two-prong test shall be applied to determine if a Crime Alert will be issued. The incident reported to Public Safety authorities or a local police agency:

1. Is identified as a Clery Act crime (Murder and Non-Negligent Manslaughter, Manslaughter by Negligence, Aggravated Assault, Robbery, Sex Offense, Non-Forcible Sex Offense, Burglary, Motor Vehicle Theft, and Arson).
2. Is the crime considered to represent a serious or continuing threat to students, faculty, staff, or visitors?

Determining whether to issue a Crime Alert for non-Clery Act crimes shall be evaluated on a case-by-case basis, taking into account both the frequency of offense and likelihood for additional occurrence.

Timely Warnings/Crime Alerts contain in the subject line the phrase “Timely Warning” or “Crime Alert” depending on the severity of the threat. The body of the notification will include information regarding the Clery Act requirement; the corresponding university case number; a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), and suspect vehicle (if any) and method of operation (MO) used to facilitate the crime. The notification should also include personal safety information to aid members of the University community in protecting themselves from becoming victims of a similar crime and to promote overall safety of our educational community. It is also the policy of the University to update the campus community with follow-up information or if the Timely Warning is no longer needed using the emergency notification system (dragon alert).

Methods of dissemination may include, but are not limited to: electronic distribution through our emergency notification system, via e-mail, or phone, posting of hard copies in public areas, posting on University and Public Safety websites, and dissemination via local media outlets. Specifically available at: <http://www.mnstate.edu/publicsafety/>

Following issuance, Timely Warning/Crime Alerts are posted in a conspicuous location within the public view. This posting is for a period of no less than 60 days. Status updates as to the resolution and/or un-founding of a crime and issued Timely Warning/Crime Alerts will be similarly disseminated and updated as soon as possible if possible.

## **MSUM EMERGENCY NOTIFICATION SYSTEM**

MSUM will without delay initiate our emergency notification system (dragon alert), which is used to transmit brief urgent messages to the MSUM population as quickly as possible. Our dragon alert system is designed as a multi-modal system that integrates with cellular text messaging, MSUM home page, official email (students & employees), campus digital signage, voice calling and Twitter. The dragon alert is designed as an “opt-out” program. All MSUM community members are auto enrolled in the system using their MSUM e-mail address. They cannot opt out of this address. They can sign into the Blackboard Dragon Alert system and add additional contact information as desired at:

<https://www.mnstate.edu/public-safety/emergency-notification.aspx>

If you have questions e-mail: [dragonalert@mnstate.edu](mailto:dragonalert@mnstate.edu)

The Director of Public Safety or his/her designee will confirm whether there is a significant emergency or dangerous situation occurring on campus or could affect the campus community. All dragon alert subscribers will receive the emergency notification. The content is determined depending on the situation/event taking place. The Director of Public Safety or his/her designee will initiate the notification system. If the confirmed emergency could affect the larger community, the on-duty supervisor will contact the Moorhead Police Department.

This system will be used only for unplanned emergency events which are likely to affect our community. The use of this system for planned events, routine emergencies and routine utility failures reduces its effectiveness in a real emergency. Your safety and security while on our campus is very important.

A detailed list, including procedures for specific campus related emergencies can be found at <http://www.mnstate.edu/publicsafety/>. Students and employees are encouraged to familiarize themselves with this information in the event that an unplanned emergency occurs on our campus.

Emergency notifications may include but are not limited to:

- Bomb threats or other imminent violent threats
- Fire alarms, natural gas leaks and hazardous spills affecting MSUM
- Building evacuations and lockdowns affecting MSUM
- Biological or pandemic emergency notifications
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Campus closure due to declared civil emergency
- Weather related closings affecting MSUM property

### **Access Control to System**

MSUM has designated persons who have access rights to the dragon alert emergency notification system. These persons have assigned user names and passwords that allow them to alert our community of an emergency situation. The primary contact for dragon Alert is the MSUM Director of Public Safety. Other members may include, but are not inclusive of all public safety officers and dispatchers, the President, Provost, VP of Finance and Administration, Physical Plant Manager, Safety Administrator, Chief Information Officer, VP for Enrollment Management and Student Affairs, Director of Housing, Director of Athletics, Director of Health Services, Director of Human Resources, and the Executive Director of Marketing & Communications.

Upon credible information or notification of a campus disaster or emergency, any designated member can and should immediately contact local emergency response agencies, such as law enforcement, and fire department. Furthermore, an approved user (usually Public Safety Dispatch) will activate the emergency notification system using all available means and resources to alert the campus community without delay, unless the notification would further compromise the efforts or the safety of the campus community or the emergency responders. Emergency notifications may also include the issuances of periodic updates and information that would directly benefit the safety and security of the campus community and to further protect or expedite a successful mitigation.

### **System Testing**

It is required that testing the dragon alert emergency notification system occur on a monthly basis or more as needed to determine system functionality. The emergency message should clearly define that the communication is only a test. Test messages should not include any reference to a real emergency event. Language should always include "This is a test". Testing of the emergency notification system may be announced or unannounced.

*Sample Test Message: "This is a test of the MSUM emergency alert system. This is only a test." Sample Emergency Message: An MSUM emergency has been declared*

The emergency message shall include: the nature of emergency, the location of emergency, specific instructions and actions required of recipients (or provide a timely follow-up message). The emergency notification system is required to be tested annually during the academic year in conjunction with our planned emergency evacuation and emergency response drills. The University will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year. We also document for each test a description of the exercise, date and time, and whether it was announced or unannounced.

## PERSONAL SAFETY

1. Public Safety Officers are available to assist you in protecting yourself by providing regular foot, bike, and vehicle patrols and various safety and security communications; however, only you can protect yourself by being aware of your surroundings and take appropriate steps in preventing crime.  
Remember to:
  - a. Use Public Safety's "escort service" and "blue light" phones when you feel unsafe
  - b. Walk in a group, stay in well-lit areas and wear light-colored clothing when walking at night
2. Emergency Phones: Emergency elevator and Code Blue call box telephones are located throughout the campus. When properly activated, these phones directly dial the on-duty Public Safety dispatcher. To operate these phones you must follow this process:
  - a. Push the emergency button on the face of the box and wait for the call to be answered by the communications center. Identify yourself and communicate your emergency to the dispatcher.
3. Safety Escort Service: MSUM offers safety escort services (primarily walking) by Public Safety officers. Safety escorts may be requested by calling (218) 477-2449 and will be provided as other safety and security duties permit.
4. Protection of student residence hall room or apartment:
  - a. Lock your door- even if you are only going out for a short time or only going a short distance. It only takes a matter of seconds to enter your open room and steal your valuables.
  - b. You are encouraged to always lock your door while inside the room.
  - c. Do not prop open locked exterior building doors. These doors are locked for your protection and protection of others.
  - d. Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the main entrance doors.
  - e. Do not loan your keys to anyone- even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.
  - f. Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.
  - g. Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
5. Protect your property:
  - a. Personal property (purses, backpacks, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom, or residence hall room.
  - b. Lock your door whenever you leave your room or office.
  - c. Never open the exterior doors of the building to strangers or non-residents. Always escort your guests to and from the main entrance doors.
  - d. Protect all valuables in your room or office. Do not leave valuables in plain view.

- e. Take valuables home with you during vacations.
  - f. You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement disclosed a forgery.
  - g. Park your bike where you can keep an eye on it if possible. Always lock your bike to the bikerack provided. There are several good anti-theft devices available. Case hardened heavy (U-Bolt) locks and chains afford the best protection for security of these items.
6. Protect your automobile:
- a. Always lock your car doors and never leave your keys in the vehicle.
  - b. Try to park your car in a well-lit area.
  - c. Avoid leaving personal property where it is visible inside your vehicle.
7. Protect yourself:
- a. Avoid walking alone at night.
  - b. Refrain from taking shortcuts; walk where there is plenty of light and traffic.
  - c. Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
  - d. Have your keys ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body. If you feel unsafe, use Public Safety's Escort Service (218-477-2449) to escort you to your on-campus destination.
8. Help us protect you: Watch for suspicious persons in and around University buildings and in parking lots. Do not pursue them. Call Public Safety immediately.
- Suspicious activity:
- If you see any suspicious activity or people on or near campus, call Public Safety immediately (218-477-2449). Do not assume that what you observe is an innocent activity or that it has already been reported.
  - Do not assume the person is a visitor or University staff member that you have not seen before.
- Suspicious people may be:
- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
  - Exhibiting unusual mental or physical symptoms. Person(s) could be in distress and need medical assistance.
  - Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles. Door-to-door soliciting is not permitted in MSUM residence halls. Violations of this rule should be reported to your area director immediately. Report all thefts and property loss immediately to Public Safety and/or the Moorhead Police Department.

Be safety and security conscious at all times. Your safety and security while on our campus is very important.

A detailed list, including procedures for specific campus related emergencies can be found at <http://www.mnstate.edu/publicsafety/>. Students and employees are encouraged to familiarize themselves with this information in the event that an unplanned emergency occurs on our campus.

## **CAMPUS FACILITIES SECURITY AND MAINTENANCE**



## **Security Measures**

The Safety and Security Committee is a comprehensive committee that recommends appropriate plans, programs, procedures and training to promote safety and security of individuals and university property, environmental health, occupational safety and emergency management. Information Technology has surveillance camera systems installed throughout the parking lots and other key interior and exterior areas. These camera systems are monitored by Public Safety Dispatch and active 24 hours a day and continuously record to digital media. The use of these camera systems, coupled with 24-hour recording, enhances community safety and security while aiding in the investigation of criminal and suspicious incidents on campus.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Public Safety regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to the Physical Plant Department for repair. An annual Safety Walk by joint committees is performed to assess site lighting, trip hazards, obstructions, and any other exterior safety related issues. Students, faculty, staff and visitors to the University should promptly report facilities and landscaping problems to Physical Plant 218-477-2662 or Public Safety at 218-477-2449.

Public Safety, Physical Plant and the Safety Administrator routinely perform surveys of the campus facilities to ensure the continued safety of the campus. Items which are routinely inspected include: doors and locks, fire and panic/burglar alarms, safety equipment (i.e. fire extinguishers, fire panels, AEDs), blue light emergency phones, and elevator emergency phones.

## **Academic and Administrative Building Access**

All building card access systems and perimeter door sensors are tested annually and any deficiencies are addressed promptly. Card access permissions are audited to ensure that no unauthorized access is permitted. The Public Safety Department receives hundreds of requests each year by faculty, staff, and students for access to buildings, offices, and other rooms. The Public Safety Department strives to maintain the balance between personal safety, building security, and community needs of accessing campus facilities.

1. Building Access and Maintenance:
  - a. The MSUM campus is for the use of the students, faculty, staff, guests and those on official business with MSUM.
  - b. Access to campus buildings is limited outside of normal business and class hours.
  - c. Students, faculty, staff and visitors are encouraged to report needed repairs to the Maintenance/ Physical Plant Office (218-477-2662).
  - d. If doors/access controls are found to be inoperable/unsecured, report to [accesshelp@mnstate.edu](mailto:accesshelp@mnstate.edu) and call Public Safety to secure the door until a maintenance work order is completed.
2. Policies and procedures for safe access to academic buildings:
  - a. Key or card access is to be granted to Faculty, Staff, Students, and Vendors with the Department Chair or Dean's prior approval.
  - b. All keys and card access issued to Vendors or Contractors must be cleared through the Director of the Physical Plant, Chief Engineer, or Director of Housing.
  - c. Clearance/permission must be in writing, either interoffice or an e-mail sent to [msumkeys@mnstate.edu](mailto:msumkeys@mnstate.edu). Information to include for the recipient of access: first and last name, Dragon ID number, the department, building and room (desk/cabinet) of access, and the end date for the access (due dates: for faculty/staff not to exceed 2 years, students not to exceed 1 year).
  - d. Exterior building doors should not be propped open when the doors are locked.
  - e. Building evacuation is mandatory for all fire alarms.
  - f. Individual academic buildings are normally open from 6 AM until 6 PM or 10PM (closing times

vary among buildings), or for scheduled weekend classes and special events. Employees and students in buildings after normal working hours must have an MSUM ID in their possession and present the ID when requested.

- g. Faculty, staff, and students who see a suspicious or unauthorized person in a building may ask the individual for ID or contact Public Safety (218-477-2449). Public Safety will secure the building at closing time. In buildings with outside windows, employees should close and lock them before leaving the building.
  - h. On campus phones and pay phones are located in most buildings for emergency calls. Problems related to people in buildings after hours should be reported to Public Safety (218-477-2449) immediately.
3. Policies and procedures for safe access to residence halls:
- a. Residence Hall exterior doors are locked 24 hours a day.
  - b. Residents are directed not to prop doors open and not to open these doors to anyone other than their guests.
  - c. Residents locked out of their room should contact their hall's front desk. After desk hours, contact Residential Life on duty cell phones (Dahl/Ballard: 701-361-4530, Snarr: 701-361-4532, John Neumaier: 701-261-4928, Nelson/Grantham/Holmquist: 701-361-4531) or (Pro: 701-238-4506).
  - d. All overnight guests must be registered with the hall desk.
  - e. No person(s) other than hall residents will be allowed in residence hall lounges or lobbies without an escort present.
  - f. Your safety and security while on our campus is very important. A detailed list, including procedure for specific campus related emergencies can be found at <http://www.mnstate.edu/publicsafety/>. Students and employees are encouraged to familiarize themselves with this information in the event that an unplanned emergency occurs on our campus.

## EDUCATION/TRAINING PROGRAMS

1. Public Safety staff provides semi-annual assistance in presenting programs on campus safety and security issues. Public Safety and Hendrix Health Center staff develops and presents educational programs for both students and University employees in the areas of crime prevention, sexual assault awareness, fire prevention, harassing phone calls, personal safety, etc. Public Safety works closely with the Moorhead Police and Fire Departments and the F/M Rape and Abuse Crisis Center in presenting programs. Public Safety or Hendrix Health Center has available brochures, flyers, pamphlets, movies, videos, and posters concerning various safety and security issues. Contact the Director of Public Safety to schedule safety and security programs.
2. The MSUM Hendrix Health and Counseling Center provide staff to aid students in coping with a variety of issues including sexual assault awareness, personal safety, and alcohol and drug abuse. All freshmen are required to take a Personal Empowerment Through Self Awareness course which includes presentations on sexual violence, sexual assault, dating and domestic violence as well as personal empowerment of actions student can take. In addition, there are campus speakers and student affairs programming to further educate students on the above issues.
3. MSUM offers an Employee Assistance Program (EAP) to all faculty/staff. Students and employees can also receive counseling for alcohol and drug issues at the Hendrix Health and Counseling Center.
4. The Office of Student Activities conducts annual officer training where campus policies are highlighted for every recognized student organization. Every organization must fill out an Annual Registration Form that includes an Officer Agreement for reading and abiding by campus policies, etc. Every organization advisor must sign an agreement form and attend mandatory training sessions that include Clery Act and CSA training on reporting.

5. The Public Safety Department and Environmental Health and Safety conduct training on a variety of safety and security topics presented semi-annually or by request.

## CRIME ALERT NETWORK

MSUM is a member of the Minnesota Bureau of Criminal Apprehension Crime Alert Network.

## ALCOHOL AND OTHER DRUGS POLICY

### University Policy on the use of alcohol and other drugs by students and employees

#### General Philosophy Statement

MSUM recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. This University seeks to create a campus environment which promotes healthy and responsible living that is conducive to the intellectual and personal development of students. The University is committed to establishing and enforcing clear campus policies regarding the use of alcohol and other drugs.

MSUM complies with and supports the Minnesota State Colleges and University Board of Trustees policy governing alcohol and other drugs on campus, the Drug Free Schools and Community Act, the Drug Free Workplace Act, the Public Safety Act, Minnesota State law, and Federal drug laws.

#### **Definitions**

1. **Recognized Student Organization** - any student organization that has successfully completed the recognition process as outlined in the Student Organization Handbook and registers each academic year with the Office of Student Activities.
2. **Travel Status** - the time period from departure until return to campus by students who have obtained travel authorization through the appropriate university representative for a university sponsored student event.
3. **University recognized Student Event** - activities that include, but are not limited to: official meetings, practices, competitions or trips involving students (who represent divisions, departments or majors), recognized student organizations or intercollegiate athletic teams of the University.
4. **Good Samaritan** -A student who seeks emergency services for a fellow student suffering from an alcohol or other drug (AOD) overdose.
5. **Student** (as defined in the MSUM Student Conduct Code) – includes all persons who:
  - a) Are enrolled in one or more courses, either credit or non-credit, through the University
  - b) Withdraw, transfer or graduate, after an alleged violation of the student conduct code.
  - c) Are not officially enrolled for a particular term but who have a continuing relationship with the University.
  - d) Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
  - e) Are living in a University residence hall although not enrolled in the institution.

#### **Policy**

1. The use, possession, distribution, manufacture, or sale of any alcoholic beverage is prohibited on the campus. The illegal or unauthorized use, possession, distribution, manufacture, or sale of any controlled substance or drugs is prohibited on the campus. The possession or display of drug paraphernalia, alcohol "trophies," or other form of empty alcohol containers, is prohibited on campus. An exception for instructional purposes in accordance with MINNESOTA STATE Board Policy 5.18 allows for the use of

- alcohol in laboratory and classroom instruction or experiments.
2. The use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance is prohibited by individual students, recognized student organizations and athletic teams when in travel status representing the University.
    - a. Alcohol may not be transported in vehicles that are utilized to conduct organization or university business. This includes, but is not limited to state fleet vehicles, rental or personal vehicles transporting students to a university or organization sanctioned event and/or rental or personal vehicles that will be reimbursed for mileage by organizations or the university.
    - b. Alcohol may not be brought into, stored or consumed in the lodging facilities used by students, regardless of age, when on travel status.
  3. For purposes of the National/International Student Exchange, Study Abroad and Eurospring Programs, the unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug, and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance will be determined by the law of the foreign state or country. Students are expected to comply with the laws of the foreign country. The standard applicable during travel status is to accommodate the educational aspect of exploring customs of culture of foreign countries.
  4. The use, possession, distribution, manufacture or sale of any alcoholic beverage or illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance by MSUM students is prohibited at all off-campus university recognized student events.
  5. As members of the University community, students who live or visit **off-campus** are expected to behave responsibly when off-campus. Students violating civil or criminal law may be subject to University conduct procedures for the same conduct when the conduct occurs off campus but adversely affects the educational, research, or service functions of the University. Students should be aware that unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug, or drug paraphernalia and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance cited by local law enforcement may be reported to the University. **If reported, the University will take appropriate disciplinary action under this policy.**
  6. The following advertising and promotional activities are prohibited:
    - a. Using alcoholic beverages as awards or prizes in connection with university sponsored student events;
    - b. Alcohol promotional activities and advertising associated with university sponsored student events; (this includes, but is not limited to, such items as: cups, t-shirts, beverage can coolers, and any other items carrying alcohol/beer advertising);
    - c. Advertising of alcohol or illegal drugs appearing in university controlled or affiliated publications including university affiliated web sites over which it has editorial control.

The University does not regulate content or advertisements in autonomous student-edited publications, such as student newspapers, but encourages the editorship to not include advertising that promotes the high-risk use of alcohol such as happy hour drink specials, two for ones or other advertisements that encourage rapid and excessive consumption of alcohol.

#### **Exceptions:**

For instructional purposes in authorized laboratory and classroom instruction or experiments (accordance with MINNESOTA STATE Board Policy 5.18). For one-time use of alcoholic beverages at specific University events when authorized by the President (in accordance with MINNESOTA STATE Board Policy 5.18).

A **Good Samaritan exception** for violations of the alcohol/ other drug policy will be recognized and honored. A student, who may be in violation of the alcohol/ other drug policies but comes to the aid of another student by seeking professional help, will not be cited for an alcohol/ other drug university conduct violation. This exception

will not be granted to those who flagrantly or repeatedly violate the University's Alcohol and Other Drug Policy.

For legal and responsible\* use of alcoholic beverages by students in travel status while attending events, such as banquets, when the use of alcohol has been approved by the sponsoring organization and where properly licensed Third Party Vendors provide sales of alcohol, which are staffed only by the employees of the host site or the Third Party Vendor. Students who legally consume are prohibited from operating vehicles following consumption. Further restrictions or allowances of legal and responsible\* use of alcohol may be applied to students or student groups on travel status based on the specific program's needs and direction of the faculty or staff supervisors/ advisors.

\*Non-responsible use is defined as behavior that disrupts the University community, endangers the health or safety of self or others, results in damage to University or personal property, or requires the intervention of University or community resources. Examples of non-responsible use includes but is not limited to disorderly conduct, excessive noise, violence, threats, vandalism, or intoxication that leads to intervention by University personnel, law enforcement personnel, or medical personnel.

**Sanctions for individuals in violation of the policies on alcohol & other drugs:**

The University reserves the right, based on the severity of the incident, to automatically refer a student to a higher sanction level (i.e. a student's first violation may result in Level Two or Level Three sanctions). Parental notification, in accordance with the University's FERPA Policy § IV (A) (5), may occur. At the discretion of the hearing officer, a student may be assigned a combination of disciplinary sanctions as defined in this policy and the Student Conduct Code. Students who fail to follow the policy procedures will be subject to a registration and grade hold and may face separation from the university. The following sanctions accumulate during a student's college career. (These sanctions do not have to be implemented in numerical order. If a violation is severe enough a student may automatically be placed at a level three sanction).

**Level One:** Students will receive a written warning and will complete an online education program. Student will also complete an assessment and educational session with the Chemical Health Educator. There will be a mandatory fee of \$75.00, which will appear on the MSUM billing statement.

**Level Two:** Students will be placed on university disciplinary probation and will meet with the Chemical Health Educator to determine the appropriate level of intervention. Intervention could be individual or group setting. The mandatory fee is \$150.00, which will appear on the MSUM billing statement.

**Level Three:** A student with a severe violation or a third violation of the Alcohol and Drug Policy during his or her college career is subject to a minimum of one semester suspension from the university unless extraordinary circumstances exist. Upon re-admission following a suspension, any further alcohol or drug violation may result in expulsion from the University.

The University reserves the right to waive suspension in the event that the student agrees to a referral to a licensed treatment facility for assessment and follows all recommendations. Any costs will be the responsibility of the student. The Chemical Health Educator may assist the student in facilitating the process.

**Sanctions for organizations in violation of the policies on alcohol & other drugs:**

Organizations found in violation of the alcohol and other drug policy may be prohibited from conducting social functions and solicitation and acceptance of new members, and university recognition may be on probation. Sanctions will be educational in nature and last for a duration of time determined by the sanctioning body or University official. The University reserves the right to suspend or revoke university recognition of the organization.

Based on the severity of the incident or in the case of multiple violations for the alcohol and other drug policy, university recognition will be suspended for a period of no less than three years. The University reserves the right

to revoke university recognition of the organization. In addition to the university's Student Alcohol and Other Drug Policy, departments and student organizations may have established rules that are more restrictive and indicate additional sanctions for violations. Sanctions may include action such as suspension from an activity, a team, or organization.

### **Prevention Programs**

The following are descriptions of adopted and implemented programs for the prevention of the abuse of alcohol and use or distribution of illicit drugs both by MSUM students and employees, both on its premises and as a part of any of its activities. In addition to developing Alcohol and Other Drug Policies, MSUM is committed to providing numerous opportunities for students to engage in substance-free activities and events.

#### Student Affair Programs

**Housing and Residential Life:** The Housing and Residential Life Programming Model addresses programming efforts related to alcohol and other drugs through learning outcomes related to Personal Safety and Wellness. Resident Assistants are responsible for a designated number of programs each semester, in an effort to meet each learning outcome.

**After Dark:** Late night programming offered to students as an alternative to going out to parties and drinking alcohol. These events are highly social, providing entertainment, crafts, activities, and food.

**The Dragon Entertainment Group:** A registered student organization that plans major programming events on campus—during the week and throughout the day and on the weekends. The Dragon Entertainment Group programs with the purpose to enhance the college experience through leadership, student development, and innovative programming that reflects and supports the diversity of MSUM and the surrounding community.

**The Wellness Educators:** These are students who engage in peer education through collaborative programming with other departments on campus as well as classroom presentations.

**Greek Life:** MSUM has three social fraternities:

- **Delta Zeta:** Sorority members review the alcohol policy during chapter wide educational sessions every fall. Sorority members are directed to follow all state, federal, and university policies regarding alcohol and other drugs. The organization has a policy, procedure, and penalties.
- **Gamma Phi Beta:** Sorority members go through an Alcohol Awareness program once a semester. The program includes an online, interactive presentation as well as in-person discussions. The sorority forbids consumption of alcohol for those under the legal drinking age and use/possession of any illegal drug or substance.
- **Kappa Sigma:** Fraternity members review the code of conduct each semester with the entire chapter. The code includes a section on alcohol and controlled substance use. All members are directed to follow the law.

### **Varsity Athletics Programs**

- NCAA required mandatory random drug testing for all student-athletes
- Athletic Training staff and coaches discuss NCAA banned substances, alcohol and drugs with every team
- Partnered with Office of Student Conduct and Resolution for “House Party” event (Fall 2014)
- Athletic department substance abuse policy to identify student-athletes with AOD abuse/addiction and provide intervention/treatment plan

For further information about Alcohol and Other Drug Programs, please see the Biennial Review of Minnesota State University Moorhead Alcohol and Other Drug Programs: Fall 2012 thru Spring 2014

[http://www.mnstate.edu/uploadedFiles/Level\\_2/Content/Alcohol\\_and\\_Other\\_Drugs/MSUM-Biennial-Review-2013-2014.pdf](http://www.mnstate.edu/uploadedFiles/Level_2/Content/Alcohol_and_Other_Drugs/MSUM-Biennial-Review-2013-2014.pdf)

### **Smoking & Tobacco Use Policy**

#### **Philosophy:**

Minnesota State University Moorhead is committed to creating a clean, safe, and healthy living, learning, and working environment, for all students and employees of the University.

**Policy:**

Smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on University-owned, -operated, -or leased property, and in University-owned, -leased, or -operated vehicles. Any electronic delivery device, such as an electronic cigarette, is also prohibited.

**Definitions:**

Smoking: The burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

Smokeless Tobacco Products: Smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

**Cessation Programs and Services**

To support MSUM students and employees who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resources and services are available. Students may visit Hendrix Health and Counseling Center for cessation program information. Employees may utilize employee assistance programs offered through the University.

**Policy Enforcement** <https://www.mnstate.edu/aod/tobacco-free.aspx>

Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment in which to work, study, and live. The University will provide the campus community with training opportunities designed to assist and prepare students and employees to help one another comply with the policy.

**Policy Exceptions**

1. An exception for instructional purposes allows for the use of tobacco products in laboratory and classroom instruction/experiments, or artistic purposes. All research, educational, and/or artistic purposes that involve the use of tobacco on campus must be approved in advance by the President of the University or his/her designee. Such use must be preceded by reasonable advance notice to the public.
2. This policy does not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of the University or his/her designee.

## SEXUAL VIOLENCE POLICY

**Minnesota State University Moorhead follows the Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure.**

**MSUM prohibits the crimes of domestic violence, dating violence, sexual assault and stalking.**

**Policy Statement**

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State University Moorhead (MSUM). MSUM is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Minnesota State Board Policies that may require separate proceedings. To further its commitment against sexual violence, MSUM provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

**Application of policy to students, employees, and others.** This policy applies to all MSUM students and

employees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student or employee at a location other than system property are covered by this policy. Reports of sexual violence committed on University property by individuals who are not students or employees are subject to appropriate actions by MSUM, including, but not limited to, pursuing criminal or civil action against them.

### **Definitions**

The following definitions apply to the Sexual Violence Policy:

**Sexual violence.** Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

**Sexual assault.** “Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under the Student Conduct Code and employee disciplinary standards.

Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

**Dating and relationship violence.** Dating and relationship violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

**Stalking.** Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

**Consent.** Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

**Non-forcible sex acts.** Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

**System property.** “System property” means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities System, which includes MSUM, its Board of Trustees, and system office.

**Employee.** “Employee” means any individual employed by Minnesota State Colleges and Universities System, which includes MSUM, and including student workers.



**Campus security authority.** Campus security authority includes the following individuals at MSUM:

1. The Department of Public Safety, MSUM Public Safety Office, 1616 9<sup>th</sup> Avenue South
2. Those who have significant responsibility for student and campus activities, including, but not limited to the following:
  - a. Housing and Residential Life staff, including Resident Assistants, Area Directors, Graduate Assistant Area Directors
  - b. Director of Student Conduct & Resolution, Owens Hall 208
  - c. Advisors to recognized student organizations
  - d. Athletic coaches

To further its commitment against sexual violence, Minnesota State University Moorhead provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

## **State of Minnesota Statute Definitions (for reference to the policy definitions)**

### **First Degree Sexual Misconduct**

Sexual penetration (vaginal, oral, or anal sex or any intrusion of the victim's genital or anal openings by any part of the defendant or an object) of anyone or sexual contact with a person under 13 (intentional touching of victim's bare genitals or anus by defendant or another's genitals or anus with sexual or aggressive intent) in the following circumstances:

- The victim is under 13 years old and the defendant is more than 3 years older than the victim
- The victim is 13 to 16 years old and the defendant is 4 years older and in a position of authority over the victim (such as a parent, foster parent, psychotherapist, etc.)
- The circumstances placed the victim in reasonable fear of imminent physical harm to himself or herself or another
- The defendant was armed with a dangerous weapon or threatened the victim with the weapon
- The defendant causes injury to the victim and either uses force or coercion for sexual penetration or knows the victim is mentally or physically impaired
- The defendant is helped by another person to make the victim submit or the accomplice is armed with a weapon
- The defendant has a significant relationship (defendant is victim's parent, stepparent, guardian, relative by blood, marriage, or adoption, or an adult who lives in the same house and isn't the victim's spouse) with the victim and the victim is under 16 at time of sexual penetration

### **Second Degree Sexual Misconduct**

Engaging in sexual contact (intentional touching of victim's intimate parts, touching of another's intimate parts by coercion, the touching can be over clothes) under any of the same circumstances as listed above under the first degree.

### **Third Degree Sexual Misconduct**

Engaging in sexual penetration under these circumstances:

- The victim is under 13 and the defendant is no more than 3 years older
- The victim is 13-15 years old and the defendant is more than 2 years older, but no more than 10 years older

- The defendant uses force or coercion to sexually penetrate the victim
- The defendant knows or should know the victim is mentally or physically incapacitated
- The defendant has a significant familial or living with relationship with the victim who is at least 16, but under 18 at the time of the sexual penetration
- The defendant is a psychotherapist of the victim when the sexual penetration occurred during a session or while the professional relationship existed. Also unlawful if a former patient/victim is emotional dependent on the therapist or the sex occurred by deception
- The defendant accomplishes the sex by means of deception or false representation that it has a medical purpose
- The defendant is a clergy, the victim isn't married to him or her, and the sex occurs during a spiritual advice meeting
- The defendant is an employee or volunteer at a correction or juvenile facility and the victim is in custody or treatment there
- The defendant works for a special transportation service and has sex with the victim, who is a client before or after transporting him or her
- The defendant is a massage therapist and the victim used the services and the nonconsensual sex occurred during or immediately before or after the massage

#### **Fourth Degree Sexual Misconduct**

Engaging in sexual contact (not penetration) in any of the same situations as third degree described above.

#### **Fifth Degree Sexual Misconduct**

Engaging in nonconsensual sexual contact (not including touching a clothed butt, but including attempts to remove clothing covering victim's intimate parts if done with sexual or aggressive intent) or knowingly masturbating or exposing one's genitals in the presence of a child under 16.

#### **Stalking**

"Stalking" means to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim.

#### **Consent**

"Consent" means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.

A person who is mentally incapacitated or physically helpless as defined by this section cannot consent to a sexual act.

Corroboration of the victim's testimony is not required to show lack of consent.

#### **Domestic Violence/Dating Violence**

The law defines "domestic abuse" as the following conduct, "if committed against a family or household member by a family or household member:"

- (1) Physical harm, bodily injury, or assault;
- (2) The infliction of fear of imminent physical harm, bodily injury, or assault; or
- (3) Terroristic threats, criminal sexual conduct, or interference with an emergency call

A “family or household member” means:

- (1) Spouses and former spouses;
- (2) Parents and children;
- (3) Persons related by blood;
- (4) Persons who are presently residing together or who have resided together in the past;
- (5) Persons who have a child in common regardless of whether they have been married or have lived together at any time;
- (6) A man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
- (7) Persons involved in a significant romantic or sexual relationship.

The law applies to many familial and intimate partner relationships, regardless of legal marital status. Dating violence is covered under “persons involved in a significant romantic or sexual relationship.” Typically, however, the abuse or neglect of a child is not addressed under the Domestic Abuse Act, but instead is considered maltreatment of a minor.

### **Sexual Violence Procedure**

Definitions identified in the MSUM Sexual Violence Policy apply to this procedure. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint. This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

### **Reporting Incidents of Sexual Violence**

**Prompt reporting encouraged.** Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, and the campus Title IX coordinator, or MSUM campus security authorities for appropriate action.

**Assistance in reporting.** When informed of an alleged incident of sexual violence, all MSUM students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, the campus Title IX coordinator, and campus security authorities. MSUM provides victims, both students and employees, a written explanation of their rights and options.

MSUM campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, MSUM may pursue legal action against a respondent, including, but not limited to, trespass or

restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

### **Confidentiality of Reporting**

**Confidential reports.** Because of laws concerning government data contained in Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act, MSUM cannot guarantee confidentiality to those who report incidents in-person/over the phone except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as clergy, private legal counsel, or health care professionals. MSUM does, as required by law, offer anonymous on-line crime reporting available for persons wishing to remain completely anonymous. The program allows reporting as much information as the reporter is comfortable providing. Limiting the information provided to the University may limit the University's ability to investigate and address the report as well as provide resources and assistance.

**Reports to campus security authorities.** Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant's consent except as may be required or permitted by law. There may be instances in which MSUM determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, MSUM will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

**Required reports.** Any campus security authority or any University employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow the University's procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to the Title IX Coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law. Any publicly available records, including Clery Act reporting and disclosures, will not include personally identifying information about the victim.

### **Reporting**

Timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. However, incidents of sexual violence may be reported at any time.

**Local Law Enforcement:** Moorhead and Fargo Police dispatch: 701-451-7660

Moorhead Police Department: 915 9<sup>th</sup> Ave N, Moorhead | Fargo Police Department: 222 4<sup>th</sup> St N, Fargo

**MSUM Public Safety Office**, 1616 9<sup>th</sup> Ave S., 218-477-2449: responds to emergencies on campus, provides documentation, and assists in reporting to the police. Available 24 hours/7 days a week.

**MSUM Title IX Coordinator**, Owens Hall 208, 218-477-2174: takes reports and investigates sexual assaults when the alleged perpetrator is a student, employee, or volunteer of the University. *Available after hours by contacting MSUM Public Safety.*

### **Resources and Advocacy**

MSUM will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community. Some of these services are listed below.

**MSUM Sexual Assault and Domestic/Dating Violence Counselor:** provides *free and confidential* services to students directly affected by sexual assault and domestic/dating violence and those close to them, located in the Hendrix Clinic and Counseling Center, available Monday thru Friday 8:00 am until 4:30 pm\*; 218-477-2211.

*\*Available after hours by contacting MSUM Public Safety 218-477-2449.*

**Rape and Abuse Crisis Center of Fargo-Moorhead:** provides crisis intervention, advocacy, counseling and education to all persons affected by sexual and domestic violence and to provide prevention programs to create a society free of personal abuse; 24 hour crisis phone line 701-293-7273 or 1-800-344-7273; <http://www.racfm.com>.

**MSUM Counseling Center:** provides short-term counseling and referrals; Hendrix Clinic and Counseling Center, available Monday thru Friday 8:00 am until 4:30 pm; 218-477-2211.

**Minnesota Coalition Against Sexual Assault:** The Minnesota Coalition Against Sexual Assault (MNCASA) is a voice for sexual assault victims, sexual assault help and prevention programs, and allies committed to ending sexual violence. Visit the web page: <http://www.mncasa.org>

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<https://www.rainn.org/> – Rape, Abuse and Incest National Network

<https://www.justice.gov/ovw/sexual-assault> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> - Department of Education, Office of Civil Rights

### **Medical Services and Evidence Collection**

**Essential Health Emergency Room** provides medical services and evidence exams. The hospital is located at 3000 32 Ave S, Fargo. 701-364-8400.

**Sanford Health Emergency Room** provides medical services and evidence exams. The hospital is located at 720 4<sup>th</sup> St. N, Fargo. 701-234-2000.

**MSUM Hendrix Clinic** offers STD testing and treatment, emergency contraception, pregnancy testing, and documentation of injuries; Hendrix Clinic and Counseling Center, available Monday thru Friday 8:00 am until 4:30 pm; 218-477-2211.

### **Complainant Rights**

- a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
- b. Rights under the crime victims bill of rights, Minnesota Statutes §611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
- c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
- d. Assistance is available from campus authorities in preserving for a sexual violence complainant the materials relating to a campus disciplinary proceeding;
- e. That complainants of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;
- f. That, at a sexual assault complainant's request, the University may take action to prevent unwanted

contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or to alternative University-owned housing, if such alternatives are available and feasible.

### **Investigation**

**Immediate action.** The University may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures in Minnesota State System Procedure 1B.3.1 (Sexual Violence Procedure). Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

The University may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with the MSUM Student Conduct Code.

**General principles.** Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. No party shall be required to participate in mediation.

The University investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person present at any interview, in a manner consistent with the governing procedures and applicable data practices law;
4. Either party not be limited in the choice of advisor or presence for either the complainant or respondent in any meeting or university disciplinary proceeding.
5. The university may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties.
6. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
7. Be conducted in accordance with applicable due process standards and privacy laws;
8. Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

**Relationship to parallel proceedings.** In general, MSUM investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. The University will not delay its proceedings while a parallel legal action is on-going. If the University is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for MSUM procedure.

**Withdrawn complaint.** If a complainant no longer desires to pursue a complaint through the University's proceeding, MSUM reserves the right to investigate and resolve the complaint as it deems appropriate.

**MSUM discretion to pursue certain allegations.** MSUM reserves discretion whether to pursue alleged violations of

policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the University.

**MSUM discretion to deal with policy violations disclosed in investigation.** MSUM reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances MSUM administrators may choose to deal with violations of MSUM policy in a manner other than disciplinary action.

### **Sanctions**

Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

### **Retaliation Prohibited**

Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

### **Sexual Violence Prevention and Education**

Campus-wide efforts include but are not limited to the following (trainings are held annually and on an ongoing basis):

**Student Education:** Training on the awareness of sexual violence prevention measures and procedures to incidents of sexual violence. **Personal Empowerment Through Self Awareness (PETSA)** is a training course, developed by Minnesota State Colleges and Universities system office. The course focuses on promoting the intellectual awareness of all students, offering accessible resources and services from the university regarding sexual violence. At the university, we believe that students need to be actively engaged in their education and engaged in contributing to keeping the campus safe.

All new, incoming students have been enrolled in the (FY 16) PETSA course on D2L by the University. The course is for both undergraduate and graduate students. The Title IX Coordinator worked with the Institutional Effectiveness Office to query the names based on enrollment status for the fall 2015. At this time, the only exclusions were made for tri-college students and completely online (including Hennepin). All continuing students, those who were enrolled in spring 2015, are provided the same training as they are enrolled in (FY14) PETSA, which is the exact same course. However, continuing students have not been held required to complete the course.

The course module videos are under 10 minutes and the quizzes are three questions. A student should tentatively plan for the program to take in total an hour to an hour and a half. The major components covered in the course are divided into the following segments: 1) broad information about the seriousness of rape on college campuses; 2) information regarding Minnesota state law, Minnesota State Board of Regents Policy and Procedure (which prohibits all acts of sexual violence including sexual assault, dating and domestic violence, and stalking), defining consent, policy jurisdiction, and predatory behavior; 3) identifying harmful stereotypes, relationship and dating violence, and stalking; and 4) personal empowerment of actions students can take (including risk reduction), as well as bystander awareness and support for victims.

The long-term goal is to have all students (and employees) trained through the PETSA course as it not only provides information about campus policy and resources but also about the attitudes and beliefs that contribute to an informed community culture. **Our policies and procedures apply to and protect all students (undergraduate and graduate) as well as employees.** We want everyone to understand their rights and responsibilities. It has been noted that the university has a federal requirement for providing training regarding sexual violence as well as

a similar recommendation made by the President's Sexual Violence Prevention Task Force.

**Employee Training:** New employees, beginning in the fall of 2015, will receive PETA training, which is a training course developed by Minnesota State focusing on intellectual awareness and offering recourses regarding sexual violence. The intent is that employees will complete this training within 30 days of their start date. The major components are similar to the student module highlighting the prohibition of sexual violence, dating violence, domestic violence, sexual assault, and stalking. There are definitions of each of these terms, the definition of consent in reference to sexual activity, a description of bystander intervention and information on the institutions policies and procedures for reporting.

The course module has a quiz at the end and is tracked by Human Resources. All employees of the campus will receive this training on an annual basis, beginning in the fall of 2015, also tracked by the campus human resources office, including the same information as the primary prevention and awareness program on campus.

**Campus Security Authority Training:** The designated officer provides training to the University's campus security authorities. This training includes education regarding specifics of this policy and procedure.

**Decision-maker Training:** The Minnesota State Diversity and Multiculturalism division in the Office of the Chancellor delivers in-person training through classes offered several times throughout the year.

**Poster Campaign:** The designated officer posts informational posters in the Residence Halls and academic buildings and offices across campus.

**Rape Aggression Defense (RAD) Course:** RAD is a comprehensive, women-only self-defense course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. RAD is not a Martial Arts program, but instead focuses on a woman's natural abilities to defend herself. RAD classes are taught once a semester by a Department of Public Safety Sergeant.

#### **Programs & Events:**

**Office of Student Activities Events:** The Office of Student Activities hosts events such as **Walk a Mile in Her Shoes**<sup>®</sup>-- an opportunity for men to raise awareness in their community about the serious causes, effects, and remediation to sexualized violence- and **Sex Signals**- a program that allows students to further examine some of their cultural stereotypes, as well as think critically about situations in which rape and sexual abuse occur and how they can make slight changes in their own lifestyle to prevent these events from occurring.

**Take Back the Night Event:** In September/October, the Women's and Gender Studies department and the Women's Center annually hosts "Take Back The Night" Rally and BBQ with food, booths, and peer education; followed by speakers; a march around the campus; and candlelight vigil and moment of silence.

**Wellness Educator Programs:** Wellness Educators facilitate presentations in the residence halls and classrooms that are designed to encourage healthy lifestyles for the campus community. Specific presentations include information about sexual health and consent. The Wellness Educators also host a **poster campaign** from Men Can Stop Rape. The Sexual Assault and Domestic/Dating Violence Counselor advises the Wellness Educators.

**V-Day Event:** MSUM Theatre Arts Department/Blackfriars sponsors V-Day at MSUM. V-Day is a global movement to end violence against women and girls that raises funds and awareness through benefit productions of Playwright/Founder Eve Ensler's award winning play *The Vagina Monologues*.

Informational brochures regarding sexual violence are available through the MSUM Department of Public Safety, the Director of Student Conduct & Resolution/Title IX Coordinator. MSUM Public Safety also conducts regular security patrols of the campus and provides escorts.

#### **How To Be An Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm.



We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

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<sup>1</sup>Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>2</sup>Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

### **Maintenance of Report/Complaint Procedure Documentation**

Data that is collected, created, received, maintained, or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes §13 (Minnesota Government Data Practices Act), and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

### **MSUM Campus Contacts**

<b>Designated Officers at MSU Moorhead</b>	
Director of Student Conduct & Resolution	Director of Public Safety
Title IX Coordinator	MSUM Public Safety Office
Owens Hall 208	1616 9 <sup>th</sup> Avenue South
Minnesota State University Moorhead	Minnesota State University Moorhead
Moorhead, MN 56563	Moorhead, MN 56563
218-477-2174/V	218-477-5869/V

**NOTE:** Allegations of violence will be handled under other appropriate policies/procedures, including the University's Zero Tolerance of Workplace Violence Policy and Plan, Equal Opportunity and Nondiscrimination Policy and Procedure, or the University's Student Conduct Code. For information or assistance regarding these policies/procedures contact:

### **Zero Tolerance of Workplace Violence Policy and Plan**

Director of Public Safety

Public Safety Office  
1616 9<sup>th</sup> Avenue South  
Minnesota State University Moorhead  
Moorhead, MN 56563  
218-477-5869/V

Chief Human Resources Officer  
Owens Hall 210  
Minnesota State University Moorhead  
Moorhead, MN 56563  
218-477-2066/V

### **Nondiscrimination in Employment and Education Opportunity (Including harassment)**

(Designated Officer) Director of Student Conduct & Resolution/Title IX Coordinator  
Owens Hall 208  
Minnesota State University Moorhead  
Moorhead, MN 56563  
218-477-2174/V

### **Student Conduct Code**

Director of Student Conduct & Resolution/Title IX Coordinator  
Owens Hall 208  
Minnesota State University Moorhead  
Moorhead, MN 56563  
218-477-2174/V

In compliance with the Federal Jeanne Clery Act, all alleged criminal activity will be reported to the MSUM Public Safety Office and/or the appropriate law enforcement agency.

For TTY Communication, contact the Minnesota Relay Service at 1-800-627-3529.

### **Disciplinary Process for Student Complaints of Sexual Violence**

Steps for resolving a student complaint of sexual violence at MSUM.

MSUM adheres to the Minnesota State Board 1B.3 Sexual Violence Policy. This policy identifies a continuum of sexual violent behavior including sexual assault, domestic and dating violence, and stalking.

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State University Moorhead (MSUM). MSUM is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Minnesota State Board Policies that may require separate proceedings. To further its commitment against sexual violence, MSUM provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

The following is the process and anticipated timeline for a complaint of sexual violence made on campus. MSUM provides a prompt, fair, and impartial process from the initial intake to the final result. The Title IX Coordinator receives annual training on serving as a trauma-informed investigator. In addition, decision-makers receive trauma-informed training. Any perceived or real bias or conflicts of interest by the designated officer will be addressed with the president to determine the reassignment of a designated officer.

Key Term	Process	Timeline
Complaint	<p>As per MSUM Sexual Violence policy, an individual may make a <b>complaint</b>. Behavior identified in the MSUM Sexual Violence Policy includes a continuum of sexual misconduct, including sexual assault, dating and domestic violence, and stalking.</p> <p>Individuals are encouraged to make prompt reports of sexual violence incidents; however, reports can be made at any time.</p>	<p><i>Barring any unforeseen circumstances, complaints shall take 60 business days from date of complaint to date of the decision from the decision-maker. Any delays in process will be provided to each party in writing with an explanation.</i></p>
Complainant	<p>The person who makes the complaint is considered the <b>complainant</b>. The designated officer will provide complainants with relevant policy, procedure, process, and resource information at the time of the complaint.</p>	<p>Follow up and interviews typically take one to two weeks from the reporting of the incident.</p>
Confidential Employees	<p>An individual may <b>not</b> want to make a report of an incident of sexual violence to campus authorities. A complainant may seek out a confidential employee to share their experiences. <b>Confidential employees</b> include counseling staff in the Hendrix Clinic and Counseling Center, such as the Coordinator for Sexual Assault Services and the psychologists.</p>	
Required Reporting	<p>All employees who are <b>not</b> considered “confidential employees” and are made aware of a sexual violent incident are <b>required to report</b> the information to the Title IX Coordinator.</p>	
Law Enforcement	<p>An individual may want to report the incident to the local <b>law enforcement</b>. The MSUM Public Safety and Title IX Coordinator will provide assistance to anyone who wants to report to law enforcement.</p>	
Designated Officer Investigation Process	<p>A <b>designated officer</b> is a neutral investigator who will initiate the <b>investigation process</b> based on the MSUM Sexual Violence Procedure, in accordance with the Minnesota State System 1B.3.1 Sexual Violence Procedure. Complainants will be asked for an interview of the statements made in their complaint.</p>	<p><i>It is noted that timelines for the campus provided here may be influenced by law enforcement investigations as well as the availability and relevance of witnesses. The university shall strive to not impede on the investigation of law enforcement.</i></p>
Support Person, complainant	<p>Complainants have a right to a <b>support person</b> (as defined in the student conduct code) during all parts of the investigative process.</p>	
Protective Measures	<p>The designated officer/Title IX Coordinator, in consultation with the Vice President for Enrollment Management and Student Affairs, may make decisions for <b>protective measures</b>, such as no contact orders, residence hall moves, class changes, building and campus bans/trespass orders, and for the accused student a summary suspension (temporary, immediate removal from campus as provided for in the student conduct code).</p>	

Witnesses, complainant	Complainants may provide <b>witness information</b> for individuals who may have witnessed or observed the incident or have relevant information to the incident.	Interviews with witnesses typically take one to three weeks from the time their information is provided for by the complainant.
Summary of Allegations	The designated officer will prepare a <b>summary of allegations</b> in partnership with the complainant based on the detailed behaviors provided from the incident.	
Respondent	The accused student is considered the <b>respondent</b> . Upon gathering all the available information from the complainant and identified witnesses, the designated officer will provide a summary of the allegations to the respondent.	Scheduling to interview the respondent typically occurs within one to four weeks following the submission of the complaint.
Support Person, respondent	Respondents have a right to a <b>support person</b> (as defined in the student conduct code) during all parts of the investigative process.	
Witnesses, respondent	The respondent may provide information regarding <b>witnesses</b> . The designated officer will evaluate and interview witnesses as deemed relevant.	Interviews with witnesses as provided by the respondent typically take one to two weeks from their identification by the respondent.
Investigative Report	Once it is believed that all available information regarding the incident has been gathered, the designated officer will write an <b>investigative report</b> to a decision-maker.	It typically takes two to three weeks for the investigative report to be prepared for the decision-maker.
Decision-maker	The <b>decision-maker</b> is someone trained by the Minnesota State System office to serve in the role and appointed by the president for an individual report. The decision-maker will make a decision of responsibility of the Sexual Violence Policy based on <b>the preponderance of evidence standard</b> , which is used in all student disciplinary matters.	
Notice of Appointment and Receipt	The decision-maker provides simultaneous <b>notice of their appointment and receipt</b> of the investigative report to the complainant and respondent.	It typically takes two to three weeks to review the report and write a decision.
Letter of Decision	The decision-maker simultaneously sends a <b>letter of decision</b> to the complainant and respondent. In cases where the complainant is not the victim, the victim will also be provided a notice of the decision.  Outcomes/sanctions assigned to students are defined by the student conduct code ( <a href="http://www.mnstate.edu/student-handbook">www.mnstate.edu/student-handbook</a> ), including but not limited to university disciplinary probation, suspension, or expulsion.	<i>NOTE: Notices during the investigative process are sent to students via emails from Maxient, a secure reporting system with notices retrieved by entering their student Dragon identification number.</i>
Appeal	Both the complainant and the respondent have a right to <b>appeal</b> the decision based on fairness to the president's designated appellate. If the decision is upheld, the matter shall be considered final and binding upon all involved.	Appeals must be submitted within 10 days from the date of decision.  The appellate typically takes two to three weeks to review the

	<p>In cases involving students who are sanctioned for suspension of 10 days or longer, students shall be informed of their rights to a contested case hearing under Minnesota State Statute 14. However, the sanction of suspension for 10 days or longer will go into effect upon the decision of the appellate.</p> <p>The Title IX Coordinator will provide simultaneous notice to the complainant and respondent of the final decision, any changes in the outcome/ sanctions, and/or notice of further proceedings.</p>	<p>submitted appeal, review the report, and write a decision.</p> <p>(For students) Chapter 14 administrative hearings can take 30-90 days to schedule with an administrative law judge.</p>
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*NOTE: Complaints involving University employees will follow a similar proceeding as noted above as the Sexual Violence Policy and Procedure apply to employees as well. However, employees may face administrative leave as an interim measure. Also, outcomes for employee discipline are prescribed in the terms of the collective bargained contract or employee contract*

## **MISSING STUDENT POLICY AND PROCEDURE**

### **Policy**

It is the policy of MSUM to actively investigate any report of a missing student who is enrolled in the University. Members of the University community should immediately report missing persons to the MSUM Public Safety Department by calling **218-477-2449**. Within the University, responsibility for investigation of missing person reports rests with the Department of Public Safety and partnership with the MSUM Housing and Residential Life Department and the Moorhead Police Department. There is no waiting period for reporting a missing person.

Responding officers will carefully record and investigate the factual circumstances surrounding the disappearance in accordance with Departmental directives. For the purposes of this policy, a student may be considered to be a missing student if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence.

The Public Safety Department has established a Missing Student Emergency Contact database where on-campus students may register a confidential emergency contact to be notified in the event they are reported missing. Registration in the database is voluntary, but is strongly encouraged. The information provided will be treated in a confidential manner and will only be used by University officials and local police to aid in locating a student who has been reported missing or where disclosure is legally required by a search warrant or subpoena. The registration form may be completed at <http://www.mnstate.edu/publicsafety/> or by printed version at the MSUM Public Safety Office located at 1616 9<sup>th</sup> Avenue South, Moorhead, MN.

### **Procedure**

If the Public Safety Department, after investigation, determines that an on-campus residential student is missing, the University will, after making such a determination,

1. Notify local law enforcement that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.
2. Custodial parent or legal guardian of a missing student who is under the age of 18 and is un- emancipated, and
3. Individuals registered by the student in a confidential database of voluntarily-entered information.

The lead law enforcement agency in missing person cases originating from the University's on-campus housing facilities is the Moorhead Police Department. The University's Public Safety Department will notify the Moorhead Police Department after determining that an on-campus resident student is missing.

Reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence

cannot be determined.

### **Missing Student Emergency Contact Information**

The purpose of this form is to allow you to register a confidential emergency contact to be used in the event you are reported missing. MSUM Public Safety is responsible for investigating reports of missing persons on campus and will use the information provided only in an attempt to locate you in the event you are reported missing under the policy. This information will be accessible to local law enforcement. You are not required to supply this information; however, if you do not supply the information, MSUM may be delayed or unable to make appropriate contacts if you are reported missing.

Layout of the Missing Student Emergency Contact Form

<b>Student's Information</b>	
Name and Date of Birth	
Dragon ID#	
Cell Phone Number	
<b>Primary Emergency Person's Contact Information</b>	
Name	
Relationship	
Phone Number	
Alternative Phone Number	
Email	
Full Address	
State, City, Country, Zip Code	
<b>Secondary Emergency Person's Contact Information</b>	
Name	
Relationship	
Phone Number	
Alternative Phone Number	
Email	
Full Address	
State, City, Country, Zip Code	

The information you provide will remain active for six years unless changed by you. To change your confidential emergency contact, simply log on to the Missing Student Contact Info at <https://msumapps.mnstate.edu/authenticate/ind ex.php?applicationid=168>. For other questions on use of this form, or the University's missing student policy, please contact the MSUM Public Safety Department at 218-477-2449

## **COMMUNITY NOTIFICATION OF SEXUAL OFFENDERS**

In 1996 the Minnesota Legislature passed the Community Notification Law (Minnesota Statute 244.052) that permitted the release of information about certain offenders in Minnesota. The intent of the legislature was as follows: "If members of the public are provided adequate notice and information about an offender's release, the community can develop constructive plans to prepare themselves."

Prior to this law, law enforcement agencies and others knew the information regarding predatory offenders within the criminal justice system, but beyond those agencies and individuals the information about offenders was classified as either private or confidential.

Community Notification allows some information about some offenders to be converted from private or confidential information to public information. In Minnesota the amount of information, and the scope of individuals to whom information is released, is indicated by the risk level assigned to the offender by an End of

Confinement Review Committee (ECRC) established by the notification law, and operated by the Department of Corrections (DOC). The higher number risk level assigned to the offenders, the more information can be released, and the broader the audience that will receive the information. Law enforcement agencies where the offenders reside have the responsibility for the notification of their communities under this law.

**Information on Level 3 sex offenders can be found at <https://coms.doc.state.mn.us/publicregistrantsearch> and is sent out to all faculty/staff/students on campus via official e-mail. Information regarding Level 2 offenders is available at the Moorhead Police Department.**

## **Sexual Offender Levels**

### **Level 1**

Level one offenders are determined to be at a lower risk to re-offend. Police agencies may open a file on these offenders and may release information about the release of the offender to victims of, and witnesses to the crime, other law enforcement agencies, and anyone identified by the prosecuting attorney to receive the information.

### **Level 2**

Level two offenders are determined to be at a moderate risk to re-offend. Police agencies may release information to anyone included in the Level One information release, and in addition may notify organizations about the offender's release. These organizations may include schools, daycare centers, and other organizations where individuals who may become victims of the offender are regularly found. Law enforcement will make the decision on which organizations to notify based on the offender's past pattern of behavior. Law enforcement officials may also choose to notify certain individuals that they determine to be at possibly risk from the offender, but this is not a wide spread community notification. Organizations notified about a Level Two offender are given this information to protect individuals in their care while they are on or near the premises of those organizations. The information is not to be re-distributed by those organizations that have been notified.

### **Level 3**

Level three offenders have been determined to be at the highest risk for re-offense out of all of the three risk levels. Law enforcement may notify all individuals and agencies included in Level One and Level Two notifications, and may also distribute information about the offender to everyone else in the community. In addition, officials may use the media and other distribution methods to get this information to the public. According to law enforcement policy, enforcement officials hold public meetings in the areas where Level Three offenders reside. At those meetings, information about the notification process, about the registration of predatory offenders, and information about the general population of these offenders is distributed and discussed. In addition, information about a specific offender or offenders is released. The information includes a general area of residence, a description of the offender (with photograph), and a description of the pattern of behavior that this offender has been known to display in the past. This disclosure does not apply to offenders that are in licensed residential facilities where staff have been trained to manage sexual offenders (halfway houses), not does it apply to offenders in secure hospital facilities operated by the Department of Human Services (hospitals in Moose Lake and St. Peter, MN).

END OF SECURITY REPORT



# **Fire Safety Report**

## **Minnesota State University Moorhead**

1104 7<sup>th</sup> Avenue South, Moorhead, MN 56563

October 2017



## FIRE LOG

All fires that occur on Minnesota State University Moorhead (MSUM) Campus property should be reported to the MSUM Public Safety Department. The MSUM Public Safety Office keeps and maintains a fire safety log, recording all fires in on-campus student housing facilities, including the nature, date, time, and general location of each fire. The information is reported on and is made available within two business days after receipt of the information. The log for the most recent 60-day period is open and is available for public inspection by contacting the Public Safety Department at 218- 477-2449. The MSUM Public Safety Department collects the following additional information and is open for public dissemination:

- the number of fires and the cause of each fire;
- the number of injuries related to a fire that result in treatment at a medical facility;
- the number of deaths related to a fire; and
- the value of property damage caused by a fire.

## POLICY STATEMENTS

This policy establishes procedure for the response to fire alarms and conduct of fire exit drills for all MSUM facilities. The evacuation procedures outlined in this policy apply to activation of any alarm including fire, fire exit drills, or other non-fire emergency.

The specific objectives of this policy are to:

1. Assign administrative responsibility to Public Safety for fire drill, fire alarm, and facilities evacuation training.
2. Require compliance with the training provisions of the National Fire Protection Association's Life Safety Code operating features regarding fire alarms and fire exit drills. The purpose of such training is to facilitate the orderly evacuation of university facilities by faculty, staff, students, and other occupants.
3. Establish a program to evaluate fire alarm systems and fire exit drills to ensure that established procedures and fire alarm reporting systems operate efficiently and effectively.
4. Establish procedures to address evacuation of persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Fire and emergency evacuation procedures for persons with disabilities can be found on the University's Public Safety website at: <http://www.mnstate.edu/publicsafety/>. These procedures should serve as a guide for developing individual departmental procedures.

Failure to comply with this policy may jeopardize the safety of the individual who is in non-compliance, as well as other university employees, students, or rescue personnel. Non-compliance is a serious issue and may result in disciplinary action. This policy applies only to fire drills, fire alarms, and facilities evacuation. Refer to the Public Safety website <http://www.mnstate.edu/publicsafety/> for procedures associated with all other emergencies or disaster situations.

### Definitions

Fire Drill- A pre-planned activity designed to test the fire alarm/safety system and evacuation procedures

Fire Alarm- Audible or visual signal from a fire safety system, designed to warn of a potential fire danger or other emergency

Emergency- A situation that threatens the physical safety of university personnel or property; e.g. fire, bomb threat, environmental conditions, etc.

Fire Official- Fire Department Officer at the scene

## **FIRE DRILL REQUIREMENTS**

Public Safety has responsibility for conducting fire evacuation drills as detailed below and will coordinate such drills with the director of each area.

- a. Residence Halls- as required by MN State Fire Code will conduct a minimum of four fire drills annually with all occupants participating. The first drill is to be held within 10 days of the start of classes and another drill scheduled to be after sunset but before sunrise (night). A fire alarm activated accidentally cannot be credited toward the fire drill requirement. If deemed necessary, Residential Life Area Directors may request additional fire drills to ensure the resident staff and students are familiar with the building evacuation procedures and the fire alarm/safety system is working properly.
- b. Hendrix Health and Counseling Center- for accreditation will conduct a minimum of three fire drills during the academic year.
- c. Early Education Center- to comply with the minimum standards for daycare centers will conduct a fire drill once a month.
- d. All other buildings- as required under OSHA 1910.38 will conduct an annual fire drill.
- e. Public Safety will include the Moorhead Fire Department in university fire drills and training, on an as-needed basis, to assure they are familiar with the university procedures, building floor plans, and emergency personnel.

## **FIRE RESPONSE TRAINING PROCEDURES**

Public Safety has primary responsibility for conducting training programs under this policy. Public Safety provides fire response training in several ways:

- a. Campus Community – Fire response training will be provided to the campus community during emergency procedure workshops where discussions on preparing and responding to fires, tornados, criminal acts of violence, hazardous material incidents, etc. take place.
- b. Residence Halls – Fire drill and evacuation procedure training for Residential Life Area Directors and Resident Assistants will be provided at the beginning of each academic year.
- c. Hendrix Health and Counseling Center – Training for HHC employees will be provided consistent with accreditation requirements.
- d. Assembly Occupancies – Local, state, and federal fire codes require that owner/operators of facilities with assembly occupancies greater than 1000 have fully-trained crowd managers. These staff members are to be versed on techniques which are essential to effective crowd management in large assembly halls or other required areas. Public Safety will ensure that crowd managers are designated and trained as needed.
- e. At the request of a department head, Public Safety will conduct a fire safety class in the workplace for department employees.

Fire Training Programs will include the following subjects:

- a. Fire chemistry – prevention and extinguishment
- b. Fire alarm systems
- c. Use of building fire extinguishers
- d. Crowd management

Department heads will assure their employees are familiar with the fire exit and building evacuation procedures. Procedures should include the following requirements:

- a. When the alarm is activated, all building occupants are required to evacuate the building.
- b. The building fire alarm should be activated as a means of alerting the occupants. When a fire drill is conducted, alert all building personnel that a fire drill is in progress.
- c. The building communication intercom system may be utilized, if available, to notify occupants of the nature of the alarm. During fire drills, an announcement should be made stating that a fire drill is in

- d. progress and directing all occupants to evacuate the building.
- d. Locate those persons with special needs, and provide assistance if possible. Assist those with mobility impairments to the nearest area of safe refuge. Provide their location to emergency responders.
- e. Direct rescue operations to the building zone of the alarm.
- f. Have personnel report to a designated central location outside the building.
- g. Remain outside of the building until the building has been checked for fire and occupants. Public Safety or Moorhead Fire Department officers on the scene will give the building occupants permission to re-enter the building.

Residential Life Area Directors will conduct a training session with their residence hall staff and provide each staff member with a copy of detailed evacuation procedures prior to each fall and spring semester. The session will cover at least the following items:

- a. The identification of students with disabilities, their location of residence in campus residence halls, and procedures for the evacuation of persons with disabilities in the event of a fire or fire drill.
- b. Identification of all fire extinguisher and fire alarm equipment located in the residence hall;
- c. Procedures for activating the alarm and ensuring evacuation of all building occupants from the building.
- d. A complete review of the hall evacuation plan.
- e. Requirement that all entrances and exit routes (corridors, hallways, and aisles) are clear of furniture, storage items, or other obstructions.

## **PROCEDURES FOR CONDUCTING FIRE EXIT DRILLS**

The Director of Public Safety or his/her representative is the only University official authorized to conduct a fire drill and to initiate a fire alarm for such drills. Alarms will be activated utilizing the building's fire alarm pull station and should not be activated through use of the fire panel.

The Director of Public Safety or designee will coordinate with Moorhead Fire Department for joint participation. The occupants of each residence hall, academic or administrative building are expected to participate fully in the drill. Fire drills in academic buildings will be scheduled within the first week of fall semester. Advance notice will be provided to the campus community indicating the fire drills will take place.

Minimally, once each year Physical Plant staff and/or Residential Life Area Directors will participate in a planned fire exit drill in every building on campus to insure the following:

- Fire alarm devices are functioning (horns, strobes, intercom, etc.)
- Automatic fire doors close and latch
- Electromagnetic doors release
- Alarm relay system is working properly at Public Safety's Dispatch area
- Alarm decibel readings meet the minimal audible requirements throughout the entire building

### Residential Life Area Directors/Resident Assistants

- a. Upon sounding of the building fire alarm or having been notified, Residential Life Area Directors and Resident Assistants will:
  - 1) Alert occupants within their complex and cause them to evacuate according to drill procedures and assemble at the assigned evacuation location outside of the building.
  - 2) Insure occupants do not attempt to use elevators. Evacuation must be accomplished by the use of stairwells.
  - 3) Assist, if possible, persons with disabilities to the designated areas of safe refuge.
- b. The Residential Life Area Director will hold the Resident Assistants accountable for:
  - 1) Adhering strictly to the emergency evacuation procedures during fire drills.

### Director of Housing and Residential Life

- a. The Director of Housing and Residential Life or designee will:
  - 1) Coordinate with the Public Safety Department the impending drill.
  - 2) Report to the scene (when necessary) to observe the drill procedure for compliance.
  - 3) Take notice of any procedural problems for the purpose of discussion with the Area Director.
  - 4) Upon completion of a fire drill, secure all pertinent data for evaluation purposes and arrange for a debriefing with the Area Director.

### Director of Public Safety

- a. The Director of Public Safety will review the results of all fire drill and evacuation procedures.
- b. Prior to initiating the alarm for a fire drill, the Director of Public Safety or designee will take the following actions:
  - 1) Alert Public Safety Dispatch.
  - 2) Alert Physical Plant, allowing sufficient time for their participation if desired.
  - 3) Alert Moorhead Fire Department, allowing sufficient time for their participation if desired.
  - 4) Alert Red River Regional Dispatch Center of impending fire drill.
  - 5) Report to the residence hall or building involved to observe the procedures.
  - 6) Have available the Fire /Evacuation Drill Observer's Report form.
- c. Upon sounding the building fire alarm, the Director of Public Safety or designee will:
  - 1) Closely observe the practices used for compliance to the written procedures.
  - 2) Closely evaluate all the factors and note appropriately on the Fire/Evacuation Drill Observer's Report.
  - 3) Coordinate the services of Public Safety to direct traffic from the area.
  - 4) Upon determination that the building is ready to be reoccupied, the Director of Public Safety or designee will advise the Residential Life Area Director and/or Public Safety to notify occupants that re-entry is authorized.

Unauthorized activation of a fire alarm in a non-emergency situation by a student or employee may result in disciplinary action. This is also a criminal offense and criminal prosecution may result in addition to any university sanction.

## **PROCEDURES DURING AN ACTUAL FIRE OR OTHER NON-FIRE EMERGENCY**

Because of the danger posed by an actual fire or other non-fire emergency, any individual may activate a fire alarm to alert others to an imminent danger in or near a university facility.

Public Safety has primary authority during an actual fire and other non-fire emergency. Public Safety will coordinate response with Moorhead Fire Department, Moorhead Police Department, and other emergency/rescue personnel. EHS and other university departments will serve as support staff for the emergency situation, as needed by Public Safety.

In the event of a fire in a Residence Hall requiring relocation of students, the Director of Housing and Residential Life will initiate emergency housing procedures.

Evacuation procedures for buildings and other university facilities will be as follows:

- a. The facility will be evacuated according to the procedures outlined for fire drills. Residents or building occupants should proceed to a designated area outside and away from the building.
- b. If possible, Public Safety and the Moorhead Fire Department should be contacted by telephone

immediately after an alarm has been sounded. The person calling will identify the location, type and extent of the fire, and any personal knowledge of persons in imminent danger.

- c. Upon arrival of fire officials at the scene, Public Safety and the building managers will report to the senior fire official for information and instructions.

Re-entry procedures will be as follows:

- a. Moorhead Fire Department will return control of the building to the occupants through Public Safety. Public Safety will notify the building manager when the building is cleared for occupancy.
- b. The building manager will assist Public Safety in notifying occupants that the building is cleared for occupancy.
- c. No one will be allowed to re-enter the building for any reason until the building is released by the fire official or Public Safety.

## **EVALUATION OF FIRE EXIT DRILLS AND FACILITIES EVACUATION**

Upon completion of each fire drill a written evaluation will be prepared by the Director of Public Safety or designee.

The fire drill evaluation will address:

- a. Evacuation time and efficiency
- b. Student, faculty, and staff safety
- c. Response time:
  - 1) Moorhead Fire Department (where appropriate)
  - 2) Public Safety
- d. Effectiveness of evacuation procedures:
  - 1) Training
  - 2) Routes and exits
- e. Procedural deficiencies
- f. Recommendations for improvement in procedures
- g. Recommendations for alterations in the facility

Distribution of the evaluation will be as follows:

- a. For residence halls:
  - 1) Vice President for Enrollment Management & Student Affairs
  - 2) Director of Housing and Residential Life
  - 3) Director of Public Safety
  - 4) University Safety & Security Committee
- b. For other facilities (non-residence)
  - 1) Divisional vice president/provost (where appropriate)
  - 2) Department heads of facilities involved
  - 3) Director of Public Safety
  - 4) University Safety & Security Committee

### **Reviewers of the Policy**

Reviewers of this policy include: Director of Environmental Health & Safety, Director of Public Safety, Director of Housing and Residential Life, Physical Plant Manager, and Moorhead Fire Marshall.

### **When the fire alarm sounds:**

- Grab a coat and shoes
- Close and lock your door
- Evacuate the building immediately, following the posted evacuation route
- Never use an elevator
- You will remain outside the building until the fire department or staff members authorize entry into the building. Do not enter the building when the alarm turns off. The fire department will silence the alarm when they arrive on scene. If the fire alarm beacons are still flashing, the building is still under a fire alarm and it is not safe to enter.
- Notify emergency staff or housing personnel if you believe anyone failed to evacuate the building.
- All exits must be kept clear

## RESIDENCE HALLS

All of the MSUM residential housing units have fire alarms and fire safety systems in the building. The fire alarm system is monitored 24 hours a day by the MSUM Public Safety Department. MSUM has specific policies/procedures that outline and regulate fire safety on campus.

Our primary goal is your safety and this means ensuring that the building is emptied of all occupants in the shortest amount of time each time the fire alarm sounds. For this reason, unannounced and planned fire drills will be conducted regularly in each residence hall, according to state fire department regulations and Minnesota State College and Universities (MINNESOTA STATE) policy.

### 1. Fire Safety

- a) When fire alarms are activated, including during scheduled fire drills, all occupants must evacuate the building. Residents must wait outside the building until a member of the hall staff indicates they may return.
- b) Fire Safety equipment is provided to help ensure everyone's safety. Tampering with alarms, extinguishers, or smoke detectors is a violation of local, state, and federal laws, as well as a violation of University policies.
- c) Batteries may not be removed from smoke detectors except to replace them. *Replacement batteries are available at your hall front desk.*
- d) Any activity that could potentially compromise fire safety in the halls is a violation of policy. This includes such behavior as falsely pulling a fire alarm, covering or removing a smoke detector, hanging items from sprinkler heads, obstructing egress by chaining a bike to a stairwell or blocking a corridor with floor mats, shoes, furniture or other items that impedes firefighter's access to a fire.
- e) Withholding information/evidence concerning a fire is a serious offense.

### 2. Appliances, Smoking, and Open Flames

#### Appliances

With the exception of microwaves, cooking appliances may be used only in designated kitchen areas. The following appliances are not permitted: freezers or full size refrigerators, clothes dryers and air conditioners, anything with an open flame or open heating elements (e.g. hotplates, hotpots, etc.). Space heaters are only permitted if they are given to you by Housing and Residential Life staff. The University is not liable for any damages caused by the use of your appliances.

#### Smoking and Tobacco Use

Smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on University-owned, -operated, -or leased property.

#### Open Flames

Prohibited items: anything that smolders (incense) or with an open flame or heating elements are not allowed in residence hall rooms (e.g. candles, hotplates, hotpots, etc.). With the exception of microwaves, cooking appliances are permitted only in designated kitchen facilities.

## Fire Statistics

The fire statistics for 2014, 2015, and 2016 are on the next page.

**Statistics and Related Information Regarding Fires in Residential Facilities at MSUM**

<b>2016</b>							
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries That Required Treatment at a Medical Facility	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire	# of Supervised Fire Drills
Ballard Hall 1308 8th Ave S	0	0	N/A	0	0	\$0-99	4
Dahl Hall 600 14th St S	0	0	N/A	0	0	\$0-99	4
Grantham Hall 1415 6th Ave S	0	0	N/A	0	0	\$0-99	4
Holmquist Hall 621 16th St S	0	0	N/A	0	0	\$0-99	4
John Neumaier Hall 1510 9th Ave S	2	1	Grease caught fire on stove- unintentional cooking fire	0	0	\$100-999	4
		2	Washer malfunctioned- unintentional machinery/industrial	0	0	\$0-99	
Nelson Hall 1419 6th Ave S	0	0	N/A	0	0	\$0-99	4
Snarr Hall- East 810 14th St S	0	0	N/A	0	0	\$0-99	4
Snarr Hall- South 820 14th St S	2	1	Poster lit on fire, light switch burned- Intentional Arson	0	0	\$0-99	4
		2	Grease caught fire on stove- unintentional cooking fire	0	0	\$0-99	
Snarr Hall- West 810 14th St S	0	0	N/A	0	0	\$0-99	4
<b>2015</b>							
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries That Required Treatment at a Medical Facility	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire	# of Supervised Fire Drills
Ballard Hall 1308 8th Ave S	0	0	N/A	0	0	\$0-99	4
Dahl Hall 600 14th St S	0	0	N/A	0	0	\$0-99	4
Grantham Hall 1415 6th Ave S	0	0	N/A	0	0	\$0-99	4
Holmquist Hall 621 16th St S	1	1	Grease caught fire on stove- unintentional cooking fire	1	0	\$100-999	4
John Neumaier Hall 1510 9th Ave S	0	0	N/A	0	0	\$0-99	4
Nelson Hall 1419 6th Ave S	0	0	N/A	0	0	\$0-99	4
Snarr Hall- East 810 14th St S	1	1	Thermostat malfunctioned in bathroom- unintentional electrical fire	0	0	\$100-999	4
Snarr Hall- South 820 14th St S	1	1	Trash can unintentionally started on fire due to smoking materials	0	0	\$0-99	4
Snarr Hall- West 810 14th St S	0	0	N/A	0	0	\$0-99	4
<b>2014</b>							
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	# of Injuries That Required Treatment at a Medical Facility	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire	# of Supervised Fire Drills
Ballard Hall 1308 8th Ave S	0	0	N/A	0	0	\$0-99	4
Dahl Hall 600 14th St S	0	0	N/A	0	0	\$0-99	4
Grantham Hall 1415 6th Ave S	1	1	Door decoration intentionally set on fire	0	0	\$0-99	4
Holmquist Hall 621 16th St S	1	1	Take-out box of chicken nuggets unintentionally started on fire in microwave	0	0	\$0-99	4
John Neumaier Hall 1510 9th Ave S	1	1	Potato cooking bag unintentionally started on fire in microwave	0	0	\$0-99	4
Nelson Hall 1419 6th Ave S	1	1	Electrical-mechanical malfunction on dryer panel	0	0	\$100-999	4
Snarr Hall- East 810 14th St S	0	0	N/A	0	0	\$0-99	4
Snarr Hall- South 820 14th St S	6	1	Words intentionally burnt into ceiling of elevator	0	0	\$0-99	4
		2	Words intentionally burnt into ceiling of elevator	0	0	\$0-99	
		3	Words intentionally burnt into ceiling of elevator	0	0	\$0-99	
		4	Circles/dots intentionally burnt into ceiling of elevator	0	0	\$0-99	
		5	Circles/dots intentionally burnt into ceiling of elevator	0	0	\$0-99	
		6	Poster intentionally set on fire	0	0	\$0-99	
Snarr Hall- West 810 14th St S	0	0	N/A	0	0	\$0-99	4



## ON-CAMPUS STUDENT HOUSING FACILITY FIRE SAFETY SYSTEMS

Following is a listing of MSUM's on-campus student housing facilities and a description of their fire safety systems, including the building's automatic fire sprinkler system. Individual components of the fire alarm systems and automatic sprinkler systems are tested annually by a certified fire alarm company in accordance with NFPA. Fire extinguishers are inspected monthly and an annual inspection is conducted by a qualified vendor in accordance with NFPA. Future improvements in fire safety include plans to install sprinkler systems in non-sprinkled buildings as funding allows.

### **Building Name: Ballard Hall**

Year Built: 1948

Occupancy: Residence Hall

Capacity: 168 beds

Type of Construction: Brick 3-story

#### **Automatic Sprinkler System Description**

Type of System: None

Coverage: NA

#### **Fire Alarm System Description**

Fire Alarm Panel: Simplex 4002

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, smoke detectors, and magnetic door holder/release systems in corridors and common areas. Heat detectors are located in mechanical room areas. 120v smoke detectors with battery backup are located in individual sleeping rooms.

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### **Building Name: Dahl Hall**

Year Built: 1958

Occupancy: Residence Hall

Capacity: 295 beds

Type of Construction: Brick 3-story

#### **Automatic Sprinkler System Description**

Type of System: Wet system

Coverage: Fully sprinkled

#### **Fire Alarm System Description**

Fire Alarm Panel: Simplex 4100

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, smoke detectors, and magnetic door holder/release systems in corridors and common areas. Heat detectors are located in mechanical room areas. Smoke detectors are located in individual sleeping rooms.

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### **Building Name: Grantham Hall**

Year Built: 1965

Occupancy: Residence Hall

Capacity: 194 beds

Type of Construction: Brick 4-story

#### **Automatic Sprinkler System Description**

Type of System: Wet system

Coverage: Fully sprinkled

#### **Fire Alarm System Description**

Fire Alarm Panel: Honeywell Excel 1000

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices and integrated automatic detection devices; addressable smoke detectors, duct smoke detectors, magnetic door holder/release systems, and smoke detectors located in individual sleeping rooms, corridors, common areas, and heat detectors in mechanical spaces.

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**Building Name: Holmquist Hall**

Year Built: 1969  
Occupancy: Residence Hall  
Capacity: 182 beds  
Type of Construction: Brick 3-story

**Automatic Sprinkler System Description**

Type of System: None  
Coverage: NA

**Fire Alarm System Description**

Fire Alarm Panel: Honeywell Excel 1000

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, smoke detectors, and magnetic door holder/release systems in corridors and common areas. Heat detectors are located in mechanical room areas. 120v smoke detectors with battery backup are located in individual sleeping rooms.

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**Building Name: Nelson Hall**

Year Built: 1966  
Occupancy: Residence Hall  
Capacity: 389 beds  
Type of Construction: Brick 12-story

**Automatic Sprinkler System Description**

Type of System: Wet system  
Coverage: Fully sprinkled

**Fire Alarm System Description**

Fire Alarm Panel: Simplex 4100ES

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, integrated automatic detection devices; addressable smoke detectors, duct smoke detectors, and magnetic door holder/release systems. Smoke detectors are located in individual sleeping rooms (with 120v battery backup), corridors, common areas, and heat detectors in mechanical spaces.

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**Building Name: John Neumaier Hall**

Year Built: 2002  
Occupancy: Residence Hall  
Capacity: 144 beds  
Type of Construction: Wood frame/brick exterior 3-story

**Automatic Sprinkler System Description**

Type of System: Wet System  
Coverage: Fully sprinkled

**Fire Alarm System Description**

Fire Alarm Panel: Honeywell Excel 1000

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices and integrated automatic detection devices; addressable smoke detectors/sounder bases, magnetic door holders, and smoke detectors located in individual sleeping rooms, corridors, common areas, and heat detectors in mechanical spaces.

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**Building Name: Snarr Hall- East Under Construction August 2017 – July 2018**

Year Built: 1964  
Occupancy: Residence Hall  
Capacity: 195 beds  
Type of Construction: Brick 3-story

**Automatic Sprinkler System Description**

Type of System: None  
Coverage: NA

**Fire Alarm System Description**

Fire Alarm Panel: See Snarr Hall-West (Tied in with Snarr West Main Panel)

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, smoke detectors, and magnetic door holder/release systems in corridors and common areas. Heat detectors are located in mechanical room areas. 120v smoke detectors with battery backup are located in individual sleeping rooms.

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**Building Name: Snarr Hall-South**

Year Built: 1967

Occupancy: Residence Hall

Capacity: 177 beds

Type of Construction: Brick 4-story

**Automatic Sprinkler System Description**

Type of System: Wet

Coverage: Fully Sprinkled

**Fire Alarm System Description**

Fire Alarm Panel: Simplex 4100ES (Tied in with Snarr West Main Panel)

General Description: : Fire alarm system consists of manual pull stations, visual/audible alarm devices, integrated automatic detection devices; addressable smoke detectors, duct smoke detectors, and magnetic door holder/release systems. Smoke detectors are located in individual sleeping rooms (with 120v battery backup), corridors, common areas, and heat detectors in mechanical spaces.

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**Building Name: Snarr Hall-West**

Year Built: 1962

Occupancy: Residence Hall

Capacity: 95 beds

Type of Construction: Brick 4-story

**Automatic Sprinkler System Description**

Type of System: Wet System

Coverage: Fully Sprinkled

**Fire Alarm System Description**

Fire Alarm Panel: Simplex 4100 ES (Snarr Hall-South and Snarr Hall-East are tied in with this panel)

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, integrated automatic detection devices, addressable smoke detectors, duct smoke detectors, magnetic door holder/release systems. Smoke detectors are located in individual sleeping rooms, corridors, common areas, and heat detectors in mechanical spaces.

END OF FIRE SAFETY REPORT

**END OF ANNUAL SECURITY & FIRE SAFETY REPORT**