

2014 ANNUAL



SECURITY & FIRE REPORT

CONTENTS

Emergency Phone Numbers	4
Preparing and Disclosing Annual Crime Statistics	5
The ULM Police Department	6
Police Authority	7
Clery Geography Map	9
Patrol Geography Map	11
Reporting Crimes or Emergencies	12
Safety Policies	12
Use of University Facilities	12
Residence Halls	12
Academic & Administrative Buildings	13
Weapons Policy	13
Illegal Drug Use Policy	13
Alcohol Policy	13

Timely Warnings	14
Emergency Response	15
Missing Persons	16
Safety Programs	17
Sexual Assault Policy	19
Safety Tips	23
Definitions of Criminal Offenses	25
Definitions of Geography	27
Crime Statistics	28
City of Monroe Crime Statistics	31
Annual Fire Report	32
Fire Alarms	34
Fire Extinguishers	35
Residential Life Policies	37
Resident's Evacuation Instructions	39

Evacuation Locations	41
Residential Life Fire Safety Equipment	42
Residential Life Fire Statistics	43

EMERGENCY PHONE NUMBERS:

ULM Police – On Campus	1-911 or 5350
Off Campus	318-342-5350
Monroe Police Department	318-329-2600
Ouachita Sheriff’s Office	318-329-1200
Louisiana State Police, Troop F	318-345-0000

PREPARING AND DISCLOSING ANNUAL CRIME STATISTICS

The University Police prepares this report to comply with the Jeane Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.ulm.edu/police. You will also be able to connect to our site via the ULM home page at www.ulm.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Residential Life, Judicial Affairs, and Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the ULM Police, designated campus officials (including but not limited to directors, deans, department heads, designated HRLO staff, judicial affairs, advisors to students/student organizations) and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. The Counseling Center staff informs their clients of the procedures to report a crime to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an email notification is made to all faculty, staff and enrolled students that provides the web site to access this report. Copies of the report may be requested by contacting the University Police Department located in Filhiol Hall at 3811 DeSiard St. or by calling (318)342-5350. All prospective employees may obtain a copy from Human Resources located inside of Coenen Hall or by calling (318)342-5140.

THE UNIVERSITY OF LOUISIANA AT MONROE POLICE DEPARTMENT

The ULM Police Department is located in Filhiol Hall at 3811 DeSiard Street. The department operates 24 hours a day and employs 20 commissioned police officers and 6 dispatchers along with 2 non-sworn support staff. Police officers must successfully complete 280 hours of basic training at an approved police academy. The training curriculum is mandated by the Louisiana Peace Officer Standards and Training Commission and includes such topics as criminal law and procedures, patrol and investigation practices and techniques, firearms, first aid and physical training. An array of in-service training programs is provided to update and enhance the professional skills of the officers.

University police officers are vested with all of the powers, authority and responsibilities of any police officer of the State on property owned by the University, including adjacent public streets. While there are no formal written agreements with other law enforcement agencies, the Police Department cooperates fully with federal, state and local law enforcement agencies in cases which involve both on-campus and off-campus jurisdiction or when the resources of another agency can be used to facilitate the resolution of an investigation.

The ULM Police Department is responsible for security, safety, law enforcement and emergency services for the university community. The ULMPD works in cooperation with the Office of Environmental Health and Safety and the Office of Risk Management to enhance the safety and security of the campus. All police officers are full-time, commissioned University Police Officers receiving their authority from Louisiana Revised Statutes 17:1805.

The ULM Police Department maintains a close working relationship with the Monroe Police Department, Ouachita Parish Sheriff's Office, and the Louisiana State Police. UPD occasionally works with other law enforcement agencies including the FBI, US Marshal Service, Louisiana Probation and Parole and Levee District Police. The officers of ULMPD and MPS communicate regularly on the scene of incidents that occur in and around the campus area. The UPD Investigators work closely with the investigative staff at MPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between ULMPD and MPD.

L.R.S. 17:1805 Authority of University or College Police Officer

A. (1) Those persons who are university or college police officers responsible for maintaining general order and exercising police power on the campus of a state-supported or a private college or university shall be designated as university or college police officers.

(2) Each as such person named as a police officer by the president of the college or university shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as provided in Subsection E of this Section. Such commission shall remain in force and in effect at the pleasure of the employing college or university.

(3) While in or out of uniform, these police officers shall have the right to carry concealed weapons and to exercise the power of arrest when discharging their duties on their respective campuses and on all streets, roads, and right-of-way to the extent they are within or contiguous to the perimeter of such campuses. In the discharge of their duties on campus and while in pursuit on or off the campus, each university or college police officer may exercise the power of arrest.

(4) Each such police officer shall execute a bond in the amount of ten thousand dollars in favor of the state for the faithful performance of their duties. The premium bond shall be paid by the employing institution.

B. Any person arrested by a college or university police officer, in the exercise of the power hereinabove granted, shall be immediately transferred by such officer to the custody of the sheriff or city police wherein arrest occurs.

C. On and after January 1, 1975, no person shall be commissioned as a college or university police officer, unless prior to such commissioning the person has, as a minimum requirement, completed and graduated from the six-week program of the Basic Law Enforcement Training Academy of Louisiana State University and Agricultural and Mechanical College or possesses equivalent training or experience.

D. Upon authorization by the chief administrative officer of the educational institution, a college or university police officer shall have authority to discharge his duties off campus as follows:

(1) If engaging in intelligence gathering activity.

(2) When investigating a crime committed on campus.

(3) When transporting prisoners in furtherance of duties as set forth in this Section.

(4) When transporting money, securities, or other valuables on behalf of the college or university.

(5) While providing security or protective services for visiting dignitaries to the college or university both on and off the campus.

(6) If specifically requested by the chief law enforcement officer of the parish or city.

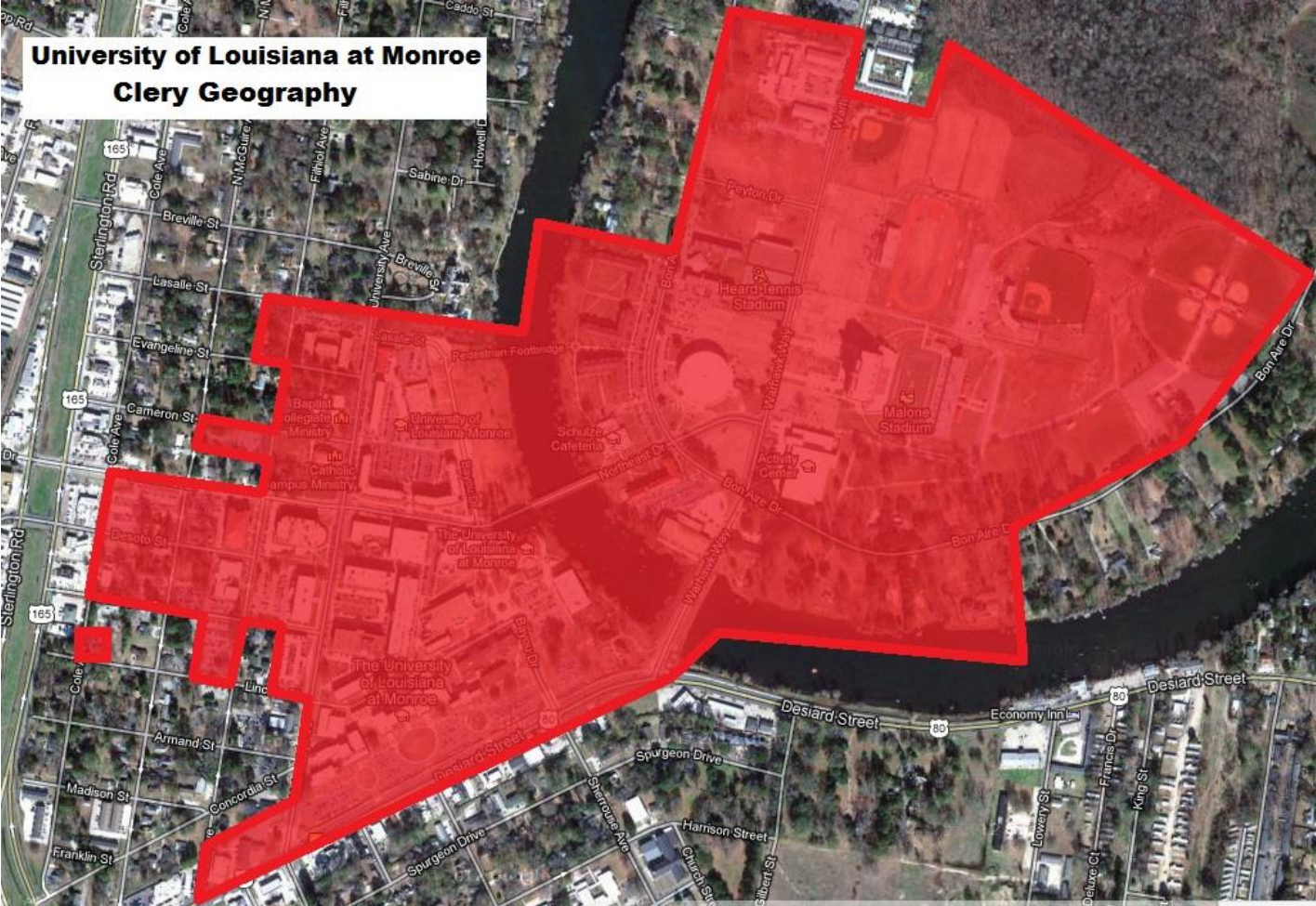
E. Notwithstanding any of the provisions of this Section to the contrary, any state supported or private college or university situated within the territorial limits of any municipality having a population in excess of two hundred fifty thousand persons may, at the option of said college or university, have its campus police officers commissioned as university or college police officers by such municipal or city police department, rather than the Department of Public Safety, upon complying with the requirements and regulations as may be prescribed by said municipal or city police department for the commissioning of special officers. Such commissions issued by a municipal or city police department shall confer upon such campus police officers all rights and privileges as are enumerated in this Section with respect to officers commissioned through and by the Department of Public Safety; provided, however, that such officers shall not be entitled to supplemental pay for municipal police officers.

F. Notwithstanding any provision of this Section to the contrary, on July 1, 1991 and thereafter, no person shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as otherwise provided in Subsection E of this Section until there has been a determination made by the commissioning authority that the particular public or private college or university name the police officers is in compliance with the provisions of R.S. 17:3351(C), or, in the case of a private college or university, is in compliance with substantially similar requirements adopted by the particular institution, relative to reporting certain statistics on reported criminal offenses, adopting certain written security policies and procedures, and publishing certain such policies and procedures.

G. Each person who is employed as a full-time college or university police officer may carry a concealed handgun, whether in uniform or not and whether on or off duty, provided the person meets the requirements for college and university police offices set forth in this Section and is certified by the Council on Peace Officer Standards and Training.

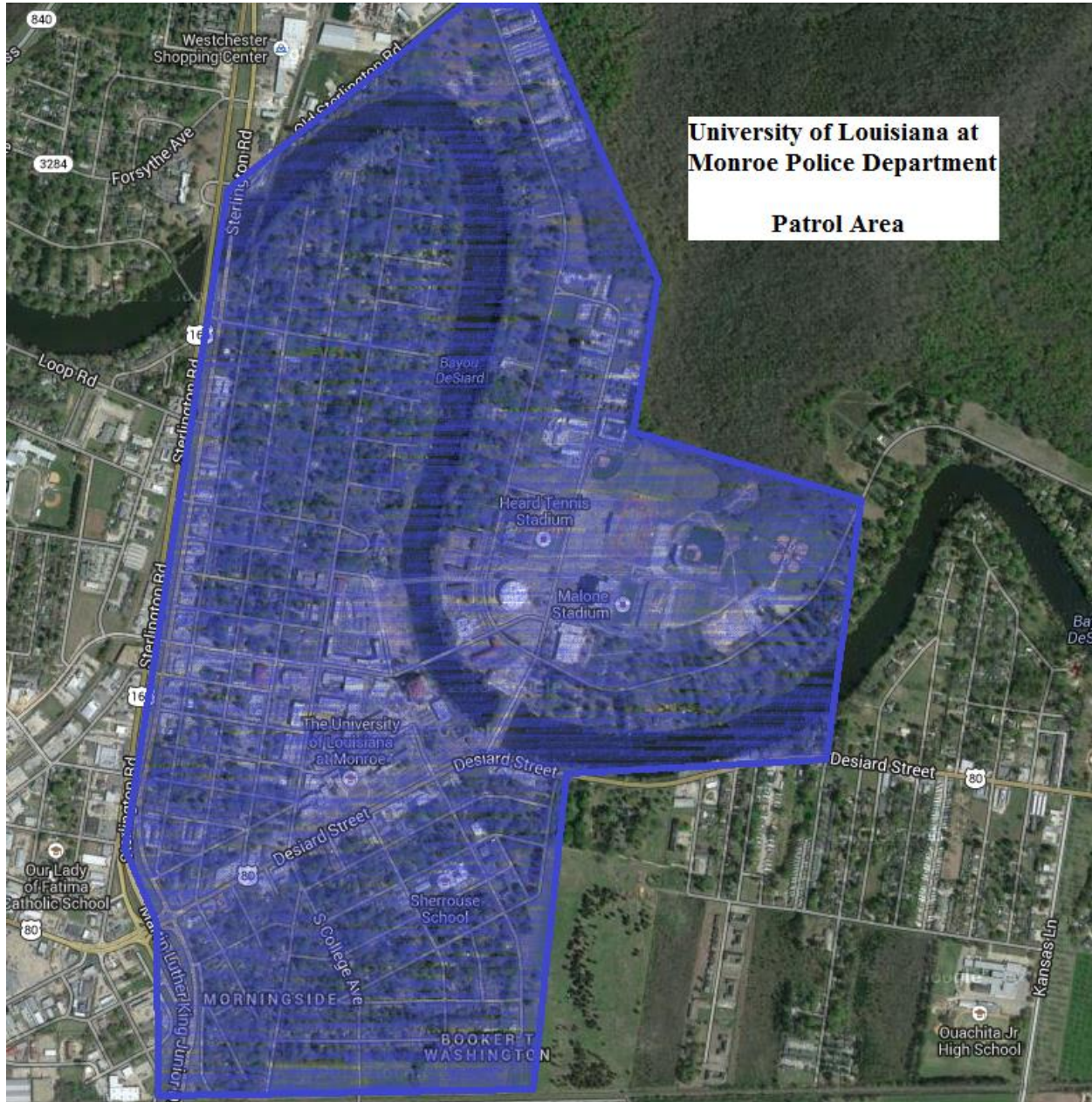
Added by Acts 1968, No. 529, §§ 1, 2. Amended by Acts 1974, No. 269, § 1; Acts 1978, NO. 754, § 1; Acts 1979, No. 594, § 1; Acts 1981, No. 874, § 1; Acts 1984, No. 478, § 1; Acts 1990, No. 916, § 1, eff. July 25, 1990; Acts 1991, No. 289, § 8; Acts 1995, No. 1192, § 1; Acts 1997, No. 508, § 2.

CLERY GEOGRAPHY MAP





PATROL GEOGRAPHY MAP



* Does not include patrols to and from the Bienville Building and Layton Farms.

Reporting Crime or Emergencies

If you are involved in an emergency situation, are the victim of a crime, or witness any criminal activity, you are urged to notify the ULM Police Department as soon as possible by dialing 1-911 from any campus phone, 318-342-5350 or using one of the emergency call boxes. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residential halls should immediately be reported to University Police. Off-campus crimes may be reported to the Monroe Police Department or the Ouachita Parish Sheriff's office. Both of these law enforcement agencies can be reached by dialing 911.

SAFETY POLICIES

The University makes every effort to ensure that the campus facilities, buildings and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Particular attention is paid to the design of landscaping and exterior lighting.

Use of University Facilities

With the exception of events that are open to the general public and advertised as such, the University's facilities and programs are generally reserved for accomplishing the objectives and programs of the University. Visitors and non-University affiliated groups seeking to utilize University facilities are expected to make prior arrangements with the appropriate University office. Authorization to use the ULM facilities is determined by University regulations then in effect. Visitors and guests to ULM residence halls must be registered by their hosts while in residence halls and apartments.

Residence Halls

Policies to maintain safety within residence halls include video monitoring of all buildings. Bayou Suites, Bayou Village Apartments, University Commons I, University Commons II, and Ouachita Hall have resident only card access through the main doors. Procedures for guest visitation are enforced in accordance with the *Student Policy Manual* and the *Guide to Residence Hall Living*. Both documents are available online at www.ulm.edu/reslife. Residence halls are equipped with fire safety equipment that includes smoke detectors and/or heat sensors that activate the central fire alarm system and most have automatic fire sprinkler systems. Residence hall staffs are trained to maintain security and to summon police, fire, medical, and maintenance assistance when needed. Criminal activity observed within or in the vicinity of buildings is reported to the ULM Police Department. Firearms, explosives, fireworks, or other hazardous materials are not permitted in or around residence halls or University apartments.

Academic and Administrative Buildings

Academic and administrative buildings are secured by the ULM Police Department. Hours of security may vary from building to building, depending on use. Like the residence halls, these buildings are equipped with fire safety equipment that includes smoke detectors and/or heat sensors that activate the central fire alarm system. Weekend and after-hours use of academic and administrative buildings may be scheduled through the Office of the University Registrar.

Monitoring and Recording Criminal Activity of Off-Campus Student Organizations

The Division of Student Affairs supports and oversees registered student organizations. There are no off-campus student organizations registered or recognized by the University of Louisiana at Monroe.

Weapons Policy

The University of Louisiana at Monroe does not permit the possession of, display of, or attempt or threat to use firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances, or materials of any kind on University property or at any University approved activity. Students found in violation of the standards of conduct regarding firearms will be sanctioned by the appropriate authority with one or more of the following penalties from the University: temporary suspension, suspension, dismissal, expulsion, administrative charge or payment of monetary fine.

The University Police will arrest any student who discharges a firearm on campus and will forward a report to the District Attorney for prosecution. Students who desire firearms for recreational purposes should check them in at University Police for storage. These firearms may be checked out at any time for proper off-campus use.

Sales or Use of Illegal Drugs

ULM complies with all federal and state laws which prohibit the use, possession and sale of illegal drugs. The University is a drug-free zone under Louisiana law and will not shield any student, employee or visitor from action by civil authorities.

Sales or Use of Alcoholic Beverages

The University of Louisiana at Monroe seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety, and

welfare of all members of its community. In keeping with these policies, the University generally permits the legal consumption of alcoholic beverages, in accordance with state law, at registered Alumni Center events.

The sale of alcoholic beverages (including beer, light wine, liquor, and other beverages containing alcohol) on campus is strictly prohibited and is a violation of University regulations. Under age possession and/or consumption of alcoholic beverages is not permitted on property owned or controlled by the University. Intentionally or knowingly providing alcoholic beverages to a person under the age of 21, or to persons obviously intoxicated, is not permitted or approved on property owned or controlled by the University.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of University Police, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of University Police may also issue notices via social media outlets, local news agencies, and the Warhawk Alert system. In such instances, a copy of the notice is posted in each residence hall and Residential Life. Anyone with information warranting a timely warning should report the circumstances to the University Police office, by phone (318-342-5350) or in person at the University Police Department, Filhiol Hall, 3811 DeSiard St.

EMERGENCY RESPONSE

The ULM community is encouraged to notify ULMPD of any situation or incident on campus that may involve a significant emergency or dangerous situation that poses an immediate or ongoing threat to the health and safety of university members. ULMPD is charged with responding to reported incidents in order to determine whether the incident, in fact, presents a threat to the community and with requesting other resources necessary to investigate, mitigate, or document the situation.

When the ULM Police Department receives notice of a possible emergency on the campus, it will determine if the situation poses an immediate threat to the health or safety of some or all members of the ULM community. ULMPD will coordinate with the ULM Emergency Operations Center and Office of Public Information to determine the content of the emergency message and will utilize some or all of the available communication tools in order to disseminate the message to the appropriate university members. ULM will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The University conducts emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. Tests are designed to assess and evaluate the emergency plans and capabilities of the University. Information about the emergency response and evacuation procedures for ULM is publicized, and the information is available on the ULM website.

In all cases, University emergency responses shall place primary emphasis on the protection of human life, and all reasonable efforts shall be made to protect and preserve University property.

Announcements about whether the University will reduce or suspend operations because of emergency conditions will be made by the President through the Office of Public Information for release to the media.

In order to better communicate emergency information to the campus community, ULM has implemented Warhawk Alert via the Everbridge, Inc. emergency notification platform.

Everbridge, Inc. is an emergency mass notification company that provides ULM with instant notification capabilities during a crisis on campus.

As a member of the ULM community, you are registered with Warhawk Alert through your ULM-issued email account. To best utilize this alert system, we need you to insure Warhawk Alert has your appropriate contact information.

To update your information, you can access Warhawk Alert by using your initial log-in information that was sent to you directly from Everbridge, Inc. This information was sent to your university-issued email account (example@warhawks.ulm.edu or example@ulm.edu). Please update your information accordingly.

If your contact information changes, please return to the Warhawk Alert registration site to update your information. <https://member.everbridge.net/index/3091830992273698>

In the event of a crisis situation, ULM will communicate vital information as quickly and efficiently as possible in order to provide the greatest safety for our students, faculty, and staff. One or more of the following communication tools will be used to notify students, faculty, and staff:

- E-mail: Broadcast message to campus e-mail addresses
- Telephone: Broadcast voice mail to campus extensions and posted to emergency alert hotline
- Media: Media alerts distributed to all area print and broadcast media representatives
- Text Messaging: Messages will be sent out from the ULM Emergency Notification System to all users enrolled in Warhawk Alert.
- Social Media (Facebook, Twitter, etc.)
- Newsletter (paper copy created and hand distributed)
-

MISSING STUDENT NOTIFICATION

Anyone who suspects that a ULM student who resides in on-campus housing is missing should *immediately* contact the ULM Police Department at 318-342-5350. ULMPD will begin an investigation in order to determine whether the student is missing. Once ULMPD investigates and determines that the student has been missing for more than 24 hours, the University will notify other local law enforcement agencies and the student's emergency contact within 24 hours after the student is determined to be missing. Contacts to local law enforcement agencies will be made whether or not the missing student has designated a contact person.

At the beginning of each semester, students living in on-campus housing will be given the opportunity to designate a contact person or persons to be notified if the student is determined to be missing. The University will notify the designated contacts within 24

hours after the student is determined to be missing. If a student is under the age of 18 and is not emancipated, the University will notify the custodial parent within 24 hours after the student is determined to be missing. Any contact person that the student has designated will also be contacted within 24 hours after the student is determined to be missing. Any contact information provided by the student will be registered confidentially and will be accessible only to authorized university and law enforcement officials. Additionally, the contact information will not be disclosed outside of a missing person investigation.

SAFETY INFORMATION

Seminars

University Police officers participate in seminars and workshops available to all students, faculty, and staff on a regular basis. The Director, or his designated representative, gives a crime awareness-safety security presentation at the beginning of each semester to all residence hall members as well as during student parent and new employee orientations. Topics available for discussion include:

- General Crime Prevention
- Identify Your Property
- Bicycle Security
- Rape Awareness and Sexual Assault.

Information concerning safety and security is regularly provided to students, faculty and staff by the use of seminars and workshops; crime alert bulletins; crime prevention posters and brochures; KXUL, the University radio station; and the Hawkeye, the student weekly newspaper.

Escorts

A University Police Escort service is available from dusk to dawn for the safety of anyone walking alone on campus at night. This service is available for anyone at any time during weekends, holidays, and during summer sessions. This information is presented at all residence hall orientations.

Crime Prevention

One full-time investigator staffs the Investigation/Crime Prevention section; however, officers who have received specialized training in several major crime areas supplement the area as required. Programs available through this section are Crime Prevention and

Awareness, Sexual Assault Presentations, Identify Your Property, Abuse of Alcohol and Other Drugs and Controlled Substances.

Lighting

Proper lighting and building security are major factors in determining crime on campus. The University Physical Plant Director maintains the University buildings and grounds with a concern for safety and security. The Director, or his representative, inspects campus facilities regularly, authorizes repairs as quickly as possible affecting safety and security, and responds to reports of potential safety and security hazards, such as broken locks and windows.

The University Police Department assists Physical Plant personnel by reporting potential safety and security hazards on a regular basis. **Students, faculty and staff may also report any safety and security hazards by calling 318-342-5170 or 318-342-5350.** The ULM campus is routinely inspected by a University Safety Committee which walks and inspects the entire campus to review lighting and other environmental concerns for safety and security.

Crime Stoppers

ULM works in conjunction with Crime Stoppers of Ouachita Parish (which serves as an informant interaction system) whereby the public is invited and encouraged to provide valuable information that might lead to the arrest and possible conviction of criminals. Participants who call Crime Stoppers of Ouachita Parish hotline at 318-388-2274 (CASH) remain anonymous. <http://www.crimestoppersouachita.com>

Tip: To enhance personal safety, and especially after dark, walk with friends or someone you know well, or call the University Police Escort Services for an escort.

SEXUAL ASSAULT

Important Telephone Numbers

ULM Counseling Center	318-342-5220
Monroe YWCA Rape Crisis	318-387-4357
ULM Director of Student Life	318-342-5230
ULM Police Department	318-342-5350
Monroe Police Department	318-329-2600
Ouachita Parish Sheriff's Department	318-329-1200
St. Francis Medical Center	318-327-4196
Glenwood Medical Center	318-329-4200
St. Francis North	318-388-1946
University Health Conway	318-330-7000

As soon as possible following an incident of rape or sexual assault, a victim should report the incident to the University Police at telephone number 318-342-5350.

Reporting to the University Police helps:

1. Protect you and others from future victimization.
2. Apprehend the assailant.
3. Opens options regarding criminal prosecution, civil action against the perpetrator, and University disciplinary action.

When you report a rape or sexual assault, a University Police officer will gather information from you concerning who, what, where, when, and why. These questions are necessary to obtain a description of your assailant, where the crime occurred, who may have been present, and other data pertinent to investigation and prosecution.

Reporting a rape or sexual assault and choosing to prosecute are two separate things. When you file a report, you are not obligated to continue with legal proceedings or with University disciplinary action, but you are encouraged to prosecute.

After the report is filed, a rape or sexual assault victim is escorted to a local hospital for a medical examination. The medical examination is necessary to assure that the victim is alright physically, that the possibility of venereal disease and other contagious diseases is eliminated, and that necessary lab specimens are obtained for prosecution.

The University Police officer's report is important whether or not prosecution is desired. Good accurate information from the victim is necessary. The University Police will also

assist you in reporting a rape or sexual assault to the Monroe Police Department or to the Ouachita Parish Sheriff's Department if the incident occurred in the jurisdiction of either of these agencies.

If You Are A Victim of Rape

Do not shower, bathe, or change clothes. If you do, vital physical evidence may be lost. If you must change clothes, place soiled clothing in a bag. **DO NOT USE A PLASTIC BAG.** Do not brush your teeth. If you must use the bathroom to urinate, do not use toilet tissue. This is necessary in order that as much evidence as possible may be obtained during the medical examination when a rape kit is performed.

Rape Awareness Programs

The ULM Police Department, the ULM Counseling Center, and other areas of the University offer programs on rape, acquaintance rape, and sexual assault. Programs are offered each academic semester at residence halls, as well as awareness programs for all students. Programs are also offered any time during the semester by request of different organizations.

ULM Counseling Center

The ULM Counseling Center has experienced professional counselors to offer support to victims in an atmosphere of understanding and confidentiality. The Counseling Center offers individual assessment and referral to both on and off campus facilities.

Changing Classes and Living Accommodations

If you are the victim of sexual assault and have filed charges, you are entitled to changes in academic and living situations if these changes are reasonably available. To request such changes, contact the Office of Dean of Student affairs. You will be referred to the appropriate individual to discuss such changes.

Sanctions

Students found guilty of violations of the Conduct Standards relating to rape, sexual assault, and other forms of violence are subject to the full range of disciplinary sanctions outlined in the Student Handbook. Possible sanctions include, but are not limited to, expulsion, dismissal, suspension, probation, warning, restitution, fines, loss of privileges, and other possible sanctions. University disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Procedures for On-Campus Disciplinary Action

Any member of the University community may file charges against a student for violence and sexual misconduct. Charges shall be prepared in writing and directed to the Director of Student Services, 318-342-5230, Student Center 239. Detailed filing and hearing procedures and regulations are listed in the student handbook. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense, and to have that advisor present during the hearing. Advisors may assist in the preparation for the hearing; however, he/she is not permitted to speak for the parties or to participate directly in the hearing. Following the final decision of the hearing body, the complainant and/or victim and the accused will be informed of the determination and recommended sanctions, if any.

PREVENTING AND RESPONDING TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

The University of Louisiana at Monroe (ULM) will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. ULM utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

In these situations, ULM is committed to providing crisis intervention measures for students, faculty, and staff as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The University's policy does not preclude adjudication under state law.

The University of Louisiana at Monroe prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision, federal or state law, including Title IX and the Campus SaVE Act, or this policy.

Prevention Efforts

ULM attempts to foster a safe living, learning, and working environment for all members of the campus community. To accomplish this, ULM considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual

assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, the ULM discipline systems, academic schedules, living arrangement, etc.), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

Sex Offender Statement

The Campus Sex Crimes Prevention Act of 2000 (CSCPA), signed into Law October 28, 2000, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to Wetterling, the Act also amended the Clery Act and the Family Educational Rights and Privacy Act of 1974.

As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the State as to whether the person is a student or works at an institution of higher education, identify each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student and must also alert the State of any change in enrollment or employment status.

The Louisiana State Police maintain the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and are responsible for the enforcement of the applicable sections of law cited above. Information about any individual affiliated with University of Louisiana at Monroe in regards to this matter may be found at the public SOCPR website: <http://www.lsp.org/socpr/default.html> .

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

The University of Louisiana at Monroe will, upon written request, disclose to the alleged victim of a crime of violence, or a 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, ULM will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

SAFETY TIPS

Safety is a shared responsibility. As members of the campus community, everyone should help to make the campus a safer place. Using some simple safety precautions will greatly reduce your chance of becoming a victim of crime. One simple piece of information you should always have is your location. If there is an emergency, responders will ask for your location, address, etc., so have this information readily available.

PROTECTING YOURSELF AT HOME, IN YOUR ROOM, RESIDENCE HALL OR APARTMENT

- Lock your door, even when you intend to return home shortly or even if you are just going down the hall. It takes a thief ten seconds or less to enter an open room and steal your property.
- Lock or secure doors and windows when you are alone or asleep.
- Do not leave valuables lying out in plain sight. Record the serial number of your valuables or engrave a unique identification number on the item.
- Keep emergency numbers by your phone.

- Do not leave messages on your door indicating that you are away and when you will return.
- Do not let strangers enter dormitory or premises.
- Do not prop open outer doors.
- If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
- Do not put your address on your key ring.
- Know your neighbors.
- Do not leave keys in hiding places. Thieves will find them. Carry your keys or make sure that anyone who truly needs them has their own copy.
- Call 318-342-5350 to report suspicious persons or activity in or around your neighborhood. Off campus, call 911.
- Open a savings or checking account instead of keeping money in your room.
- Keep automatic teller machine cards in a safe place, keep your PIN secret. When possible, only use ATM's during the day.
- Instead of carrying large sums of cash use a charge card. Some charge cards insure property purchased with those cards against loss, theft or damage.
- If you find yourself in immediate danger, call 318-342-5350; try to stay calm and get away at first opportunity.

PROTECT YOURSELF WHEN WALKING

- Avoid walking alone at night unless absolutely necessary.
- Stay on well lit, commonly traveled routes.
- Avoid shortcuts and dark, isolated areas.
- Walk purposefully, know where you are going, and project a confident image.
- Avoid potentially dangerous situations.
- If you feel threatened, cross the street, locate an emergency phone, or enter a store or place of business even if you have just left it.
- Have your door keys ready; carry them in your pockets, not buried in a purse.

PROTECT YOUR AUTO or BICYCLE

- Always lock your car. Never leave the windows down while it is unattended.
- Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.
- Lock bikes to bike racks with hardened-alloy locks and chains or u-shaped locks to prevent thefts.

PROTECTING YOURSELF WHEN DRIVING

- Look into your car before getting in. Lock doors and roll up windows once inside for protection.
- Never pick up strangers.
- Carry change for emergency calls. 911 is a free call.
- Drive to a police or fire station or open place of business if you feel you are being followed.
- Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone and call assistance for them.
- If your car breaks down, raise the hood and then lock yourself into your car. If someone stops and offers you help, remain in your car and ask them to phone for help. Do not worry about seeming rude.

DEFINITIONS OF CRIMINAL OFFENSES

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson is 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, etc.

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

Dating violence is violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic of family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug abuse violations are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. Relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate crimes are committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Liquor law violations are defined as the violation of laws or ordinance 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; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Motor vehicle theft is the theft or attempted theft of a motor vehicle.

Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.

Negligent manslaughter is the killing of another person through gross negligence.

Robbery is 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.

Sex offenses are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

- **Statutory rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Weapons violations are defined as 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; all attempts to commit any of the aforementioned.

DEFINITIONS OF GEOGRAPHY

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around ULM's campus.

On-Campus Buildings or Property

1. Any building or property owned or controlled by an 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
2. Any buildings or property that is within or reasonably contiguous to the area identified in the above paragraph, 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 retail vendor).

Non-Campus Buildings or Property

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Buildings or Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The University of Louisiana at Monroe crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

CRIME STATISTICS

Continual efforts are made to inform the ULM community of matters that affect their personal safety and well-being. The ULM Police Department, in conjunction with the Department of Residential Life and the Division of Student Affairs offers programs on personal safety, security of property, crisis intervention and crime prevention. Students and parents are also provided with public safety information during orientation programs.

The ULM Police Department reports crime statistics to the Federal Bureau of Investigation, National Crime Information Center. University police blotters and arrest reports are available to the media daily and formal press releases are issued to address serious or unique problems which may arise on campus. The University believes that an informed public is a safer public. For more information on the ULM Police Department, visit our web site at www.ulm.edu/police.

The following ULM statistics, in compliance with the 1989 provisions of the Student Right-To-Know and Campus Security Act (Jeanne Clery Act), are provided for your information. Crime statistics shown are for the year in which they are reported and not necessarily in the year they occurred. Reported crimes may involve individuals not associated with the University of Louisiana at Monroe.

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
NEGLIGENT MANSLAUGHTER	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
SEX OFFENSES, TOTAL	2011	3	3	2	0
	2012	1	1	0	0
	2013	1	1	0	0
RAPE*	2011	3	3	0	0
	2012	1	1	0	0
	2013	1	1	0	0
FONDLING*	2011	-	-	-	-
	2012	-	-	-	-
	2013	0	0	0	0
INCEST*	2011	-	-	-	-
	2012	-	-	-	-
	2013	0	0	0	0
STATUTORY RAPE*	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
ROBBERY	2011	0	0	0	0
	2012	1	0	0	0
	2013	5	0	0	0
AGGRAVATED ASSAULT	2011	4	1	0*	0
	2012	1	1	0	0
	2013	4	0	0	0
BURGLARY	2011	3	0	0	0
	2012	1	1	0	0
	2013	3	1	1	0
MOTOR VEHICLE THEFT	2011	2	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
ARSON	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
STALKING*	2011	-	-	-	-
	2012	-	-	-	-
	2013	0	0	0	0
DOMESTIC VIOLENCE*	2011	-	-	-	-
	2012	-	-	-	-
	2013	1	1	0	0
DATING VIOLENCE*	2011	-	-	-	-
	2012	-	-	-	-
	2013	1	0	0	0
ARRESTS: WEAPONS: CARRYING,	2011	0	0	0	0
	2012	4	0	0	0

POSSESSING, ETC.	2013	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2011	0	1	0	0
	2012	0	0	0	0
	2013	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2011	77	5	0	0
	2012	87	5	0	0
	2013	63	7	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2011	0	6	0	0
	2012	0	5	0	9
	2013	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2011	19	10	0	0
	2012	22	2	0	0
	2013	24	2	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2011	0	19	1	0
	2012	0	25	0	0
	2013	33	32	0	0

HATE CRIMES

There were no reported hate crimes for the years 2011, 2012, 2013.

*These categories are new for the 2013 reporting period and were not required in this manner in 2011 or 2012. NOTE: Sodomy and sexual assault with an object are included in the rape category.

*Aggravated Assault was amended from 2 to 0 for Non-Campus Property in 2011 to correct a misclassification of the offense.

* On-Campus Property statistics include On-Campus Student Housing Facilities numbers.

NON-CAMPUS CRIME STATISTICS

UPD annually requests statistical information from the appropriate law enforcement agencies for non-campus crime statistics. Relevant crime data from the agencies that responded to UPD requests are shown below. UPD is unable to determine if these statistics adhere to the UCR-defined categories utilized by Clery reporting. Further, statistics received may describe an area that is more expansive than the space controlled by ULM when and where instruction is so offered.

City of Monroe Reported Crime - Zone 8	2011	2012	2013
a. Murder	0	1	-
b. Rape	4	2	-
c. Assaults & Batteries	221	253	-
d. Robbery	16	18	-
e. Auto Theft	14	12	-
f. Thefts	501	585	-
g. Burglaries	263	146	-
TOTALS	1019	1017	-

Source: Monroe Police Department

Zone 8 encompasses the University of Louisiana at Monroe. Therefore, it is included to show reported crimes from the surrounding areas. City of Monroe statistics do not include the University of Louisiana at Monroe statistics.

*At the time of this publication, the City of Monroe Police Department had not provided crime statistic data for 2013. This data will be updated when received.

**UNIVERSITY OF LOUISIANA AT
MONROE
2014 ANNUAL FIRE SAFETY REPORT**



ULM is committed to complying with National Fire Protection Association fire protection standards. These standards are available from the Office of Facility Planning and Control and from the Office of Environmental Health and Safety. If you have questions about fire protection requirements or wish to have an inspection made by someone, call the Environmental Health & Safety Department at 318-342-5177.

The Louisiana State Fire Marshal's Office inspects and enforces the fire protection regulations on campus. Generally, the Fire Marshal inspector will visit buildings once per year to make the inspections. Correcting the conditions found in these inspections is a cooperative effort of the building occupants and the Facility Services group.

New ULM employees are given information on how to access fire safety information for their specific area and general fire safety tips. Students living in Residential Life facilities receive the *Student Policy Manual* which contains safety tips and information on Residential Life policies and procedures. The ULM Office of Environmental Health and Safety staff is available to accommodate any request for individual training to specific groups, units, or departments.

Response to Fires and Fire Alarms

In the event of a fire or other emergency please remember the following steps to safely evacuate the building:

1. Pull the fire alarm if it has not already sounded, so that everyone will be alerted of the need to evacuate the building. If the fire alarm has sounded, begin evacuation of the building.
2. All building occupants should exit the building at the nearest exit to the room that they are in. If the nearest exit is blocked due to fire or an emergency, the next safest exit should be used.
3. The last occupant of each room should shut the door to the room. This will help prevent fire and smoke damage to the room.
4. Contact the University Police at 318-342-5350 or dial 911.
5. Once you have evacuated the building please go to the designated assembly area for your building, if it is safe to do so (buildings may have more than one designated assembly area).
6. Dept. Heads, Directors, and Supervisors must account for all of their employees after the evacuation. If a person is thought to be missing then

you should tell emergency personnel (fire, police, safety, etc.) as soon as possible. Tell the emergency personnel the name of the missing person and the probable location in the building. Try to confirm that the person is actually missing. Make sure that they did not come out of a different exit. If possible make sure that their car is still in the parking lot. If the person is located, tell emergency personnel immediately so that they do not risk their lives looking for this person.

7. No one is allowed to re-enter the building until the fire dept., police, safety, or other qualified personnel confirm that the building is safe to re-enter.
8. Once the evacuation is completed then the building safety coordinator needs to complete and submit the fire drill / building evacuation report.

NOTE: Tests are performed on fire alarm systems periodically. In these cases an announcement will be made in the buildings that if the alarm sounds do not evacuate the building because maintenance and testing are being completed on the fire alarm system.

FIRE ALARMS

- a. Activation of the protective system shall occur by any or all of the following means but not limited thereto:
 - i. Manual fire alarm initiation
 - ii. Automatic heat detection
 - iii. Automatic smoke detection
 - iv. Extinguishing system operations
- b. Each manual fire alarm station on a system shall be accessible, unobstructed, visible, and of the same general type.
- c. The general evacuation alarm shall operate throughout the entire building.
- d. Audible alarm indicating devices shall be of such character and so distributed as to be effectively heard above the ambient noise level obtained under normal conditions of occupancy.
- e. The fire alarm and heat/smoke detection system shall be tested periodically and the results of the test recorded.

PORTABLE FIRE EXTINGUISHERS

- a. Portable fire extinguishers shall be chosen for the class of fire expected. Class of fire refers to the nature of the fuel involved as follows:
 - i. Class A--Fires involving ordinary combustible materials such as wood, cloth, rubber, and many plastics.
 - ii. Class B--Fires involving flammable or combustible liquids, flammable gases, and similar materials.
 - iii. Class C--Fires involving electrical energy.
 - iv. Class D--Fires involving certain combustible metals such as magnesium, titanium, sodium, potassium, etc.

NOTE: The fire class shall be designated on the extinguisher itself.

- b. Extinguishers mounted in cabinets, wall recesses, or brackets shall be placed in such a manner that the operating instructions shall face outward. Extinguishers shall not be obstructed or obscured from view, and cabinets housing extinguishers shall not be locked.
- c. Extinguishers shall be periodically checked and/or maintained, tagged, and dated.
- d. In general fire extinguishers must be mounted such that travel distance to an extinguisher does not exceed 75 feet.

FIRE/ EVACUATION DRILLS

- **Frequency**
 - **Residence Halls** - must conduct two fire drills each semester, one during daytime hours, and one fire drill at night. The drills should be conducted when the highest number of students can be expected to be inside of the residence hall.
 - **Other Buildings / Facilities** - must conduct a fire drill at least once per year.

- **Instructions**

- **Before the Drill**

- [Building safety coordinators](#) will be responsible for arranging annual fire drills for their respective buildings.
- Building safety coordinator or responsible person conducting the drill should notify the dept. heads, deans, directors, etc. in advance of the drill. This is to avoid confusion and also so important meetings, classroom activities, tests, experiments, etc. can be scheduled appropriately. The University Police department and the Environmental Health & Safety Office should also be notified prior to the drill. These notifications need to be made at least one day prior to the drill.
- Make sure that you know how to turn the fire alarm on and off. Most pull stations have a screw or key that fits into the top section of the station. This allows you to open the pull station. Once the pull station is open the alarm can be operated manually. If you are unsure of how to operate the system contact the Environmental Health & Safety Office.
- Recruit helpers from the building for the drill. Meet with them before the drill is started to make sure that the drill plans are reasonable. Station helpers to monitor and time the evacuation of the building. Make sure they record time and approximate number of people evacuated.

- **During the Drill**

- Carefully monitor the evacuation of your building along with your helpers. Use the fire drill / building evacuation report to see what areas should be checked during and after the drill.
- Be sure that no one enters the building during the drill.
- Make sure that everyone in the building did evacuate the building.
- Make sure that everyone is present and accounted for (you may want to designate on person from each floor or area of the building to be responsible for ensuring employees in their area have evacuated).

- **After the Drill**
 - Make sure that no one reenters the building until the alarm is turned off and you have deemed the building safe to reenter.
 - Complete the fire drill / building evacuation report. Submit this report to the Environmental Health & Safety office.
 - Meet with building personnel to discuss results and ways to improve the evacuation procedures for your building. This is what the fire drill is for. Carefully and critically identify weaknesses and problems and develop better evacuation procedures.
 - Train building occupants on the new procedures developed from the drill.
 - Submit a copy of the detailed building evacuation plans and procedures to the Environmental Health and Safety Office.

RESIDENTIAL LIFE POLICIES

A complete listing of the below items is also included in the *Guide to Residence Hall Living* issued to all residents and available at hall desks.

Candles / Incense

Candles and/or incense are not permitted in the residence halls and apartments, even if the wick is removed from the candle. This restriction is a direct result of safety concerns. Open flames are a primary cause of fires. In addition, the burning of candles and incense can cause problems for those individuals suffering from allergies and asthma. Candle warmers that have an open heating coil element are also not permitted.

Appliances & Cooking

Permissible Appliances

Residents are permitted to bring the following items, provided you use them properly:

- Computers
- Printers
- Computer Game Equipment
- Radios
- Stereos
- Television

- DVD players
- CD/ Tape players
- Dorm style refrigerators up to 4.2 cubic feet
- Electric clocks
- Crock pot
- Electric Razors
- Electric blankets
- Hair Dryers
- Fans
- Coffee Maker (automatic shut-off preferred)
- Rice Cookers
- Curling Irons
- Microwave Oven (not to exceed 900 watts)
- Toasters

Non-Permissible Appliances/Electronics

The following items are **not** allowed in residence halls and apartments:

- Any open-coiled cooking appliances
- Electric Fry Pans
- Sun Lamps
- Electric Heaters
- Kerosene Heaters
- Water Beds
- Connections to outside aerials or antennas
- Treadmills
- Amplifiers
- Refrigerators that exceed 1.5 running amps
- All Grills
- Hibachis
- George Forman Grills

Cooking

Students are authorized to cook in the following campus areas:

Residence Halls – Personal rooms with microwaves, kitchenettes and grilling areas (see Grill & Grilling section).

Apartments – Apartment kitchen, personal rooms with microwaves and grilling areas (see Grill & Grilling section).

For fire safety reasons, all cooking with grease-laden vapors, such as frying, is not allowed in on-campus residential areas. Residents are responsible for maintaining the appearance and cleanliness of the cooking areas.

Grills & Grilling

Residents may grill on university grounds outside residential areas. Some residential communities provide permanently installed grills for use by all residents. When grilling, please make sure you are at least 10 feet away from the building, and that you clean and clear all debris and trash utilized for grilling, ensuring that flames and embers are extinguished completely. Storage of flammable materials (including charcoal and lighter fluid) is not permitted anywhere inside or near a residence hall or apartment. Grills may be stored inside of your residence hall room or apartment only if they have been properly cleaned and cooled down. We recommend you purchase single-use grilling materials and utilize grilling stations provided in your community.

RESIDENT'S EVACUATION INSTRUCTIONS

- a. **Turn on light and open draperies.** This allows the Fire Department to check the rooms from the outside for smoke. Also, no lights in an area may indicate trouble in that area.
- b. **Close windows.** By reducing drafts in the building, the spread of smoke and fire will be slowed.
- c. **Touch inside of your door to test for heat. If warm, do not open.** If the air in the hall is hot enough to heat through the door, one breath of this air could kill you.
- d. **If you are trapped in your room by fire,** keep the door and windows closed tightly and stand in full view in the window until help arrives.
- e. **Open door only if not warm.** Brace yourself against the door and crack it slightly open to check the incoming air at the top of the door with your hand. The pressure from superheated air is usually strong enough to force open the door. The door may not have had time to become heated.

f. **Exit immediately.** Lock the door and walk away from the building by your assigned route. Do not talk. Listen for directions. Dress properly for the weather. **Do not use elevators as an emergency exit.**

- i. Persons confined to a wheelchair or crutches should not attempt to evacuate the building using the wheelchair or crutches, unless they are located on the first floor and have ramped or level access to the designated assembly area. Otherwise, proceed to the nearest fire exit and wait for assistance from emergency personnel.
- ii. Communicate with others during evacuation that additional assistance is required for evacuation. Direct communication with the fire department may be achieved by calling 911.
- iii. Be sure to identify each person, the building name, and the floor location of the emergency exit where you are waiting.
- iv. Visually impaired residents should take the hand of a fellow resident and exit the building to the designated assembly area.

g. **Carry a towel with you.** If dense heat is encountered, the towel can be used to protect your face, hair, and back of your neck.

h. **When you leave the building, move to your assigned meeting area, which will be at least 100 feet away from the building.** This will allow fire-fighting equipment to move freely in this area.

i. **Do not return to your room or re-enter the building.** Wait for instructions. You may re-enter the building when the all clear is sounded.

EVACUATION LOCATIONS

The following locations will be used in the case of an evacuation, such as a fire alarm. Please find the nearest exit and stand at your community's assigned meeting area and wait for further instructions. Outside evacuation locations are also listed. If weather or other circumstances are not favorable for assembly outside, residents and staff will go to the indoor location listed. When a fire alarm or evacuation alarm is activated, you are required to immediately evacuate the building.

Residential Community	Outdoor Location	Indoor Location
Bayou Suites (Bldg 4)	South Parking Lot / Front Lawn	N/A
Bayou Village (Bldg 5)	Front Parking Lot	N/A
Bayou Village (Bldg 6)	Front Parking Lot	N/A
Bayou Village (Bldg 7)	Front Parking Lot	N/A
Madison Hall	Courtyard	N/A
Masur Hall	Side Parking Lots	N/A
Ouachita Hall	Sidewalk Front/ Sidewalk Rear	N/A
University Commons I	Rear Parking Lot / Sidewalk	N/A
University Commons II	Rear Parking Lot/ Sidewalk	N/A

RESIDENTIAL LIFE
2013 FIRE SAFETY EQUIPMENT

Residential Facility	Fire Alarm Monitoring Done Onsite (OFS & PD)	Partial Sprinkler	Full Automatic Sprinkler System (with strobes & horns)	Automatic Fire Alarm System (with strobes & horns)	Automatic Fire Alarm System (with horns)	Audible Directional Assist	Smoke Detectors (single station)	Heat Smoke Detectors (addressable by sounder base)	Fire Extinguishers	Posted Evacuation Signs	# of Fire Drills Each Academic Year
Bayou Suites (Bldg 4)	X		X					X	X		4
Bayou Village (Bldg 5)	X		X					X	X		4
Bayou Village (Bldg 6)	X		X					X	X		4
Bayou Village (Bldg 7)	X		X					X	X		4
Madison Hall	X		X				X		X		6
Masur Hall	X			X			X		X		4
Ouachita Hall	X		X				X		X		6
University Commons I	X		X					X	X		4
University Commons II	X		X					X	X		4

2013 RESIDENTIAL FIRE STATISTICS

Residential Facility	Total Number of Fires	Fire Number	Date of Fire	Time of Fire	Cause	# of Injuries Requiring Medical Treatment	# of Deaths	Value of Property Damage
Bayou Suites (Bldg 4)	0							
Bayou Village (Bldg 5)	0							
Bayou Village (Bldg 6)	0							
Bayou Village (Bldg 7)	0							
Madison Hall	0							
Masur Hall	0							
Ouachita Hall	0							
University Commons I	0							
University Commons II	0							