

# Safety & You

## Annual Security & Fire Safety Report

September 2012

About ISU Police	2
Reporting Crimes	2
Timely Warnings	3
Missing Students	4
Emergency Contact	5
Emergency Notification, Response and Evacuation	6
Maintaining Facilities	7
Safety Programs	8
Building Access	9
Off-Campus Activities	9
Alcohol/Drug Policy	10
Sexual Assault Policy	12
Sex Offender Registry	14
Clery Definitions	15
Crime Statistics	16
Fire Safety	18
Fire Drills	18
Fire Alarms	19
Fire Safety Systems	20
Fire Education Programs	21
Fire Statistics	22
Safety Tips	25
Phone Numbers	26



The Clery Act is named in memory of Jeanne Clery, a 19 year old Lehigh University student, who was raped and murdered while sleeping in her residence hall room on April 5, 1986.

### Clery Act Requirements

The Iowa State University Police Department has been designated as the entity responsible for compiling and publishing the university's annual security and fire safety report, the document intended to meet the requirements set forth by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report includes: campus and community crime statistics, fire statistics, policies, safety tips, resource phone numbers, and a brief overview of the many services the university provides. Use this publication to reference valuable information.

Safety & You is compiled from information provided by Campus Security Authorities including, but not limited to, the Dean of Students Office, the Department of Residence, the Women's Center, athletic coaches, and Campus Organizations advisors. The ISU Counseling Center and Thielen Student Health Center are exempted by patient confidentiality laws from disclosing reported information. Statistics from local law enforcement agencies, including the Ames Police Department and the Story County Sheriff's Office, are also included.

Iowa State University is committed to providing members of the campus community and visitors with the most safe and secure environment possible; however, even extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Anyone who is the victim of, or a witness to, any crime should immediately report it to ISU Police at 515-294-4428 or 911.

#### Iowa State University Police

Non—emergency 515-294-4428

Emergency 911

\*\*\*By October 1st each year, an e-mail notification is sent to all enrolled students, faculty and staff providing the web site to access this report. A notice is also published in *Inside Iowa State* which is distributed to all faculty and staff. Printed copies of *Safety & You* are available upon request from the ISU Police Department, 55 Armory Building, Ames, Iowa 50011 or by calling 515-294-4428. You can also e-mail your request to [dpsinfo@iastate.edu](mailto:dpsinfo@iastate.edu).



Chief Jerry Stewart

Section 262.13 of the Iowa Code grants university police officers the authority to apprehend and arrest anyone involved in illegal acts on, or adjacent to, campus. Statewide jurisdiction exists when acting in the interests of ISU.



Police officers and student community service officers assist with crowd control during home football games.



Police officers conduct vehicle, foot and bike patrols.

## Iowa State University Police Department

The Iowa State University Police Department is a professional law enforcement organization staffed by highly trained men and women. The department employs 35 sworn officers and ten full time support staff. Student dispatchers and community service officers supplement the full time staff. The ISU Police Department operates 24 hours a day and provides full police services to the university community. The officers are state-certified and empowered to enforce all federal, state and local laws on university property. They have full authority to make arrests and carry firearms. In addition to patrol, investigation and crime prevention, the department answers calls for assistance, including providing aid to motorists and safety escorts.

ISU police officers have jurisdiction and respond to incidents on the Iowa State campus and university owned or controlled outlying properties. Through a mutual aid agreement with the City of Ames, ISU officers may patrol outside the university's boundaries.

The Iowa State University Police Department maintains a close working relationship with local, state and federal law enforcement agencies including the Ames Police Department, Story County Sheriff's Office, Iowa State Patrol, Iowa Division of Criminal Investigation, Federal Bureau of Investigation, Iowa Division of Narcotics Enforcement, United States Immigration and Customs Enforcement and United States Secret Service. Through participation in the National Crime Information Center (NCIC) and Iowa Online Warrants and Articles (IOWA) system, the ISU police department is able to share crime information with other police agencies throughout the United States. Memberships in related professional organizations allow the department access to new or developing ideas and provide a medium for the exchange of information on law enforcement issues.

The ISU Police Department maintains a daily crime log listing all criminal incidents that occurred within the past 24 hours or during the weekend. The report is available for review 24 hours a day at the police department, 55 Armory Building (corner of Bissell Road and Pammel Drive).

### ISU Police Contact Information

Emergency	911
Non-emergency	515-294-4428
Jerry Stewart, Chief	515-294-6762
Rob Bowers Deputy Chief	515-294-5787
Darin VanRyswyk Captain, Patrol Unit	515-294-4529
Aaron DeLashmutt Captain, Investigations Unit	515-294-7166
Carrie Jacobs Captain, Threat Management Unit	515-294-9848
Mailing Address:	ISU Police 55 Armory Building Ames, IA 50011

## Where to Report Crimes

Crimes should be reported to ISU Police:

ISU Police  
55 Armory Building  
Ames, Iowa 50011-3034  
515-294-4428 (non-emergency)  
911 (emergency only)

Off campus crimes should be reported to the Ames Police Department:

Ames Police  
515 Clark Avenue  
Ames, Iowa 50010-0811  
515-239-5133 (non-emergency)  
911 (emergency only)

Any suspicious activity or person(s) seen in the parking lots or loitering around vehicles, inside buildings or around residence halls, should be reported immediately to ISU Police. Emergency phones, located throughout the campus, will connect callers directly to the ISU Police Department.

The ISU Police Department encourages anyone who is the victim of, or witness to, any crime to promptly report the incident to the police. Iowa State University does not have a voluntary confidential reporting procedure for reporting crimes to law enforcement.

## Timely Warnings/Crime Alerts

Timely warnings will be provided to the university community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Iowa State University Police Department or his designee, constitutes an on-going or continuing serious threat to the university community.

Timely warnings are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending upon the facts of the case and the information known by the ISU Police Department. For example, if an assault occurs between two students having a disagreement, there may be no on-going threat to other ISU community members and a timely warning would not be issued.

Any or all of the following methods may be used to distribute a timely warning notification:

- ◇ ISU ALERT
- ◇ ISU University homepage (<http://www.iastate.edu>)
- ◇ Emergency telephone voice recording (515-294-5000)
- ◇ Public address systems
- ◇ Personal communication
- ◇ Flyers or signage

Anyone with information warranting a timely warning or crime alert should immediately contact ISU Police by phone (911 or 515-294-4428) or in person at Room 55, Armory Building (corner of Bissell Road and Pammel Drive).

## Report Crimes to ISU Police Promptly

Students and guests are encouraged to report all crimes and public safety related incidents to the ISU Police in a timely manner.

All employees have an obligation to report crimes as provided in the University's Reporting Responsibility and Violence-Free Campus Policies. Of special concern are crimes of violence and abuse of children or vulnerable persons. University employees who, in the course of their employment, receive information that causes them to suspect physical or sexual abuse of children must immediately report such information to ISU Police.

To report a crime or an emergency on the ISU campus, dial 911. For non-emergency situations, dial 4-4428 from any campus phone or 515-294-4428 from a phone outside the university system.

Certified police dispatchers answer calls 24 hour a day. They may send an officer to the caller's location or request the caller come to the Police Department to file a report. Patrol officers or investigators will follow-up as deemed appropriate. If assistance is required from Ames Police or another law enforcement agency, ISU will make the initial contact. In the event of a sexual assault, SART (Sexual Assault Response Team) will be activated. More information about SART can be found on page 14 of this publication.

Crimes should be reported to the Iowa State University Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate. ISU does not have a voluntary confidential procedure for reporting crimes to law enforcement.

**When calling ISU Police for assistance, it is important that you stay calm, speak clearly and provide the following information:**

- ◇ Your name
- ◇ Your phone number
- ◇ Your location
- ◇ The nature of your problem — do you need police, fire, ambulance, etc.

**Do not hang up until the dispatcher tells you to do so. Be assured that assistance is on the way.**

### ISU POLICE

**Emergency 911**

**Non-emergency  
515-294-4428**

## Missing Student Policy

### For your safety:

- ◆ Let a friend or roommate know your daily routine.
- ◆ Inform your friends or roommates if you plan to be away for an extended period of time.
- ◆ Carry your cell phone with you. Make sure that you keep it charged regularly and turn it on.
- ◆ Notify ISU Police if you think you are being stalked or harassed.
- ◆ Use the safety escort service (294-4444) instead of traversing campus alone at night.
- ◆ Keep your ISU Alert and Emergency Contact Information current.

### Reporting a Missing Student

Any person may report an Iowa State University student as missing by contacting the ISU Police at 515-294-4428 to file a report. **It is not necessary to wait until a student has been missing for 24 hours before making a report.**

For purposes of this policy, a student is considered missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines.

### Initial Institution Response

Upon receiving a missing student report, ISU Police will promptly begin efforts to locate the student on campus or at other sites controlled by the university, working closely with the Dean of Students Office and other relevant departments such as the Department of Residence or the academic college in which the missing student is enrolled.

Initial efforts to contact the student may involve telephone, e-mail, text message or other electronic communications which track the student's meal plan card or building access card.

University personnel authorized by ISU Police or the Dean of Students Office may attempt contact at the student's on-campus housing unit or local residence.

If a student residing in a university controlled housing unit does not respond to initial contact efforts, Student Affairs or other authorized Department of Residence personnel may enter the student's room to assess the room's condition and to seek clues that might explain the student's absence.

University personnel authorized by ISU Police or the Dean of Students Office may pursue additional investigative activities deemed reasonable under the circumstances.

### Institutional Response After Determining a Student is Missing

When ISU Police and the Dean of Students Office determine the student has been missing for a period of 24 hours, or if the university cannot locate the student and determines

that the student appears to be missing as defined under this policy:

- ◆ The ISU Police shall notify local law enforcement (Ames Police Department and the Story County Sheriff's Office) and other law enforcement agencies as necessary in an attempt to locate the missing student.
- ◆ The Dean of Students Office will notify persons designated by the student in the Emergency Contact Database.
- ◆ The Dean of Students Office must also notify the student's custodial parents or legal guardians in the case of unemancipated students under the age of 18.

### Student's Option to Identify Persons to be Informed

#### **Students in university controlled housing:**

When a student initially registers for classes or is accepted as a resident in university controlled housing, the student will be given an opportunity to designate an emergency contact who would be used if the student is reported missing. Information may be updated by the student at any time.

#### **Emergency contact information on AccessPlus:**

All students, whether living in university controlled housing or not, will be provided confidential means of designating and updating emergency contacts by using the Emergency Contact Information page on the ISU AccessPlus website. The website contains a special section for students to provide Missing Person contact information. (See chart on page 5.)

#### **Confidentiality:**

Missing Person contact information will be maintained as a confidential record by the University and will be accessible only to authorized university officials. This confidential information may not be disclosed except to law enforcement in furtherance of a missing student investigation.

#### **Students under 18:**

The University will inform unemancipated students under the age of 18 that, if they are determined to be missing, their custodial parents or legal guardians must be notified.

## Updating Your ISU Alert & Emergency Contact Information

Iowa State University maintains information regarding your preferred contact information to be used if the University needs to inform you about a campus-wide emergency (ISU Alert), and additional information to be used if the University needs to let others know that you are personally involved in an emergency situation (Emergency Contacts). Log into AccessPlus and follow these easy steps to provide or update both types of information.

ISU ALERT INFORMATION	EMERGENCY AND MISSING PERSON CONTACT INFORMATION
Used to inform you and the campus community if a potentially dangerous situation exists on campus.	Used by ISU emergency personnel to let your contacts know you are injured, become ill, or are missing.
1. Log into <a href="#">AccessPlus</a> . The ISU Alert and Emergency Contact links are located on the left-hand side of the AccessPlus homepage.	
2. On your "Home" tab, click " <i>ISU Alert</i> " in the left navigation column. 3. The subsequent page will display your current : <ul style="list-style-type: none"> <li>• Phone number for voice alerts</li> <li>• Phone number for text alerts</li> <li>• E-mail address for e-mail alerts</li> </ul> 4. Check your ISU Alert Information to ensure that it is accurate and that it includes the phone numbers and e-mail address most likely to reach you in an emergency. 5. If you don't wish to receive one or more of the alerts (voice, text, or e-mail), leave that item blank. 6. If you leave ALL sections blank, you <u>WILL NOT</u> receive any ISU Alerts in an emergency.	2. On your "Home" tab click " <i>Emergency Contact</i> " in the left navigation column. 3. The subsequent page will display your current: <ul style="list-style-type: none"> <li>• Emergency contact information for up to five individuals</li> <li>• Missing person contact information (first person on your contact list)</li> </ul> 4. Add or change names, addresses, phone numbers and e-mail addresses for persons to be contacted in an emergency. 5. Change the order of your contacts using the up/down arrows. 6. IF YOU DO NOT SUBMIT INFORMATION, THE UNIVERSITY MAY NOT HAVE ANYONE TO CONTACT IN THE EVENT YOU MAY HAVE AN EMERGENCY OR ARE MISSING.
7. Log out of Access Plus	
Note: Changes made to your ISU Alert and Emergency Contact Information will take effect each evening, Monday through Friday, excluding holidays.	

Keeping the ISU campus safe is a responsibility we all share. If you see any suspicious or criminal activity, call ISU police immediately.

**ISU POLICE 515-294-4428 or 911 (Emergencies)**



## Emergency Notification, Response and Evacuation

For the safety and welfare of our ISU community, all students, faculty and staff members must be aware of the ISU Emergency Notification, Response and Evacuation Policy and procedures that will be implemented should a situation occur.

### Dial 911

All ISU community members are urged to call 911 to report any dangerous situation on campus that involves an immediate threat to the health or safety of students, staff or visitors.

### Police Response

The ISU Police Department will initiate the university's response by immediately investigating reports of a significant emergency or dangerous situation within the university community. ISU Police may request assistance from other university departments or units to confirm an immediate threat.

### Emergency Notification

Should an emergency or dangerous situation pose an immediate threat to the campus community, members shall be notified without unreasonable delay unless ISU Police determines that immediate notification would place the ISU community at a greater risk or would compromise efforts to contain, respond to or mitigate the emergency. It is the responsibility of the ISU Police Department, with the assistance of other departments or units (as necessary) to:

- ◇ Determine the content of any notification
- ◇ Determine the appropriate campus segments to notify
- ◇ Initiate the appropriate notification system
- ◇ Continue to update the ISU community while the emergency exists.

### Communication Methods

ISU has several systems for communicating emergency information to the ISU community. Any or all of the following methods may be used, depending on the emergency situation:

- ◇ **ISU Alert** — An electronic system for quickly delivering emergency messages to students, faculty and staff. Participants receive information via landline phones,

cell phones, text messages and e-mail according to their personal designations. Messages are brief and include basic information and instructions for obtaining additional details. The ISU Alert system will be used only for emergencies posing an immediate danger to the university community. (Please see the chart on page 5 regarding how to provide ISU Alert contact information to the university.)

- ◇ **Voice-enhanced siren system** — Five warning sirens with voice message capability are strategically located on campus to alert the ISU community whenever a potentially dangerous condition exists.

**University homepage website** — Following a message notifying the campus of an emergency, additional information will be found on the university homepage website, accessible to the university community, Ames community and media outlets. Information will be updated as available. In an extreme emergency, the university may replace the regular homepage with a website designed for emergency communications only. Regular website functionality can be obtained from a link on the emergency website.

- ◇ **Emergency telephone voice recording** — 515-294-5000 contains a recorded message providing general information to listeners during an emergency situation.
- ◇ **Public address systems** — Specific areas and buildings on campus have public address systems to disseminate information. In addition, university police vehicles are equipped with public address systems.
- ◇ **Personal communication** — Individual departments and units are encouraged to maintain various types of personal communication, including phone trees and e-mail lists that can be accessed if needed.
- ◇ **Signage** — Each building on campus is assigned a building supervisor who may be asked to assist in an emergency by posting signage that provides information and direction to the campus community. Building occupants are encouraged to



Police, fire, and ambulance respond to a call for assistance at Hach Hall.

familiarize themselves with the nearest evacuation routes.

### **Testing**

All emergency communication methods are tested on at least an annual basis, according to standards as appropriate.

### **Evacuation**

Each campus building has a designated evacuation

plan. Specific plans are posted on each floor of each building and can be accessed online. Other than fire alarms, the ISU Police Department is responsible for determining whether or not the emergency or dangerous situation warrants a building evacuation and, if so, notifying the occupants.

## Maintaining Campus Facilities

Iowa State University is committed to campus safety and security. Exterior lighting and landscape control are critical components for meeting those commitments.

Each fall, representatives from various departments and student groups conduct an evening safety walk to ensure that campus lighting is adequate and the landscape is controlled appropriately. Any deficiencies are noted and a list is forwarded to Campus Services for action.

Community Service Officers also check lights nightly as they perform their building locks and security checks. Any nonfunctioning lights and/or locks are noted and a repair order is submitted to Facilities Planning and Management (FP&M) the next morning. Repairs are generally completed within 24 hours or, in the case of weekends or holidays, the next business day.

ISU community members may also report any lighting problems, faulty locks, or other campus safety issues to the FP&M Service Center at 515-294-5100 or ISU Police at 515-294-4428.

Maintenance staff personnel are on-call after hours and available to respond to situations requiring immediate attention. Calls made to the service center after regular business hours are answered by ISU Police.

### **Residence Hall Maintenance**

Requests for maintenance and custodial services in the residence halls and on-campus apartments are processed by the staff in the DoR (Department of Residence) Service Center, 0347 Helser Hall.

The Service Center is staffed Monday - Friday from 7:00 am - 7:00 pm and Saturday and Sunday from 8:00 am - 5:00 pm. The

Service Center is closed on University holidays.

**Non-Emergency Requests** – Please submit requests via the [On-Line Work Order System](#).

**Emergency Requests** – Please call the Service Center at 515-294-3322. After hours, you will hear a message with detailed instructions on how to receive assistance to resolve your emergency.

When submitting requests, please keep in mind:

You will receive a confirmation email and a reference number. Please hang on to this number as it allows you to follow-up on your request.

- You must be physically on-campus and within the ISU firewall to submit a request.
- By submitting a request you are giving our staff permission to enter your room to perform maintenance or custodial services without prior notification. As such, DOR staff will not submit a request on your behalf.
- The Service Center reserves the right to determine the priority of all work that is undertaken.

Requests are generally handled by DOR **Facilities Management** staff. However, depending on the nature and scope of your request, we may need assistance from staff within the ISU offices of [Facilities Planning and Management](#) and [Environmental Health and Safety](#) or from a University approved outside contractor.



Central Campus in the Spring.



A wet fall day on campus.



Catt Hall in the Winter

The above photos were taken by Abraham Sonago.

## Safety and Security Programs



To arrange a program for your group, contact Lieutenant Elliott Florer @ 515-294-4044.



2012 Citizen Police Academy graduates.



Students are encouraged to enter ISU Police and Ames Police phone numbers in their cell phones during "Get A Magnet" and t-shirt event held outside the Hub.

The Iowa State University Police Department has a full-time crime prevention/outreach unit that provides educational programming and other crime prevention functions to the university. Educational programs include a citizen police academy, alcohol/drug awareness, sexual assault response, defensive tactics, violent incident training, threat assessment and general safety.

Safety programs begin with orientation sessions for incoming freshmen and their parents. Once school begins, the outreach unit continues with educational programs throughout the year as requested.

All programs are available to faculty, staff and students upon request or if a need becomes apparent. During 2011, ISU Police facilitated 101 presentations with 14,596 participants.

### Program Topics:

- ◆ **Citizen Police Academy** — learn what it's like to be a police officer. This eight week program is offered during the spring semester only.
- ◆ **Alcohol/Drug Awareness** — learn the dangers of alcohol and drugs; how to help a friend who has consumed too much; Iowa laws and fines; alternatives to alcoholic events; and more.
- ◆ **Sexual Assault Response** — learn about sexual assaults and the law; SART response; university sanctions; ACCESS; and more.
- ◆ **Defensive Tactics** — learn basic tactics to help keep you safe; taught by a certified defensive tactics instructor.
- ◆ **Violent Incident Response Training (VIRT)** — learn what you can and should do when a violent incident occurs on campus.
- ◆ **Threat Assessment** — learn signs of a possible threat and how ISU police can help.
- ◆ **General Safety** — learn precautions you can take to help keep you from becoming a victim of crime.

## Sexual Assault and Rape Prevention Programs

***Unless There's Consent*** is an online universal education program that is required of all incoming, direct-from-high school students for completion during the summer before they come to campus.

***Mentors in Violence Prevention*** is a bystander intervention training in which students learn how to recognize a risky situation, develop the skills to intervene and the confidence to do so. Trained staff facilitate a presentation for any student group that requests the program, including academic classes, student organizations and living groups.

The Margaret Sloss Women's Center is responsible for programming and educating the ISU community about sexual assault, stalking, and relationship violence. Examples include:

- ◆ The annual ***Violence Leaves an Empty Chair at the Table*** Chair Display addressing relationship violence.
- ◆ The annual ***Stalking Awareness Month*** panel with representatives from ACCESS (Assault Care Center Extending Shelter and Support), ISU Police, and Dean of Students Office.
- ◆ The ***Vagina Monologues*** to engage the community on sexual and relationship violence on a local and national level.
- ◆ The ***Take Back the Night*** rally and march unifying the community to take a stance against violence.
- ◆ The ***Clothesline Project*** is a visual display of stories and experiences of survivors and victims of sexual violence.
- ◆ Hosting monthly discussions relating to healthy behaviors and healthy relationships using current events and media to facilitate discussions.

The Dean of Students and Department of Residence also provide other programs and presentations to residential students, student organizations, classes, student employees, and other groups related to the sexual misconduct policy at Iowa State and the concept of obtaining affirmative consent.



## Access to Campus Buildings

ISU building hours are 8:00 a.m. to 5:00 p.m. Monday through Friday during the academic year and 7:30 a.m. to 4:00 p.m. in the summer, except for holidays or other times when the campus is officially closed. All administrative buildings are open to students, parents, employees, contractors and guests during the above hours.

During non-business hours access to all university facilities is by key or access card. All other persons must contact the ISU Police Department (515-294-4428) or the Department of Residence (university housing facilities—515-294-6328) for assistance. Only indi-

viduals with legitimate business purposes will be admitted.

Hours for academic buildings vary due to class scheduling and occupant needs. To find hours for a specific building, access the following website: <http://www.fpm.iastate.edu/maps/buildings>.

The Department of Residence controls access to all campus housing facilities. Access is restricted from 11:00 p.m. to 6:00 a.m. Only employees or residents are issued keys or access cards to gain entrance during overnight hours.

## Off-Campus Activities Monitored by Police

Fraternities and sororities are located near campus on property owned by the City of Ames. Primary law enforcement response is provided by the Ames Police Department. However, ISU Police may respond to situations that occur when requested to do so by Ames Police.

The Ames Police Department and the ISU Police Department enjoy a close working

relationship and share information that may be of mutual interest on a routine basis. Since members of the fraternities and sororities are ISU students, activities occurring in or around those housing units are of interest to the university.

Student Affairs personnel also monitor activities and take disciplinary action as deemed appropriate.

### Safety Tips

- ◆ Trust your instincts. If a place or situation doesn't feel right, it probably isn't.
- ◆ Avoid working or studying alone in a building at night.
- ◆ Avoid shortcuts and isolated areas when walking after dark.
- ◆ Don't walk alone after dark — use the Safety Escort Service (294-4444).
- ◆ Don't leave personal property lying around unattended.
- ◆ Never prop open exterior doors.
- ◆ Never attach your name and address to keys; if lost or stolen they could lead to theft.
- ◆ Report any suspicious or criminal activity to the police and report all crimes.
- ◆ Make sure residence hall doors latch behind you. Don't allow "tailgaters" you don't know.
- ◆ Lock your residence hall room whenever you leave it. Most residence hall thefts occur from rooms left unlocked even if just for a few minutes.



**Catt Hall**  
photo by Hao Wu



**East Hall**  
photo by Grant Kim



**Memorial Union**  
photo by Khalid Al Akbari



**The Hub in Spring**  
photo by Daniel Black

## Alcohol, Drugs and Other Intoxicants Policy

This policy addresses alcohol, drugs and other intoxicants. The purpose of this policy is to clarify the rules regarding possession, consumption and distribution of intoxicants within university owned or operated buildings, property and grounds including administrative, instructional and research facilities; the policy applies to all university employees, students and visitors. This policy supplements Iowa Administrative Code Section 681-13.17(2). In all instances this policy will be construed to comply with federal and state law.

### Available Resources

ISU Counseling Services  
515-294-5056

Thielen Student Health Center  
Prevention Services  
515-294-1868

Alcoholics Anonymous  
515-232-8642

Center for Addictions Recovery  
515-232-3206

Employee Assistance Program  
515-232-7009

ISU Police Department  
515-294-4428

**Drugs that are not legally available shall not be used, possessed, sold, or distributed on campus. Moreover, the unauthorized distribution of prescription drugs on the campus by a person to another person is prohibited. Misuse of drugs and other intoxicants is also prohibited.**

The possession or consumption of alcoholic beverages on the Iowa State University campus will be permitted in accordance with state law. Pursuant to the Board of Regents policies, the consumption of alcoholic beverages on the campus will generally be permitted only where approved by the Vice President for Business and Finance.

Possession and consumption of alcoholic beverages is permitted in university housing according to the policies established by the Department of Residence and only for those persons having attained drinking age (21 years) as stipulated in the laws of the State of Iowa.

ISU Police strictly enforce all state and federal laws as well as university rules and regulations. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. Students may receive penalties that include education, evaluation and/or other sanctions ranging from disciplinary probation to expulsion. If the student is living within the residence halls, Greek housing, or is an athlete, further sanctions may apply. Staff and faculty may receive penalties that include referral for assessment/treatment, as well as other sanctions ranging from probation to termination of employment.

### Prevention Programs

- Thielen Student Health Center—Prevention Services

The center provides preventative, educational, and informative services to the ISU community regarding substance use and abuse. Working with other campus departments and organizations, the health center strives to impact the negative effects of substance abuse on student success.

- Student Counseling Services

The SCS Substance Abuse Intervention Program offers substance abuse assessments to help students determine the nature and extent of alcohol or other drug use, and the impact of this use on long-term well being. Counselors offer recommendations and referrals for concerns identified through the assessment.

## Facts You Should Know Before You Drink

Iowa's legal drinking age is 21.

Iowa's legal blood alcohol limit is .08.

The fine for possession of alcohol under the legal age is \$330.



### If You DO Choose to Drink:

Misuse of alcohol or drugs inhibits your ability to act responsibly or react quickly. Below are a few safety tips you should keep in mind:

- Limit your alcohol intake.
- Avoid combining alcohol with prescription medicines and club drugs; the combination can be dangerous.
- Never leave your drink unattended or accept a pre-poured drink from a stranger.
- Buzzed or drunk driving is deadly and illegal; leave your vehicle parked and find other transportation. Your life and others' lives depend upon your decision.
- Don't hesitate to call ISU Police (515-294-4428) if you or your friend are in need of assistance and have been drinking. Our main concern is your safety!



### PENALTIES FOR DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS IN IOWA

Offense	Fine	and/or Jail	License Suspension
1st	\$625—\$1,250	2 days to 1 year	180 days
2nd	\$1,875—\$6,250	7 days to 2 years	2 years
3rd	\$3,125—\$9,375	30 days to 5 years	6 years

[www.dso.iastate.edu/sexualmisconduct/](http://www.dso.iastate.edu/sexualmisconduct/)



For more info or programming: [heart@iastate.edu](mailto:heart@iastate.edu)

**Victims of sexual assault are never at fault and should not be blamed.**

**If you or someone you know becomes a victim of sexual misconduct or assault, you are strongly encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, 7 days a week from:**

- **ACCESS** (Assault Care Center Extending Shelter and Support) 800-203-3488 for a confidential advocate
- **Mary Greeley Medical Center** 515-239-2011 for a confidential health examination or services
- **ISU Police** — 911 from a campus phone or 515-294-4428
- **Ames Police** — 911 from a non-campus phone or 515-239-5133

**During business hours, you may also seek assistance from the ISU Dean of Students Office 515-294-1020.**

[www.dso.iastate.edu/sexualmisconduct/](http://www.dso.iastate.edu/sexualmisconduct/)



For more info or programming: [heart@iastate.edu](mailto:heart@iastate.edu)

## Sexual Assault Policy and Prevention

Iowa State prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment and other forms of nonconsensual sexual conduct, all of which can be forms of sexual discrimination. Students should be able to live, study and work in an environment free from sexual misconduct.

It is the position of the university that sexual misconduct in any form will not be excused or tolerated. Criminal, civil and university disciplinary processes will be available to a student with a complaint and enforced against a person found to have engaged in the behavior. The university is committed to fair and prompt procedures to investigate and adjudicate reports of sexual misconduct and to the education of the university community about the importance of responding to all forms of sexual misconduct. Special emphasis is placed on the rights, needs and privacy of the student with a complaint, as well as the rights of the accused. At the same time, the university adheres to all federal, state and local requirements for intervention and crime reporting related to sexual misconduct.

### Jurisdiction

According to the university Student Disciplinary Regulations, sections 4.1.2 and 4.1.3, this policy shall cover both on-campus and off-campus conduct as those terms are described below.

**On-Campus Violations** — The campus includes the geographic confines of the university, including its land, institutional roads and buildings, its leased premises, common areas at leased premises, the property, facilities and leased premises of organizations affiliated with the university, such as the Memorial Union and university housing. University housing includes all types of residence housing such as halls and apartments. Fraternity and sorority chapter dwellings are not on university property and are, therefore, considered off-campus properties. Only those incidents occurring on campus are handled by the ISU Police Department.

**Off-Campus Violations** — Students should be aware that off campus violations affecting a clear and distinct interest of the university are subject to disciplinary sanctions. As examples, sexual misconduct and harassment are within the university's interests when the

behavior:

- Involves conduct directed at or by a university student or other member of the university community (e.g., private house party, outside employment);
- Occurs during university-sponsored events (e.g., field trips, social or educational functions, university-related travel, student recruitment activities, internships and service learning experiences);
- Occurs during the events of organizations affiliated with the university, including the events of student organizations;
- Occurs during a Study Abroad Program or other international travel;
- Poses a disruption or threat to the university community.

### Confidentiality

Iowa State University is committed to creating an environment that encourages students to come forward if any form of sexual misconduct is experienced. The university will work to safeguard the identities and privacy of students who seek help or report sexual misconduct. However, it is important that students understand the confidentiality limits placed on individuals whom they may contact for assistance.

Under Iowa law, communications with some individuals are confidential. Students should always confirm whether confidentiality applies to the communication. Generally, confidentiality applies when a student seeks services from the following persons:

- ACCESS advocate
- Psychological counselor (including counselors at ISU Student Counseling Services)
- Health care provider (including medical professionals at ISU Thielen Student Health Center)
- Personal attorney
- Religious/spiritual counselor

Any other university employee cannot guarantee complete confidentiality. Information is disclosed only to select officials having an essential need to know to fulfill their university responsibilities. As is the case with any educational institution, the university must balance the needs of the individual student with

(continued on page 13)



its obligation to protect the safety and well being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a campus security alert. The alert, however, would never contain any information identifying the student who filed the complaint.

### Reporting Sexual Misconduct, Including Sexual Assault and Sexual Harassment

The university strongly encourages students to report concerns to either or both of the following offices:

**ISU Police** — 911 emergency or 515-294-4428 non-emergency. You may make a report in person by going to Room 55, Armory Building, to speak with an officer. Contacting ISU Police does not mean you must pursue charges. ISU Police can advise you of options and can also preserve evidence while you consider the options.

**Dean of Students Office** — 515-294-1020, 1010 Student Services Building. In all situations the university's goals are to provide a prompt, effective response and to treat the student who reports misconduct with sensitivity and fairness, while also ensuring the accused individual receives due process if any disciplinary action is to be imposed. The Dean of Students Office will assist the student with notifying ISU Police or local law enforcement if the student so requests.

### Immediate Actions by the University

The Dean of Students Office and ISU Police may take immediate interim actions to protect the safety of the university community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation. Actions may include:

- Interim suspension of the accused student
- "No contact" notices
- Modifying class or work schedules
- Making alternative housing arrangements
- Addressing other academic concerns (absences, assignments, grades, leaves of absence, withdrawal)

### Campus Resources and Services for Students

**ACCESS (Assault Care Center Extending Shelter and Support) Phone 800-203-3488:** ACCESS advocates are trained to assist victims of sexual misconduct. Students are

guaranteed confidentiality when speaking with an advocate under Iowa Code Section 915.20, which allows for confidential communications that cannot be disclosed without the student's permission.

### SART (Story County Sexual Assault Response Team) Phone 515-292-5378 or 29-ALERT:

SART consists of trained professionals who provide a community coordinated response to sexual assaults. Members of SART represent law enforcement, health care, advocacy and prosecution. A three-person team (police officer, sexual assault nurse examiner and advocate) responds to individual sexual assault reports, offering services but leaving all decisions to the victim/survivor. SART strives to provide the first response to all sexual assaults in Story County to ensure a consistent, compassionate, professional initial contact for victims.

**ISU Student Counseling Services Phone 515-294-5056:** Students can meet with a confidential mental health counselor. 3rd floor Student Services Building,

**ISU Thielen Student Health Center Phone 515-294-5801:** Students can meet with a confidential health care provider. Corner of Union Drive and Sheldon Avenue.

**Office of Equal Opportunity and Compliance Phone 515-294-7612:** EOC staff can discuss sexual harassment concerns and options for students. 3280 Beardshear Hall.

**Title IX Coordinator Phone 515-294-7612:** Iowa State University has designated Jessica Stolee, Interim Assistant Director of The Office of Equal Opportunity and Compliance, as its Title IX Coordinator. The Title IX Coordinator is responsible for handling inquiries regarding nondiscrimination and harassment policies and complaint procedures involving Title IX. Effective October 1, 2012, Deputy Title IX Coordinators will assist the Title IX Coordinator in compliance matters by ensuring that complaints from their respective areas are reported. They will also serve as resources in their areas for employees and students, and will assist in training and education. The Deputy Title IX Coordinators are:

- **Athletics:** Senior Associate Athletic Director/ Senior Woman Administrator—Calli Thiesen Sanders
- **Student Affairs:** Office of Judicial Affairs—Sara Kellogg
- **Academic Affairs:** Associate Provost/ Chief Diversity Officer — Dawn Bratsch-Prince

Victims of sexual assault are encouraged to seek medical assistance immediately. **DO NOT SHOWER OR CHANGE CLOTHES.** By following this recommendation, valuable evidence will be preserved and be available should you decide to pursue criminal charges.

♦ The accuser and the accused are entitled to equal opportunities to have others present during a disciplinary proceeding.

♦ The accuser and the accused shall be informed of any disciplinary proceeding's outcome.

♦ Sanctions that may be imposed following final determination of a disciplinary proceeding regarding sexual misconduct include: suspension, education, and/or dismissal from the university.

Sexual Assault and Prevention (continued  
from page 13)

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

**Margaret Sloss Women's Center Phone 515-294-4154:** Provides support and information through educational outreach, appropriate referral services, and a safe place. Sloss House on the ISU campus.

#### Community Resources

**Mary Greeley Medical Center**  
111 Duff Avenue  
Phone 515-239-2011

**Planned Parenthood of Ames**  
2530 Chamberlain Street  
Phone 877-811-7526

**Ames Police Department**  
515 Clark Avenue  
Phone 911 for emergencies  
515-239-5133 for non-emergencies

**Story County Sheriff's Office**  
1315 South B Avenue, Nevada, IA  
Phone 515-382-6566

## Sex Offender Registry

Iowa law requires a person convicted of a sex offense crime to register with the sheriff in his/her county of residence; and, if the person attends or works for an institution of higher education, register with the sheriff in the county in which the institution is located.

To obtain information regarding registered sex offenders in Story County, contact the Story County Sheriff's Office, 1315 South B Avenue, Nevada, Iowa 50201, or 515-382-6566.

To access the statewide sex offender registry, visit:

[www.iowasexoffender.com](http://www.iowasexoffender.com)

For additional assistance, contact:  
ISU Police Department  
515-294-4428.

## Story County Sexual Assault Response Team (SART)

### What is SART?

SART consists of specially trained professionals from multiple agencies who work together to provide a community coordinated response to reports of sexual assault. Members of SART represent the fields of law enforcement, health care, advocacy, and prosecution and are employed in the public and private sectors (university, city and county governments, medical clinics, and nonprofits). SART strives to provide the first response to ensure a consistent, compassionate and professional initial contact for victims and improve the likelihood of successful prosecutions. The program is based out of the Iowa State University Police Department in Ames, Iowa.

The Story County SART (Sexual Assault Response Team) mission is to serve sexual assault victims by coordinating an immediate, high quality, multi-disciplinary, victim-centered response which may include health care, law enforcement, advocacy, and judicial systems.

### SART Agencies include:

Iowa State University Police Department  
Story County Sheriff's Office  
Huxley Police Department  
Mary Greeley Medical Center  
Thielen Student Health Center  
Story County Attorney's Office  
ACCESS (Assault Care Center Extending Shelter and Support)

Ames Police Department  
Nevada Police Department  
Story City Police Department  
Planned Parenthood of the Heartland  
Story County Medical Center

FOR IMMEDIATE ASSISTANCE, CONTACT ANY [SART AGENCY](#). Story County SART services are provided 24 hours per day, 365 days per year.



## Clery Definitions To Help You Understand This Report

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

**Manslaughter** — the killing of another person through gross negligence.

**Forcible Sex Offenses** — any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Non-Forcible Sex Offenses** — unlawful, non-forcible sexual intercourse.

**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.

**Burglary** — the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** — the theft or attempted theft of a motor vehicle.

**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.

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

**Bias** — a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

- ◇ **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, whites).
- ◇ **Gender** — a preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- ◇ **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, Jews, Protestants, atheists).
- ◇ **Sexual Orientation** — a preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- ◇ **Ethnicity/national origin** — a preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- ◇ **Disability** — a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

The above definitions were taken from the Handbook for Campus Safety and Security Reporting prepared by the U.S. Department of Education, Office of Postsecondary Education, February 2011 edition.

## Crime Statistics for ISU Campus

This chart depicts offenses reported by law enforcement agencies including the ISU Police Department, Ames Police Department, Story County Sheriff's Office and to any official of Iowa State University designated with significant responsibilities for student and campus activities (primarily through the Dean of Students Office and Department of Residence). These offenses are compiled as required by provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Total Crimes Reported for	ISU Campus						Non-Campus Building /			Public Property			Total		
Offense Type	2009		2010		2011		2009	2010	2011	2009	2010	2011	2009	2010	2011
(includes attempts)	Res	Other	Res	Other	Res	Other									
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	14	6	6	1	6	0	0	2	1	0	0	0	20	9	7
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	1	0	0	1	0	0	0	0	0	0	1	1	1
Aggravated Assault	3	0	11	3	4	4	1	1	0	0	0	1	4	15	9
Burglary	35	1	16	8	10	37	13	14	18	0	0	0	49	38	65
Arson	1	2	0	1	1	2	0	1	0	0	0	0	3	2	3
Motor Vehicle Theft	0	4	0	2	0	2	0	0	2	0	1	0	4	3	4
<b>Hate Crimes</b>															
Race	0	0	0	1	0	1	0	0	0	0	0	0	0	1	1
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Liquor Law Violations	35	280	50	213	57	225	34	39	2	60	75	92	409	377	376
Drug Abuse Violations	42	16	50	32	49	25	2	2	0	6	10	15	66	94	89
Weapon Law Violations	0	0	0	0	0	1	0	0	0	0	0	2	0	0	3
<b>Referrals</b>															
Liquor Law Violations	567	1	527	0	605	0	2	0	0	0	0	0	570	527	605
Drug Abuse Violations	0	4	3	0	0	0	1	0	0	1	0	0	6	3	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The numbers in the above table reflect only those offenses and areas required by the Jeanne Clery Disclosure of Campus Security Crimes Statistics Act. ISU Police collects additional crime information that is available either on the ISU Police website or in response to requests for information. ISU Police monitors criminal activity reported to local police that may affect off-campus locations owned or controlled by officially recognized student organizations. Criminal activity for these locations is also included in the report. Statistics do not include privileged counseling or medical information from the Student Counseling Service or Thielen Student Health Center. Iowa State does not have a voluntary confidential procedure for reporting crimes to law enforcement.

The hate crime reported in 2010 resulted in property damage.

The hate crime reported in 2011 was intimidation motivated by race.



## Crime Statistics for Rome, Italy Campus

This chart depicts offenses reported by officials of the Study Abroad program which is part of the Design College located in Rome, Italy. The Rome Police Department has jurisdiction for all crimes occurring in or around the University properties and facilities. These offenses are compiled as required by provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Total Crimes Reported for	Rome Campus						Non-Campus Building / Property			Public Property			Total		
Offense Type	2009		2010		2011		2009	2010	2011	2009	2010	2011	2009	2010	2011
(includes attempts)	Res	Other	Res	Other	Res	Other									
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	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	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Referrals</b>															
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The numbers in the above table reflect only those offenses and areas required by the Jeanne Clery Disclosure of Campus Security Crimes Statistics Act.

Iowa State does not have a voluntary confidential procedure for reporting crimes to law enforcement.

## Fire Safety

These items are **PROHIBITED** in all residential housing units on campus. For a complete list, refer to the Department of Residence website.



All institutions with on-campus housing facilities are required to prepare an annual Fire Safety report that contains safety policies and fire statistics for those facilities. This report must be distributed to students, faculty and staff by October 1 of each year.

What constitutes a fire? The Higher Education Act defines “fire” as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner*. *Environmental Health and Safety (EH&S) is responsible for maintaining a daily fire log and providing the information required for this report. Additional information can be found at [www.ehs.iastate.edu/](http://www.ehs.iastate.edu/).*

The Department of Residence (DoR) is committed to providing safe and code compliant facilities for residents, staff and guests. During the past six years, the DoR has committed extensive efforts and financial resources to complete numerous capital life safety projects within housing facilities. As indicated on the Campus Housing Unit Table, the DoR plans to have completed sprinkler system installation in all residence halls by 2017. New construction and major additions at Iowa State University will incorporate sprinkler systems and standpipes as outlined in the International Fire Code section 903 and NFPA 13.

The DoR maintains a comprehensive life safety program that includes working with student and staff. The partnership includes Iowa State University Environmental Health and Safety, ISU Police, ISU Risk Management, ISU Facilities Planning and Management, Iowa State Fire Marshal's office and the Ames Fire Department. All entities contribute to and have significant roles in the success and implementation of the DoR's fire and life safety programs.

## To Report a Fire—Dial 911

## Scheduled Fire Drills Held

The Department of Residence conducts fire drills in all residence halls at the beginning of each semester. Fire drills are announced through postings and house meetings. The DoR policy handbook states the following:

***“You and your guest(s) are required to evacuate the building when a fire alarm is sounded and re-enter the building only when fire department staff gives permission to do so. Failure to do so endangers not only you, but residence and fire department staffs as well. If you (or your guests) do not evacuate the building when the fire alarm sounds, or if you (or your guests) re-enter before permission has been granted, you will be held accountable through the judicial system.”***

In 2011, 61 total fire drills were conducted by the Department of Residence. This includes 19 residence halls and Frederiksen Court apartments. Drills are not conducted at Schilleter Village and University Village apartments. (See page 20 for a break-down by residential facility.)

## When the Fire Alarm Sounds

In the event a fire alarm sounds in your building, DO NOT PANIC. Follow the procedures outlined below:

- ◇ Immediately exit the room, closing and locking the door.
- ◇ Immediately leave the building.
- ◇ Use the stairs — NOT the elevators.
- ◇ If the air is smoky, keep low. Smoke, heat, and toxic gases normally rise to the ceiling.
- ◇ Once outside, assemble at least 150 feet from the building.
- ◇ Ensure that emergency response personnel and equipment are not blocked from entering the building.
- ◇ Try to account for residents and staff known to have been in the building.
- ◇ Provide fire and rescue personnel with the location of the fire and any other pertinent information.
- ◇ Do NOT re-enter the building until the fire department has declared the building safe.
- ◇ A bright orange Fire/Emergency/Tornado Procedure sticker has been placed on the backs of all student room doors in the residence halls, and Frederiksen Court, Schilleter and University Village apartments. Please read and become familiar with these procedures.

### Evacuation Procedures for Mobility Impaired Persons

Some members of the residential community may require assistance to evacuate the building. Please provide assistance to the extent you are able, to move individuals to a safe location.

- ◇ Move the person to the nearest marked exit. In case of fire DO NOT USE THE ELEVATOR.
- ◇ If the person's disability prevents exiting the building, leave the person in a stairwell. A stairwell landing will provide temporary shelter from fire and smoke.
- ◇ Immediately inform fire and rescue personnel of the exact location of a non-ambulatory person left in a stairwell or student room.
- ◇ Do NOT re-enter the building until the fire department has declared the building safe.
- ◇ A mobility impaired person may use the elevator once it is operational to return to his/her room.

**Emergency evacuation maps are posted throughout the residence halls near elevators and entrances and show the locations of stairwells and exits. Residents are expected to learn the location of the exit stairwells and doors and plan more than one exit route.**

### Emergency Planning Tips

- ◇ Practice what to do in an emergency before one happens.
- ◇ Participate in fire drills to help people prepare for an evacuation.
- ◇ Know where the nearest fire extinguisher is located and how to use it.
- ◇ Know where the nearest fire alarm station is located.
- ◇ Know the proper evacuation methods for disabled persons.
- ◇ Know primary and secondary evacuation routes.

## ISU Student Housing Fire Safety Systems

Campus Housing Unit	Alarm	Fire	Sprinklers	2011 Fire
Barton Hall	Yes	Yes	Yes	2
Lyon Hall	Yes	Yes	Yes	2
Freeman Hall	Yes	Yes	Yes	2
Birch-Welch-Roberts Halls	Yes	Yes	Yes	6
Buchanan Hall	Yes	Yes	Yes	2
Eaton Hall	Yes	Yes	Yes	2
Frederiksen Court Apartments (23 buildings)	Yes	Yes	Yes	23
Friley Hall	Yes	Yes	Planned for 2013	2
Helser Hall	Yes	Yes	Yes	2
Larch Hall	Yes	Yes	Yes	2
Linden Hall	Yes	Yes	Yes	2
Maple Hall	Yes	Yes	Yes	2
Martin Hall	Yes	Yes	Yes	2
Oak-Elm Hall	Yes	Yes	Yes	4
Schilleter / University Village Apartments	Yes	Yes	No	0
Wallace Hall	Yes	Yes	Yes	2
Willow Hall	Yes	Yes	Yes	2
Wilson Hall	Yes	Yes	Planned for 2017	2

**Notes:**

- ◇ **Alarm pull stations and fire bells or horns** are located in hallways and common areas throughout the residence halls. A building's fire alarm will sound when an alarm station is pulled. The alarm signal is transmitted to the Department of Residence Service Center and ISU Police. ISU Police dispatchers will process the signal and then contact the Ames Fire Department. Automatic fire alarms are similar in their procedure for emergency response. ISU Police Officers will also respond when a building is in alarm.
- ◇ **Fire extinguishers** are located throughout the residence halls and are inspected and maintained yearly by ISU Environmental Health and Safety. The Iowa State University Fire Extinguisher Policy is located at: <http://policy.iastate.edu/policy/extinguishers/>.
- ◇ **Designated rooms** in the residence halls are equipped with assistive devices such as bed shakers or strobe lights for students with a disability or physical impairment. These devices are wired into the fire alarm system and will activate when the building goes into alarm. If a building's alarm system is temporarily out of operation, a fire watch (walking patrol of the building by staff with air horns and radios to warn residents of a need to evacuate) is maintained until the system is restored.

(continued on page 21)



(Notes continued from page 20)

- ◇ **Alarm systems** are a combination of automatic smoke and/or heat detection heads, horns, strobes and electronic relay panels that alert residents and the Ames Fire Department to the presence of fire. Single station smoke detectors are located in each student room and also in all Department of Residence apartments. Some smoke detectors in student rooms are hard wired into the fire alarm systems while others are battery operated. Batteries are changed twice a year by Residence Department staff. Heat and smoke detectors are located throughout the Residence Halls and dining facilities. Alarms are inspected and tested twice annually by a certified fire alarm inspection company.
- ◇ **Sprinkler systems** are inspected quarterly by a certified building sprinkler inspection company. Hood suppression systems located in ISU Dining kitchens and Residence Hall kitchenettes are inspected twice a year. **Residents are reminded to not hang items from sprinkler heads in their rooms.**

## Fire Safety Education and Training Programs

The ISU Department of Residence (DoR) maintains a fire safety program consisting of fire drills, emergency evacuation plans, fire extinguishers, emergency generators, smoke/heat detectors, sprinkler systems and life safety inspections. Residence life staff provide fire extinguisher training and review evacuation plans with student communities. For more information, go to:

<http://www.housing.iastate.edu/safety/fire.html>.

Environmental Health and Safety (EH&S) maintains the ISU fire safety program. Workplace fire prevention is the responsibility of all workers, students and visitors to ISU facilities. All employees and students must be familiar with and understand fire safety issues as presented in the following University policy and publications:

*Fire Safety Policy   Fire Safety Guidelines   Fire Safety and Extinguisher Training*

Specifics of the EH&S program are outlined at the following Fire Safety website:

<http://www.ehs.iastate.edu/publications/miscdocs/fireprogram.pdf>

The Fire Safety and Extinguisher Training course is offered four times per year by EH&S. This course instructs participants in selecting and using the proper type of fire extinguisher. Participants will also learn the proper actions to take in the event of a fire.

## Fire Prevention Responsibilities for Individuals and Departments

- ◆ Complete annual fire safety training.
- ◆ Remove waste paper, empty boxes, packaging, and other combustible materials from the workplace.
- ◆ Prohibit the use of space heaters.
- ◆ Prohibit the use of candles or open flames in areas other than authorized shops, laboratories and kitchens.
- ◆ Keep building corridors obstruction-free. Bulletin boards, display cabinets of non-combustible construction and approved benches are acceptable.
- ◆ Prohibit the placement of electrical cords running across doors or aisles, or behind or under furniture where they can become pinched.

(continued on page 22)

### ISU's Smoke Free Campus Policy

Smoking cigars, cigarettes, pipes or other tobacco products is prohibited on Iowa State University grounds, including all residential housing units.

## 2009 Fire Statistics

Residential Facilities	# of Fires	Cause of Fire	# of Injuries Requiring Treatment at a Medical Facility	# of Fire Related Deaths	Value of Property Damage Caused by Fire
<b><u>2009 Fires</u></b>					
Barton Hall	0	N/A	N/A	N/A	N/A
Lyon Hall	0	N/A	N/A	N/A	N/A
Freeman Hall	0	N/A	N/A	N/A	N/A
Birch-Welch-Roberts	1	Unintentional stove fire — blankets placed on stove	0	0	\$100—\$999
Buchanan Hall	0	N/A	N/A	N/A	N/A
Eaton Hall	0	N/A	N/A	N/A	N/A
Frederiksen Court Apartments	1	Unintentional stove fire — overheating food/byproducts	0	0	\$100-\$999
Friley Hall	0	N/A	N/A	N/A	N/A
Helser Hall	0	N/A	N/A	N/A	N/A
Larch Hall	1	Intentional — vandalism — soda bottles	0	0	\$0.00
Linden Hall	0	N/A	N/A	N/A	N/A
Maple Hall	0	N/A	N/A	N/A	N/A
Martin Hall	0	N/A	N/A	N/A	N/A
Oak-Elm Hall	0	N/A	N/A	N/A	N/A
Schilleter / University Village Apartments	1	Unintentional stove fire — overheating food/byproducts	0	0	\$100-\$999
Wallace Hall	0	N/A	N/A	N/A	N/A
Willow Hall	0	N/A	N/A	N/A	N/A
Wilson Hall	0	N/A	N/A	N/A	N/A

## Fire Prevention Responsibilities (continued from page 21)

- ◆ Limit the use of extension cords to temporary use (no more than three days).
- ◆ Use only power strips approved by Underwriters Laboratories (UL) and limit use to low wattage equipment (i.e., computers, printers, task lights).
- ◆ Keep stairs and stairwells adequately lit and free of obstructions and storage.
- ◆ Keep fire and corridor doors closed, unless equipped with magnetic hold-open devices. Wedges are not allowed.
- ◆ Ensure that exit lights and emergency lights are functioning properly. Call 515-294-5100 to request lighting maintenance.

(continued on page 23)

## 2010 Fire Statistics

Residential Facilities	# of Fires	Cause of Fire	# of Injuries Requiring Treatment at a Medical Facility	# of Fire Related Deaths	Value of Property Damage Caused by Fire
<b><u>2010 Fires</u></b>					
Barton Hall	0	N/A	N/A	N/A	N/A
Lyon Hall	0	N/A	N/A	N/A	N/A
Freeman Hall	0	N/A	N/A	N/A	N/A
Birch-Welch-Roberts	0	N/A	N/A	N/A	N/A
Buchanan Hall	0	N/A	N/A	N/A	N/A
Eaton Hall	0	N/A	N/A	N/A	N/A
Frederiksen Court Apartments	0	N/A	N/A	N/A	N/A
Friley Hall	0	N/A	N/A	N/A	N/A
Helser Hall	0	N/A	N/A	N/A	N/A
Larch Hall	0	N/A	N/A	N/A	N/A
Linden Hall	1	Undetermined Posters—Vandalism	0	0	\$0.00
Maple Hall	0	N/A	N/A	N/A	N/A
Martin Hall	0	N/A	N/A	N/A	N/A
Oak-Elm Hall	0	N/A	N/A	N/A	N/A
Schilletter / University Village Apartments	0	N/A	N/A	N/A	N/A
Wallace Hall	0	N/A	N/A	N/A	N/A
Willow Hall	0	N/A	N/A	N/A	N/A
Wilson Hall	0	N/A	N/A	N/A	N/A

## Fire Prevention Responsibilities (continued from page 22)

- ◆ Store flammable and combustible liquids in quantities greater than ten gallons in approved flammable liquid storage cabinets.
- ◆ Use safety cans for the storage of flammable liquids in quantities over one gallon.
- ◆ Strictly limit the use of refrigerators or freezers to those specifically designed by the manufacturer to store flammable liquids.

Make others aware of potential fire hazards and report violations of any guidelines to supervisors.

## 2011 Fire Statistics

Residential Facilities	# of Fires	Cause of Fire	# of Injuries Requiring Treatment at a Medical Facility	# of Fire Related Deaths	Value of Property Damage Caused by Fire
<b><u>2011 Fires</u></b>					
Barton Hall	0	N/A	N/A	N/A	N/A
Lyon Hall	0	N/A	N/A	N/A	N/A
Freeman Hall	0	N/A	N/A	N/A	N/A
Birch-Welch-Roberts	0	N/A	N/A	N/A	N/A
Buchanan Hall	0	N/A	N/A	N/A	N/A
Eaton Hall	0	N/A	N/A	N/A	N/A
Frederiksen Court Apartments	2	Unintentional—oven fire —electrical short	0	0	\$0.00
		Unintentional — butane cans — improper use	0	0	\$1,088
Friley Hall	0	N/A	N/A	N/A	N/A
Helser Hall	0	N/A	N/A	N/A	N/A
Larch Hall	0	N/A	N/A	N/A	N/A
Linden Hall	1	Intentional — Posters—Vandalism	N/A	N/A	\$0.00
Maple Hall	0	N/A	N/A	N/A	N/A
Martin Hall	0	N/A	N/A	N/A	N/A
Oak-Elm Hall	0	N/A	N/A	N/A	N/A
Schilleter / University Village Apartments	1	Unintentional — oven fire — burnt food	0	0	\$500
Wallace Hall	0	N/A	N/A	N/A	N/A
Willow Hall	0	N/A	N/A	N/A	N/A
Wilson Hall	0	N/A	N/A	N/A	N/A

The ISU Fire Log is available at:

[http://www.ehs.iastate.edu/publications/miscdocs/Fire\\_Log\\_08202012](http://www.ehs.iastate.edu/publications/miscdocs/Fire_Log_08202012).

Questions about the fire logs should be directed to:

Dave Bunker  
Safety Coordinator  
ISU Department of Residence  
515-294-2927  
dbunker@iastate.edu

or

James Gunning  
Health and Safety Section Manager  
ISU Environmental Health and Safety  
515-294-1899  
jgunni@iastate.edu



## ISU COMMUNITY SAFETY TIPS

**Protect Your Community:** Crime can occur anywhere, anytime — no one is immune.

- ◆ Report suspicious behavior or threatening situations immediately. Describe the person(s) or situations as completely as possible to the 911 dispatcher.
- ◆ Seek assistance from ISU Police if you are harassed, threatened or stalked. Save all communications received including texts, e-mails, voicemail or written notes.
- ◆ Avoid propping open exterior and fire doors or allowing strangers to enter.
- ◆ Report possible hazards such as non-working lights, broken windows or damaged doors.
- ◆ Keep emergency numbers in your phone and on your person.

Emergencies only — dial 911

ISU Police — 515-294-4428

Ames Police — 515-239-5133

- ◆ Keep “ICE” (in case of emergency) numbers in your phone and on your person. If you are injured or seriously ill, your person contact information will be vital.
- ◆ Crisis situations may include a natural disaster or an attack on campus.

Focus on getting to safety. THINK, don't panic. Follow instructions and procedures during the emergency. Know the location of exits in your residence as well as campus buildings and facilities. Report suspicious people, behavior, or activity immediately. Use common sense: “threat” jokes or inflammatory statements could cause panic or retaliatory actions. You may be detained by the police. Respect emergency equipment such as smoke detectors, fire alarms and fire extinguishers. Report damaged equipment immediately.

**Protect Your Home:** Minimize risk to your home.

- ◆ Keep doors to your residence locked whether or not you are home.
- ◆ Do not admit strangers to your home.
- ◆ Close blinds/curtains at night.
- ◆ Keep valuable items out of sight and securely stored. Make a list of brand names, models and serial numbers for insurance purposes. If you are a victim of theft, accurate information may allow recovered items to be traced and returned.

**Protect Yourself:** Awareness of your surroundings and actions contribute significantly to personal safety.

- ◆ Trust your instincts — if you feel threatened, avoid the situation or call 911.
- ◆ Wear only one earpiece when using a personal listening device.
- ◆ Wear only one backpack shoulder strap when walking at night; avoid wearing a strap over your neck and shoulder. This prevents an attacker from easily controlling you.
- ◆ Use common sense.
- ◆ Never leave your backpack or other items unattended.
- ◆ Limit your alcohol intake. Avoid combining alcohol and drugs; the result could be dangerous.
- ◆ Practice online safety. Never reveal personal information such as your social security number.
- ◆ Carefully consider what you post online; privacy settings are not “private.” Online postings are available, even after being deleted.



Deputy Chief Rob Bowers



Captain Darin Van Ryswyk



Captain Carrie Jacobs



Captain Aaron DeLashmutt

## Important Telephone Numbers

### EMERGENCY

911

### CAMPUS NUMBERS

ISU Police (General)	515-294-4428
ISU Parking	515-294-3388
Help Van	515-294-4444
Safety Escort	515-294-4444
Dean of Students Office	515-294-1020
Residence Life	515-294-6428
Thielen Student Health Center	515-294-5801
Women's Center	515-294-4154
Student Counseling Service	515-294-5056
Environmental Health and Safety (Fire Safety Office)	515-294-5359

### OFF CAMPUS NUMBERS

Ames Police Department (General)	515-239-5133
Story County Sheriff's Office	515-382-6566
Ames Fire Department Headquarters	515-239-5108
SART (Sexual Assault Response Team)	515-292-5378
ACCESS (Assault Care Center Extending Shelter and Support)	515-292-5378
Mary Greeley Medical Center	515-239-2155
Planned Parenthood of the Heartland	515-292-1000

### DEPARTMENT OF PUBLIC SAFETY

Jerry Stewart—Director and Chief of Police	515-294-6762
Robert Bowers—Associate Director and Deputy Chief of Police	515-294-5787
Mark Miller — Assistant Director and Parking Division Manager	515-294-1987
Aaron DeLashmutt — Captain, Investigations	515-294-7166
Carrie Jacobs — Captain, Threat Assessment and Management	515-294-9848
Darin Van Ryswyk — Captain, Patrol Operations	515-294-4529
Marie Carlson — Dispatch Coordinator	515-294-4495
Elizabeth Morse — Records	515-294-9239
Elliott Florer — Lieutenant, ISU Community Outreach	515-294-4404
Deb Larkin — Lieutenant, Community Service Officer Program	515-294-4523

Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. Veteran. Any person having inquiries concerning this may contact the Director of Equal Opportunity and Compliance at 515-294-7612.