



University of Holy  
Cross 2024  
ANNUAL  
SECURITY & FIRE  
REPORT

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# **EMERGENCY PHONE NUMBERS:**

**For Emergencies, Dial 911**  
**For Security:**

Monday – Friday	6 A.M. – 5 P.M.	(504) 398-2108
Weekends, after hours	(504) 329-4430	

# LEGAL REQUIREMENTS OF THE CAMPUS SECURITY ACT

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities;”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;” and
- Disclose in a public crime log “any crime that occurred on campus. . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;” and
- Publish an Annual Fire Safety Report; and
- Disclose fire statistics for residential housing facilities; and
- Report Hate Crimes

The University of Holy Cross (UHC) Department of Public Safety is responsible for preparing and distributing this report. Through a cooperative effort with other departments and agencies, such as the Vice President for Student Affairs, Human Resources, Center for Student Health and Wellness, the Counseling Center, the Office of Financial Aid, the New Orleans Police Department, and the Louisiana State Police, the Department of Public Safety compiles the information. We encourage members of the University of Holy Cross community to use this report as a guide for safe practices on and off campus. For a paper copy, contact the Department of Public Safety at 504-329-4430 or e-mail: Chief Marshall Pierre at [mpierre@uhcno.edu](mailto:mpierre@uhcno.edu)



## **THE UNIVERSITY OF HOLY CROSS DEPARTMENT OF PUBLIC SAFETY**

The UHC Department of Public Safety is in the Main Building on the second floor. The department employs 2 full-time commissioned police officers along with reserve and part-time commissioned police officers. Police officers must successfully complete 603 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 20 hours of in- service training programs are mandated to update and enhance the professional skills of the officers and must be completed yearly.

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. Police authority is derived from Section 17:1805 of the Louisiana Revised Statutes. 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 UHC Police Department is responsible for security, safety, law enforcement and emergency services for the university community. The UHC Police works in cooperation with the Office of Environmental Health and Safety, the Office of Parking, and the Office of Risk Management to enhance the safety and security of the campus.



## **AUTHORITY GRANTED BY LAW**

### **State of Louisiana Revised Statute 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) a. 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:
    - i. If engaging in intelligence gathering activity.
    - ii. When investigating a crime committed on campus.
    - iii. When transporting prisoners in furtherance of duties as set forth in this Section.
    - iv. When transporting money, securities, or other valuables on behalf of the college or university.
    - v. While providing security or protective services for visiting dignitaries to the college or university both on and off the campus.
  - b. If specifically requested by the chief law enforcement officer of the parish or city.
- 5) 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.

- 6) 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.
- 7) 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.

## **REPORTING CRIME OR EMERGENCIES**

UHC always advocates for the prompt and accurate reporting of all crimes. Members of the University community are encouraged to report any criminal or suspicious activities that occur on campus property to the Department of Public Safety immediately, including when the victim of a crime elects to or is unable (physically/mentally) to make such a report.

For emergencies, dial 911. To report a crime in person, you can locate the Department of Public Safety office on the second floor of the main building located at 4123 Woodland Drive, New Orleans, Louisiana 70131. The office is open 24 hours a day, 7 days a week.

Crimes reported to the Department of Public Safety are used for tallying University of Holy

Cross's annual statistical disclosure of Clery Act Crimes and may be the basis for issuing a campus alert, such as a Timely Warning or Emergency Notification.

In sexual assault, dating violence, domestic violence, and stalking cases, we recommend that you report these cases to the Department of Public Safety, although we recognize reporting can be difficult for survivors. You may also report crimes of sexual assault, dating violence, domestic violence and stalking to the Title IX Co-Coordinator either by phone at (504) 398-2177, by [email at merlinger@uhcno.edu](mailto:merlinger@uhcno.edu), or by making an in person report with Melanie Erlinger. There are alternative reporting options in these cases.

Additionally, crimes can be reported to Campus Security Authorities (CSAs), as assigned according to the Clery Act. Additional procedures for reporting sexual assaults, dating violence, domestic violence, and stalking, as well as response to these reports, are outlined later in this document in the section titled Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking.

UHC acknowledges the importance of officially reporting all crimes and will provide assistance with reporting. The University also recognizes that reporting a crime is different from pressing criminal charges. For example, a victim may elect to report a crime to the Title IX Co-Coordinator and may receive accommodations and resources but choose not to pursue criminal charges.

The Department of Public Safety will respond to any criminal complaints, complete a thorough criminal investigation, and warn and/or notify the campus community on a timely basis if necessary, as outlined in the Alerts sections of this report. Priority response is given to crimes against persons and personal injuries.

In an effort to keep the campus community informed, crime reports and referrals for disciplinary action received by the Department of Public Safety that reportedly occurred on campus or at certain off campus locations relevant to the campus community are reflected on UHC's Campus Crime Log. The Campus Crime Log can be found online at [http://uhcno.edu/services-and-resources/campus-security/crime\\_reports.html/](http://uhcno.edu/services-and-resources/campus-security/crime_reports.html/) or in person at the Department of Public Safety office located on the second floor. Additionally, the Department of Public Safety will cross report information as necessary in compliance with mandatory reporting laws such as reporting child abuse to law enforcement and passing on Title IX report information to UHC's Title IX Co-Coordinator.

## **LIMITED VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you should still consider making a confidential report for inclusion in UHC's crime log and crime statistics. With your permission, the Department of Public Safety can record the incident while maintaining confidentiality in your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. In cases where there is an allegation of sexual misconduct including sexual assault, domestic violence, dating violence, or stalking, identifying information, if known, must be passed on to the Title IX Co-Coordinators pursuant to federal requirements and University policy. The University will only release confidential information to the extent required by law.

## **ANONYMOUS REPORTING**

The Department of Public Safety also offers a way for the campus community to anonymously report threats or crimes through their website. A "Silent Witness" form may be filled out, which automatically generates an email that will be sent to the Department of Public Safety. This program was developed to allow members of the University community to anonymously report criminal activity and other threats and/or concerns. This is not an emergency reporting form. If there is an actual emergency or an imminent threat to life or property, please call 911. The Silent Witness form is available through the hyperlink. After clicking on the hyperlink, click Reporting a Crime on the left of the page and then click on Crime Report Form.

[https://www.uhcno.edu/services-and-resources/campus\\_security/crime-report-march-19-LATEST/crime-report1.html?mailsend](https://www.uhcno.edu/services-and-resources/campus_security/crime-report-march-19-LATEST/crime-report1.html?mailsend).

## **CAMPUS SECURITY AUTHORITIES (CSAs)**

Individuals responsible for student and campus activities, campus security, event security, and people UHC identifies as those to whom crimes should be reported are classified as Campus Security Authorities (CSAs) under the Clery Act, and have specific crime reporting obligations under the law.

The following individuals are CSAs and must assist with the University's Clery Act compliance efforts by immediately forwarding crime report information they become aware of to UHC's Clery Compliance Officer:

- Individuals who work for the Department of Public Safety;
- Any individual with responsibility for an aspect of campus security, but who does not constitute or is not a member of the Department of Public Safety, such as contract security officers and event security staff;
- Any individual or organizational unit identified by a University policy as one to which

students and employees should report criminal offenses; and

- Any official with significant responsibility for student and campus activities, including but not limited to:
  - Professional staff in the office of the Vice President for Student Affairs;
  - Leaders in Student Affairs and Housing and Residence Life (such as Resident Assistants and Resident Directors);
  - Student Organization Advisors;
  - Coaches (including Volunteer and Club Coaches);
  - Faculty or staff members who accompany students on short “stay away” trips;
  - The University President; and
  - Provost and all Vice Presidents.
- University Vice Presidents, Deans, and Department Directors shall assist, annually, the Clery Compliance Officer in identifying people within their units who may be CSAs for purposes of the Clery Act. Because personnel and job descriptions change, someone who is a CSA one year might not be a CSA the following year. To determine which individuals are CSAs, the function served by that individual must be considered. If someone has significant responsibility for student and campus activities, he or she is a CSA.
- Campus “Professional Counselors” and “Pastoral Counselors,” when acting as such, are not considered CSAs and are not required to report crimes for inclusion in the annual disclosure of crime statistics. Pastoral and Professional Counselors are encouraged, in writing, when they deem it appropriate, to inform those they counsel about available voluntary confidential or anonymous reporting options for inclusion in the annual disclosure of crime statistics.

CSAs must immediately notify the Clery Compliance Officer, Chief Marshall Pierre, of any crime reported to them while acting in the capacity as a CSA even if the crime has already been reported to law enforcement. Reports from CSAs are included in the annual statistical disclosure of reported crimes contained in this report, the Campus Crime Log, and may be the basis for a campus alert, including a Timely Warning or Emergency Notification. CSAs are not required to pass on crime information they become aware of in an indirect manner (such as overhearing a hallway conversation, or something a student mentions during an in-class discussion; or that a victim mentions during a group presentation), and are not responsible for determining whether or not a crime took place. The preferred method for CSAs to report crimes to the Clery Compliance Officer is by using the online CSA Reporting a Crime at [https://www.uhcno.edu/services-and-resources/campus\\_security/crime-report-march-19-LATEST/crime-report1.html?mailsend](https://www.uhcno.edu/services-and-resources/campus_security/crime-report-march-19-LATEST/crime-report1.html?mailsend).

- Professional Counselors are employees whose official responsibilities include providing mental health counseling to members of the campus community and who are functioning within the scope of their license of certification.
- Pastoral Counselors are employees who are associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and are functioning within the scope of that recognition as a pastoral counselor.

## 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 UHC facilities is determined by University regulations then in effect. Visitors and guests to UHC residence halls must be registered by their hosts while in residence halls.

### Residence Halls

Policies to maintain safety within residence halls include 24-hour-a-day staffed desks in residential halls. All residence halls have limited access through main doors only with card access. Procedures for guest visitation are established and hours are set by the resident in accordance with rules printed in the *Residence Hall Handbook of Rules and Regulations*, issued to all residents and available at hall desks and online at <http://uhcno.edu/docs/res-hall-student-handbook-2019.pdf>.

Firearms, explosives, fireworks, or other hazardous materials are not permitted in or around the residence hall. 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. In the residence hall, emergency exits are equipped with alarms that sound whenever opened.

Residence hall staff is 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 UHC Department of Public Safety.

### **Academic and Administrative Buildings**

Academic and administrative buildings are secured by Facility Services personnel. Hours of security may vary, depending on use. Like the residence hall, the building is 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 Vice President for Student Affairs supports and oversees registered student organizations. There are no off-campus student organizations registered or recognized by UHC.

### **Weapons Policy**

UHC is a Firearms free zone

The use of weapons by University police personnel is governed by state law and departmental regulation. The use or possession of firearms or other weapons by students, employees or visitors while on campus is prohibited.

### **Sales or Use of Illegal Drugs**

UHC 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**

UHC complies with all federal and state laws which regulate the sale and use of alcohol. The University neither condones nor shields from prosecution any individual found in violation of the Louisiana Alcoholic Beverage Control laws. The University does authorize alcoholic beverages on campus for sanctioned events complying with state law. These events are governed by the UHC



policy statement.

## **Emergency Notification and Timely Warning Policy**

In conjunction with the Clery Act, the University makes every effort to notify members of the campus community of any incident that could threaten their safety, as well as other incidents, crimes, or trends of which they should be aware in order to make the best possible decisions about their personal safety. To make these notifications, the university uses several different methods of communication to attempt to reach all members of the UHC community. Different methods of communication will be used in different circumstances, all of which is outlined in this policy.

Below are the various mediums by which UHC notifies the campus to safety threats or trends, followed by the definitions of the types of communications UHC will send out:

### **Communication Methods:**

#### Emergency Text Message:

UHC contracts with a vendor that provides the University with a platform for emergency text messages. The text message service is optional, and subscriber-based, so all faculty, staff and students are strongly encouraged to register their mobile phones to receive emergency texts. Regular text messaging rates apply, but the university makes every effort to restrict these messages to true emergencies, or alerts that are of a critical nature to the UHC community. Students, faculty and staff can register their phones using the following link: <https://olhcc.bbcportal.com/Entry>. Students, faculty, and staff will use their UHC e-mail addresses and passwords to register their device.

#### Emergency Broadcast Email:

When an emergency text message is sent out, an accompanying email – sent by the Department of Public Safety– will also be sent to every student, faculty and staff member. Unlike the text messaging service, the accompanying email not subscriber-based. Therefore, every member of the UHC community who has an email address ending in “@uhcno.edu” will automatically receive the accompanying email.

#### Homepage Banner:

When an emergency text message is sent out, that message will automatically be fed to the UHC homepage, <http://uhcno.edu/>, where the message will appear in a red banner across the top of the page. The same banner and message will also appear on any UHC webpage that is built in the university’s official web platform.



#### Homepage Tile:

Depending on the nature of the emergency, UHC may use a box (or “tile”) on the homepage to provide details about the event. The tile is typically placed in the top left position on the homepage so that it pulls up first on mobile devices, since UHC’s website is responsive. If applicable, the tile will link to any further information that is available on the emergency.

#### Follow-up Broadcast Emails:

UHC may use its email system, to provide additional information to faculty, staff and students in follow-up emails. This method is used when an emergency or event lasts for a period of time, and there are informational – but not life- threatening or critical – messages that need to continue going out to the campus community as the event unfolds over time.

#### UHC Social Media:

UHC’s primary social media channels will be updated with any information regarding campus emergencies. The channels are monitored closely by UHC’s Department of Communications, whose staff also responds to questions or comments from users on the channels.

#### UHC Mobile App:

If applicable, UHC’s mobile app will be updated with any available information on an emergency. The app may also link users back to the UHC homepage, UHC social media, or other informational items that will provide more detail.

#### News Media:

Depending on the nature of the emergency or event, UHC will notify local, state or even national news media to help spread the message about any safety hazards to, or required action from, the UHC community.

#### On-Campus Computers:

Depending on the nature of the emergency or event, UHC may also send the same language that was sent via emergency text message to on-campus computers that are hard-wired to the UHC network. Those computers must contain the necessary software required to receive the messages.

The emergency notification will show up on the computer's screen and will require the user to acknowledge the information by clicking a button in order to return to the screen on which they were working.

#### On-Campus Land-Line Telephones:

If applicable, UHC may send a message to campus land lines that are voicemail-enabled through UHC's official voicemail provider. The emergency notifications will be delivered as a voicemail message. If the university uses this method, it requires IT or the Director of Communications to record a voice message and then distribute that voice message to campus phones. Therefore, this communication method takes more time than the other emergency notification methods, and is typically only used under certain circumstances when deemed appropriate.

### **Types of Communications:**

#### Emergency Notifications:

In the event of an immediate, significant danger to the health or safety of the campus community, or when an immediate, specific action is required of members of the UHC community to protect their health or safety, UHC officials will issue an emergency notification. This notification can include the entire campus or be limited to a specific area or population deemed to be at risk.

An emergency notification will be issued immediately upon the university confirming that there is an emergency or dangerous situation at hand. The university will make this determination on a case-by-case basis, with life/safety in mind. UHC will always err on the side of caution and if there is any doubt about the safety of the UHC community, a notification will be sent. UHC Department of Public Safety will make the determination to send out a notification, and to which members of the UHC community to send it, based upon the facts of the incident.

The only possible exception to UHC delivering such a message immediately is if issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency notifications will be delivered via emergency text message, an accompanying broadcast email, and an banner to the UHC homepage, <http://uhcno.edu/>. UHC Department of Public Safety, the Chief of Public Safety, or another member of the Clery Act Committee will be responsible for composing the notifications and sending them out, based on pre-existing message templates.

Depending on the nature of the emergency, some or all of the additional communication methods listed above may also be used. If those additional methods are used, the sender of those messages

would be the Chief of Public Safety, or UHC Department of Communications.

Types of incidents for which UHC may issue an emergency notification include (but are not limited to) a gas leak, an armed intruder, a bomb threat, a tornado or hurricane, or an outbreak of meningitis.

#### Timely Warnings:

UHC is required to issue a Timely Warning to the University community any time a Clery Act crime is reported that is considered by the University to represent a serious or continuing threat to students, faculty, staff, and visitors that occurs on one of the federally defined locations related to UHC campuses.

The University will issue a Timely Warning if a Clery Act crime is reported that is considered by the University to represent an ongoing threat to students and/or employees. UHC determines whether the circumstances warrant a Timely Warning is determined on a case by case basis using the procedures described below. The decision to issue a Timely Warning includes consideration of the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. If there is an immediate threat to the health or safety of students and/or employees occurring on campus, the University will follow its Emergency Notification procedures.

The following list of crimes includes examples of situations that may warrant a Timely Warning:

- Murder
- Non-negligent Manslaughter
- Sexual assault
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes

UHC may elect to issue an alert for other crimes, or crimes that occur outside of our campus properties as determined on a case by case basis.

The Department of Public Safety may decide not to issue a Timely Warning for a reported crime for the following reasons:

- If the subject(s) has been apprehended and the threat of danger for members of the UHC community has been relieved by the apprehension.

- If a warning would thwart apprehension of the subject(s) and compromise law enforcement efforts.
- If a crime was not reported to the University or the police in a manner that would allow the University to warn the campus community in a timely manner.
- If a crime was reported to a pastoral or professional counselor while they are acting in that capacity.

The Chief of Public Safety or the Clery Committee will assess the situation and decide if it warrants a Timely Warning. This determination will be made in consultation with the University President or one of the Vice-Presidents. If a Vice-President or the University President is not available, those determining if the situation warrants a Timely Warning will make the final call to begin the Timely Warning process.

The Department of Public Safety will create the Timely Warning message for distribution in consultation with one or more of the University Vice Presidents and/or the President, and the Office of Communications and Marketing. If the President, or a Vice President, or a representative from the Office of Communication and Marketing is not available, then the Department of Public Safety may create the message without consultation.

The Timely Warning will include as much information as possible about the crime that triggered the Warning, as well as safety tips that may aid in the prevention of similar crimes. The University will determine the specific content of each Timely Warning on a case by case basis, and content may include, but is not limited to: the nature of the crime; the number of individuals involved; and the location, time, and of date the crime allegedly occurred. Names of victims, if any, are treated as confidential and withheld.

The Department of Public Safety will send Timely Warnings to faculty, staff, and students in a manner that is timely through University email, social media, and official websites. All members of the UHC community, regardless of the campus they attend, will receive a Timely Warning when one is issued. The Office of Communications and Marketing may send the Warning via official means to the general public and the media. Updates to the UHC community about any particular case resulting in a crime alert also may be distributed electronically via UHC email and/or posted on the University's website.

The Chief of Public Safety and the Vice President for Student Affairs will review the alert, as deemed necessary and appropriate. Timely Warnings may also be posted in campus buildings, when deemed necessary.

The Clery Act mandates that timely warnings be sent out for such crimes as robbery, burglary,

sexual assault, domestic violence, stalking, and other serious crimes. (See Clery Act for full list.) However, UHC may send out timely warnings for any crimes that may be deemed an ongoing threat, or simply to alert the UHC community to any crimes that are occurring in the area.

Note: Emergency notifications and timely warnings can be issued not only for events that occur on campus, but also for incidents that occur immediately adjacent to the campus, or in non-campus buildings and property owned or controlled by the university that are used for educational purposes and frequently used by students but are not a part of the core campus, or those owned or controlled by a student organization officially recognized by the university.

#### Location Definitions:

**Campus:** Any building or property owned or controlled by the university, within the same reasonably contiguous geographic area, and used by the university for, or in support of, its educational purposes, including residence halls. This includes buildings or properties owned by the university but controlled by an outside entity that supports the university's mission and is frequently used by students, such as a retailer or food vendor.

**Non-campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the university; or any building or property that is owned or controlled by the university that is used for, or in support of, its educational purposes, is frequently used by students, and is not within the contiguous geographic area of the rest of the campus.

**Immediately Adjacent to Campus:** Anything not owned or controlled by the university that is adjacent to, or reasonably close to, the campus.

## EMERGENCY RESPONSE AND EVACUATIONS

Emergency response on the UHC main campus is covered in detail through the UHC Emergency Operations Plan (EOP) as a part of a comprehensive Emergency Management program. The EOP is designed to effectively coordinate the use of UHC and community resources to protect life and property immediately following a major natural or manmade disaster and provide a response system for UHC faculty, staff, and students for major disasters occurring on UHC property. The plan is activated whenever an emergency affecting the campus cannot be controlled through normal response measures.

The first official University responder at a disaster scene is responsible for evaluating the situation and initiating necessary communications (Department of Public Safety, New Orleans Police

Department, etc.). First actions at the scene will be to care for any injured people and isolate the area to protect others from being exposed to known or suspected hazards. Once the situation has been evaluated and communicated to the Department of Public Safety, alerts may be made to the campus utilizing the procedures described above.

Large incidents that pose a significant threat to life, property, or the environment may require activations of the Emergency Operations Plan. The Chief of Public Safety or his/her designated representative will supervise these operations and ensure proper representation from applicable departments and colleges is coordinated and scheduled.

Once the EOC is activated, the UHC President or his/her designated representative (primarily the Director of Operations) will be in charge, and the EOC staff will coordinate all response and recovery actions. Assistance from local emergency response agencies may also be required in large scale incidents, and UHC will send representative liaisons to participating Incident Command Posts and the county Emergency Operations Center when the local jurisdiction is the Incident/Unified Command.

One of the first objectives of the EOC will be to ensure the campus community is notified immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus if the Department of Public Safety has not already done so.

In the event that the EOC has been activated and emergency messages have not been sent out using the processes described above in this section, the EOC will coordinate with local emergency response agencies, Department of Public Safety and police staff, other responsible authorities, and the University Emergency Policy Group to confirm that there is a significant emergency occurring on campus, determine whom to notify, determine the content of the notification based on the circumstances and nature of the emergency, and initiate the notification systems process.

Notification to UHC students, staff, and faculty will be made through one or more University notification systems as mentioned in the Emergency Notification section above. The Director of Communications and Marketing will provide emergency information to the media and the public. The University Emergency Policy Group members consist of the following:

- President
- Provost
- Chief Financial Officer
- Vice President, Student Affairs
- Director of Operations

- Chief of Public Safety

## **EMERGENCY EVALUATION PROCEDURES**

UHC Emergency Action and Building Evacuations Procedures, establishes UHC's responsibilities and procedures for handling emergencies at the lowest level, which is in each of the buildings on campus. This policy **requires each building to have an Emergency Action Plan** with the minimum requirement of addressing how to safely evacuate campus properties in the event of a natural or manmade disaster, civil disturbance, or other emergency situation. This policy also includes fire and emergency reporting procedures.

Emergency evacuation exercises are conducted on an annual basis per federal requirements. All exercises are unannounced with the exception of drills at the Student Recreation Center. The purpose of these evacuation exercises is to test emergency response procedures, practice the coordination efforts involved in emergency response, and prepare building occupants for an orderly evacuation in case of fire or other emergency. Exercises are used to familiarize building occupants with emergency response and evacuation procedures, location of emergency exits, and the sound of audio tone and voice alerts. All exercises are documented by Environmental Health Safety and Sustainability and include a description of the exercise, the date, time, and whether the test was announced or unannounced. This documentation is utilized to improve emergency response and evacuation procedures on campus. In conjunction with at least one emergency exercise each year, the University will notify the community of the exercise and remind the community of the information included in the University's publicly available information regarding emergency response procedures.

Each UHC building is required to have a Building Coordinator, who is responsible for the building Emergency Action Plan that identifies evacuation procedures for that building. In some cases, a shelter in place contingency may be the best procedure to use in certain circumstances when evacuation is not a reasonable option. UHC provides a Emergency Action Plan for all Building Coordinators, which has the following Building Evacuation considerations:

- When ordered to evacuate or when alarms are activated, **ALWAYS LEAVE IMMEDIATELY.**
- Unless ordered otherwise by officials, designated Building Coordinators and/or alternates and assistants shall direct and ensure, to the extent practical, that a safe personnel evacuation is conducted. Treat all alarms as warning of an actual emergency situation.
- All department heads, faculty, managers and supervisors must help direct employees, students, visitors and each other to obey evacuation instructions of emergency response personnel and/or the Building Coordinators.
- Building Coordinators and/or alternates and assistants shall notify emergency personnel immediately upon their arrival at the scene concerning the status of the evacuation, the exact location of any



injured or trapped persons, those waiting in designated Areas for Evacuation Assistance, any others who may be anywhere in the building, and any other relevant information on the emergency situation.

- Exit quickly and calmly using nearest emergency escape routes and marked exits and proceed to Safe Assembly Locations. **DO NOT USE ELEVATORS!**
- Do not attempt to use elevators during an emergency. Elevators are called to the first floor when the fire alarm system is activated. Use only stairways in an evacuation.
- Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on this building's posted evacuation map (which are typically located on each floor next to the elevator), or to a location ordered by emergency response personnel. Do not return to an evacuated building until directed by University officials.
- If possible, take your coat and keys but do not take time to go to lockers or offices for personal possessions.
- Where applicable and if possible and safe, turn off laboratory gases, exhaust fans, and close doors/windows as you exit.
- Assist persons requiring evacuation assistance to get to designated Areas for Evacuation Assistance. Be alert for trapped, injured, or other persons requiring assistance.
- Transporting of individuals requiring evacuation assistance up or down stairwells shall be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist, relocation of these individuals shall be limited to the designated Areas for Evacuation Assistance.
- Notify emergency personnel immediately upon their arrival of the exact location of any injured or trapped persons, those waiting in designated Areas for Evacuation Assistance, and any others who may be anywhere in the building.

## **SHELTER-IN-PLACE**

UHC's shelter-in-place procedures are based on national standard response protocols. If an incident occurs and the buildings around you are unstable or otherwise unsafe, or if the air outdoors is dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger; thus, to "shelter-in-place" means to make a shelter of the building that you are in. With a few adjustments, you can typically make your location more secure and comfortable until it is safe to go outside.

If an incident occurs and the building you are in is not damaged, stay inside the building in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Bronco card, car keys, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the

elevators). Once you have evacuated, quickly seek shelter in the nearest undamaged University



building. If police or fire department personnel are on the scene, follow their directions.

A shelter in place notification may come from several sources, including the Department of Public Safety, the New Orleans Police Department, Residence Life staff, other UHC employees, or other authorities utilizing the University's emergency communication tools.

UHC provides an Emergency Action Plan for all Building Coordinators, which has the following shelter in place considerations:

- No matter where you are, the basic steps of shelter in place will generally remain the same. Should the need to shelter in place ever arise, follow these steps, unless instructed otherwise by emergency personnel:
- If you are inside, stay where you are. Collect any emergency shelter in place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest undamaged building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- If you can, turn off air conditioners, heaters, and fans and close vents to any ventilation systems.
- Close vents to ventilation systems if you are able.
- Make a list of people with you and ask someone to call the list in to New Orleans Police so emergency responders know where you are sheltering.
- Check your phone or email for any Alert messages.
- Turn on a radio or TV (if possible) and listen for further instructions.
- Monitor social media for additional guidance.
- Make yourself comfortable.

For more information on the UHC Emergency Operations Plan and Emergency Response Procedures, please visit [http://uhcno.edu/services-and-resources/campus\\_security](http://uhcno.edu/services-and-resources/campus_security).

## **ANNUAL SECURITY REPORT**

As required by the Clery Act, UHC will release its annual security report on October. 1. The Clery Act requires colleges and universities that receive federal

funding to disseminate a public annual security report (ASR) to employees and students every Oct. 1. The ASR must include statistics of campus crime for the preceding three calendar years, plus details about efforts taken to improve campus safety.

The ASR must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.

## **REPORTING AN EMERGENCY**

Members of the UHC community may report a crime, an emergency, or anything suspicious in several ways:

- By dialing 911 in an emergency
- By dialing 504-329-4430 for UHC DEPARTMENT OF PUBLIC SAFETY in a non-emergency situation
- 911 Shield app, which allows for calls or texts to UHC DEPARTMENT OF PUBLIC SAFETY or 911.

### **Emergency Text Message Test:**

Once a semester, UHC tests its emergency text message system to ensure it is in proper working order. The test also serves as a reminder to the UHC community to register their mobile phones for the service. The test allows UHC to receive analytics from its text message service provider so the university can examine the reliability and performance of the system.

### **Safety Email:**

Each semester, UHC sends out an email to the campus community, alerting them to safety resources at the university and encouraging them to register their mobile phones for emergency texts and to download all UHC mobile apps that could assist with their safety.

### **Emergency Response:**

The UHC community is encouraged to notify UHC Department of Public Safety 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. UHCDPS 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 UHC Department of Public Safety 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 UHC community. UHCDPS will coordinate with the UHC Clery Act and Safety Committees and University Administration 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. UHC 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 UHC is publicized, and the information is available on the UHC website at [http://uhcno.edu/services-and-resources/campus\\_security/](http://uhcno.edu/services-and-resources/campus_security/).

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 and/or the Provost through the Department of Communications for release to the media.

In order to better communicate emergency information to the campus community, UHC has implemented the UHC Emergency Text Messaging System. Participation in the UHC Emergency Text Messaging System is not mandatory, but encouraged. There is no fee to subscribe, but users will still have to pay regular text messaging rates through their cellular providers.

The UHC Emergency Text Messaging System is a service that allows anyone in the UHC community to receive alerts, or other emergency information via text message on their mobile phones. Individuals will have to choose to be included in the system by providing their cell phone information through <https://olhcc.bbcportal.com/Entry>.

In the event of a crisis situation, UHC 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:

- Web site: Notice posted on the UHC home page.
- E-mail: Broadcast message to campus e-mail addresses.
- Telephone: Broadcast voice mail to campus extensions.
- Media: Media alerts distributed to all area print and broadcast media representatives.
- Text Messaging: Messages will be sent out to all users enrolled in the Emergency Text Messaging System.
- Desktop Computer Alerts (desktop computers in public student computer labs, multimedia classrooms, and most department and affiliated organizations located on campus)
- Social Media (Facebook, Twitter, etc.).
- Newsletter (paper copy created and hand distributed).

## **MISSING STUDENT NOTIFICATION**

Anyone who suspects that a UHC student who resides in on-campus housing is missing should immediately contact the UHC Department of Public Safety at 504-329-4430. UHC Department of Public Safety will begin an investigation in order to determine whether the student is missing. Once UHCDPS investigates and determines that the student has been missing for more than 24 hours, the UHCDPS will notify other local law enforcement agencies and the student's emergency contact. 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. 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 PROGRAMS**

### **Crimestoppers**

UHC works in conjunction with the Greater New Orleans Crimestoppers (which serves the community 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 the Greater New Orleans Crimestoppers hotline at 504-837-8477 remain anonymous.

### **R.A.D.**

The Rape Aggression Defense Systems Basic Self Defense program is a basic physical defense program; physical defense against abduction. It is a comprehensive 12-hour course for women encompassing physical training as well as educating women about risk awareness, risk reduction, risk recognition and risk avoidance. R.A.D. is not a martial arts program. Our RAD instructors are masters at framing context; when, where, and how ‘this or that’ contextually applies, is critical when facilitating self-defense tactics, techniques, and strategies. The element of surprise, defender commitment and escape, are all fundamental issues conveyed in the class. Student visualization, student manuals, contextual role-playing with classroom partners, and structured simulation exercises, all assist in framing context for participants

The RAD Basic Self Defense program is a self-paced offering for the women who attend, in that they decide what they will participate in or attend and what they will not. The lifetime returns and practice policy is designed to allow women the opportunity to return to any RAD class and practice her skills as well as allowing a woman who perhaps was not ready, at the time, to participate in a specific activity or portion of the program.

If you are interested in taking the RAD class please call 504-329-4430 for additional information.

## **TITLE IX AND SEXUAL MISCONDUCT POLICY**

UHC is committed to creating and maintaining a campus environment where all individuals are treated with respect and dignity and free to participate in a lively exchange of ideas. Individuals have a right to learn and work in an environment free of harassment.

- Sexual harassment is a form of sex discrimination prohibited under Title IX and will not be tolerated at UHC.
- Harassment is not just limited to conduct of a sexual nature. UHC prohibits harassment based upon an individual's race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state, or local law.
- Harassment occurs when unwelcome verbal or physical conduct, because of its severity and/or pervasiveness, significantly interferes with an individual's work or education, or adversely affects an individual's employment or ability to learn or participate in school activities.
- Harassment also occurs when a person uses a position of authority to engage in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

UHC complies with federal mandates related to Title IX, sex discrimination, sexual assault, sexual violence, intimate partner violence and dating violence.

UHC provides many resources to students, faculty and staff to address concerns relating to discrimination or harassment on the basis of sex, which includes sexual harassment and sexual violence.

Any student, faculty, staff member or applicant for admission who has concerns about sex discrimination or sexual misconduct is encouraged to seek the assistance of a Title IX Co-Coordinators.

## **Reporting Options**

It is a personal decision whether to report a rape or sexual assault to police, but survivors are strongly encouraged to do so. The primary concern of the police is your safety and well-being; their second and third concerns are apprehending the assailant and preserving the evidence of the crime.

If the perpetrator of the assault is an UHC Student, survivors have the option of filing a complaint with the Student Advocacy and Accountability Office for violation of the University Sexual Assault Policy. Survivors can meet with the Title IX Co-Coordinator. It is important to know that the University accountability process has a lower preponderance level to find a student responsible for a violation.

## Counseling Resources/Services

It is important to keep in mind the resources available off-campus, since some survivors may not want to go to the Counseling Center or may need assistance after-hours. All contact numbers are listed below.

### RAINN

Rape, Abuse, Incest National Network (RAINN) is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline (800.656.HOPE), [online.rainn.org](http://online.rainn.org) and [rainn.org/es](http://rainn.org/es) in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

For online counseling options: <https://hotline.rainn.org/online/>

### New Orleans Family Justice Center

New Orleans Family Justice Center is a partnership of agencies dedicated to ending family violence, child abuse, sexual assault, and stalking through prevention and coordinated response by providing comprehensive client-centered, empowerment services in a single location.

NOLA Family Justice Center  
504-592-4005

### Metropolitan Battered Women's Program

Metropolitan Battered Women's Program Inc. (MBWP) is committed to breaking the cycle of domestic violence. MBWP is a non-profit, full service provider to battered women and their children. MBWP provides free and confidential services including a 24-hour crisis line, counseling, shelter, legal information and advocacy, referrals, support groups for victims of domestic violence and children's counseling.

- (24hr) 504 837-5400

### After-Hours Counseling Services/ 24 Hour Hotlines

- The Greater New Orleans Sexual Assault Hotline: 855-435-STAR (855-435-7827)
- The Battered Women's Program: 504-837-5400

- New Orleans Sexual Assault Response Team Crisis Line: 504-866-9554

## **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 Louisiana State University in regards to this matter may be found at the public SOCPR website:

<http://www.lsp.org/socpr/default.html>

## **Campus Accountability System**

A victim may choose to pursue action through the campus accountability system if the assault was committed by another student. Vice President of Student Affairs and Director of Student Life are available to advise victims of their rights under the Code of Student Conduct. Even if the student chooses not to pursue university accountability action, the student is encouraged to meet with a staff member in the Office of Student Affairs.

In any campus accountability action, the Reporting Party and the Charged Student are entitled to the same opportunities to have others present during the proceedings. Both the Reporting Party and the Charged Student shall be informed of the outcome of any campus disciplinary proceeding alleging a sexual assault.

The following general guidelines are established for maximum and minimum sanctions for sexual misconduct offenses. Any sanction or combination of sanctions consistent with similar cases with similar attendant circumstances may be imposed. For offenses against persons and/or offenses that directly place persons in jeopardy:



- The minimum sanction is separation from the University for the remainder of the semester in which the offense occurred plus one additional semester.
- The intermediate sanction is separation from the University for one calendar year or more.
- The maximum sanction is expulsion from the University.

## Student Services

Students are provided educational and support programs in the area of sexual assault, as well as counseling, mental health and support services for the victims of sexual assault or rape. Educational, counseling and support programs are available through the Thomas E. Chambers Counseling and Training Center and the Office of Student Affairs. Through the Office of Student Affairs and Residential Life, assistance is available to students offering options for, or assistance in, changing academic and living situations because of the threat of, or having been a victim of sexual assault. Personnel in the Office of Student Affairs, Student Health and Wellness and Residential Life are available to help victims identify their options following an assault and to notify the proper law enforcement authorities, including University police. In all situations involving sexual assault or rape, victims are encouraged to report the incident and seek further assistance.

- For More Information or Assistance, Please Contact:
  - UHC Department of Public Safety 504-329-4430
  - Office of Student Affairs 504-398-2236
  - Office of Disability Services 504-398-2236
  - Student Health and Wellness 504-398-2127
  - Thomas E. Chambers Counseling Center 504-398-2168

## 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.
- Take extra time to ensure that your windows and doors are locked, especially when you are alone or at night.
- 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.
- Store emergency numbers in your mobile phone and place them next to your home 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 UHC Department of Public Safety at 504-329-4430 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 225-578-3231; 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 keys ready in hand when approaching your vehicle or door; not buried in a purse or in your pocket

#### 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.
- 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

### **PROCEDURES FOR REPORTING A SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

If you or a friend experienced sex or gender-based violence, including sexual assault, domestic violence, dating violence or stalking, UHC recommends you consider taking the following steps:

1. **Go to a safe place** as soon as possible and speak with someone you trust about what happened.

2. If you have been sexually assaulted or are the victim of domestic violence, dating violence, or stalking, we encourage you to report this crime to one of the following, but ultimately the choice of whether to report and to whom to report is yours:
  - a. **In an emergency situation**, including situations where there is a possible ongoing risk to others, **always call 911**
  - b. **The Department of Public Safety** may be reached 24 hours a day at (504) 329-4430 You can also make a report in person at the Department of Public Safety Office located on the second floor of the main building. The Department of Public Safety and New Orleans Police Department provide the UHC Title IX Co- Coordinators information on reports of gender-based violence involving University community members.
  - c. **The Title IX Co-Coordinator** may be reached by phone at (504) 398-2177, by email at [merlinger@uhcno.edu](mailto:merlinger@uhcno.edu), or in person in the Human Resources located in the main building. You may also file a report through the Department of Public Safety.
3. Victims of VAWA offenses have several reporting options. This includes the option to notify on-campus and local law enforcement authorities about the offense, the option to be assisted by campus authorities in notifying law enforcement if they choose to do so, and the option to decline to notify such authorities. UHC will comply with a student's request for assistance in notifying authorities. If you prefer to contact a campus resource outside of the Department of Public Safety to learn about your rights on campus, receive assistance and referrals for supportive services, and discuss formal reporting options, including the option to notify on-campus authorities and local law enforcement, students may contact the Title IX Co-Coordinator, (504) 398-2177. The Title IX Co-Coordinator can meet with you to explain your rights, provide referrals, and discuss and the University's investigation and disciplinary process before you provide information regarding your experience. If you choose to provide information regarding your experience to the Title IX Co-Coordinators, an investigation may have to be conducted, regardless of your wishes, if there is an indication of an ongoing threat to you or other members of the campus community. This investigation is University based and is completely separate from any criminal investigations of the same incident. Physical evidence or other documentation is not required to report incidents to the Title IX Co-Coordinators.
4. In order to help prevent victimization of other people, the University may notify the campus community of offenses reported to it. These University notifications are rare and do not include the name of a reporter or victim. In addition, the University will include the statistics of such offenses in this report each year.

5. Preserve evidence. It is important to preserve evidence of any gender or sex-based offense, as such evidence may be necessary proof to prosecute the accused and may also be helpful in obtaining a civil protection order.
  - a. To preserve evidence of sexual assault, please consider the following:
    - i. Forensic evidence collection (a sexual assault exam) should be sought within 72 hours of an assault and is best collected immediately following the incident. Technological advancements make it more likely that medical professionals can collect evidence even after 72 hours following an assault; however, it is important to remember that the more time passes between the incident and seeking an exam, the less likely it will be to collect physical evidence that may be very important to the prosecution of a criminal case. Locations where a sexual assault exam can be conducted by trained medical staff can be found below.
    - ii. Additionally, to preserve other evidence in the case of sexual assault, it is recommended that you do not shower or bathe, wash your hands, use the toilet, douche, eat, drink, smoke, brush your teeth, change clothing, or wash clothing or bedding before a medical exam or reporting to law enforcement. But, even if you have already taken any of these actions, you are still encouraged to seek medical care and examination. Also, keep emails, text messages, social media postings, or any other digital information about the incident or other methods of contact from the accused that help document what happened.
    - iii. If you wish to make a report to the police, or if you wish to have evidence collected so you can make this decision later, you may seek services by calling the local police dispatch number or contacting a local family justice center. New Orleans Family Justice Center facilitates sexual assault forensic examinations. You do not need to file a police report in order to obtain one.
    - iv. It is preferred that a police department facilitates the collection of other forensic evidence. However, if you are not sure if you want to report to the police or if it has been longer than 72 hours after the assault, you may wish to gather all clothing and bedding that may be used for evidence and place them into a clean paper bag or clean sheet. Items should be stored at room temperature until you decide whether or not you want to report to law enforcement. To protect the integrity of the evidence, do not store items in plastic bags or other similar, non-breathable materials.
  - b. In cases of dating or domestic violence or abuse, the resource you choose to

report the behavior to (a doctor, the police, an advocate, etc.) may recommend ways to preserve evidence such as logging incidents, photographing injuries, seeking medical care, et cetera. If you do not want to report the abuse, keep records of incidents (pictures, journals, voice mail, text messages, and the like) in a secure location that cannot be accessed by your partner.

- c. Information on how to document stalking is available at [http://www.victimsofcrime.org/docs/src/stalking•incident•log\\_pdf.pdf?sfvrsn=4](http://www.victimsofcrime.org/docs/src/stalking•incident•log_pdf.pdf?sfvrsn=4). In addition to logging unwanted contact, an advocate or police officer may recommend you save and photograph unwanted text messages, emails, letters and gifts and store them in a secure location.
6. Seek medical attention. For your safety and wellbeing, immediate medical attention is encouraged after experiencing dating/domestic violence or sexual assault. Further, being examined as soon as possible is important. The Forensic Program at University Medical Center located at 2000 Canal Street, New Orleans, employs forensic nurses who specialize in providing services for victims of domestic and sexual violence. If you have a significant injury requiring immediate medical attention, you should go to an emergency room at University Medical Center or Tulane University Medical Center. It is recommended that you seek medical treatment, regardless of whether or not you report the incident to the police.
  7. When an incident is reported at a hospital, a police detective may come to talk to you along with a Victim/Witness Coordinator (an employee of the city/county that works with the investigating law enforcement agency and the prosecuting attorney's office to assist you through the judicial process). UHC encourages its community members to report all crimes to law enforcement; however, know that you do not have to talk to a police officer at the hospital.
  8. Seek counseling or other support. Even after reporting to law enforcement and/or getting medical attention, consider seeking counseling or other support. There are many services available on campus and in the community to support students and employees in crisis, including counseling, health, mental health, victim advocacy, legal assistance, and visa and immigration services as found in the resource section below. You can call UHC Counseling Services at the Thomas E. Chambers Counseling and Training Center (confidential services) during weekday business hours at (504) 398-2168. In New Orleans, there are confidential 24-hour sexual assault and domestic violence crisis lines operated through the New Orleans Sexual Assault Response Team. The sexual assault crisis line is (855) 435-STAR (7827). The hotline is available to respond to anyone's

concerns and provide referral information.

## **Written Notification of Rights and Procedures**

When a student or employee reports to UHC that they have been the victim of a sexual assault, domestic violence, dating violence or stalking, whether the offense occurred on or off campus, the University will provide the Reporter a written document explaining their rights and options and procedures victims should follow if a VAWA crime occurred. This document includes information about the importance of preserving evidence that may assist in proving the alleged criminal offense occurred or that it could be helpful in obtaining an order of protection. This document also includes written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the University and in the community.

The document includes written notification to victims of sexual assault, domestic violence, dating violence and stalking options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. UHC will make such accommodations or provide such protective measures if the victim requests them and are reasonably available, regardless of whether the victim chooses to report the crime to Department of Public Safety or any other law enforcement agency. The Title IX Co- Coordinators determine which accommodations and other measures to provide based on each incident's individual circumstances and the needs and wishes of the requesting party. In all cases, student safety is a top concern. Additionally, the document contains information about the procedures for initiating institutional disciplinary action in cases of alleged sexual assault, domestic violence, dating violence and stalking. To request this document, contact the Title IX Co-Coordinator at (504) 398-2177.

## **Protection Against Retaliation**

If you report an incident of sex discrimination, sexual harassment (including sexual assault), domestic violence, dating violence, or stalking, or provide information in the course of an investigation thereof, the University will take steps to protect you from retaliation and will respond to reports of retaliation appropriately and promptly. Specifically:

- UHC prohibits members of the University community from retaliating against an individual who has made a good faith complaint under University policy or anyone

who has cooperated in good faith in the investigation of a complaint. The University will take every step necessary to protect the complainant and any witnesses against retaliation for bringing a complaint or for participating in its investigation.

- Members of the University community who retaliate against complainants or witnesses in an investigation conducted pursuant to University policy shall be subject to appropriate disciplinary action.

Complaints of retaliation under this section should be reported to the Title IX Co-Coordinators.

### **Services for Victims and Protective Measures**

The Title IX Co-Coordinators or designee will offer assistance to victims of sexual assault, domestic violence, dating violence and stalking in the form of opportunities for academic accommodations (for example, class schedule changes, incompletes, or withdrawals), changes in housing for the Reporter or Respondent when appropriate, changes in working situations, and other assistance if requested by the Reporter and are reasonably available (such as no contact orders, campus security escorts, transportation assistance, targeted interventions, etc.).

Victims may request protective measures and changes to their academic, work, living, and transportation situations by contacting the Title IX Co-Coordinator at (504) 398-2177 or [emailmerlinger@uhcno.edu](mailto:emailmerlinger@uhcno.edu).

### **Confidentiality of Victims**

Accommodations and other protective measures provided to Reporters are maintained as confidential to the extent that maintaining such confidentiality does not impair the ability of the University to provide the accommodations or protective measures in a timely manner. Additionally, the investigation outcome and any resolution by the University are maintained with Reporter and Respondent privacy in mind. Information may be shared internally on a need to know basis between administrators and UHC staff. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with Louisiana law and federal Family Educational Rights and Privacy Act of 1974 FERPA statute, as well as any other applicable law or regulation. Any public release of information, including that to comply with Clery Act provisions such as the Campus Crime Log or issuing campus alerts, will not include the names of victims or information that could easily lead to a victim's identification.

### **Victim's Bill of Rights**

You have the right to:



- Be informed of all reporting options.
- Be free from pressure to make a criminal report.
- Have any allegations of sexual assault investigated and adjudicated by the appropriate campus, civil, and criminal authorities.
- Be notified of existing campus and community medical services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid assistance, counseling and mental health services whether or not the crime is reported to campus or civil authorities.
- Receive, when required, the full, prompt cooperation of campus personnel when obtaining, securing, and preserving evidence.
- Be informed of options for, and assistance with making changes to academic, living, transportation and working situations as well as protective measures offered by UHC.

### **Response Guarantee from the Department of Public Safety**

UHC Department of Public Safety police officers are fully trained in working with victims of sexual assault and know the requirements for preserving evidence.

What victims can expect:

- We will meet with you privately or at a place of your choice to make a report.
- We will not release your name to the public or press. Crime statistics and incidents are public records, but identifying information is withheld.
- Our officers will not judge you, and you will not be blamed for what occurred.
- We will treat you and your particular case with courtesy, sensitivity, dignity, understanding, and professionalism.
- If you have a preference for either a male or female officer, we will do our best to accommodate your request.
- We will assist you in receiving hospital, medical, counseling, and other support services even if you choose not to pursue criminal charges.
- We will fully investigate your case and will help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect(s). You will be kept informed of the progress of the investigation and/or prosecution.
- We will consider your case seriously, regardless of your gender and sexual orientation, and regardless of the gender and sexual orientation of the suspect(s).

## **University Investigation Process, Disciplinary Actions and Possible Sanctions**

Campus community members who feel they have been the victim of sexual assault, domestic/dating violence, or stalking have the right to file a complaint with the University at any time. This can be done in addition to or in lieu of filing a criminal complaint, and can be done even if police conclude they do not have sufficient evidence for a criminal violation. A complaint of this nature against a student, employee, or other University community member should be filed with the **Title IX Co-Coordinators** by phone at (504) 398-2177, by email at [merlinger@uhcno.edu](mailto:merlinger@uhcno.edu), or in-person in the Center for Teaching and Learning, located in the main building on campus.

## **Resources, Accommodations and Protective Measures**

When a student or employee reports to UHC that they have been the victim of a sexual assault, domestic violence, dating violence or stalking, whether the offense occurred on or off campus, the University will provide them with a written document explaining their rights, options, resources and procedures victims should follow if such a VAWA crime occurred. A hard copy of the document can be requested through the Title IX Co-Coordinator at (504) 398-2177. This document includes information about the importance of preserving evidence that may assist in proving the alleged criminal offense occurred or that it could be helpful in obtaining an order of protection. This document also includes written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the University and in the community. Additionally, the document contains information about the procedures for initiating institutional disciplinary action in cases of alleged sexual assault, domestic violence, dating violence and stalking.

The document also includes written notification to victims of sexual assault, domestic violence, dating violence and stalking about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Accommodations and protective measures may include class schedule changes, incompletes, or withdrawals; altering housing assignments, dining arrangements, or other campus services; changes to work assignments, work schedule, supervisory responsibilities, or work location; and other assistance such as No Contact Orders, campus security escorts, transportation assistance, changes to parking zones, targeted interventions, etc. In all cases, safety is a top concern.

UHC will make such accommodations or provide such protective measures if the victim requests them and are reasonably available, regardless of whether the victim chooses to report the crime to Department of Public Safety or any other law enforcement agency. The Title IX Co-Coordinators or designee determine which accommodations and other measures to provide based on each incident's individual circumstances and the needs and wishes of the requesting party. Requests for protective measures and changes to academic, work, living, and transportation situations can be made by contacting the Title IX Co-Coordinator at (504) 398-2177 or by emailing [merlinger@uhcno.edu](mailto:merlinger@uhcno.edu).

## Confidentiality

Accommodations and other protective measures provided to the victim are maintained as confidential to the extent that maintaining such confidentiality does not impair the ability of the University to provide the accommodations or protective measures in a timely manner. The Title IX Co-Coordinators or designee will determine what information is shared, and with whom it is shared, on a need to know basis and in light of the unique circumstances of each case. Additionally, any public release of information, including that to comply with Clery Act provisions such as the Campus Crime Log, Annual Security Report or issuing campus alerts, will not include the names of victims or information that could easily lead to a victim's identification. During investigations, all parties to an investigation, including witnesses, are notified of the University's expectation of confidentiality. Once an investigation is complete, the investigation outcome and any resolution by the University are maintained with Complainant and Respondent privacy in mind. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with Idaho law and federal Family Educational Rights and Privacy Act of 1974 FERPA statute, as well as any other applicable law or regulation.

## Rights of Complainants

A Complainant\* has the right to:

1. Be treated in accordance with the University's Shared Values.
2. Be fully informed of and participate in all steps in the grievance process.
3. Report conduct prohibited under Policy 1065 to local law enforcement but not file a complaint with the University.
4. Report conduct prohibited under Policy 1065 to local law enforcement and file a complaint with the University. (If an alleged policy violation is also the subject of a law enforcement investigation, the University may suspend its investigation for a period not to exceed **10 days** to avoid interfering with law enforcement's investigation.)
5. File a complaint only with the University and request that the University investigate the matter.
6. File a complaint only with the University but request that the University not take any action other than to provide support services.
  - a. If the University believes that a Respondent presents an ongoing threat to the University community, it may determine that its obligation to safeguard the University community overrides the Complainant's wishes not to commence a formal investigation. If the University determines this to be the case, the Title IX Co-Coordinators will notify the Complainant in advance of commencing a formal investigation. In such a case, the Complainant is not obligated to participate in the investigation. If a Complainant elects not to participate, the University will assume the role of Complainant.

\* Complainant is defined as an individual who is reported to have experienced conduct prohibited by University policy, regardless of whether the individual makes a report or seeks disciplinary action. When the University believes that an individual represents an ongoing threat to the University community, but the Complainant does not want to pursue a complaint, the University may assume the role of Complainant.

When weighing requests not to commence a formal investigation, the Title IX Co-Coordinators will consider number of factors, including but not limited to:

- The seriousness of the alleged prohibited conduct
- The respective ages and roles of Complainant and Respondent
- Whether there have been other complaints or reports of harassment or misconduct against Respondent
- Whether circumstances suggest there is an increased risk of Respondent committing additional acts of sexual violence or other violence
- Whether Respondent has a history of arrests or records from a prior school indicating a history of violence Whether Respondent threatened further sexual violence or other violence against Complainant or others
- Whether the sexual violence was committed by multiple perpetrators
- Whether the circumstances suggest there is an increased risk of future acts of sexual violence under similar circumstances
- Whether the sexual violence was perpetrated with a weapon
- Whether the institution possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence)

In all other cases, the University will obtain the Complainant's consent before commencing an investigation.

1. Request that the Title IX Co-Coordinators seek an informal resolution to a complaint. If a Complainant initially elects to participate in an informal resolution process, they retain the right to withdraw from the informal resolution process before it is complete and request a formal investigation.
  - a. Have an advisor of the Complainant's choice accompany Complainant to all meetings, interviews and proceedings.
  - b. Have an equal opportunity to provide information, names of witnesses and other evidence to the investigator.
  - c. Review and respond to the investigator's written summary of information provided by other parties to the complaint.
  - d. Access University academic and support services and receive referrals to external support resources (for example, the Employee Assistance Program).
2. Request interim measures including but not limited to:
  - a. A University-based no contact order, limiting Respondent's ability to communicate with, or otherwise contact, Complainant either directly or through a third party.
3. Academic accommodations, such as course withdrawals or incompletes.

- a. For University employees, work assignments, work schedule, supervisory responsibilities, or work location changes.
- b. For students, altering housing assignments, dining arrangements, or other campus services for Complainant and/or Respondent.
- c. Campus security escorts.

When granted, interim measures will remain in place until: 1) the investigation is complete and the investigator determines no policy violation occurred; 2) the investigator determines a policy violation occurred and the sanctioning process is completed; or 3) the Title IX Co-Coordinators notifies Complainant and Respondent in writing that the interim measures are no longer in effect.

1. Request a review or modification of interim measures. Such requests should be submitted to the Title IX Co-Coordinator at (504) 398-2177; or [merlinger@uhcno.edu](mailto:merlinger@uhcno.edu).
2. Be free from retaliation.
3. Be informed in writing of the findings of fact and outcome of the complaint.
4. Be informed of and have an equal right of appeal.

### **Right of Respondent**

A Respondent has the right to:

1. Be treated in accordance with the University's Shared Values.
2. Be fully informed of and participate in all steps in the grievance process.
3. Have an advisor of the Respondent's choice accompany them to all meetings, interviews and proceedings.
4. Access University academic and support services and receive referrals to external support resources.
5. Respondents who are not employed by the University may decline to participate in an investigation. If a non-employee Respondent declines to participate in an investigation, the investigator will make a determination as to whether a policy violation has occurred based on other information gathered in the course of the investigation.
6. Decline to participate in the informal resolution of a complaint in favor of a formal investigation. A Respondent also retains the right to withdraw from the informal resolution process before it is complete and request a formal investigation.
7. Have an equal opportunity to provide information, names of witnesses and other evidence to the investigator.
8. Review and respond to the investigator's written summary of information provided by other parties to the complaint.
9. Request interim measures including but not limited to:
  - a. A University-based no contact order, limiting Complainant's ability to communicate with, or otherwise contact, Respondent either directly or through a third party.
  - b. Academic accommodations, such as course withdrawals or incompletes.
  - c. For University employees, work assignments, work schedule, supervisory

- responsibilities, or work location changes.
  - d. For students, altering housing assignments, dining arrangements, or other campus services for Complainant and/or Respondent.
  - e. Campus security escorts
  - f. The Respondent is the individual, individuals or group alleged to have engaged in conduct prohibited by University policy
  - g. When granted, interim measures will remain in place until: 1) the investigation is complete and the investigator determines no policy violation occurred; 2) the investigator determines a policy violation occurred and the sanctioning process is completed; or 3) the Title IX Co- Coordinators notify Complainant and Respondent in writing that the interim measures are no longer in effect.
10. Request a review or modification of interim measures. Such requests should be submitted to the Title IX Co-Coordinator at (504) 398-2177 or [merlinger@uhcno.edu](mailto:merlinger@uhcno.edu)
  11. Be informed in writing of the findings of fact and outcome of the investigation.
  12. Be informed of and have an equal right of appeal.

### **ADVISORS**

Both Complainant and Respondent have the right to be accompanied by an advisor of their choice when attending any meeting, interview or proceeding that takes place pursuant to this policy. An advisor may take notes and quietly confer with the party being advised, but may not speak on behalf of the party or in any way disrupt any meeting or proceeding. Advisors who fail to adhere to these requirements will be asked to leave the meeting or proceeding. Witnesses or other parties involved in the investigation or adjudication process are not permitted to serve as advisors and are not entitled to advisors.

Complainant or Respondent may choose to retain an attorney or other paid professional to act as an advisor in this process. However, each party shall be solely responsible for paying any fees charged by the advisor, and all advisors are required to adhere to the requirements above regardless of whether they are being compensated. The University has several trained advisors who can be appointed at the request of the Complainant or Respondent.

### **ALCOHOL AND DRUG AMNESTY**

Because the University seeks to encourage individuals to report potential violations of this policy and fully participate in the investigation of potential violations of Policy 1065, individuals will not, on the basis of evidence they provide in the course of an investigation, be charged with drug or alcohol violations under applicable University policies for offenses that occurred contemporaneously with the incident(s) under investigation.

### **INVESTIGATION PROCESS**



- 1. Intake.** Once a complaint alleging that Policy 1065 has been violated is received, the Title IX Co- Coordinators will acknowledge receipt of the complaint in writing and generally assign investigator within **seven (7) calendar days** to meet with the Complainant or Reporter.<sup>7</sup> The investigator will provide information about support services, Policy 1065, the investigation process, and gather information about the allegations and determine whether the alleged behavior constitutes a potential violation of this policy. If so, the investigator will commence a formal investigation.

If the investigator determines that no formal investigation is required, the investigator will provide the reasons for this determination in writing. For example, in some cases there is not enough information available to make a baseline determination that Policy 1065 applies (i.e. it may be unclear that the alleged harassment was on the basis of sex, gender expression or identity, or sexual orientation). In other instances, the issue reported can be resolved informally or through other processes and will be referred to other campus departments without an investigation.

- 2. Notice.** The investigator will notify the Respondent of the nature of the allegations generally within **ten (10) calendar days** of notice of a complaint by issuing a formal notice of allegations, typically sent by email. The notice will include: (a) information regarding the allegations of conduct prohibited under Policy 1065 including the date, location and a description of the conduct alleged to violate this policy; (b) the name of the Reporter and/or the Complainant; (c) a clear statement of the interim measures being implemented at the time of the notice, if any; (d) the University's policy prohibiting retaliation against individuals who file discrimination complaints or cooperate in the University's investigation of discrimination complaints; (e) information regarding the investigation process; (f) information regarding investigation timelines; (g) notice of Respondent's rights under this policy, including the right to an advisor of Respondent's choice at all stages of the process; and (h) information regarding support services. If the notice is delivered in person, Respondent will be instructed to schedule an initial interview at a later date in order to allow Respondent sufficient time to secure an advisor and fully consider and understand the information provided in the notice.

In order to help ensure that investigations are completed within the stated timeframes, Respondent has **three (3) business days** from receipt of the notice to contact the Office of Institutional Compliance and Ethics to schedule a meeting to discuss the allegations set forth in the notice. If the notice is sent via email, the notice will be considered received on the date that it is sent. If a notice is sent via certified mail, it is considered received **three (3) business days** after the date it is mailed. If a student Respondent does not respond within **seven (7) business days** of receiving the notice, the investigator may proceed with the investigation without input from the Respondent. If an employee Respondent does not respond within **seven (7) business days** of receiving the notice, the University may initiate disciplinary action

- 3. No Contact Order and Other Interim Measures.** The investigator may issue a University based No Contact Order and implement other interim measures **at the time the notice is issued**. Either party may request interim measures, but interim measures will not disproportionately impact the Complainant or used a means of retaliation for filing a complaint. A violation of a No Contact Order is a separate violation of Policy 1065 and should be immediately reported to the investigator to determine whether it

will result in an additional charge of retaliation under this policy. In that event, the retaliation charge may, at the discretion of the Title IX Co-Coordinators, be added to an ongoing investigation, or it may result in a new complaint under this policy being initiated. The violation of a No Contact Order may be considered when determining sanctions or disciplinary action.

- 4. Informal Resolution.** Informal resolutions may be useful for addressing concerns when a Complainant does not want an investigation; when a formal process would not result in a satisfactory resolution; when conditions exist that do not violate the policy but nonetheless are impacting Complainant; or when education and training, mediation, or other cooperative processes are appropriate to resolve the matter.

At the discretion of the investigator, in consultation with the Title IX Co-Coordinators, informal processes may be used at any time during the investigation process. Informal processes include but are not limited to facilitated dialogue, mediation, and restorative justice. In all cases, informal processes may only be used when both Complainant and Respondent voluntarily agree to pursue an informal or alternative resolution. Informal or alternative resolutions must be consistent with the University's obligations under federal and state law, the Student Code of Conduct and other applicable University policies.

Before allowing parties to use an informal resolution process, the investigator and Title IX Co-Coordinators must determine that an informal or alternative approach is consistent with the University's obligations under the law, institutional policies, and institutional values – to stop inappropriate behavior, end harassment, prevent harassment from happening again, and address or remedy its effects. If both parties agree to an informal resolution process, then the formal process will generally be placed on hold for a reasonable period of time to determine whether an informal resolution process will be successful. The Office of Institutional Compliance and Ethics will use its best efforts to complete the informal resolution within **forty-five (45) business days** from receipt of the complaint.

If parties do not reach an agreement in an informal or alternative process, the Complainant may pursue whatever formal process was initially available to them. In other words, Complainants do not waive their right to pursue formal resolution simply by participating in an informal or alternative process. If informal or alternative resolution is successful, both parties will be provided with appropriate notification as to the resolution achieved. Once a complaint has been resolved informally and the matter has been closed, the Complainant may not request a formal resolution/investigation of the same matter.

- 5. Formal Investigation.** Reports of alleged misconduct in violation of Policy 1065 will be investigated in a fair, impartial, thorough and prompt manner. The investigator serves in a non-advocacy role as a neutral finder of fact. In the course of the investigation, each party will have the opportunity to provide information, including witnesses and evidence (including but not limited to emails, written documents, photographs, social media posts), relevant to the allegations set forth in the notice. The investigator may need to meet with Complainant and Respondent more than once in order for each party to have an adequate opportunity to respond to new information obtained in the course of the investigation.
- 6. Conflict of Interest.** A Complainant or Respondent may petition for an alternative investigator based on a conflict of interest by providing notice in writing to the Title IX Co-Coordinators as soon as



practicable (preferably within **three (3) calendar days** of the requestor's discovery of the potential conflict). The request should detail the nature of the conflict of interest and why the requesting party believes that the assigned investigator cannot conduct a fair and impartial investigation. The decision of whether or not to assign an alternative investigator rests solely with the Title IX Co-Coordinators. The Title IX Co-Coordinators will generally provide a written response to the request within **two (2) calendar days** of the Title IX Co-Coordinator's receipt of the request.

7. **External Investigator.** The Title IX Co-Coordinators may retain an investigator from outside the University to investigate any complaint under this policy.
8. **Investigation Summary.** The investigator will generally prepare an investigation summary which will include relevant information from each interview conducted by the investigator and any other evidence gathered in the course of the investigation. Information regarding the parties' sexual history or medical/mental health issues that are not relevant to the complaint will not be included in the summary. Both Complainant and Respondent will be sent a written copy of the investigation summary on the same date, and each party will be given a reasonable period of time (generally not to exceed **five (5) calendar days**) to submit a written response to the investigation summary to the investigator.

The investigator will consider the written responses provided by each party when drafting the investigation report, noting any discrepancies as appropriate. Both parties' responses will be incorporated into the report as attachments. Any effort, by either party, to distribute, reproduce, alter, post, or otherwise circulate the investigative summary may result in a charge of a violation of this policy and may result in a policy violation determination and sanctions pursuant to the processes outlined in this policy.

9. **Investigation Timeline.** The time required to complete a formal investigation will vary based on the nature and complexity of the allegations. The Office of Institutional Compliance and Ethics will use its best efforts to complete the investigation within **forty-five (45) business days** from receipt of the complaint. Delays in the process will be communicated by the investigator to both Complainant and Respondent in a timely manner.
10. **Final Investigation Report.** The investigator will draft an investigation report with findings of fact and a determination of whether, based on a preponderance of the evidence, Policy 1065 has been violated. The Title IX Co-Coordinators will review the draft investigation report before it is finalized to determine if the findings of facts support the investigator's determination regarding whether this policy was violated. The Title IX Co-Coordinators will then either (1) approve the draft report becoming the final investigation report (if the policy violation determination is supported by the findings of facts); or (2) find that the investigator's determination regarding whether there was a violation of Policy 1065 is not supported by the findings of fact and reach a different determination concerning the alleged policy violation, which will be set forth in an addendum to the final investigative report; (3) direct the investigator to conduct additional fact finding following the same investigation process outlined in this policy. In such a case, the investigator will submit another draft investigation report at the conclusion of the additional fact finding. The draft investigation report will then be reviewed by the Title IX Co-Coordinators following the same process and criteria outlined above before issuing the final investigative report.

If the Title IX Co-Coordinators acts as the investigator, the Director of Equity and Inclusion or AVP for Campus Operations will fulfill the Title IX Co-Coordinator's review responsibilities outlined in this section.

- 11. Outcome Notice.** The Complainant and Respondent will be informed, in writing, of the investigator's findings of fact and Title IX Co-Coordinator's determination regarding whether there was a violation of this policy in an outcome notice issued in accordance with applicable privacy laws. As nearly as possible, both parties will be informed of the outcome simultaneously.
- 12. Policy Violation.** If an investigation results in the determination that Policy 1065 was violated, the final investigation report will, for student Respondents, be forwarded to the Office of the Dean of Students to determine appropriate sanctions, or for employee Respondents, to Human Resources for disciplinary action.
- 13.** If a student Complainant or Respondent believes the University has failed to investigate the alleged policy violation in accordance with law or policy, a complaint may be filed with:

Dallas Office  
Office for Civil Rights  
US Department of Education  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201  
Telephone: (214) 661-9600  
Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

Employee Complainants or Respondents may file a complaint with:

Office of the Governor  
Louisiana Commission on Human Rights  
PO Box 94094  
Baton Rouge, LA 70804

Or  
US Equal Employment Opportunity Commission  
Hale Boggs Federal Building  
500 Poydras Street, Suite 809  
New Orleans, LA 70130  
(800) 669-4000

- 14. Appeal of Policy Violation Determination – Students.** If the Title IX Co-Coordinators determines that the findings of fact do not support a violation of Policy 1065, a student Complainant may appeal this determination to an Appellate Board. If the Title IX Co-Coordinators determines that the findings of fact do support the determination of a violation of this policy, a student Respondent may appeal this determination to an Appellate Board after the Title IX Sanctioning Board issues a sanction decision as described below.

## Sanctioning Process – Students

In cases where the Respondent is a student and a determination that a violation of Policy 1065 occurred, a copy of the final investigation report will be sent to a Student Conduct Administrator (“SCA”) in the Office of the Dean of Students. The SCA will convene a Title IX Sanctioning Board to determine appropriate sanctions. The Title IX Sanctioning Board will use their best efforts to complete the sanctioning process within **thirty (30) days** from the time the final investigation report is received

1. **Title IX Sanctioning Board.** The SCA will convene the Title IX Sanctioning Board and set a date for a Sanctioning Conference. The Title IX Sanctioning Board will consist of **3-5** University faculty or staff members who receive annual training on Title IX matters. A minimum of three (3) Title IX Sanctioning Board members is required to conduct a Sanctioning Conference.
2. **Notice of Sanctioning Conference.** The SCA will send a copy of the Final Investigation Report and Notice of Sanctioning Conference to Complainant and Respondent via email no later than **ten (10) business days** prior to the Sanctioning Conference date. Complainant and Respondent are notified in the Notice of Sanctioning Conference that they have an opportunity to meet individually with the SCA for a Pre-Sanctioning Conference meeting.

The Notice of Sanctioning Conference will include the names of the Title IX Sanctioning Board members. Each party has **two (2) business days** from the date the Notice of Hearing is emailed to challenge any of the Title IX Sanctioning Board members on the ground of perceived bias. To challenge a Title IX Sanctioning Board member, a party must submit a concise written statement (no more than one page) stating the reason(s) for the challenge and why the Title IX Sanctioning Member is perceived to be biased against the party. The SCA will review any challenges received and determine if the challenged Title IX Sanctioning Board member needs to be replaced.

3. **Pre-Sanctioning Conference.** Each party may contact the Office of the Dean of Students to arrange a Pre-Sanctioning Conference meeting with the SCA. The non-redacted Final Investigation Report may be viewed in person by either party at their Pre-Sanctioning Conference meeting. Both parties may submit a written impact statement to the Title IX Sanctioning Board, due at least **five (5) business days** prior to the day of the Sanctioning Conference. A Pre-Sanctioning Conference packet will be made available to both parties and the Title IX Sanctioning Board members at least **three (3) days** prior to the scheduled Sanctioning Conference.
4. **Advisors.** Each party is permitted one (1) advisor to accompany the party at the Sanctioning Conference. No less than **two (2) business days** prior to the Sanctioning Conference, each party intending to have an advisor present at the Sanctioning Conference must submit to the SCA written notice identifying who will accompany them as their advisor. The role of advisors is limited, in accordance with the applicable provisions of this policy.
5. **Sanctioning Conference.** Participation in the Sanctioning Conference is voluntary for both Complainant and Respondent. The Sanctioning Conference will proceed with or without

participation of the parties. Each party present will have an opportunity to make a brief (no more than ten (10) minutes) verbal statement to the Title IX Sanctioning Board. The Title IX Sanctioning Board may ask questions of each party present at the Sanctioning Conference. Parties will not be in the Sanctioning Conference room at the same time. When a party is not in the Sanctioning Conference room, that party will be able to listen to the Sanctioning Conference proceedings via phone from a separate room.

The Title IX Sanctioning Board will deliberate regarding the appropriate sanction(s) for the violation of this policy. Decisions of the Title IX Sanctioning Board are determined by a simple majority vote. The SCA may provide the Title IX Sanctioning Board with University precedent in similar cases, as well as Respondent's history of conduct and prior sanctions, if any.

6. **Sanction Decision.** Within **ten (10) business days** after the Sanctioning Conference, the Title IX Sanctioning Board chair will notify the SCA in writing of the sanctions imposed by the Title IX Sanctioning Board. The SCA will then notify the parties via email of the Title IX Sanctioning Board's Decision within **two (2) business days** of receiving such notification from the Title IX Sanctioning Board.
7. **Appeals-Students.** Appeals of decisions made by the Title IX Sanctioning Board may be made to an Appellate Board via the Office of the Dean of Students. When an appeal is filed, sanctions may be placed in pending status by the SCA until the appeal process has been exhausted. Select sanctions may remain implemented pending the outcome of the appeals process to ensure the safety and well-being of members of the University community or preservation of University property. Both Complainant and Respondent have the right to file an appeal of determination of a violation of this policy and/or a corresponding sanction. The University reserves the right to determine the appropriate sanctions and educational outcomes for Respondents. Decisions made by an Appellate Board are final and cannot be appealed.
8. All appeals must be submitted in writing, signed by the appealing party, to the Office of the Dean of Students no later than **ten (10) days** after the date printed on the Notice of Outcome (for Complainants appealing a determination of no policy violation) or on the Notice of Sanctioning Decision (for Respondents appealing the policy violation determination and/or sanctioning decision, or for Complainants appealing the sanctioning decision). Any exceptions to the appeal deadline are made at the discretion of the SCA or designee.
9. Appeals will be considered only when the appealing party alleges, in a concise written statement, at least one of the following:
  - a. A substantive procedural error occurred that significantly impacted the outcome of the investigation. Examples of a substantive procedural error may include substantiated bias by the investigator or material deviation from the investigation procedures set forth in this policy. A mere deviation from investigation procedures required by this policy is not a basis for considering an appeal unless significant prejudice is alleged to have resulted.

- b. The investigator erred when determining whether or not the findings of act constitute a violation of this policy.
- c. New evidence is available, which was unavailable during the investigation or sanctioning process, which could substantially impact either the determination of whether a violation of this policy occurred or the severity of the sanction.
- d. The sanctions imposed are substantially disproportionate to the severity of the policy violation.

Within **ten (10) business days** of submitting an appeal to the Vice President for Student Affairs, Complainant and Respondent will receive a Notice of Appeal Consideration. The SCA or designee will determine whether the appeal meets the criteria for consideration. A decision is made based on the grounds indicated above as documented in the party's written appeal statement. If an appeal is determined to not meet the criteria for consideration, the matter will be considered final and binding for all involved and the Notice of Appeal Consideration will reflect that decision. When the written appeal statement meets one or more of the criteria for consideration, the SCA will convene an Appellate Board to review the appeal.

The review of an appeal by an Appellate Board will occur in closed session, with no parties, witnesses, or members of the Title IX Sanctioning Board allowed to be present. With the exception of appeals alleging new information, the Appeals Committee will limit itself to reviewing the written appeal, Final Investigation Report, documents used by the Title IX Sanctioning Board.

The Appeals Committee will review only the grounds determined to meet the criteria for consideration and will make a determination on each such ground of appeal. The Appellate Board will base its decisions on the information presented and make a determination based on the preponderance of the evidence. Recommendations regarding appeals require a simple majority vote of the Appellate Board members.

If an appeal is determined to meet the criteria for consideration, the Appellate Board will review and discuss all pertinent aspects of the matter. The Appeals Committee will then recommend one of the following actions:

- Uphold the original policy violation decision and sanctions;
- Uphold the original policy violation decision and amend the sanctions;
- Reverse the original determination of a policy violation or no violation and:
- Send the case to the Title IX Co-Coordinators to determine sanctions, or
- Determine that the findings of fact do not constitute a policy violation. This decision will be final, binding and a conclusion to the appeals process.
- Send the matter back to the Title IX Co-Coordinators for correction of a substantial procedural error in the investigation process.

The Appeal Committee will include in its decision agreed upon sanctions should a policy violation be sustained by the Title IX Co-Coordinators after correction of the procedural error.

This decision will be final, binding and a conclusion to the appeals process.

The Vice President for Student Affairs, or their designee, will carry out the recommendations of the Appeals Committee unless a recommendation is significantly different from University precedent for similar appeals. The Vice President will send both parties a Notice of Appeal Outcome within **ten (10) business days** of the Appeal Committee convening, in accordance with applicable privacy laws. Both parties will be informed of the appeal outcome as simultaneously as possible. The Notice of Appeal Outcome is considered final and may not be appealed further at the University.

## **Possible Sanctions - Students**

Student Conduct sanctions are imposed for the purposes of restoring the standards of the University Community, educating students about the seriousness of their actions, promoting positive growth, and maintaining the safety of the students involved and of the University Community.

Failure to comply with sanctions imposed by a Conduct Body's decision within the specified time period(s) may result in further and immediate sanctions. The University will consider as an aggravating factor in determining sanctions any violation of law or of the Student Code of Conduct where the Respondent intentionally selected the person and/or target of the violation based on actual or perceived age, race, color, religion, disability, gender, sexual orientation, gender identity, gender expression, national origin, ancestry, disability, or veteran status. More than one of the following sanctions listed may be imposed for violating the Student Code of Conduct. For students, possible sanctions that the University may impose for actions that violate Policy 1065: include:

- **Warning:** A written notice that the Respondent is violating or has violated University policy and that additional infractions of the Student Code of Conduct could result in further sanctions.
- **Educational Sanctions:** The Conduct Body may impose educational sanctions including reflection papers, educational modules and/or projects designed to assist the Respondent in reflecting on their decision making. Some educational sanctions will incur a user fee which will be disclosed to the Respondent at the time the sanction is imposed.
- **Student Conduct Probation:** A student may be placed on Student Conduct Probation ("Probation") following a violation of the Student Code of Conduct. Probation is for a designated period of time. Probation may be assigned in conjunction with other sanctions or stand alone as the only sanction for a violation. Additional violations while on Probation may include the additional imposition of more severe Student Conduct sanctions
- **Restitution:** Monetary payment required to be made by Respondent to reimburse for repair or replacement of damage, or misappropriated property, and/or to reimburse for medical or other expenses incurred by a third party as a direct result of misconduct.
- **University Service Hours:** Work assignments, service to the University, or other related discretionary assignments
- **Fines:** Monetary penalty required to be paid by Respondent which is imposed for a violation of the Student Code of Conduct.
- **Loss of Privileges:** Action prohibiting a Respondent from participating in certain activities or



enjoying certain privileges for a prescribed period of time. Loss of privileges may include, but is not limited to:

- Removal from University Housing
- Revocation of student identification card;
- Removal from a student leadership positions (elected or appointed);
- Removal from an athletic team or club sport;
- Loss University employment;
- Exclusion from all or specific University premises.
- **Student Housing Suspension:** Removal of the Respondent from University Housing for a definite period of time, after which the Respondent is eligible to return. Conditions for readmission may be specified.
- **Student Housing Expulsion:** Permanent removal of the Respondent from University Housing which may include a prohibition against the Respondent making future application for University Housing.
- **Hold on Academic Records:** Action restricting the Respondent's admission and registration until a Student Conduct sanction is fulfilled by the Respondent. A hold will restrict the University from releasing official academic transcripts and/or awarding a diploma until the sanction is fulfilled by the Respondent.
- **University Suspension:** Action terminating the Respondent's registration in some or all University classes for a prescribed period of time. Suspensions are typically for one year in length, but may be longer or shorter at the discretion of the Conduct Body. The Conduct Body may also specify conditions for future enrollment which, if given, must be completed prior to reinstatement. Following a suspension, the Respondent is readmitted on Student Conduct Probation for the duration of the Respondent's enrollment at the University.
- **University Expulsion:** Action terminating the Respondent's registration and relationship with the University. This action separates the Respondent from the University permanently for all current and future academic terms. An expelled student is ineligible for readmission to the University.
- **Group and/or Organization Sanctions:** Sanctions for groups may result in permanent or temporary suspension of the group from the University, loss of recognition or charter, social probation, or other actions deemed appropriate by the University. An individual involved in a group offense and/or sanction can also be subject to additional individual charges and sanctions. Any student group and/or organization may be subject to the following sanctions: Those sanctions listed above:
  - Loss of selected rights and privileges for a specified period of time;
  - Deactivation and/or loss of privileges, including loss of University recognition, for a specified period of time.
- **Revocation of Admission and/or Degree:** Admission to the University or a degree awarded by UHC may be revoked for fraud, misrepresentation, or other violations of UHC standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.
- **Withholding Degree:** UHC may withhold awarding a degree otherwise earned by a

Respondent until the completion of the Student Conduct Process as set forth in the Student Code of Conduct, including the Respondent's completion of all sanctions imposed, if any.

- **Classroom Dismissal:** At the discretion of Faculty, a student may be dismissed from class for one or two class periods. Faculty may also request that a student be dismissed from the class for the remainder of the semester.

## Protection Against Retaliation

If you report an incident of sex discrimination, sexual harassment (including sexual assault), domestic violence, dating violence, or stalking, or provide information in the course of an investigation thereof, the University will take steps to protect you from retaliation and will respond to reports of retaliation appropriately and promptly. Specifically:

1. UHC prohibits members of the University community from retaliating against an individual who has made a good faith complaint under University policy or anyone who has cooperated in good faith in the investigation of a complaint. The University will take every step necessary to protect the complainant and any witnesses against retaliation for bringing a complaint or for participating in its investigation.
2. Members of the University community who retaliate against complainants or witnesses in an investigation conducted pursuant to University policy shall be subject to appropriate disciplinary action.

Complaints of retaliation under this section should be reported to the Title IX Co-Coordinators. You can contact the Title IX Co-Coordinator by phone at (504) 398-2177 or by email at [merlinger@uhcno.edu](mailto:merlinger@uhcno.edu).

## Finality of Process

The above process is the only process the University will use for investigation of complaints of sexual assault, domestic/dating violence, and stalking pursuant to Policy 1065. The findings and associated employment or student disciplinary actions based on this process, including all associated appeals and statutory rights as outlined above, are final and will not be further addressed through the student conduct process, departmental administration, or human resource processes. Information obtained in University proceedings may be shared with local law enforcement, external governing bodies (i.e. the US Department of Education Office of Civil Rights and/or the Idaho Human Rights Commission), and/or any judicial body with a properly issued subpoena.

Such proceedings shall provide a prompt, fair, and impartial process from the initial investigation to the final result and will be conducted in a manner that is consistent with University policies, transparent to the Complainant and Respondent, and conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, as well as how to conduct an investigation that protects the safety of the victims and promotes accountability. The specific



content of each year's annual training depends on the needs and skills of the officials. Conduct board training includes the dynamics of sexual and domestic violence, information on perpetration, and a review of applicable University policies and procedures using case studies. These officials will not have a conflict of interest or bias for or against the Complainant or Respondent. Proceedings will include timely notice of meetings at which the Complainant or Respondent, or both may be present, timely and equal access to the Complainant, the Respondent, and appropriate officials to any information that will be used during information and formal disciplinary meetings and hearings.

In any proceeding based on a complaint of sexual assault, stalking, dating violence, domestic violence, or other behavior covered in this section, the Complainant and the Respondent are entitled to the same opportunities to have others, such as a support person of their choice, present throughout the process, including the opportunity to be accompanied by such a support person of their choice to any meeting, conference, hearing, or other procedural action. UHC will not limit the choice of advisor or presence for either the Complainant or Respondent in any meeting or institutional disciplinary proceeding; however, UHC may establish restrictions regarding the extent to which the support person may participate in the proceedings, as long as the restrictions apply equally to both parties.

Once complete, both the Complainant and Respondent will be simultaneously notified, in writing, of the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; any change to the result; when such results become final; and be informed of the University's appeal process, if applicable, and their rights to exercise a request for appeal, in accordance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA) statute and applicable state and federal employment laws (if any). Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by UHC. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly referred to as FERPA, the result must also include the rationale for the result and the sanctions

Proceedings will be completed within a reasonably prompt time frame and will include a process that allows for the extension of time frames for good cause. If this occurs, written notice will be provided to both the Complainant and Respondent, informing them of the delay and the reason for the delay. All parties will be informed of the University's appeal processes, if applicable, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

UHC will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code) or a non-forcible sex offense, the report of the results of any disciplinary proceedings conducted by UHC against a student who is accused of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.



## University of Holy Cross Department of Public Safety

### CRIME STATISTICS

Continual efforts are made to inform the UHC community of matters that affect their personal safety and well-being. Regular reports regarding current problems and reported crimes are published on the UHC Department of Public Safety website at <http://uhcno.edu/services-and-resources/campus-security/>. The UHC 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.

Reports of these certain Clery Act crimes are calculated per Clery requirements. When counting multiple offenses, UHC uses the FBI's UCR Hierarchy Rule. This rule requires that only the most serious offense is counted when more than one offense was committed during a single incident, or when a single offense could fall under the definition of more than one crime. However, there are some exceptions to this rule. Hate crimes, arrests and referrals for drug/liquor/weapons violations, and the crimes of arson, domestic violence, dating violence, and stalking do not fall under the Hierarchy Rule are counted along with the most serious crime committed in situations where more than one Clery crime has occurred in a given incident. Additionally, if a murder and a sex offense are committed during the same incident, both are counted. If an incident occurs in University Housing properties, it is counted twice: once in the "On Campus" section and once in the "Residential Facilities" section.

Additionally, with the passing of the Violence Against Women Reauthorization Act (VAWA) of 2013, the crimes of domestic violence, dating violence, and stalking were added to the list of crimes that UHC is required to collect statistics for and report beginning in 2014. In 2014, the definition of "rape" in the Uniform Crime Reporting (UCR) Summary Reporting System was also revised to reflect

the Federal Bureau of Investigation's (FBI) updated definition, which encompasses the categories of rape, sodomy, and sexual assault with an object that are used in the UCR National Incident Based Reporting System. The updated definition of rape is used for Clery purposes in this report.

Lastly, the Clery Act allows for sworn or commissioned law enforcement personnel to make a formal determination that a crime report is "unfounded" if, after investigation, the report is deemed to be false or baseless. If a report is determined to be unfounded, it will not be included in the statistical disclosure of crimes reported to have occurred on UHC's Clery geography. However, unfounded reports are tallied and disclosed in a separate column from the other statistics.

The UHC Police Department has reported crime statistics to the Federal Bureau of Investigation, National Crime Information Center since 1977. 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 UHC Police Department, visit our web site at [www.uhcno.edu/police](http://www.uhcno.edu/police). The following UHC statistics, in compliance with the 1998 provisions of the Student Right-To-Know and Campus Security Act (Jeanne Clery Act), are provided for your information.

## CRIMES REPORTED

NOTE: The “On Campus” category includes numbers from the “Residential Facilities” category.

### Criminal Offenses

#### On-Campus

OFFENSE	2023	2022	2021
a. Murder & Non-Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses -Forcible (Rape)	0	0	0
d. Sex Offenses - Non-Forcible (Rape)	0	0	0
e. Fondling	0	0	0
f. Statutory Rape	0	0	0
g. Incest	0	0	0
h. Sexual Assault (VAWA Offense)	0	0	0
i. Domestic Violence (VAWA Offense)	0	0	0
j. Dating Violence (VAWA Offense)	0	0	0
k. Stalking (VAWA Offense)	0	0	0
l. Robbery	0	0	0
m. Aggravated Assault	0	0	0
n. Simple Assault, Battery	0	0	0
o. Burglary	0	0	0
p. Motor Vehicle Theft	0	0	0
q. Arson	0	0	0
r. Intimidation	0	0	0
s. Theft	0	0	1
t. Damage/ Vandalism/ Destruction	0	0	0
u. Unsubstantiated	0	0	0

#### Residential Facilities

OFFENSE	2023	2022	2021
a. Murder & Non-Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses -Forcible (Rape)	0	0	0
d. Sex Offenses - Non-Forcible (Rape)	0	0	0
e. Fondling	0	0	0
f. Statutory Rape	0	0	0
g. Incest	0	0	0
h. Sexual Assault (VAWA Offense)	0	0	0
i. Domestic Violence (VAWA Offense)	0	0	0
j. Dating Violence (VAWA Offense)	0	0	0
k. Stalking (VAWA Offense)	0	0	0
l. Robbery	0	0	0
m. Aggravated Assault	0	0	0
n. Simple Assault, Battery	0	0	0
o. Burglary	0	0	0
p. Motor Vehicle Theft	0	0	0
q. Arson	0	0	0
r. Intimidation	0	0	0
s. Theft	0	0	0
t. Damage/ Vandalism/ Destruction	0	0	0
u. Unsubstantiated	0	0	0

**Non-Campus  
OFFENSE**

	2023	2022	2021
a. Murder & Non-Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses -Forcible (Rape)	0	0	0
d. Sex Offenses - Non-Forcible (Rape)	0	0	0
e. Fondling	0	0	0
f. Statutory Rape	0	0	0
g. Incest	0	0	0
h. Sexual Assault (VAWA Offense)	0	0	0
i. Domestic Violence (VAWA Offense)	0	0	0
j. Dating Violence (VAWA Offense)	0	0	0
k. Stalking (VAWA Offense)	0	0	0
l. Robbery	0	0	0
m. Aggravated Assault	0	0	0
n. Simple Assault, Battery	0	0	0
o. Burglary	0	0	0
p. Motor Vehicle Theft	0	0	0
q. Arson	0	0	0
r. Intimidation	0	0	0
s. Theft	0	0	0
t. Damage/ Vandalism/ Destruction	0	0	0
u. Unsubstantiated	0	0	0

**Public Property  
OFFENSE**

	2023	2022	2021
a. Murder & Non-Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses -Forcible (Rape)	0	0	0
d. Sex Offenses - Non-Forcible (Rape)	0	0	0
e. Fondling	0	0	0
f. Statutory Rape	0	0	0
g. Incest	0	0	0
h. Sexual Assault (VAWA Offense)	0	0	0
i. Domestic Violence (VAWA Offense)	0	0	0
j. Dating Violence (VAWA Offense)	0	0	0
k. Stalking (VAWA Offense)	0	0	0
l. Robbery	0	0	0
m. Aggravated Assault	0	0	0
n. Simple Assault, Battery	0	0	0
o. Burglary	0	0	0
p. Motor Vehicle Theft	0	0	0
q. Arson	0	0	0
r. Intimidation	0	0	0
s. Theft	0	0	0
t. Damage/ Vandalism/ Destruction	0	0	0
u. Unsubstantiated	0	0	0

**Arrests  
On campus  
Crime**

	2023	2022	2021
Liquor Law	0	0	0
Drug Law	0	0	0
Weapons Law	0	0	0

**Arrests  
Residential  
Facilities  
Crime**

	2023	2022	2021
Liquor Law	0	0	0
Drug Law	0	0	0
Weapons Law	0	0	0

**Arrests  
None-Campus  
Crime**

	2023	2022	2021
Liquor Law	0	0	0
Drug Law	0	0	0
Weapons Law	0	0	0

**Arrests  
Public Property  
Crime**

	2023	2022	2021
Liquor Law	0	0	0
Drug Law	0	0	0
Weapons Law	0	0	0

**Disciplinary Referrals  
On Campus**

<b>Crime</b>	2023	2022	2021
(Does not include incidents which involved arrests)			
Liquor Law	0	0	0
Drug Law	0	0	0
Weapons Law	0	0	0

**Disciplinary Referrals  
Residential  
Facilities**

<b>Crime</b>	2023	2022	2021
(Does not include incidents which involved arrests)			
Liquor Law	1	0	0
Drug Law	1	0	0
Weapons Law	0	0	0

**Disciplinary Referrals  
Non-Campus**

<b>Crime</b>	2023	2022	2021
(Does not include incidents which involved arrests)			
Liquor Law	0	0	0
Drug Law	0	0	0
Weapons Law	0	0	0

**Disciplinary Referrals  
Public Property**

<b>Crime</b>	2023	2022	2021
(Does not include incidents which involved arrests)			
Liquor Law	0	0	0
Drug Law	0	0	0
Weapons Law	0	0	0

Student Violations for 2023

Issue	Sanction	Number Per Sanction
Drug	Warning – Verbal	0
	Warning – Written	1
	Probation	0
	Suspension	0
	Expulsion	0
Alcohol	Warning – Verbal	0
	Warning – Written	1
	Probation	0
	Suspension	0
	Expulsion	0
Alcohol and Drug	Warning – Verbal	0
	Warning – Written	0
	Probation	0
	Suspension	0
	Expulsion	0

Student Violations for 2022

Issue	Sanction	Number Per Sanction
Drug	Warning – Verbal	0
	Warning – Written	0
	Probation	0
	Suspension	0
	Expulsion	0
Alcohol	Warning – Verbal	0
	Warning – Written	0
	Probation	0
	Suspension	0
	Expulsion	0
Alcohol and Drug	Warning – Verbal	0
	Warning – Written	0
	Probation	0
	Suspension	0
	Expulsion	0



Student Violations for 2021

Issue	Sanction	Number Per Sanction
Drug	Warning – Verbal	0
	Warning – Written	0
	Probation	0
	Suspension	0
	Expulsion	0
Alcohol	Warning – Verbal	0
	Warning – Written	0
	Probation	0
	Suspension	0
	Expulsion	0
Alcohol and Drug	Warning – Verbal	0
	Warning – Written	0
	Probation	0
	Suspension	0
	Expulsion	0

**Hate Offenses  
On Campus**

OFFENSE	2023	2022	2021
a. Murder & Non-Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses -Forcible (Rape)	0	0	0
d. Sex Offenses - Non-Forcible (Rape)	0	0	0
e. Fondling	0	0	0
f. Statutory Rape	0	0	0
g. Incest	0	0	0
h. Sexual Assault (VAWA Offense)	0	0	0
i. Domestic Violence (VAWA Offense)	0	0	0
j. Dating Violence (VAWA Offense)	0	0	0
k. Stalking (VAWA Offense)	0	0	0
l. Robbery	0	0	0
m. Aggravated Assault	0	0	0
n. Simple Assault, Battery	0	0	0
o. Burglary	0	0	0
p. Motor Vehicle Theft	0	0	0
q. Arson	0	0	0
r. Intimidation	0	0	0
s. Theft	0	0	0
t. Damage/ Vandalism/ Destruction	0	0	0
u. Unsubstantiated	0	0	0

## Hate Offenses

### Residential

#### Facilities

OFFENSE	2023	2022	2021
a. Murder & Non-Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses -Forcible (Rape)	0	0	0
d. Sex Offenses - Non-Forcible (Rape)	0	0	0
e. Fondling	0	0	0
f. Statutory Rape	0	0	0
g. Incest	0	0	0
h. Sexual Assault (VAWA Offense)	0	0	0
i. Domestic Violence (VAWA Offense)	0	0	0
j. Dating Violence (VAWA Offense)	0	0	0
k. Stalking (VAWA Offense)	0	0	0
l. Robbery	0	0	0
m. Aggravated Assault	0	0	0
n. Simple Assault, Battery	0	0	0
o. Burglary	0	0	0
p. Motor Vehicle Theft	0	0	0
q. Arson	0	0	0
r. Intimidation	0	0	0
s. Theft	0	0	0
t. Damage/ Vandalism/ Destruction	0	0	0
u. Unsubstantiated	0	0	0

## Hate Offenses

### Public Property

OFFENSE	2023	2022	2021
a. Murder & Non-Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses -Forcible (Rape)	0	0	0
d. Sex Offenses - Non-Forcible (Rape)	0	0	0
e. Fondling	0	0	0
f. Statutory Rape	0	0	0
g. Incest	0	0	0
h. Sexual Assault (VAWA Offense)	0	0	0
i. Domestic Violence (VAWA Offense)	0	0	0
j. Dating Violence (VAWA Offense)	0	0	0
k. Stalking (VAWA Offense)	0	0	0
l. Robbery	0	0	0
m. Aggravated Assault	0	0	0
n. Simple Assault, Battery	0	0	0
o. Burglary	0	0	0
p. Motor Vehicle Theft	0	0	0
q. Arson	0	0	0
r. Intimidation	0	0	0
s. Theft	0	0	0
t. Damage/ Vandalism/ Destruction	0	0	0
u. Unsubstantiated	0	0	0

**Hate Offenses**  
**None-Campus**

<b>OFFENSE</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
a. Murder & Non-Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses -Forcible (Rape)	0	0	0
d. Sex Offenses - Non-Forcible (Rape)	0	0	0
e. Fondling	0	0	0
f. Statutory Rape	0	0	0
g. Incest	0	0	0
h. Sexual Assault (VAWA Offense)	0	0	0
i. Domestic Violence (VAWA Offense)	0	0	0
j. Dating Violence (VAWA Offense)	0	0	0
k. Stalking (VAWA Offense)	0	0	0
l. Robbery	0	0	0
m. Aggravated Assault	0	0	0
n. Simple Assault, Battery	0	0	0
o. Burglary	0	0	0
p. Motor Vehicle Theft	0	0	0
q. Arson	0	0	0
r. Intimidation	0	0	0
s. Theft	0	0	0
t. Damage/ Vandalism/ Destruction	0	0	0
u. Unsubstantiated	0	0	0

Hate Crimes: There were no reported Hate Crimes for the year 2023, 2022 and 2021.

Unsubstantiated Crimes: There were no reported unsubstantiated Crimes for the year 2023, 2022 and 2021.

# University of Holy Cross ANNUAL FIRE SAFETY REPORT



# ANNUAL FIRE SAFETY REPORT

UHC 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 Department of Public Safety at 504-329-4430.

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 UHC 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 *Residence Hall Handbook of Rules and Regulations* which contains safety tips and information on Residential Life policies and procedures.

## Response to Fires and Fire Alarms

1. Try to remain calm and DO NOT ENTER AN AREA THAT MAY BE DANGEROUS.
2. Pull the fire alarm and begin evacuation of the building in accordance with the fire plan.
3. Call UHC Police (911 or 504-329-4430) and Facility Services (504-415-3371).
4. Assure complete evacuation using assistance from others (floor monitors).
5. Monitor situation until all clear is given by UHC Police. DO NOT LET UNAUTHORIZED PEOPLE ENTER THE BUILDING.

## Fire Alarms

Activation of the protective system shall occur by any or all of the following means but not limited thereto:

1. Manual fire alarm initiation
2. Automatic heat detection
3. Automatic smoke detection
4. Extinguishing system operations

5. Each manual fire alarm station on a system shall be accessible, unobstructed, visible, and of the same general type.
6. The general evacuation alarm shall operate throughout the entire building.
7. 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.
8. The fire alarm and heat/smoke detection system shall be tested periodically and the results of the test recorded.

### **Portable Fire Extinguishers**

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:

- Class A--Fires involving ordinary combustible materials such as wood, cloth, rubber, and many plastics.
- Class B--Fires involving flammable or combustible liquids, flammable gases, and similar materials.
- Class C--Fires involving electrical energy.
- 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.

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.

Extinguishers shall be periodically checked and/or maintained, tagged, and dated.

In general fire extinguishers must be mounted such that travel distance to an extinguisher does not exceed 75 feet.



## RESIDENTIAL LIFE POLICIES

A complete listing of the below items is also included in the *Residence Hall Handbook of Rules and Regulations* issued to all residents and available at hall desks and online at <http://uhcno.edu/docs/res-hall-student-handbook-2019.pdf>.

### **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:

- Radios & Stereos Television sets DVD players
- Gaming systems
- Personal computers
- 900MHz or 5.8GHz cordless phones
- Desk lamps
- Sewing machines

- Irons
- Microwaves (1000 Watts or less)
- Coffee pots with automatic shutoff
- Refrigerators (limited to 5 cubic feet)
- Portable hair dryers with automatic shut-off

Non-Permissible Appliances/Electronics:

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

- Air-conditioning units
- Ceiling fans that are not already installed
- Halogen lamps
- Medusa floor lights
- Space heaters
- Wireless internet routers
- 2.4GHz cordless phones
- Candle warmers
- Dishwashers that are not already installed
- Grills and indoor grills
- Crock pots
- Rice cookers (residence halls only)
- Hot plates (residence halls only)
- Toaster ovens (residence halls only)
- Toasters (residence halls only)
- Waffle irons (residence halls only)
- Electronic Self Balancing Skateboards



## 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 25 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.

## Extension Cords

All extension cords must have the UL label approval, have a minimum conductor size of 16 AWG copper, and be three-pronged (three-conductor). There is a limit of one extension cord per electrical outlet. Extension cords may not be plugged into one another. Residents may not run cords under rugs or mattresses, over sinks, through doorways, or through windows.

## WHEN A FIRE ALARM GOES OFF

a. All residents and staff will evacuate the building.

1. 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 emergency personnel assistance to a safe area outside of the building.

2. Communicate with others during the evacuation that additional assistance is required for evacuation. Direct communication with the fire department may be achieved by calling 911. Be sure to identify each person, the building name, and the floor location of the emergency exit.
3. Visually impaired residents should take the hand of a fellow resident and follow them out of the building to their designated assembly area.
4. Staff should report to the front of the building for crowd control assignments from the RLC, UHC Police, or Fire Department.
5. No staff member shall silence the alarm until after the campus police or fire department arrives and secures the building.
6. Staff should question residents to attempt to determine if the building is empty. Notify fire department and UHC police of known mobility impaired residents in need of assistance (provide stairwell and floor location). The RLC will use the hall roster to account for all residents.
7. Staff should comply with any request from the UHC Police and/or Fire Department.  
Note: No staff member should enter an area that appears dangerous! The priority is to evacuate the building and instruct others to do the same.
8. If staff determines that the fire can be safely extinguished with a fire extinguisher, they may do so. If staff cannot determine the size of the fire or if they can see it is not likely to be put out by an extinguisher, they should evacuate the building immediately. See “Using a Fire Extinguisher.”
9. In an actual fire, only UHC Police or Facility Services will close the valve on a sprinkler line. See Appendix B for the location of the valve to shut off the sprinkler. The fire alarm panel can only be reset by Facility Services after a new sprinkler head had been installed.

### **After the alarm/fire:**

1. Residents are not allowed back into the building until directed by UHC Police or the Fire Department.

2. Staff is to file an incident report and Fire Alarm/Drill Report. It must be provided to the Assistant Director no later than 8:00am the following morning.

**If a threat of fire exists or if fire is discovered:**

1. Pull the nearest alarm pull station to activate the fire alarm, evacuate the building, and call the UHC Police- 911 or 578-3231.
2. Afterwards call your Residence Life Coordinator or the “On-Call RLC” the Department of Residential Life will work to reassign residents who are not able to return to their rooms due to damage.

## **RESIDENT’S EVACUATION INSTRUCTIONS**

1. **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.
2. **Close windows.** By reducing drafts in the building, the spread of smoke and fire will be slowed.
3. **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.
4. **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.
5. **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.
6. **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.**
7. 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.
8. Communicate with others during evacuation that additional assistance is required for evacuation. Direct communication with the fire department may be achieved by calling 911. Be sure to identify each person, the building name, and the floor location of the emergency exit where you are waiting.

9. Visually impaired residents should take the hand of a fellow resident and exit the building to the designated assembly area.
10. **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.
11. **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.
12. **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.

### Family & Graduate Housing Handbook

Appliances Personal appliances may be present within on-campus communities under the following conditions:

- Appliance does not have an open heating element or flame
- Appliance does not emit grease laden vapors
- Appliance does not override the room/apartment's electrical outlet
- Appliance does not need to be professionally installed and/or replaces an appliance provided by the Department of Residential Life
- Residents are expected to keep all provided appliances clean and in good condition. If a problem arises at any time with provided appliances, please contact the front desk to report the issue.
- The following items are not allowed in the apartments:
  - 2.4GHz cordless phones
  - Air conditioning units
  - Candle/wax warmers
  - Ceiling fans
  - Coffee makers without automatic shut-off
  - Dishwashers
  - Electronic skateboards, including self-balancing boards/scooters
  - Halogen lamps, light bulbs

- Lava lamps
- Microwaves over 1,000 watts
- Multi-headed lamps, Medusa lamps
- Refrigerators larger than 5-cubic feet
- Space heaters
- Washers and dryers

Residents who are uncertain if an appliance is allowed on-campus should contact Residential Life

### **Extension Cords**

All extension cords must have the UL label approval, have a minimum conductor size of 16 AWG copper, and be three-pronged (three-conductor). There is a limit of one extension cord per electrical outlet.

Extension cords may not be plugged into one another. Residents may not run cords under rugs or mattresses, over sinks, through doorways, or through windows.

### **Flammable Items**

Items with an open flame, heating source and/or flammable items, such as lighters, charcoal, and lighter fluid, are not allowed within or near on-campus residential communities.

### **Candles & Incense**

Candles, incense, and candle/wax warmers are not permitted in on-campus communities. Potpourri, oil scented reed diffusers, room sprays, and scented electrical plug-ins are permitted within the apartments.

### **Grills & Grilling**

Residents may grill on university grounds outside apartment areas. When grilling, please make sure to be at least 25 feet away from the building, and to clean and clear all debris and trash utilized for grilling, ensuring that flames and embers are extinguished completely. Do not dispose of grilling

related items until they are fully extinguished. Storage of flammable materials (including charcoal and lighter fluid) is not permitted within Residential Life communities. Charcoal grills may be stored inside of your apartment only if they have been properly cleaned and cooled down. It is recommended to purchase and use single-use grilling materials.

## **Safety Equipment**

Safety equipment including sprinklers, smoke detectors, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, and any other safety equipment is necessary to safeguard residents. Activating, handling, using, or interfering with any fire or safety equipment for any reason other than an emergency is prohibited.

## **Evacuation**

Residents and guests are required to evacuate a building when an alarm sounds, emergency flashing lights have been activated, or when instructed to do so by UHC staff members or emergency personnel. Re-entry into a building is prohibited until approved by UHC staff members or emergency personnel. Evacuation Procedures

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. Indoor Location: Edward Gay Activity Center Outdoor Location: Edward Gay Playground When a fire alarm or evacuation alarm is activated, you are required to immediately evacuate the building.

### **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
UHC Residence Hall	West of the Main Campus	N/A

## University of Holy Cross 2023 Annual Fire Safety Report

Building	Years	Fires In Each Building				Cause Of Fire	Injuries Treated At Hospital	Death Related To Fire	Value Of Damage Caused By Fire
Main Building	2023	0				N/A	0	0	0
	2022	0				N/A	0	0	0
	2021	0				N/A	0	0	0
Residence Life Center	2023	0				N/A	0	0	0
	2022	0				N/A	0	0	0
	2021	0				N/A	0	0	0
Health Science Building	2023	0				N/A	0	0	0
	2022	0				N/A	0	0	0
	2021	0				N/A	0	0	0
Food Science Building	2023	0				N/A	0	0	0
	2022	0				N/A	0	0	0
	2021	0				N/A	0	0	0

## University of Holy Cross 2023 Annual Fire Safety Systems Report

**2023**

Building	Audible Alarm	Sprinkler System	Smoke Detector	Fire Extinguisher	Fire Alarm Monitoring And UHCPD	Fire Drills	Evacuation Plan And Placards	Strobe Lights	Pull Station
Main Building	x		x	x	x	1	x	x	x
Residence Life	x	x	x	x	x	1	x	x	x
Health Science	x		x	x	x	1		x	x
Food Science	x		x	x	x	1			

**2022**

Building	Audible Alarm	Sprinkler System	Smoke Detector	Fire Extinguisher	Fire Alarm Monitoring And UHCPD	Fire Drills	Evacuation Plan And Placards	Strobe Lights	Pull Station
Main Building	x		x	x	x	1	x	x	x
Residence Life	x	x	x	x	x	1	x	x	x
Health Science	x		x	x	x	1		x	x
Food Science	x		x	x	x	1			



2021

Building	Audible Alarm	Sprinkler System	Smoke Detector	Fire Extinguisher	Fire Alarm Monitoring And UHCPD	Fire Drills	Evacuation Plan And Placards	Strobe Lights	Pull Station
Main Building	x		x	x	x	0	x	x	x
Residence Life	x	x	x	x	x	1	x	x	x
Health Science	x		x	x	x	0		x	x
Food Science	x		x	x	x	0			