

Safety & You

Annual Security and Fire Safety Report

September 2013

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

About this Report

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990*. This legislation required all postsecondary institutions participating in Higher Education Act (HEA) Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her residence hall room in 1986—the law is generally referred to as the *Clery Act*.

Under the *Clery Act*, institutions are required to: collect, classify and count crime reports and crime statistics; issue campus alerts; publish an annual security report; and submit crime statistics to the Department of Education. In addition, institutions with police or

security departments must maintain a daily crime log of all alleged criminal incidents that is available for public inspection. Colleges and universities with on-campus housing facilities must have procedures for missing student notifications, maintain a fire log and prepare a report containing policy statements and fire statistics for each on-campus housing unit. *Safety & You* is the university's annual publication that fulfills these requirements.

The Iowa State University Police Department has been designated as the entity responsible for compiling and publishing the institution's annual security and fire safety report. In this document you will find various policies and procedures, safety tips, crime statistics for the past three years and a brief overview of many of the services the university provides. We hope you will use this publication to reference valuable safety related information.

The ISU Police Department could not prepare *Safety & You* without the cooperation of several campus organizations and individuals. Information is obtained from the Dean of Students Office, Department of Residence, Environmental Health and Safety, University Relations, Office of University Counsel, campus security authorities and numerous other individuals. Information is also collected from the Ames Police Department and the Story County Sheriff's Office. We would like to thank everyone involved for their assistance and input.

Iowa State University is committed to providing a safe and secure environment; however, even extensive initiatives cannot succeed without the awareness and cooperation of community members who work, study and live on campus. Anyone who is the victim of, or a witness to, any crime should immediately notify the Iowa State University Police Department. For emergency situations or if a crime is in progress, call 911. For non-emergency situations, call 515-294-4428.

By October 1 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 may also e-mail your request to dpsinfo@iastate.edu

Iowa State University
Police Department
55 Armory Building
Ames, IA 50011-3034

Emergency 911
Non—emergency 515-294-4428

ISU Police Department

Reporting Crimes

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 Department Staffing

- 35 full-time sworn officers
- 6 full-time dispatch staff
- 2 records clerks
- 1 administrative advisor
- 1 SART/victim/witness coordinator
- 1 administrative assistant
- Part-time student dispatchers
- Part-time community service officers

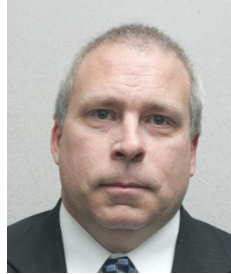


Officer Patrick Oetker is shown here with Chief Jerry Stewart, Captain Darin Van Ryswyk and Officer Zachary Deutmeyer following his swearing in ceremony.

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.



Chief Jerry Stewart



Deputy Chief Rob Bowers

The Iowa State University Police Department is a professional law enforcement organization staffed by highly trained men and women. Sworn 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. Police officers have jurisdiction and respond to incidents on the main campus, as well as university-owned or controlled outlying properties. A mutual aid agreement with the City of Ames allows officers to patrol outside established institutional 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 law enforcement 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 regarding a myriad of 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 (located at the intersection of Bissell Road and Pammel Drive).

On-campus crimes should be reported to the ISU Police Department:

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 parking lots, inside buildings or around residence halls, should be reported immediately to ISU Police. Emergency telephones, located throughout the campus, will connect callers directly to the ISU Police Department.



Emergency Telephone Locations

Northeast of Molecular Biology Building
South of Printing Services Building
North of Soil Tilth Building
Inside Physics Building
West of Hub
West of Jischke Honors Building
Thielen Student Health Center
Southeast of Black Engineering Building
West of East Campus Parking Deck
Forker/RCA Corridor
Southeast of Towers Residence Halls
South of Ann Campbell Transit Hub
East of Jack Trice Stadium
North of Reiman Gardens
North side of College of Veterinary Medicine
East side of College of Veterinary Medicine

To view a map of telephone locations, go to:
www.fpm.iastate.edu/maps/

Timely Warnings

The *Clery Act* requires that a timely warning be issued for any *Clery Act* crime that occurs on or near campus that has been reported to campus security authorities or local police agencies and is considered by the institution to represent a serious or continuing threat to students and employees. *Clery Act* crimes include: murder; manslaughter; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; arson; and motor vehicle theft. Warnings may be issued for other types of crimes as well, although this is not required by law. Crimes reported to pastoral and professional counselors are exempted from the timely warning requirements.

POLICY

Timely warnings shall be issued whenever ISU Police become aware of a potentially dangerous criminal situation on or near campus that is considered to pose a serious or continuing threat to students and employees. The warning shall be issued using the ISU ALERT system and contain as much pertinent information as is available to help the campus community take appropriate precautions.

All students, faculty and staff are encouraged to log into AccessPlus to register for ISU ALERT messages. Options available for receiving timely warnings include: voice alerts via telephone; text alerts via cell phone; or e-mail alerts (any or all options may be chosen). Detailed instructions are listed on page five of this publication.

The ISU Chief of Police or his designee will determine what situations warrant the issuance of a timely warning. The determination will be made on a case-by-case basis. Factors to be considered include: the nature of the crime; the continuing danger to the campus community; and the possible risk of compromising law enforcement efforts. For example, it's possible to have a rash of residence hall burglaries or motor vehicle thefts that merit a warning because they present a continuing threat to the campus community. However, if two students are in-

involved in an aggravated assault and there is no ongoing threat to the community, a timely warning notice would not be warranted. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported and the amount of information known by law enforcement officials.

Once it is decided to issue a timely warning, the Chief of Police will consult with University Relations staff, the Dean of Students, the Department of Residence and other university officials as appropriate to determine the content of the warning. The message will include information about the crime, the location, suspect infor-

mation (if known) and recommended actions to be taken. Additional information will be released as it becomes available utilizing the ISU homepage. A recorded voice message containing updated information may also be available by calling 515-294-5000. Do not call the ISU dispatch center for updates as personnel will be busy relaying information to and from the incident scene.

Anyone with information warranting a timely warning should report the circumstances to ISU Police by calling 515-294-4428 or by appearing in person at Room 55 of the Armory Building (located at the intersection of Bissell Road and Pammel Drive).

Report Crimes Promptly to ISU Police

To report a crime or an emergency on the ISU campus, call 911. For non-emergency situations, call 4-4428 from any campus telephone or 515-294-4428 from a telephone 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 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, the Sexual Assault Response Team (SART) 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.



Officers attend specialized trainings to enhance their skills.

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 or ambulance

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 Students



Lieutenant Steve Hasstedt takes fingerprints for a student.

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 you keep it charged and powered on.
- ◆ Notify ISU Police if you think you are being stalked or harassed.
- ◆ Use the safety escort service (515-294-4444) instead of traversing campus alone at night.
- ◆ Keep your ISU Alert and Emergency Contact Information current.



Detective Nick Grossman is part of the Threat Management Unit.

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 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.

ISU Alert & Emergency Contact Information

Iowa State University maintains information regarding your preferred contact information to be used if there is a need to inform you about a campus-wide emergency (ISU Alert) and additional information to be used if the institution 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 AccessPlus . 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"> • Telephone number for voice alerts • Telephone number for text alerts • E-mail address for e-mail alerts 4. Check your ISU Alert Information to ensure that it is accurate and that it includes the telephone 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"> • Emergency contact information for up to five individuals • Missing person contact information (first person on your contact list) 4. Add or change names, addresses, telephone 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 the ISU Police Department immediately.

ISU POLICE 515-294-4428 or 911 (Emergency)

Emergency Notification, Response and Evacuation



ISU Police, Ames Police and Story County Sheriff's deputies provide protection for the arrival of President Obama.



Lieutenant Sara Jensen serves as the liaison to the College of Veterinary Medicine.



Officers Anthony Greiter, Paul Huston, Dustin King, Doug Hicks and Sergeant Jason Rieder at Destination Iowa State.

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.

Call 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. (See 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 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 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. University police vehicles are also 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 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 familiarize themselves with the nearest evacuation routes.

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.

Testing

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

Maintaining 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 campus lighting is adequate and the landscape is controlled appropriately. Deficiencies are noted and a list is forwarded to Campus Services for action.

Community Service Officers check lights nightly as they perform building locks and security checks. Any nonfunctioning lights and/or locks are noted and repair orders are 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.

Community members may 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 residence halls and on-campus apartments are processed by the staff in the Department of Residence (DoR) 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 – Submit requests via the On-Line Work Order System.

Emergency Requests – 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 the following:

You will receive a confirmation email and a reference number. Please keep this number because it will allow 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 DoR 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, assistance may be needed from staff within the ISU offices of Facilities Planning and Management (FP&M) and Environmental Health and Safety (EH&S) or from a university approved outside contractor.



Officers participate in mandatory firearms training and qualifications semi-annually.



Marie Carlson is the dispatch supervisor. She started dispatching while in college as a part-time job. Little did she know at that time that it would turn into a career.



ISU police officers, staff and students support the Iowa Special Olympics by participating in the annual Torch Run.

Safety and Security Programs



Contact Lieutenant Elliott Florer (515-294-4044) or Officer Anthony Greiter (515-294-3009) to arrange a presentation for your group.



Lieutenant Pete Gagne is a detective in the Investigations Unit.



Officer Keith Varner runs students through field sobriety testing with the aid of fatal vision goggles.

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: citizen police academy; alcohol/drug awareness; sexual assault response; defensive tactics; violent incident response 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 2012, ISU Police facilitated 146 presentations with 25,450 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.

- ◆ **Alcohol/Drug Awareness** — learn the dangers of alcohol and drugs; how to help a friend who has consumed too much alcohol; Iowa laws and fines; alternatives to alcoholic events; and drug trends.
- ◆ **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 do when a violent incident occurs on campus.
- ◆ **Threat Assessment** — learn signs of a possible threat and how ISU can help.
- ◆ **General Safety** — learn precautions you can take to help keep you from becoming a victim of crime.

Like us on Facebook and follow us on Twitter for more safety-related information.

Sexual Assault and Rape Prevention Programs

Unless There's Consent: 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: a bystander intervention training in which students learn 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 prevention programming and educating the ISU community about sexual assault, stalking and relationship violence. Examples include:

- ◆ ***Violence Leaves an Empty Chair at the Table:*** an annual display addressing relationship violence.
- ◆ ***Stalking Awareness Month:*** an annual panel with representatives from Assault Care Center Extending Shelter and Support (ACCESS), ISU Police and Dean of Students Office.
- ◆ ***Vagina Monologues:*** to engage the community on sexual and relationship violence on a local and national level.
- ◆ ***Take Back the Night:*** a rally and march to encourage the community to take a stance against violence.
- ◆ ***Clothesline Project:*** a visual display of stories and experiences of survivors and victims of sexual violence.
- ◆ ***Monthly Seminars:*** discussions relating to healthy behaviors and 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. Course content addresses the university's sexual misconduct policy and the concept of obtaining affirmative consent.

Building Access

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

Fraternities and sororities are located near campus on privately owned property. 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 initiate 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 (515-294-4444).
- ◇ Don't leave personal property 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.



You may anonymously report criminal activity to **Story County Crime Stoppers** by calling 515-382-7577, by texting "STORYCOUNTY", followed by your tip to 274637 (Crimes) or by going online to www.storycountycs.com. Rewards up to \$1,000 may be given for information leading to arrests.



Lieutenant Dave Peterson and Officer Doug Hicks conduct bike patrol during ISU home football games.



Lieutenant Deb Larkin oversees the Community Service Officer (CSO) program on campus.



Officer Ryan Meenagh facilitates a VIRT presentation in the Memorial Union.

Alcohol, Drugs and Other Intoxicants Policy

This policy addresses alcohol, drugs and other intoxicants. The purpose of this directive 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.

POLICY

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 one 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 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 combat the negative effects of substance abuse on student success.

- Student Counseling Services

The Student Counseling Services (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.



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



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 OPERATING WHILE INTOXICATED IN IOWA

Offense	Fine	and/or Jail	License Suspension
1st	\$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

PENALTIES UNDER IOWA LAW FOR POSSESSION OF CONTROLLED SUBSTANCES

124.401(5) (Includes minimum imprisonment of 48 hours, which can be suspended)

Note: The reduced penalties for marijuana would appear to apply only if the present offense and all previous convictions were for marijuana, otherwise the penalties for the "other than marijuana" would apply. Convictions for violations of Chapters 124, 124A, 1245B and 453B can be used to enhance second and subsequent offenses in the "other than marijuana" category.

	Marijuana	Other than Marijuana
First Offense	Serious Misdemeanor	Serious Misdemeanor
Second Offense	Serious Misdemeanor	Aggravated Misdemeanor
Third or Greater Offense	Aggravated Misdemeanor	Class "D" Felony

Sexual Assault Policy

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



Steffani Simbric, SART coordinator, distributes information about sexual assault at the "Get a Magnet" event held each April in conjunction with Sexual Assault Awareness Month.

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) 29-ALERT (292-5378) 800-203-3488 for a confidential advocate
- **Mary Greeley Medical Center** 515-239-2155 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 telephone or 515-239-5133

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

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.

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; or
- 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 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 criminal 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)

29-ALERT (292-5378)

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.

ISU Student Counseling Services

515-294-5056

Students can meet with a confidential mental health counselor. 3rd floor Student Services Building.

ISU Thielen Student Health Center

515-294-5801

Students can receive medical care, including sexual assault examinations, from a confidential health care provider. Corner of Union Drive and Sheldon Avenue.

Office of Equal Opportunity

515-294-7612

EO staff can discuss sexual harassment concerns and options for students and staff. 3280 Beardshear Hall.

Title IX Coordinator

515-294-7612

Iowa State University has designated Robinette Kelley, Director of the Office of Equal Opportunity, 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. Deputy Title IX Coordinators assist the Title IX Coordinator in compliance matters by ensuring that complaints from their respective areas are reported. They also serve as resources in their areas for employees and students and assist in training and education. The Deputy Title IX Coordinators are:

- **Athletics:** Senior Associate Athletic Director — Calli Sanders (515-294-1087)
- **Student Affairs:** Interim Director of Greek Affairs and Assistant Director of Judicial Affairs — Sara Kellogg (515-294-1021)
- **Academic Affairs:** Associate Provost for Academic Personnel and Chief Diversity Officer — Dawn Bratsch-Prince (515-294-6410)

Margaret Sloss Women's Center

515-294-4154

The Center provides support and information through educational outreach, appropriate referral services and a safe place. Sloss House on the ISU campus.

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.

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.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

—Legal Citation: Title IX of the Education Amendments of 1972 and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Sexual Assault and Prevention (continued from page 13)

Community Resources**Mary Greeley Medical Center**

111 Duff Avenue
515-239-2155

Planned Parenthood of Ames

2530 Chamberlain Street
877-811-7526

Ames Police Department

515 Clark Avenue
911 for emergencies
515-239-5133 for non-emergencies

Story County Sheriff's Office

1315 South B Avenue, Nevada, IA
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

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.

How does SART work?

The Story County Sexual Assault Response Team can be activated by contacting any SART agency. Upon activation, a three person team responds. Responders include:

- **Sexual Assault Nurse Examiner (SANE):** An experienced Registered Nurse (RN) who has received extensive training specific to collecting and documenting evidence in sexual assault cases. Other options available include treatment for sexually transmitted infections and pregnancy.
- **Sexual Assault Advocate:** A confidential service provider who offers emotional support, victim rights information, additional community resources and support when utilizing other systems. Sexual assault victims have the right to have an advocate present at all proceedings relating to the assault, including meetings with law enforcement, medical professionals, or the criminal justice system.
- **Law Enforcement Officer:** A specially trained officer can take a report of the assault and/or start an investigation, depending on the wishes of the victim. Options include:
 - File written report only, no investigation
 - File written report, gather immediate evidence, no further investigation
 - File written report, gather evidence, conduct full investigation

The nurse, advocate and law enforcement officer each explain their role on the team and what services may be provided. **The victim decides which resources to use.** In a sexual assault, choice was taken away from the person who was sexually assaulted. SART wants to give that choice back to that person and will respect all decisions that person makes.

Understandably, many sexual assault victims are not ready to make a decision about pursuing criminal charges immediately after a sexual assault. In Iowa a survivor has **ten years** to ask the County Attorney's Office to pursue a criminal case (or ten years after one's 18th birthday if the assault took place prior to the survivor turning 18). Physical evidence, however, is lost quickly after a sexual assault and typically cannot be recovered. The choice can be made to have evidence collected and preserved immediately after an assault and decide later how to proceed. (See page 32 for a list of SART agencies — denoted by *)

Judicial Process

The Office of Judicial Affairs is responsible for coordinating and administering the judicial process at Iowa State University. This includes receiving reports of alleged misconduct, ensuring that students receive due process and fair treatment throughout the hearing process and maintaining students' disciplinary records. Judicial Affairs staff members are committed to informing students of their rights as members of the university community and educating them regarding the responsibilities they have to themselves and to other members of the university community.

Individuals who believe a violation of the Student Disciplinary Regulations has occurred may contact the Office of Judicial Affairs in the Dean of Students Office to discuss options available for reporting incidents to the appropriate authorities on campus.

Administrative Hearing Request

If you receive an Administrative Hearing Notice or a request to schedule an appointment with an Office of Judicial Affairs staff member, please read it carefully. This letter is one of the initial steps of the judicial process. Of particular importance is whether the alleged violations are determined to be Minor or Major.

While some students may experience a level of anxiety and stress over receiving a letter from Judicial Affairs, one goal of our office is to provide an atmosphere of mutual respect throughout the process. While students are expected to be respectful of our staff and the judicial process, students can also expect to be treated with respect by our staff.

You will also be informed of any pending charges, options for resolving the case and any potential sanctions, or consequences, for inappropriate behavior. During the hearing, you will be asked whether you admit or deny responsibility for the charges and to provide your account of the incident(s) in question. You may also be asked additional questions to further clarify understanding of the incident.

Following the hearing, you will be notified of the outcome and any related sanctions if you were found responsible for violating university policy.

Minor and Major Cases

A minor case is a matter in which any sanction resulting from a hearing will not include dismissal from the university. A major case is a matter in which the sanction that may be imposed may include suspension or expulsion. A major case will be heard by the All University Judiciary (AUJ), handled by an OJA Administrative Hearing, or an Administrative Law Judge.

Minor Case

If a student receives an Administrative Hearing notice describing the alleged violations as "minor", it does not mean that the alleged incident is insignificant or inconsequential. Rather, it means that the alleged behavior and/or prior misconduct by the student does not warrant the consideration of suspension or expulsion from the university. If that student is found responsible for the violations in a minor case, sanctions will range from Disciplinary Reprimand to Deferred Suspension and may include other educational sanctions and/or requirements and restrictions related to the incident.

Resolving a Minor Case

To resolve a case of minor nature, students will most likely meet with an administrator in the Office of Judicial Affairs for an Administrative Hearing. A student receiving an Administrative Hearing Notice is given ten business days to schedule and attend a hearing.

Administrative Hearing—Minor Case

An Administrative Hearing is a semi-formal meeting in which relevant facts and information regarding an alleged violation of university policy are presented to an administrator in the Office of Judicial Affairs. Any decisions regarding responsibility and related sanctions are determined by the administrator. Decisions are based on information provided by the student, as well as information previously reported to the Office of Judicial Affairs.

(continued from page 15)

Minor Case Sanctions

In a minor case, the sanctions below are potential outcomes resulting from a hearing or an Agreed Resolution. Specifically, these sanctions may include:

- Disciplinary Reprimand;
- Conduct Probation; or
- Deferred Suspension

In addition to the listed sanctions, a student may also be required to complete an educational sanction, provide restitution, or be removed from university housing.

The list above is not all-inclusive of potential sanctions in a minor case. Refer to the Student Disciplinary Regulations, Section 5.6.3 (d).

Major Case

If a student receives an Administrative Hearing notice describing the alleged violations as "major", it means that the alleged behavior and/or prior misconduct by the student warrants the consideration of a suspension or expulsion from the university. If that student is found responsible for the violations in a major case, the sanctions will range from Disciplinary Reprimand to Expulsion and may include other educational sanctions and/or requirements and restrictions related to the incident.

Resolving a Major Case

To resolve a major case, the student will meet with an administrator in the Office of Judicial Affairs to discuss options for resolution. A student receiving an Administrative Hearing Notice for a major case is given ten business days to schedule and attend a meeting.

AUJ Hearing

An All-University Judiciary Hearing is a semi-formal hearing in which information related to the alleged misconduct is reviewed and considered by the committee. During this meeting, students, along with other individuals directly related to the incident, have the opportunity to present relevant information for the committee to determine whether a student has violated any university policies.

When preparing for participation in an AUJ hearing, please contact the Office of Judicial Affairs at 515-294-1020 for more information.

AUJ Hearing Format

The format of the All-University Judiciary Hearing will generally follow the outline below:

1. Opening summary by the Complainant or Office of Judicial Affairs representative
2. Opening summary by the Respondent if desired
3. Presentation of witnesses, evidence and information by Complainant
4. Questions from the Respondent to the Complainant
5. Presentation of witnesses, evidence and information by the Respondent
6. Questions from the Complainant to the Respondent
7. Questions from the board to Complainant and/or Respondent
8. Closing statement by the Complainant
9. Closing statement by Respondent

Following the hearing, the AUJ will deliberate in private and make a recommendation to the Dean of Students regarding the decision and sanctions.

Agreed Resolutions

At any time before the hearing, the Office of Judicial Affairs and the accused student or student organization may reach agreement upon a reasonable sanction for conduct, called an Agreed Resolution. The resolution, approved by the Dean

of Students, waives the right and need for a formal hearing. Discussions regarding agreed resolutions shall not be introduced against the accused as evidence of responsibility in disciplinary hearings.

Option for APA Hearing

In order to assure compliance with the Iowa Administrative Procedure Act (APA), Chapter 17A of the Iowa Code, in major cases, ISU provides the option for a student to have the case heard by an administrative law judge under the procedures of Iowa Code §17A.11-16 and 681 IAC 20. Students will be advised of this right in the Formal Complaint. The student must make the election within five business days of receiving the Formal Complaint. Otherwise, the student is deemed to have waived the right to an APA Hearing.

The University may elect to have a member of its legal staff present the case to the administrative law judge during an APA hearing.

Major Case Sanctions

In a major case, all sanctions are potential outcomes resulting from a hearing or an Agreed Resolution. Specifically, these sanctions may include:

- Disciplinary Reprimand;
- Conduct Probation;
- Deferred Suspension;
- Defined Length Suspension;
- Indefinite Suspension; or
- Expulsion

In addition to the sanctions listed above, a student may also be required to complete an educational sanction, provide restitution, or be removed from university housing.

The list above is not all-inclusive of potential sanctions in a major case. Refer to the Student Disciplinary Regulations, Section 5.6.4(i).

Student Status Sanctions

- **Disciplinary Reprimand**—An official warning followed by the written notice to the student that his/her conduct is in violation of University rules and regulations.
- **Conduct Probation/Conditions**—A more severe sanction than a disciplinary reprimand. It is a period of review during which the student must demonstrate the ability to comply with University rules, regulations and other requirements stipulated for the probation period. While under conduct probation, a student may be disqualified from serving as an officer of a student or campus organization or as a member of a University committee or council. The OJA Administrator or RJA Coordinator may impose reasonable conditions upon probation which may include limitations on activity or access to University facilities for a period of five months or less.
- **Deferred Suspension**—A suspension, but which is deferred subject to a definite or indefinite period of observation and review. If a student is found responsible for further violation of the Student Conduct Code or an order of a judicial body, suspension may be recommended to the Dean of Students Office. While under deferred suspension, a student may be disqualified from serving as an officer of a student or campus organization or as a member of a University committee or council. The OJA Administrator may impose reasonable conditions upon deferral, which may include limitations on activity or access to University facilities for a period of the deferred suspension.
- **Defined Length Suspension**—The student is dropped from the University for a specific length of time. This suspension may not be less than one semester or more than two years. Reinstatement may be contingent upon meeting the written requirements of the All-University Judiciary at the time the sanction was imposed. A hold will be placed on reentry until reinstatement is granted.
- **Indefinite Suspension**—The student is dropped from the University indefinitely. Reinstatement may be contingent upon meeting the written requirements of the All University Judiciary specified at the time the sanction was imposed. Normally, a student who is suspended indefinitely may not be reinstated for a minimum of two years. A hold will be placed on reentry until reinstatement is granted.
- **Expulsion**—The student is permanently deprived of his/her opportunity to continue at the University in any status.

Clery Definitions

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.

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.

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.

Bias Crime — a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime. Note: Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

- ◇ **Racial Bias** — 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 Bias** — a preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- ◇ **Religious Bias** — 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 Bias** — 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 Bias** — 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 Bias** — 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.

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

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.

- ◇ **Forcible Fondling** — the touching of private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapability.
- ◇ **Forcible Rape** (except "statutory rape") — the carnal knowledge of a 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 because of his/her temporary or permanent mental or physical incapacity.
- ◇ **Forcible Sodomy** — oral or anal sexual intercourse with 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- ◇ **Sexual Assault with an Object** — the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Clery Definitions

Hate Crime — *see Bias Crime.*

Hate Group — *an organization whose primary purpose is to promote animosity, hostility and malice against persons belonging to a race, religion, disability, sexual orientation, ethnicity or national origin which differs from that of the members of the organization, e.g., the Ku Klux Klan, American Nazi Party.*

Larceny — *the unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.*

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

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

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

Non-Campus Property — *off-campus property that is owned, controlled or managed by a recognized student organization, such as fraternities, sororities and cooperatives. Additionally, this includes incidents reported at remote campus locations on property owned or leased by the institution.*

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

◇ **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.*

On-Campus Property — *any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous (as described above) that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).*

Public Property — *All property, including thoroughfares, streets, sidewalks and parking facilities, owned by the city, that is within the campus or immediately adjacent to and accessible from the campus.*

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.*

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.

Drug Abuse Violations — *violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).*

Liquor Law Violations — *the violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)*

Weapon Law Violations — *the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.*

Violations definitions are from the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#).

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/ Property			Public Property			Total		
Offense Type	2010		2011		2012		2010	2011	2012	2010	2011	2012	2010	2011	2012
(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	6	1	6	0	9	1	2	1	1	0	0	1	9	7	12
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	1	0	0	0	0	0	0	0	0	1	1	0
Aggravated Assault	11	3	4	4	0	1	1	0	0	0	1	1	15	9	2
Burglary	16	8	10	37	18	17	14	18	14	0	0	0	38	65	49
Arson	0	1	1	1*	1	2	1	0	1	0	0	0	2	2*	4
Motor Vehicle Theft	0	2	0	2	0	1	0	2	0	1	0	0	3	4	1
Hate Crimes															
Race	0	1	0	1	0	0	0	0	0	0	0	0	1	1	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
Arrests															
Liquor Law Violations	50	213	57	225	40	242	39	2	7	75	92	87	377	376	376
Drug Abuse Violations	50	32	49	25	65	27	2	0	0	10	15	22	94	89	114
Weapon Law Violations	0	0	0	1	1	0	0	0	0	0	2	0	0	3	1
Referrals															
Liquor Law Violations	527	0	605	0	523	0	0	0	0	0	0	0	527	605	523
Drug Abuse Violations	3	0	0	0	0	0	0	0	0	0	0	0	3	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*. 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.

* In reviewing arson cases for 2011, it was determined that a previously reported statistic for arson on-campus was actually a suspicious fire of undetermined origin. The numbers above have been changed to reflect this correction.

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 telephone and on your person.

Emergencies only — 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 personal 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.

Rome, Italy Campus Policies

All policies and procedures of the main campus will apply unless noted below. The Rome campus does not have on-campus housing facilities.

Reporting Crimes: If you are a victim of a crime while living in Rome, report it immediately to the resident director (Pia Schneider) and the Italian Police (emergency, dial 113). If the crime occurred at your residence, contact the police station at Via Felice Cavallotti in Rome (phone 06 583 9131). The police report must be filed within three months of the date the crime occurred (in the event of a sexual assault, the report must be filed within six months). If you have difficulties filing your report with an Italian official, contact the U.S. Embassy or Consulate (phone 06.46741) immediately. (This information is taken from the following website: <http://italy.usembassy.gov/acs/emergency/emergency-crime.html>)

Facilities Hours and Access: The administrative offices are open Monday through Friday from 9:00 a.m. until 6:00 p.m. during the weeks that classes are in session. Exceptions to the closing hour will be made at the discretion of the program leaders and the resident director. It is recommended that students leave the studios by 10:00 p.m. Never remain alone in the studios. Make sure all shutters are closed when leaving the studio for any reason. Because the studio is located in a large facility containing numerous other businesses, the main door is kept locked at all times. Keys are issued only to authorized individuals. Do not open the door to anyone you don't know. This is a non-smoking facility.

Facilities Maintenance: The studio spaces and lecture room are cleaned and maintained on a regular basis by contracted cleaning personnel. Students are asked to keep the floor areas around their tables as clear as possible and to clean up after themselves. Items left on the floor will be considered trash and will be thrown away. Only authorized personnel have key access to the facility.

Timely Warnings: Whenever a situation arises, either on or off campus, that in the judgment of the Resident Director constitutes an ongoing or continuous threat, a campus wide "timely warning" will be issued. This may take the form of an e-mail, or announcements made in the classrooms and studios. You will be advised when the threat no longer exists.

Alcohol Policy: The consumption of alcohol in the studio is prohibited, with exceptions made only for special group events such as receptions and exhibition openings. The legal age for purchasing alcohol in Italy is 16; however, there is no minimum legal drinking age.

Drug Policy: Possession of all drugs is prohibited in Italy and punishable by administrative sanctions in instances of personal use and by prison sentences when dealing or trafficking is involved. (Refer to the following website for more information: <http://www.emcdda.europa.eu/html.cfm/index5174EN.html?plugin>)

Evacuating the Studios: Should there be a fire, gas leak, flood, or any other emergency compromising the general health and safety of persons present at the Iowa State University College of Design Rome Program and no member of the faculty/staff is present, you must sound the alarm, warn others of the danger and evacuate the building immediately. In case of such emergency, evacuation of the premises is required by the Italian safety code (D.L. 81/08) even in the absence or failure of alarm systems or in the absence of a member of the Rome Program staff or faculty.

- Sound the alarm (located in the corridor next to the telephone, opposite the office). This signifies that everyone must immediately evacuate the premises.
- Check the Evacuation Plan on the wall of each room for a clear indication of escape routes.
- When evacuating, proceed calmly and in an orderly fashion to the nearest accessible exit, following specific instructions of ISU staff or faculty, if present. If no member of the staff or faculty is present, please lead other students and any guests out of the building.
- In case of a fire or explosion, distance yourselves as far as possible from the hazard. Do NOT remain near the building or windows that may explode in shards of glass.
- In a fire, turn off the circuit breaker (on the electrical panel in the corridor).

The primary fire exit is through the front door and down the staircase. The place of secure refuge is the terrace off the back rooms. If both the front exit and the secure refuge are blocked, an alternative route is down the back staircase by the office, which leads to the ground floor and into the piazza.



Reporting an emergency:

In case of an emergency, please notify immediately the:

Resident Director cell 335 7051

458 OR 06 4542 7858 or

Laura Pancani 346 877 26 19

or a member of the ISU/Rome Program faculty. Or call directly one of the following numbers:

FIRE: 115

CARABINIERI: 112

POLIZIA: 113

Give your name, address: Piazza delle Cinque Scole 23, interno 3, secondo piano and telephone number, 06 6880 8552; and state briefly the kind of emergency.



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 or Property			Public Property			Total		
Offense Type	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
(includes attempts)												
Murder	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
Forcible Sex Offenses	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
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	2	0	0	0	0	0	0	0	0	2	0
Arson	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
Hate Crimes												
Race	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
Religion	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
Ethnicity	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
Arrests												
Liquor Law Violations	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
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Referrals												
Liquor Law Violations	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
Weapon Law Violations	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.

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



Safety & You

Fire Safety

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 may be found at 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—Call 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 2012, 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 26 for a report by residential facility.)

Fire Equipment Abuse

The fire alarm system, fire extinguishers, fire department standpipes, sprinklers and exit lights are installed for your protection. Report immediately to the Service Center (515-294-3322) any apparent defects in fire safety equipment. Tampering with fire equipment, including the removal of batteries in smoke alarms, the removal of glass box hammers, or tampering with smoke doors and Knox boxes (small boxes attached to the exterior of buildings), is a violation of state law and will lead to university disciplinary action. In the event of any fire extinguisher being used, call the Service Center for re-charging and checking and replacing, if appropriate.

Fire Alarms

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, Schilletter 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 Systems	Fire Extinguishers	Sprinklers	2012 Fire Drills
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	Partial	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.



(Notes continued from page 26)

- ◇ **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 located in their rooms.**

Fire Education 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 combustibles 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.
- ◆ 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.



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.



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
<u>2010 Fires</u>					
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
Schilleter/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 27)

- ◆ 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.
- ◆ 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 established guidelines to supervisors.

2011 Fire Statistics

Residential Facilities	# of Fires	Cause of Fire	# of Injuries Requiring Treatment at a	# of Fire Related Deaths	Value of Property Damage Caused
<u>2011 Fires</u>					
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
Schilletter/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.

Questions about the fire logs should be directed to:

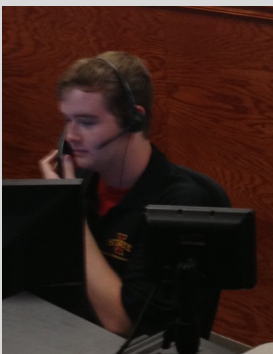
Dave Bunker
Safety Coordinator
ISU Department of Residence
515-294-2927
dbunker@iastate.edu

or

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

2012 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
<u>2012 Fires</u>					
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	1	Unintentional — Oven fire —cooking	0	0	\$500
Friley Hall	1	Intentional — Vandalism — paper	0	0	\$0-99
Helser Hall	0	N/A	N/A	N/A	N/A
Larch Hall	0	N/A	N/A	N/A	N/A
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
Schilletter/University Village Apartments	2	Unintentional— Oven fire — oven cleaner	0	0	\$500
		Unintentional— Oven fire — cooking	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



Student Dispatcher
Alex Houghton



Dispatch Staff: Supervisor Marie Carlson, Danielle Winter*, Matthew Kolker*, Carlyn Clevenger*, Bill Enockson, Audrey Beal, Andrew Gragg, Tammy Barker, Matt Weidman* and Jayme Augustine. (* denotes students)

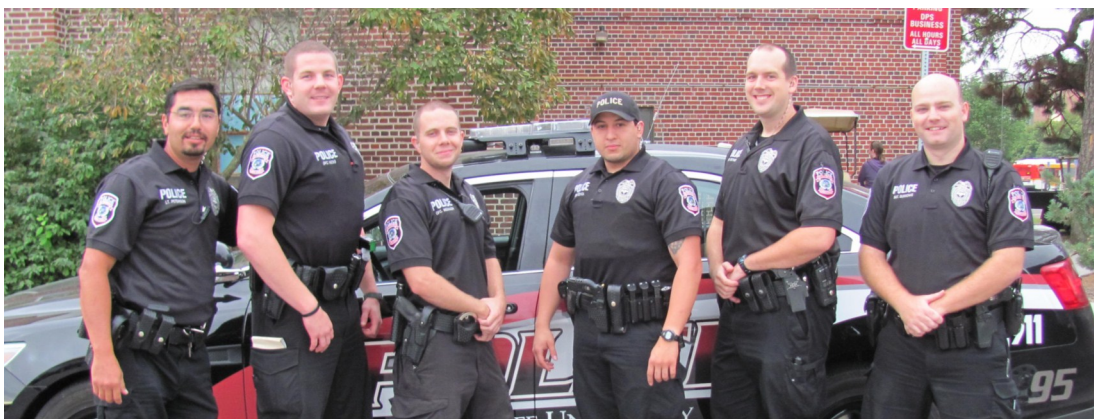
Your ISU Police Department



Day shift officers: Dwight Hinson, Lieutenant Steve Hasstedt, Vern Butterbaugh, Sergeant Justin Gatewood, Mervin Johnston, Tony Atilano and Joel Swanson.



2nd shift officers: Paul Huston, Lief Christensen, Sergeant Jason Rieder, Lieutenant Joshua Hale, Ben Olejnik, Zachary Deutmeyer and Dustin King.

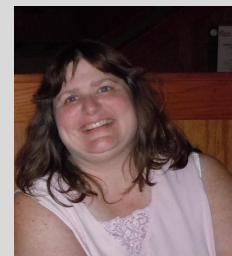


3rd shift officers: Lieutenant David Peterson, Doug Hicks, Ryan Meenagh, Emory Ochoa, Patrick Oetker and Sergeant Chris Burrows. Not pictured are Officers Dennis Bailey and Keith Varner.

Support Staff



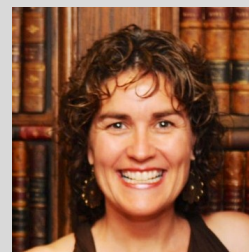
Joyce White
Administrative Assistant



Elizabeth Morse
Records Clerk



Steffani Simbric
SART and Victim/Witness Coordinator



Mary Sirna
Administrative Advisor



Lezie Tate
Records Clerk

Important Telephone Numbers

EMERGENCY

911

CAMPUS NUMBERS

ISU Police (General) *	515-294-4428
ISU Parking	515-294-3388
Help Van/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
Huxley Police Department *	515-597-2001
Nevada Police Department *	515-382-4593
Story City Police Department *	515-733-4305
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
Story County Medical Center *	515-382-2111
Story County Attorney's Office *	515-382-7255

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, Threat Assessment and Management	515-294-7166
Carrie Jacobs — Captain, Patrol Operations	515-294-9848
Darin Van Ryswyk — Captain, Investigations	515-294-4529
Steffani Simbric — Program Coordinator, SART and Victim/Witness	515-294-3116

* Denotes members of the Story County Sexual Assault Response Team (SART)



Captain Darin Van Ryswyk



Captain Carrie Jacobs



Captain Aaron DeLashmutt