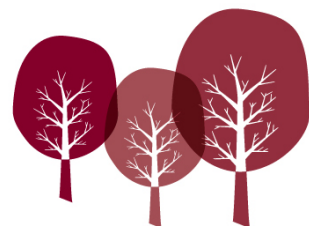




University of Wisconsin-La Crosse

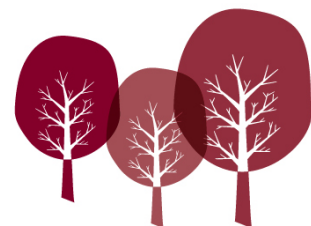
# 2018 Annual Security Report and Annual Fire Report





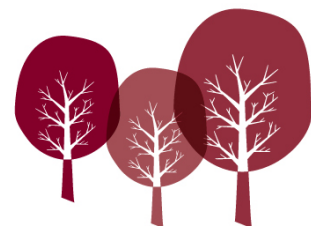
# Table of Contents

<b>Clery Act Compliance Statement</b>	<b>1</b>
<b>The University's Public Safety Departments</b>	<b>2</b>
Training	2
<b>Working Relationships with Other Law Enforcement Agencies</b>	<b>3</b>
<b>Reporting Procedures</b>	<b>3</b>
<b>Access to Facilities at UW La Crosse</b>	<b>4</b>
<b>Security of and Access to Residence Halls</b>	<b>4</b>
Front Desk	4
Vacations	4
Room Entry by Staff	5
Residence Hall Access and Security	5
Keys	5
Safety Phones	5
Student Staff Duty	7
<b>Maintenance of Campus Facilities</b>	<b>7</b>
<b>Violence and Crime Prevention</b>	<b>8</b>
Sexual Assault	10
University Disciplinary Action	10
Chapter UWS 17	11
Chapter UWS 18	20
<b>Sex Offender Registry</b>	<b>35</b>
<b>Violence Against Women Act</b>	<b>35</b>
<b>Crime Statistics</b>	<b>40</b>
<b>Hate Crimes</b>	<b>42</b>
<b>VAWA Offenses</b>	<b>42</b>
<b>Timely Warning Notice Protocol</b>	<b>43</b>
<b>Emergency Evacuation Procedures and Policies</b>	<b>43</b>
University of Wisconsin-La Crosse Emergency Response and Preparedness Plan	44
XII. Emergency Procedures	51
A Airborne Releases	51
B Bitter Cold Weather (Municipal Power Failure)	52
C Bomb Threat (also see Employee Handbook)	53
D Chemical Spill	53
E Civil Disturbance/Demonstrations	54
F Earthquake	55





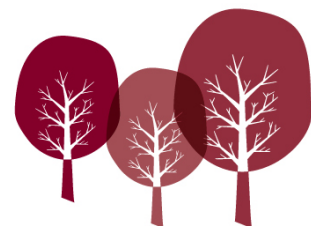
G	Elevator Malfunction	55
H	Explosion	56
I	Fire	56
J	Inclement Weather Plan	57
K	Infectious Disease Outbreak	58
L	Life Threatening Emergencies or Death	58
M	Medical and First Aid	59
N	Natural Gas Leak	60
O	Psychological Crisis	60
P	Radiation Emergency	61
Q	Sexual Assault	62
R	Tornado/Severe Weather	63
S	Unsafe Water Supply	63
T	Violent or Criminal Behavior	64
	Emergency Response Checklist	66
	UWL Emergency Phone Numbers and Campus Contacts	68
	Notification to the Campus Community about an Imminent Threat	69
	<b>Shelter-in-Place Procedures – What it Means to “Shelter-in-Place”</b>	<b>71</b>
	Basic “Shelter-in-Place” Guidance	71
	How You Will Know to “Shelter-in-Place”	71
	How to “Shelter–in-Place”	71
	<b>Missing Student Notification Policy</b>	<b>72</b>
	<b>Alcohol Policies</b>	<b>73</b>
	Responsible Action Policy	75
	<b>Sale of Alcohol on Campus</b>	<b>76</b>
	<b>Drug Policies</b>	<b>77</b>
	<b>Alcohol and Drug Abuse Campus Resources</b>	<b>77</b>





University of Wisconsin-La Crosse

# 2018 Annual Security Report





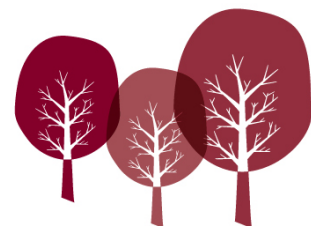
## Clery Act Compliance Statement

The Annual Security Report (ASR) is compiled in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, which was enacted by the United States Congress and signed into law by President George Bush in 1990. The purpose of this report is to relay pertinent Clery crime data to the campus community and its' constituents (e.g., to provide general information regarding campus safety and security; to aid in the cooperative effort of creating a safer campus; to inform members of the community of institutional policies concerning campus security). Each fall semester, the Vice Chancellor for Student Affairs and Dean of Students sends the ASR via email to the campus community, including all students and staff. The ASR can be found at the following web address: <https://www.uwlax.edu/Student-Life/Annual-Security-Report/>. You may request a hard copy of the ASR during normal business hours (7:45 a.m. to 4:30 p.m.) by visiting the Student Life Office in 149 Graff Main Hall at 1725 State Street, La Crosse, WI 54601.

Information for this report is gathered by the Student Life Office through cooperation from the University of Wisconsin-La Crosse (UWL) Police Department (UWL PD), the City of La Crosse Police Department, the UWL Office of Residence Life, and the UWL Student Life Violence Prevention Officer. The Student Life Office compiles data obtained from police reports produced by University Police, incident reports generated from Residence Life and Student Life, and reporting data from the Violence Prevention Officer. In order to provide the most accurate statistics, it is requested that victims of and witnesses to Clery Law crimes and violations report them to personnel of the units/agencies above. All personal information will remain confidential for this report. Clery Law violations are defined as the following:

- Murder & Non-negligent manslaughter
- Negligent Manslaughter
- Forcible Sex Offenses
- Non-forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Weapons Law Violations
- Drug Law Violations
- Liquor Law Violations

For more information on the Clery Act, please see the U.S. Department of Education's Handbook for Campus Safety and Security Reporting at: <https://www2.ed.gov/admins/lead/safety/handbook.pdf>



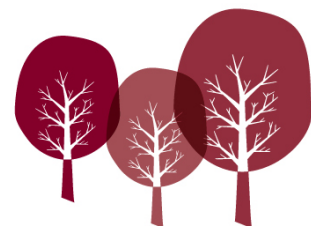


## The University's Public Safety Departments

The UWL PD is responsible for providing police and security services to the UW La-Crosse campus. UWL PD is a safety and security unit organized with the Police Services Department under the Office of Finance and Administration and the Chief of Police reports directly to the Vice Chancellor of that office. There are twelve (12) full-time uniformed police officers, and three civilian employees at the UWL PD. The UWL PD patrols campus by foot, bicycle, and vehicle. The Department officers enforce state, and local statutes in the form of University Regulations. As noted earlier, Police Officers are on duty 24-hours a day, seven days a week, 365 days a year.

### Training

The UWL PD is staffed 24-hours a day, 365-days a year. Before employment, all police officers must meet the State of Wisconsin's minimum requirements of training to be certified as a police officer. Upon being hired, all officers must complete a field-training program. Once this is completed all officers must complete yearly training that includes a variety of subjects including criminal law, civil law, public relations, race relations, interpersonal communication, crisis intervention, critical incident response, and all facets of protection of persons and property. Training includes guest lecturers, outside instructors, and department instructors. Training is conducted at various times throughout the year as special sessions, during an officer's shift, and also conducted during daily roll call sessions. This training usually includes updates on existing problems, new court decisions impacting the University environment, and other timely topics. In addition, all UWL PD police and security personnel are certified in standard first aid, oxygen, AED, and CPR.



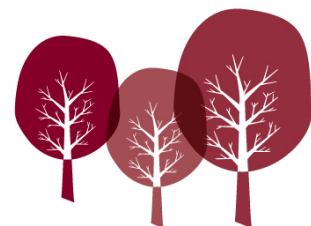


## Working Relationships with Other Law Enforcement Agencies

The UWL PD maintains a close working relationship with the City of La Crosse Police (LCPD). In addition, UWL PD occasionally works with other law enforcement agencies in the area to include the WI Highway Patrol, State Department of Criminal Investigation, the La Crosse County Sheriff's office, and other police departments in the immediate area. Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of LCPD and UWL PD communicate regularly on the scene of incidents that occur in and around the campus area. Police Investigators work closely with the investigative staff at LCPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information. There is a written Memorandum of Understanding (MOU) between UWL PD and LCPD. This memorandum allows for a closer working relationship between the UWL Police and La Crosse Police Departments. Under this MOU, university police officers have jurisdictional authority in the City of La Crosse when a crime is observed or an investigation is needed.

## Reporting Procedures

Reports of criminal actions or other emergencies occurring on the campus of UW La Crosse shall be made to the University Police Department (605 17<sup>TH</sup> St N, Non-Emergency 789-9000, Emergency 789-9999). The dispatcher has radio contact with campus police officers that are on duty 24-hours per day, seven days per week. In accordance with §36.11(2), Wisconsin Statutes, UW La Crosse is staffed by police officers that meet the standards of the Wisconsin Law Enforcement Standards Board. They have the power to arrest and bring before the proper courts those persons who violate the law on university property. The university's police officers cooperate with local police authorities in the exercise of their responsibilities. It is the policy of this university to encourage accurate and prompt reporting of all crimes when the victim of a crime elects to, or is unable to, make a report to UWL PD and/or City of La Crosse Police Department. The officers respond in accordance with departmental policies. These policies can be reviewed upon request at the University Police Department during normal business hours of Monday through Friday, 8:00am to 4:30 pm. University Police calls will be published in the campus newspaper and on the University Police website. Incidents that may pose an immediate threat to the campus community will be posted via the University e-mail system and may be considered for timely warning.





## Access to Facilities at UW La Crosse

General access and use of the facilities of UW La Crosse is governed by [Chapter UWS 21](#), Wisconsin Administrative Code and Institutional Policies, on file in the office of the Vice Chancellor for Business Services. Security is provided in the maintenance of the university's facilities through a number of mechanisms, which includes limited hours of operation, enforced policies on key allocation, restricted access to those bearing proper identification as university staff or students, adequate lighting, and telephone call boxes for emergency assistance. Specific security procedures may vary with the type of university facilities.

The UWL campus is open to the public, with the exceptions of specific facilities that are fenced off for site protection or crowd control. All persons entering UWL property are required to abide by UW Regulations and policies during their stay. Academic and Residence Hall buildings have fluctuating schedules throughout the year. Information on hours can be found posted on many of the buildings or at the UWL website at [www.uwlax.edu](http://www.uwlax.edu). Residence Halls are restricted to its residents, approved guests (see their policy at <https://www.uwlax.edu/globalassets/offices-services/reslife/documents/orl-policies-and-procedures.pdf>), and other approved members of the campus community.

## Security of and Access to Residence Halls

### Front Desk

Service desks are located in the front lobby of each Residence Hall. The front desk hours for each hall are as follows:

Monday-Thursday: 10 AM to midnight

Friday: 10 AM to 3 AM

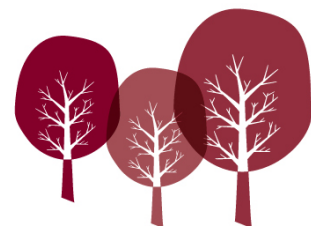
Saturday: 11 AM to 3 AM

Sunday: 11 AM to midnight

### Vacations

Residents in Eagle and Reuter Halls are permitted to stay in their rooms throughout all break periods (Thanksgiving, semester, and spring).

Residents in the other halls may stay in their room during the Thanksgiving and spring break periods but residents should notify their Hall Director they are staying and are advised that there are no dining options available. During the semester break period, these halls are closed and if a resident wishes to stay in La Crosse, it is their responsibility to locate a place to stay.







## Room Entry by Staff

In case of an emergency, University officials reserve the right to enter and inspect residence hall rooms at any time. Staff will conduct regular inspections to protect and maintain the property of the University, the health and safety of its students, or whenever necessary to aid in the basic responsibility of the University to maintain an educational atmosphere or in an emergency situation. In such cases, effort will be made to notify the resident(s) in advance and to have the resident(s) present at the time of entry.

## Residence Hall Access and Security

Front doors are unlocked from 10 a.m. to 10 p.m. weekdays and 11 a.m. to 10 p.m. Saturday and Sunday. For the safety of all residents, side and back doors are locked at all times. Card access to side and back doors is from 7 a.m. to 10 p.m. daily. During all other times, residents have access to the front door with their student ID card. Contact the Card Office (608-785-8891) immediately if a student ID card is lost. Residents are responsible for the security of their rooms. It is expected that residents lock their rooms when they are sleeping or not present.

Residents living in the residence halls are required to have their current student ID on them at all times; this aids in identification in emergencies and to ensure residents always have building access. Residents must promptly present their ID when requested by staff. Providing false ID is prohibited and may result in University Police being contacted.

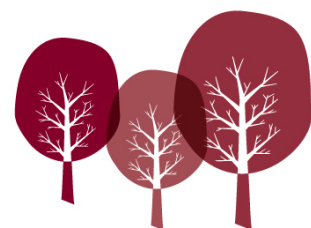
## Keys

Keys, University ID, or temporary door access cards are intended to provide room/mailbox/residence hall building access only to the individual to whom it is assigned. Residents are responsible for their key(s) and should carry them at all times.

Propping open any residence hall exterior door intended to remain closed and/or locked for safety and security reasons, including fire safety, is prohibited.

For security reasons, a lost key should be reported immediately to the Hall Director or Assistant Hall Director.

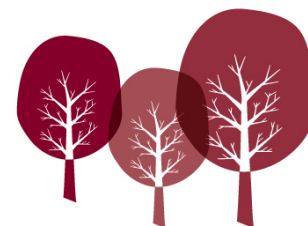
## Safety Phones





There are outside safety phones on campus at the main entrance of each Residence Hall and other campus locations. Safety phones are identified with blue lights and ring directly to University Police (608-789-9999, 605 17<sup>th</sup> St N).

<b>Health and Science Center - North Side</b>	<b>9045</b>
<b>Cartwright Center North Side (Main Entrance)</b>	9042
<b>Cowley Science Center - South Side</b>	9029
<b>Drake Hall – South Side</b>	9056
<b>Mall - Morris/Wing</b>	9028
<b>Mall - Murphy- (Badger)</b>	9034
<b>Mall-Murphy East</b>	9033
<b>Maintenance Bldg</b>	9064
<b>East Side – Center for the Arts</b>	9036
<b>Center for the Arts - West</b>	
<b>Mitchell Hall - Pine Street</b>	9031
<b>Mitchell Hall - Parking Lot - C-9</b>	9032
<b>Campus Planning &amp; Construction</b>	9039
<b>Ramp-1<sup>st</sup> Floor - South</b>	9059
<b>Ramp-2<sup>nd</sup> Floor - South</b>	9060
<b>Ramp-3<sup>rd</sup> Floor - South</b>	9061
<b>Ramp-4<sup>th</sup> Floor - South</b>	9062
<b>Ramp-5<sup>th</sup> Floor - South</b>	9063
<b>Recreational Eagle Center</b>	9044
<b>Soccer Field</b>	
<b>Stadium - North</b>	9040
<b>Stadium - South</b>	9041
<b>Student Union - East</b>	9066
<b>Student Union - South</b>	9065
<b>Whitney Center - Farwell St</b>	9043
<b>Wimberly Hall - North</b>	9037
<b>Wing Technology Center - East Side</b>	9027
<b>Wing Technology Center - South Side</b>	9026
<b>Wing Technology Center - North Side</b>	9025
<b>RESIDENT HALLS</b>	
<b>Angell Hall</b>	9053
<b>Coate Hall</b>	9054
<b>Drake Hall</b>	9055
<b>Eagle Hall - East</b>	9046
<b>Eagle Hall - West</b>	9047
<b>Hutchison Hall</b>	9057
<b>Laux Hall</b>	9051
<b>Reuter Hall - East</b>	9049
<b>Reuter Hall - West</b>	9048
<b>Sanford Hall</b>	9058
<b>Wentz Hall</b>	9052
<b>White Hall</b>	9050





## Student Staff Duty

In the evenings of Sunday through Thursday from 10 PM to 12:30 AM and the evenings of Friday and Saturday from 10 PM to 2:30 AM, student staff members (such as Resident Assistants and Desk Coordinators) will be on duty. (prior to Oktoberfest Weekend fall semester, duty on Thursday nights goes 2:30AM) Duty rounds are made periodically throughout the evening. All doors are checked to make sure they are locked and secured. Student staff duty contact information is posted at the front desk. All staff carry a duty phone. After staff duty hours each night, calls are directed to hall professional staff or University Police.

## Visitation and Overnight Guest Policy in Residence Halls

“Guests” are defined as anyone not currently assigned to the room in question. Overnight guests are not permitted until the roommate/suitemate agreement form has been completed and turned in to a Resident Assistant. In situations where roommates cannot agree about guests, the right of the person not to have guests in the room takes precedence over the privilege of hosting a guest. Residents must accompany their guests throughout the visit. Residents are responsible for the behavior of their guests and are responsible for informing their guests of residence hall policies. Alleged policy violations may prohibit the guest from remaining in the residence halls and/or may restrict future visits. Residents will only be held responsible for 11c if they are hosting a guest who is not a UWL student.

Residents are not permitted to give residence hall keys or interim/student ID cards to guests or other students.

Each room may be occupied by a maximum of two overnight guests per night. Overnight guests may stay a maximum of two nights in any residence hall within a seven-day period. Exceptions must be approved by the Hall Director prior to the guest’s arrival.

*Guests, including guests from other residence halls, are not allowed during Oktoberfest weekend.*

## Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UWL PD regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. This includes annual assessments of lighting and safety in conjunction with student governance and personnel from facilities and landscaping. Members of the University community are helpful when they report equipment problems to UWL PD or Facilities Management.





## Violence and Crime Prevention

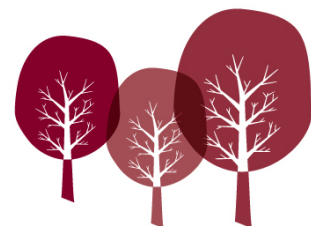
Since January 2007, UWL has had a Violence Prevention Specialist (VPS). This position was initially funded by a grant from the Office on Violence Against Women, but has since been fully funded by the University. The goal of the grant was to change the campus culture regarding violence against women. The VPS offers advocacy and support to students, faculty and staff affected by sexual assault, relationship violence, or stalking. The VPS works closely with other campus and community service providers, including the Office of Student Life, Counseling and Testing, campus and community law enforcement agencies, and campus and community health services, to ensure that the needs of each victim are met.

In addition to the Violence Prevention strategies, a broader Crime Prevention strategy has also been implemented by University Police in collaboration with the University as a whole. Included in these crime prevention strategies and goals:

- Bait-Bike Program:
  - GPS-Enabled bicycle to systematically reduce the theft of bicycles on campus through media disclosure.
  - GPS-Enabled laptop to systematically reduce the theft of electronics on campus.
  - Both laptop and bicycle are placed in conspicuous areas that would normally see thefts of such items.
- A 6-week Self-Defense classes taught by campus police officers. Offered both in the fall and spring semester.
- Proactive community policing strategies:
  - Police Liaison Program where University Police Officers have assigned halls to better engage students in helping prevent and report possible crimes.
  - Increased lighting around campus

Assisted by student volunteers, the Violence Prevention Specialist follows up on the “Think About It” course with a presentation to all incoming freshmen at New Student Orientation in September. The scope of the presentation includes statutorily required information, as well as warning signs of relationship violence and stalking, and online safety. The content of this presentation is mandated by Wisconsin State Statute 36.11(22):

1. Incorporate in its orientation program for newly entering students oral and written or electronic information on sexual assault and sexual harassment, as defined in s. 111.32 (13), including information on sexual assault by acquaintances of the victims and on all of the following:
  - a. The legal definitions of, and penalties for, sexual assault under ss. 940.225, 948.02 and 948.025, sexual exploitation by a therapist under s. 940.22 and harassment under s. 947.013.





- b. b. Generally available national and state statistics, and campus statistics as compiled under par. (c) and as reported under par. (d), on sexual assaults and on sexual assaults by acquaintances of the victims.
- c. The rights of victims under Ch. 950 and the services available at the institution or college campus and in the community to assist a student who is the victim of sexual assault or sexual harassment.
- d. Protective behaviors, including methods of recognizing and avoiding sexual assault and sexual harassment and locations in the community where courses on protective behaviors are provided.

2. Annually supply to all students enrolled in the institution or college campus printed or electronic material that includes all of the information under par. (a).

Attendance at the presentation is mandatory. A separate orientation presentation is given each semester for new incoming International Students.

Additional prevention education and/or Awareness events this year included:

- Classroom Presentations: 24
- Additional Presentations: 31

<b>MONTH</b>	<b>EVENT</b>	<b>CAMPUS/COMMUNITY PARTNERS</b>	<b>#</b>
January	One Billion Rising	New Horizons Shelter and Outreach Centers	75
March	Film and Panel Discussion: "The Mask You Live In: Western Masculinity Harming Our Boys, Men and Society"	Campus Feminists	40
March	Film and Panel Discussion: "Audrie and Daisy: Social Media's Influence on Sexual Violence in Our Society"	Campus Feminists	25
April	The 4 <sup>th</sup> Annual UWL Ultimate Race for Sexual Assault Awareness	UWL Rec Sports and Wellness and Health Advocacy/Peer Health Educators, with volunteers from Campus Climate, Joint Sexual Violence Action Committee, Women's, Gender and Sexuality Studies, and University Police	509
October	Candlelight Vigil for Domestic Violence Awareness Month	New Horizons Shelter and Outreach Centers	30





## Sexual Assault

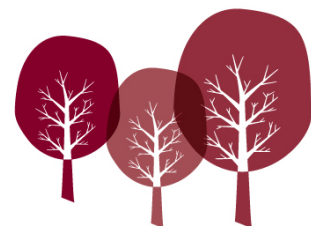
Sexual Assault Wisconsin Statute §36.11(22) requires institutions in the UW-System to disclose the number of sexual assaults that were reported within the calendar year in the following categories: "On Campus," "In Residence Halls," "Public Property," and "Off Campus." The assaults were reported by students seeking services at various University offices and were not necessarily reported to the police. For a complete description of educational programs to promote the awareness of rape, acquaintance rape, and other sex offenses, as well as disciplinary procedures for those incidents, refer to the Student Handbook on the Office of Student Life webpage: <https://www.uwlax.edu/student-life/>.

The Violence Prevention Office (VPO) is a resource that is available to assist with advocacy, information, and support for sexual assault, relationship violence, and stalking, so that individuals can make informed choices about the options available to them in these situations. Services are free and confidential.

The Violence Prevention Office is located at 149 Graff Main Hall. Contact Ingrid Peterson by calling (609) 785-8062, or email at [ipeterson@uwlax.edu](mailto:ipeterson@uwlax.edu). For more information visit: <http://www.uwlax.edu/violenceprevention/>.

## University Disciplinary Action

If you have been sexually assaulted by another student or group of students and are considering whether to seek disciplinary action against the assailant(s), you are encouraged to discuss the matter with the Student Life Violence Prevention Specialist (608-785-8062); or with The Student Life Assistant Dean of Students (608-785-8062) who will explain the University's disciplinary process relating to sexual assault. This discussion does not obligate you to pursue official action. If you decide to take part in the University disciplinary process, you should contact The Student Life Assistant Dean of Students. All charges are handled in accordance with the procedures relating to violations of the University of Wisconsin System's Code of Student Conduct under UWS 17 & UWS 18. Individuals accused of sexual assault may also be subject to certain interim measures pending the completion of the disciplinary process. Those students found responsible for violating the Code may be suspended or expelled. Pursuant to the University's disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during the hearing. Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. For more details on the campus disciplinary procedure, please refer to Chapters 17 and 18 which are detailed below.





The University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined Appendix A to Part 99 Title 34, United States Code of Federal Regulations), or non-forcible sex offense, the final results of a University disciplinary proceeding against a student who is the alleged perpetrator. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this policy.

If you have been sexually assaulted or harassed by a non-student UW La Crosse employee, this is a violation of the law and University policy. Students should contact Nizam Arain, Director of Affirmative Action and Title IX Coordinator (608-785-8541) to discuss complaints.

## Chapter UWS 17

### **Non-Academic Misconduct - Chapter UWS 17**

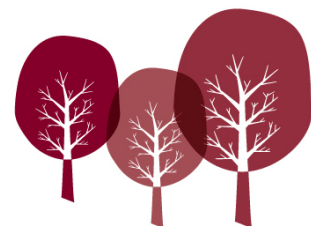
Chapter UWS 17 is an administrative code adopted by the Board of Regents as a set of disciplinary procedures for the University System. These procedures describe the actions which the University may take in response to student misconduct; they define non-academic misconduct which is prohibited; and they outline procedures which are to be used in resolving allegations of misconduct. (Academic misconduct is covered in UWS 14).

#### **UWS 17.01 Policy statement.**

The missions of the University of Wisconsin System and its individual institutions can be realized only if the university's teaching, learning, research and service activities occur in living and learning environments that are safe and free from violence, harassment, fraud, theft, disruption and intimidation. In promoting such environments, the university has a responsibility to address student nonacademic misconduct; this responsibility is separate from and independent of any civil or criminal action resulting from a student's conduct. This chapter defines nonacademic misconduct, provides university procedures for effectively addressing misconduct, and offers educational responses to misconduct. The University of Wisconsin System is committed to respecting students' constitutional rights. Nothing in this chapter is intended to restrict students' constitutional rights, including rights of freedom of speech or to peaceably assemble with others.

#### **UWS 17.02 Definitions. In this chapter:**

- (1) "Chief administrative officer" means the chancellor of an institution or dean of a campus or their designees.
- (2) "Clear and convincing evidence" means information that would persuade a reasonable person to have a firm belief that a proposition is more likely true than not true. It is a higher standard of proof than "preponderance of the evidence."
- (3) "Days" means calendar days.
- (4) "Delivered" means sent by electronic means to the student's official university email address and, in addition, provided by any of the following methods:
  - (a) Given personally.
  - (b) Placed in the student's official university mailbox.







- (c) Mailed by regular first class United States mail to the student's current address as maintained by the institution.
- (5) "Disciplinary file" means the record maintained by the student affairs officer responsible for student discipline.
- (6) "Disciplinary probation" means a status in which a student may remain enrolled in the university only upon the condition that the student complies with specified standards of conduct or other requirements or restrictions on privileges, for a specified period of time, not to exceed two years.
- (7) "Disciplinary sanction" means any action listed in s. UWS 17.10 (1) taken in response to student nonacademic misconduct.
- (8) "Expulsion" means termination of student status with resultant loss of all student rights and privileges.
- (9) "Hearing examiner" means an individual, other than the investigating officer, appointed by the chief administrative officer in accordance with s. UWS 17.06 (2) for the purpose of conducting a hearing under s. UWS 17.12.
- (10) "Institution" means any university, or an organizational equivalent designated by the board, and the University of Wisconsin colleges.
- (11) "Investigating officer" means an individual, or his or her designee, appointed by the chief administrative officer of each institution, to conduct investigations of nonacademic misconduct under this chapter.
- (12) "Nonacademic misconduct hearing committee" or "committee" means the committee appointed pursuant to s. UWS 17.07 to conduct hearings under s. UWS 17.12.
- (13) "Preponderance of the evidence" means information that would persuade a reasonable person that a proposition is more probably true than not true. It is a lower standard of proof than "clear and convincing evidence" and is the minimum standard for a finding of responsibility under this chapter.
- (14) "Student" means any person who is registered for study in an institution for the academic period in which the misconduct occurred, or between academic periods, for continuing students.
- (15) "Student affairs officer" means the dean of students or student affairs officer designated by the chief administrative officer to coordinate disciplinary hearings and carry out duties described in this chapter.
- (16) "Suspension" means a loss of student status for a specified length of time, not to exceed two years, with resultant loss of all student rights and privileges.
- (17) "University lands" means all real property owned by, leased by, or otherwise subject to the control of the board of regents of the University of Wisconsin System.

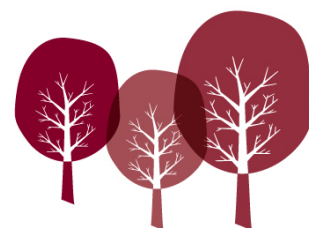
### **UWS 17.03 Consistent institutional policies.**

Each institution is authorized to adopt policies consistent with this chapter. A copy of such policies shall be filed with the board of regents and the University of Wisconsin System office of academic affairs.

### **UWS 17.04 Notice to students.**

Each institution shall publish ch. UWS 17 on its website and shall make ch. UWS 17 and any institutional policies implementing ch. UWS 17 freely available to students through the website or other means.

### **UWS 17.05 Designation of investigating officer.**







The chief administrative officer of each institution shall designate an investigating officer or officers for allegations of student nonacademic misconduct. The investigating officer shall investigate student nonacademic misconduct and initiate procedures for nonacademic misconduct under s. UWS 17.11.

#### **UWS 17.06 Nonacademic misconduct hearing examiner.**

(1) The chief administrative officer of each institution, in consultation with faculty, academic staff, and student representatives, shall adopt policies providing for the designation of a student nonacademic misconduct hearing examiner to fulfill the responsibilities of the nonacademic misconduct hearing examiner in this chapter.

(2) A hearing examiner shall be selected by the chief administrative officer from the faculty and staff of the institution, pursuant to the policies adopted under sub. (1).

#### **UWS 17.07 Nonacademic misconduct hearing committee.**

(1) The chief administrative officer of each institution, in consultation with faculty, academic staff, and student representatives, shall adopt policies providing for the establishment of a student nonacademic misconduct hearing committee to fulfill the responsibilities of the nonacademic misconduct hearing committee in this chapter.

(2) A student nonacademic misconduct hearing committee shall consist of at least three persons, including at least one student, except that no such committee shall be constituted with a majority of members who are students. The presiding officer shall be appointed by the chief administrative officer. The presiding officer and at least one other member shall constitute a quorum at any hearing held pursuant to due notice.

#### **UWS 17.08 Nonacademic misconduct occurring on or outside of university lands.**

(1) MISCONDUCT ON UNIVERSITY LANDS. Except as provided in s. UWS 17.08 (2), the provisions contained in this chapter shall apply to the student conduct described in s. UWS 17.09 that occurs on university lands or at university-sponsored events.

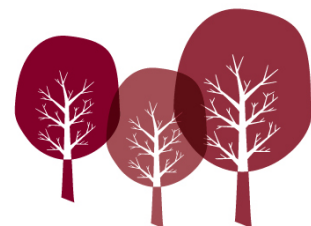
(2) MISCONDUCT OUTSIDE OF UNIVERSITY LANDS. The provisions contained in this chapter may apply to the student conduct described in s. UWS 17.09 that occurs outside of university lands only when, in the judgment of the investigating officer, the conduct adversely affects a substantial university interest. In determining whether the conduct adversely affects a substantial university interest, the investigating officer shall consider whether the conduct meets one or more of the following conditions:

(a) The conduct constitutes or would constitute a serious criminal offense, regardless of the existence of any criminal proceedings.

(b) The conduct indicates that the student presented or may present a danger or threat to the health or safety of himself, herself or others.

(c) The conduct demonstrates a pattern of behavior that seriously impairs the university's ability to fulfill its teaching, research, or public service missions.

#### **UWS 17.09 Conduct subject to disciplinary action.**

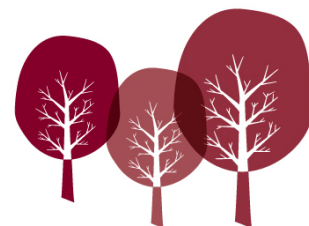




In accordance with s. UWS 17.08, the university may discipline a student for engaging in, attempting to engage in, or assisting others to engage in any of the following types of nonacademic misconduct:

- (1) DANGEROUS CONDUCT. Conduct that endangers or threatens the health or safety of oneself or another person.
- (2) SEXUAL ASSAULT. Conduct defined in s. 940.225, Stats.
- (3) STALKING. Conduct defined in s. 940.32, Stats.
- (4) HARASSMENT. Conduct defined in s. 947.013, Stats.
- (5) HAZING. Conduct defined in s. 948.51, Stats.
- (6) ILLEGAL USE, POSSESSION, MANUFACTURE. OR DISTRIBUTION OF ALCOHOL OR CONTROLLED SUBSTANCES. Use, possession, manufacture, or distribution of alcoholic beverages or of marijuana, narcotics, or other controlled substances, except as expressly permitted by law or university policy.
- (7) UNAUTHORIZED USE OF OR DAMAGE TO PROPERTY. Unauthorized possession of, use of, moving of, tampering with, damage to, or destruction of university property or the property of others.
- (8) DISRUPTION OF UNIVERSITY-AUTHORIZED ACTIVITIES. Conduct that obstructs or impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a person to participate in university-run or university-authorized activities.
- (9) FORGERY OR FALSIFICATION. Unauthorized possession of or fraudulent creation, alteration, or misuse of any university or other governmental document, record, key, electronic device, or identification.
- (10) MISUSE OF COMPUTING RESOURCES. Conduct that involves any of the following:
  - (a) Failure to comply with laws, license agreements, and contracts governing university computer network, software, and hardware use.
  - (b) Use of university computing resources for unauthorized commercial purposes or personal gain.
  - (c) Failure to protect a personal password or university-authorized account.
  - (d) Breach of computer security, invasion of privacy, or unauthorized access to university computing resources.
- (11) FALSE STATEMENT OR REFUSAL TO COMPLY REGARDING A UNIVERSITY MATTER. Making a knowingly false oral or written statement to any university employee or agent of the university regarding a university matter, or refusal to comply with a reasonable request on a university matter.
- (12) VIOLATION OF CRIMINAL LAW. Conduct that constitutes a criminal offense as defined by state or federal law.
- (13) SERIOUS AND REPEATED VIOLATIONS OF MUNICIPAL LAW. Serious and repeated off-campus violations of municipal law.
- (14) VIOLATION OF CH. UWS 18. Conduct that violates ch. UWS 18, including, but not limited to, provisions regulating tire safety, theft, and dangerous weapons.
- (15) VIOLATION OF UNIVERSITY RULES. Conduct that violates any published university rules, regulations, or policies, including provisions contained in university contracts with students.
- (16) NONCOMPLIANCE WITH DISCIPLINARY SANCTIONS. Conduct that violates a sanction, requirement, or restriction imposed in connection with previous disciplinary action.

### **UWS 17.10 Disciplinary sanctions.**

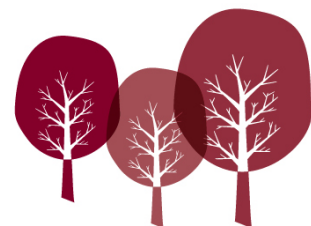




- (1) The disciplinary sanctions that may be imposed for nonacademic misconduct, in accordance with the procedures of ss. UWS 17.11 to 17.13, are any of the following:
- (a) A written reprimand.
  - (b) Denial of specified university privileges.
  - (c) Payment of restitution.
  - (d) Educational or service sanctions, including community service.
  - (e) Disciplinary probation.
  - (f) Imposition of reasonable terms and conditions on continued student status.
  - (g) Removal from a course in progress.
  - (h) Enrollment restrictions on a course or program.
  - (i) Suspension.
  - (j) Expulsion.
- (2) One or more of the disciplinary sanctions listed in sub. (1) may be imposed for an incident of nonacademic misconduct.
- (3) Disciplinary sanctions shall not include the termination or revocation of student financial aid; however, this shall not be interpreted as precluding the individual operation of rules or standards governing eligibility for student financial aid under which the imposition of a disciplinary sanction could result in disqualification of a student for financial aid.

### **UWS 17.11 Disciplinary procedure.**

- (1) **PROCESS.** The investigating officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in s. UWS 17.10 (1).
- (2) **CONFERENCE WITH STUDENT.** When the investigating officer concludes that proceedings under this section are warranted, the investigating officer shall promptly contact the student in person, by telephone, or by electronic mail to offer to discuss the matter with the student. The purpose of this discussion is to permit the investigating officer to review with the student the basis for his or her belief that the student engaged in nonacademic misconduct, and to afford the student an opportunity to respond. If the student does not respond to the investigating officer's offer to discuss the matter, the investigating officer may proceed to make a determination on the basis of the available information.
- (3) **DETERMINATION BY THE INVESTIGATING OFFICER THAT NO DISCIPLINARY SANCTION IS WARRANTED.** If, as a result of a discussion under sub. (2) or review of available information, the investigating officer determines that nonacademic misconduct did not in fact occur, or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action.
- (4) **PROCESS FOLLOWING DETERMINATION BY THE INVESTIGATING OFFICER THAT NONACADEMIC MISCONDUCT OCCURRED.**
- (a) If, as a result of a discussion under sub. (2) or review of available information, the investigating officer determines that nonacademic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWS 17.10 (1) should be recommended, the investigating officer shall prepare a written report which shall contain all of the following:
    - 1. A description of the alleged misconduct.

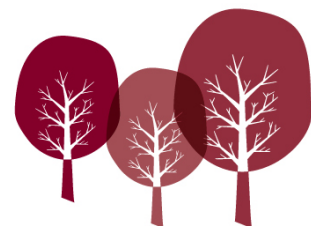




2. A description of all information available to the university regarding the alleged misconduct. Such information shall be available to the student upon request, except as may be precluded by applicable state or federal law.
  3. Specification of the sanction sought.
  4. Notice of the student's right to a hearing.
  5. A copy of this chapter and of the institutional procedures adopted to implement this section.
- (b) The written report shall be delivered to the student.
- (c) A student who receives a written report under this section has the right to a hearing under s. UWS 17.12 to contest the determination that nonacademic misconduct occurred, the choice of disciplinary sanctions, or both.
1. Where the disciplinary sanction sought is one of those listed in s. UWS 17.10 (l) (a) to (g), and if the student desires a hearing, the student shall file a written request with the student affairs officer within 10 days of the date the written report is delivered to the student. If the student does not request a hearing within this period, the determination of nonacademic misconduct shall be regarded as final, and the disciplinary sanction sought shall be imposed.
  2. Where the disciplinary sanction sought is one of those listed in s. UWS 17.10 (l) (h) to (j), the investigating officer shall forward a copy of the written report under par. (b) to the student affairs officer. The student affairs officer shall, upon receipt of the written report, proceed under s. UWS 17.12 to schedule a hearing on the matter. A hearing shall be conducted unless the student waives, in writing, the right to such a hearing.

### **UWS 17.12 Hearing.**

- (1) A student who requests a hearing, or for whom a hearing is scheduled under s. UWS 17.11 (4)(c) 2., shall have the right to decide whether the matter will be heard by a hearing examiner or a hearing committee.
- (2) If a student requests a hearing under s. UWS 17.11 (4)(c) 1., or a hearing is required to be scheduled under s. UWS 17.11 (4) (c) 2., the student affairs officer shall take the necessary steps to convene the hearing and shall schedule it within 15 days of receipt of the request or written report. The hearing shall be conducted within 45 days of receipt of the request or written report, unless a different time period is mutually agreed upon by the student and investigating officer, or is ordered or permitted by the hearing examiner or committee.
- (3) No less than 5 days in advance of the hearing, the hearing examiner or committee shall obtain from the investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based, and shall provide the student with access to or copies of the investigating officer's explanation, together with any other materials provided to the hearing examiner or committee by the investigating officer, including any additional available information of the type described in s. UWS 17.11 (4)(a) 2.
- (4) The hearing shall be conducted in accordance with the following guidance and requirements:
  - (a) The hearing process shall further the educational purposes and reflect the university context of nonacademic misconduct proceedings. The process need not conform to state or federal rules of criminal or civil procedure, except as expressly provided in ch. UWS 17.
  - (b) The student shall have the right to question adverse witnesses, the right to present information and witnesses, the right to be heard on his or her own behalf, and the right to be accompanied by an advisor of the student's choice. The advisor may be a lawyer. In cases where the recommended disciplinary sanction is





identified in s. UWS 17.10 (1) (a) to (h), the advisor may counsel the student, but may not directly question adverse witnesses, present information or witnesses, or speak on behalf of the student except at the discretion of the hearing examiner or committee. In cases where the recommended disciplinary sanction is identified in s. UWS 17.10 (1) (i) or (j), or where the student has been charged with a crime in connection with the same conduct for which the disciplinary sanction is sought, the advisor may question adverse witnesses, present information and witnesses, and speak on behalf of the student. In accordance with the educational purposes of the hearing, the student is expected to respond on his or her own behalf to questions asked of him or her during the hearing.

(c) The hearing examiner or committee:

1. Shall admit information that has reasonable value in proving the facts, but may exclude immaterial, irrelevant, or unduly repetitious testimony.
2. Shall observe recognized legal privileges.
3. May take reasonable steps to maintain order, and to adopt procedures for the questioning of a witness appropriate to the circumstances of that witness's testimony, provided; however, whatever procedure is adopted, the student is allowed to effectively question the witness.

(d) The hearing examiner or committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. The student charged with misconduct may access the record, upon the student's request.

(e) The hearing examiner or committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.

(f) A hearing examiner's or committee's finding of nonacademic misconduct shall be based on one of the following:

1. Clear and convincing evidence, when the sanction to be imposed is one of those listed in s. UWS 17.10 (l) (h) to (j).
2. A preponderance of the evidence, when the sanction to be imposed is one of those listed in s. UWS 17.10 (l) (a) to (g).
3. A preponderance of the evidence, regardless of the sanction to be imposed, in all cases of sexual harassment and sexual assault.

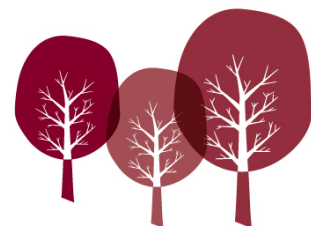
(g) The hearing examiner or committee may impose one or more of the disciplinary sanctions listed in s. UWS 17.10 (l) (a) to (g) that differs from the recommendation of the investigating officer. Sanctions under s. UWS 17.10 (l) (h) to (j) may not be imposed unless previously recommended by the investigating officer.

(h) The hearing shall be conducted by the hearing examiner or committee, and the university's case against the student shall be presented by the investigating officer or his or her designee.

(i) The decision of the hearing examiner or committee shall be prepared within 14 days of the hearing, and delivered to the student. The decision shall become final within 14 days of the date on the written decision, unless an appeal is taken under s. UWS 17.13.

(j) If a party fails to appear at a scheduled hearing and to proceed, the hearing examiner or committee may either dismiss the case or, based upon the information provided, find that the student committed the misconduct alleged.

(k) Disciplinary hearings are subject to the Wisconsin open meetings law and may be closed if the student whose case is being heard requests a closed hearing or if the hearing examiner or committee determines that





it is necessary to hold a closed hearing, as permitted under the Wisconsin open meetings law. Deliberations of the committee shall be held in closed session, in accordance with s. 19.85, Stats. As such, proper notice and other applicable rules shall be followed.

### **UWS 17.13 Appeal to the chancellor.**

(1) Where the sanction prescribed by the hearing examiner or committee is one of those listed in s. UWS 17.10 (l) (h) to (j), the student may appeal to the chief administrative officer within 14 days of the date of the written decision to review the decision of the hearing examiner or committee, based upon the record. In such a case, the chief administrative officer has 30 days from receipt of the student's appeal to respond and shall sustain the decision of the nonacademic misconduct hearing examiner or committee unless the chief administrative officer finds any of the following:

(a) The information in the record does not support the findings or decision of the hearing examiner or committee.

(b) Appropriate procedures were not followed by the nonacademic misconduct hearing examiner or committee and material prejudice to the student resulted.

(c) The decision was based on factors proscribed by state or federal law.

(2) If the chancellor makes a finding under sub. (1), the chancellor may return the matter for consideration by a different hearing examiner or committee, or may invoke an appropriate remedy of his or her own.

### **UWS 17.14 Discretionary appeal to the board of regents.**

Institutional decisions under ss. UWS 17.11 to 17.13 shall be final, except that the board of regents may, at its discretion, grant a review upon the record.

### **UWS 17.15 Settlement.**

The procedures set forth in this chapter allow the university and a student to enter into a settlement agreement regarding the alleged misconduct, after proper notice has been given. Any such agreement and its terms shall be in writing and signed by the student and the investigating officer or student affairs officer. The case is concluded when a copy of the signed agreement is delivered to the student.

### **UWS 17.16 Effect of discipline within the institution.**

A student who, at the time of commencement, is subject to a continuing disciplinary sanction under s. UWS 17.10 (l) or unresolved disciplinary charges as a result of a report under s. UWS 17.11, shall not be awarded a degree during the pendency of the sanction or disciplinary proceeding.

### **UWS 17.17 Effect of suspension or expulsion within the university system.**

(1) Suspension or expulsion shall be systemwide in effect and shall be noted on an individual's transcript, with suspension noted only for the duration of the suspension period.







(2) A student who is suspended from one institution in the University of Wisconsin System may not enroll in another institution in the system until the suspension has expired by its own terms, except as provided in s. UWS 17.18.

(3) A student who is expelled from one institution in the University of Wisconsin System may not enroll in another institution in the system, except as provided in s. UWS 17.18.

(4) A person who is in a state of suspension or expulsion from the university under this chapter, or who leaves or withdraws from the university while under nonacademic misconduct charges under this chapter, may not be present on any campus without the written consent of the chief administrative officer of that campus.

(5) Upon completion of a suspension period, a student who is academically eligible may re-enroll in the institution which suspended him or her, provided all conditions from previous disciplinary sanctions have been met.

### **UWS 17.18 Petition for restoration of rights after suspension or expulsion.**

A student who has been suspended may petition to have his or her student status, rights, and privileges restored before the suspension has expired by its own terms under s. UWS 17.17 (2). A student who has been expelled may petition for the right to apply for readmission. The petition shall be in writing and directed to the chief administrative officer of the institution from which the student was suspended or expelled or of a different University of Wisconsin institution to which the student seeks admission. The chief administrative officer shall make the readmission decision.

### **UWS 17.19 Emergency suspension.**

(1) The chief administrative officer may impose an emergency suspension on a student, pending final institutional action on a report of nonacademic misconduct, in accordance with the procedures of this section.

(2) The chief administrative officer of each institution may impose an emergency suspension on a student when all of the following conditions are met:

(a) The investigating officer has made a reasonable attempt to offer the student the opportunity for discussion, either in person or by telephone.

(b) The investigating officer recommends a sanction of suspension or expulsion.

(c) The chief administrative officer concludes, based on the available information, that the misconduct occurred and that the student's continued presence on campus meets one or more of the following conditions:

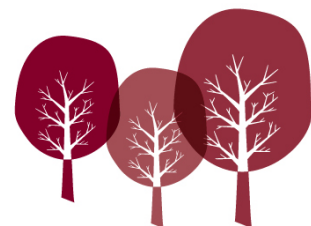
1. Would constitute a potential for serious harm to the student.

2. Would constitute a potential for serious harm to others.

3. Would pose a threat of serious disruption of university-run or university-authorized activities.

4. Would constitute a potential for serious damage to university facilities or property.

(3) If the chief administrative officer determines that an emergency suspension is warranted under sub. (2), he or she shall promptly have written notification of the emergency suspension delivered to the student. The chief administrative officer's decision to impose an emergency suspension shall be effective immediately when delivered to the student and is final.





- (4) Where an emergency suspension is imposed, the hearing on the underlying allegations of misconduct shall be held, either on or outside of university lands, within 21 days of the imposition of the emergency suspension, unless the student agrees to a later date.
- (5) An emergency suspension imposed in accordance with this section shall be in effect until the decision in the hearing on the underlying charges pursuant to s. UWS 17.12 is rendered or the chief administrative officer rescinds the emergency suspension. In no case shall an emergency suspension remain in effect for longer than 30 days, unless the student agrees to a longer period.
- (6) If the chief administrative officer determines that none of the conditions specified in sub. (2) (c) are present, but that misconduct may have occurred, the case shall proceed in accordance with s. UWS 17.12.

## Chapter UWS 18

### Conduct on University Land - Chapter UWS 18

#### **UWS 18.01 Jurisdiction**

These rules shall regulate conduct on all lands subject to the control of the Board of Regents of the University of Wisconsin System.

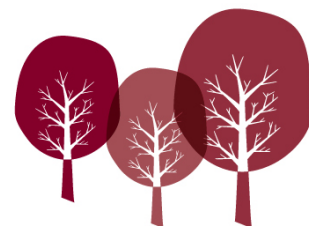
#### **UWS 18.02 Definitions**

For purposes of this chapter:

- (1) “Board of regents” or “board” means the board of regents of the University of Wisconsin System.
- (2) “Building” means any structure, including stadia, on university lands.
- (3) The “chief administrative officer” means the chancellor of an institution or dean of a campus or their designees.
- (4) “Discharge pollutants into storm sewers” means placing pollutants or water containing pollutants into any storm sewer on or serving university lands.
- (5) “Discharge pollutants to storm water” means placing pollutants onto university lands so that they are carried by storm water to waters of the state.
- (6) “Pollutants” has the meaning described in s. 283.01 (13), Stats.
- (7) “University lands” means all real property owned by, leased by, or otherwise subject to the control of the board of regents.

#### **UWS 18.03 Law enforcement**

- (1) The board may designate peace officers who are authorized to enforce these rules and regulations and to police all lands under the control of the board. These officers shall have all the powers provided in s. 36.11 (2), Stats., except where such powers are specifically limited or modified by the board. These officers may accept concurrent appointments as deputy sheriffs.
- (2) Uniformed peace officers shall be identified by an appropriate shield or badge bearing the word “Police” and a number or name plate, which shall be conspicuously worn when enforcing this chapter. Peace officers assigned to non-uniformed duties shall identify themselves with an appropriate badge or police identification







card when enforcing this chapter.

(3) Parking attendants are authorized to enforce the parking regulations in s. UWS 18.05.

#### **UWS 18.04 Traffic rules**

(1) No person may operate any motor vehicle (self-propelled vehicle) on any roadway under the control of the board without a valid and current operator's license issued under ch. 343, Stats., except a person exempt under the provisions of s. 343.05, Stats.

(2) No person may operate any motor vehicle on any roadway under the control of the regents unless the same has been properly registered as provided by ch. 341, Stats., unless exempt under the provisions of s. 341.05, Stats.

(3) All provisions of ch. 346, Stats., entitled "Rules of the Road," which are applicable to highways as defined in s. 340.01

(22), Stats., and which are not in conflict with any specific provisions of these regulations, are hereby adopted for the regulation of all vehicular traffic, including bicycles, on all roadways, including those off-street areas designated as parking facilities, under the control of the board and are intended to apply with the same force and effect. All traffic shall obey the posted signs approved by the chief administrative officer regulating such traffic.

(4) All provisions of ch. 347, Stats., entitled "Equipment of Vehicles" which are applicable to highways as defined in s. 340.01 (22), Stats., are hereby adopted for the regulation of all vehicular traffic on the roadways under the control of the board and are intended to apply with the same force and effect, except those provisions of ch. 347, Stats., which conflict with specific provisions of these regulations.

(5) The chief administrative officer may require the registration of all student, faculty, or staff motor vehicles or bicycles on university lands under said officer's jurisdiction and may limit or prohibit their use in designated areas during designated hours. Any person who violates institutional regulations promulgated under this subsection may be fined up to \$25.

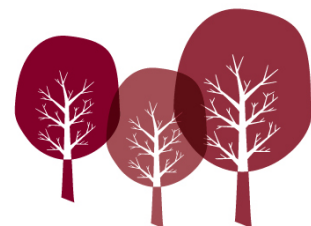
#### **UWS 18.05 Parking Rules**

(1) Parking is prohibited at all times on roads, drives and fire lanes traversing university lands, except that the chief administrative officer is authorized to establish parking areas, parking limits, and methods of parking on the lands under said officer's jurisdiction, and may designate parking areas for specific groups at specific times, providing such areas are properly posted as parking areas. Parking in university parking facilities may be restricted or prohibited as required for reasons of maintenance and snow removal.

(2) Except as provided in sub. (3), parking in university parking areas shall be prohibited during posted times to persons other than those specifically assigned to those areas. Motor vehicles so assigned to any parking areas shall be identified by a valid parking permit affixed to the vehicle in a manner prescribed by the chief administrative officer.

(3) (a) In order to provide parking in university parking facilities for patrons of public university events, motor vehicles may be permitted to park in facilities designated for this purpose by the chief administrative officer. Public events parking shall be for a limited time only, not exceeding 12 hours continuously, and appropriate fees may be established. Otherwise valid permits are voidable during this period.

(b) The chief administrative officer may establish visitor parking lots and set appropriate fees for parking in





those lots.

(c) Unrestricted and unassigned parking areas for students, faculty, staff and visitors may be established by the chief administrative officer.

(4) (a) Parking shall be prohibited at all times in areas which must be kept clear for the passage of fire apparatus. These areas shall be designated by standard signs reading "Fire Zone, No Parking at Any Time, Day or Night" or "Fire Lane, No Parking at Any Time, Day or Night."

(b) Parking is prohibited at all times in areas which must be kept clear for vehicles to load and unload. These areas shall be designated by appropriate signs.

(5) Motor vehicles parked in a restricted parking area without a valid permit or motor vehicles parked in a fire zone, fire lane, loading zone, or no parking zone, and unlicensed or partially dismantled motor vehicles may, at the owner's expense, be towed from the restricted parking areas and stored. Towed vehicles, if not claimed after notice to the owner, shall be considered abandoned and shall be disposed of as provided in s. 20.909 (1), Stats.

(6) Any person who violates any of the provisions of this section may be fined up to \$200. Each institution shall establish a schedule of fines, which may include penalties for late payment.

#### **UWS 18.06 Protection of resources**

##### **(1) PROHIBITED ACTS; LAND**

No person may remove any shrubs, vegetation, wood, timber, rocks, stone, earth, signs, fences, or other materials from university lands, unless authorized by the chief administrative officer.

##### **(2) PROHIBITED ACTS; WILDLIFE**

No person may remove, destroy, or molest any bird, animal or fish life within the boundaries of university lands except as authorized by the chief administrative officer or except when this provision conflicts with a special order of the department of natural resources.

##### **(3) PROHIBITED DUMPING; PROHIBITED DISCHARGES TO STORM WATER**

(a) No person may dump or deposit any garbage, waste, hazardous material, rubbish, brush, earth or other debris or fill into any university dumpster or garbage receptacle or on any university lands unless authorized by the chief administrative officer.

(b) No person may discharge pollutants to storm water or storm sewers on or serving university lands, except where authorized by the chief administrative officer and in conformance with state law.

Note: Nothing in these rules precludes campus law enforcement officers from pursuing informal educational resolutions in lieu of prosecuting a citation in appropriate circumstances.

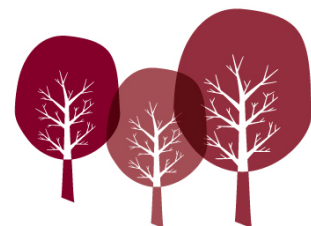
#### **UWS 18.07 Use of campus facilities**

##### **(1) ACCESS TO ROOFS, SERVICE TUNNELS, AND MAINTENANCE FACILITIES PROHIBITED**

No person may climb into, out of, or onto any university building, service tunnels or maintenance facilities, or walk or climb upon any university building or roof, except when emergency access to a fire escape is necessary, for required maintenance, or when authorized by the chief administrative officer.

##### **(2) CLOSING HOURS**

(a) Except as specifically provided in this code, the chief administrative officer may establish closing hours and closed periods for university lands, buildings, or portions thereof. These closing hours and closed periods





shall be posted in at least one conspicuous place adjacent to or at the periphery of the area to be closed or, in the case of buildings, on the buildings

(b) No person, unless authorized to be present during closed periods, may enter or remain within the designated university lands, buildings, or portions thereof during a closed period established under this section.

(c) For the purpose of par. (b), “person authorized to be present” means a person authorized to be present by an order issued pursuant to par. (a) or s. 36.35 (2), Stats.

(d) No person, except those authorized to be present after the posted closing hour, may enter or remain in any university arboretum or picnic area unless traversing those areas or on park roads at the times the roads are open to the public.

### (3) LIMITED ENTRANCE

The chief administrative officer may, by posting appropriate signs, limit or prohibit entrance to university lands, or portions thereof, in order to maintain or preserve an instruction or research area.

### (4) PICNICKING AND CAMPING

No person may picnic or camp on university lands, except in those areas specifically designated as picnic or camping grounds, or as authorized by the chief administrative officer. No person may violate any rules and regulations for picnicking or camping established and posted by the chief administrative officer. For purposes of this subsection, camping shall include the pitching of tents or the overnight use of sleeping bags, blankets, makeshift shelters, motor homes, campers or camp trailers.

### (5) PROHIBITIONS ON BLOCKING ENTRANCES

No person may intentionally physically block or restrict entrance to or exit from any university building or portion thereof with intent to deny to others their right of ingress to, egress from, or use of the building.

### (6) RESTRICTED USE OF STUDENT CENTERS OR UNIONS

No person, except members of the student center or union, university faculty and staff, invited guests, and university-sponsored conference groups, may use student center or union buildings and grounds except on occasions when, and in those areas where, the buildings or grounds are open to the general public.

### (7) STRUCTURES

No person may place or erect any facility or structure upon university lands unless authorized by the chief administrative officer.

## **UWS 18.08 Personal conduct prohibitions**

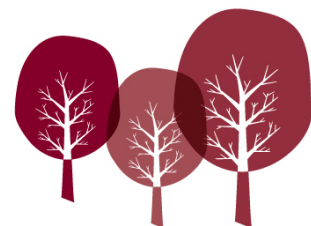
### (1) ANIMALS

(a) The presence of dogs, cats, and other pets is prohibited in all university buildings and in arboretums at all times except as authorized by the chief administrative officer. The chief administrative officer may also prohibit the presence of dogs, cats, and other pets on other designated university lands.

(b) The presence of dogs, cats and other pets is prohibited on all university lands not described in par. (a) unless the animal is on a leash which is physically controlled by the individual responsible for the animal, except as authorized by the chief administrative officer.

(c) The chief administrative officer may not grant the exceptions allowed under par. (a) and (b) in any outdoor area where food is being served or where animals are otherwise prohibited by sign-age.

(d) Any pet waste deposited on university lands shall be removed and properly disposed of by the individual





responsible for the animal.

(e) Any individual found in violation of this subsection may have the animal for which they are responsible impounded and be subject to the penalty provisions in s. UWS 18.13.

(f) This section does not apply to police and service animals when those animals are working.

## (2) ATHLETIC EVENTS

(a) No person may enter onto the playing surface of an officially sanctioned athletic event while the event is in progress without prior authorization from the chief administrative officer. An event is in progress from the time when teams, officials, trainers, support staff, or bands first reach the playing surface until the time when they have left.

(b) As used in this subsection, “playing surface,” means that area on which the event is contested, together with the contiguous area used by teams, officials, trainers, and support staff.

## (3) BICYCLES

No person may park or store a bicycle in buildings, on sidewalks or driveways, or in motor vehicle parking spaces, except in areas designated for that purpose or in bicycle racks, or as authorized by university housing policies. Bicycles shall be parked so as not to obstruct free passage of vehicles and pedestrians. Bicycle riding is prohibited on university lands when and where the intent is to perform tricks or stunts and those tricks or stunts may result in injury to any person or cause damage to property.

## (4) DEPOSIT OF HUMAN WASTE PRODUCTS

No person may deposit human waste products upon, nor urinate or defecate upon, any university lands or facilities other than into a toilet or other device designed and intended to be used to ultimately deposit such human waste products into a septic or sanitary sewer system.

## (5) IMPROPER USE OF UNIVERSITY IDENTIFICATION CARDS

(a) No person may falsify, alter or duplicate, or request the unauthorized falsification, alteration or duplication, of a university identification card.

(b) No person may knowingly present a false, altered or duplicate university identification card with the intent that such card be relied upon by university employees, university agents, or state or local officials in connection with obtaining services, privileges or goods.

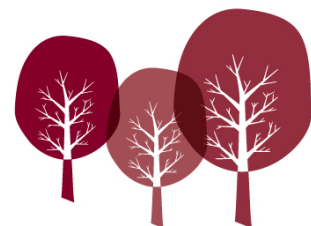
(c) No person may knowingly use or permit another person to use a university identification card for the purpose of making a false statement with respect to the identity of the user, and with the intent that such statement be relied upon by university employees or agents in connection with obtaining university services, privileges or goods.

(d) University officials may confiscate false, altered or duplicate university identification cards, or university identification cards used in violation of par. (c).

(6) PHYSICAL SECURITY COMPLIANCE (a) No person may ignore, bypass, circumvent, damage, interfere with, or attempt to deceive by fraudulent means, any university authorized security measure or monitoring device, whether temporary or permanent, that is intended to prevent or limit access to, or enhance the security of, university lands, events, facilities or portions thereof.

(b) No person may duplicate, falsify or fraudulently obtain a university key or access control device, or make any unauthorized attempt to accomplish the same.

(c) No person who is authorized to possess a university key or access control device may transfer a university key or access control device to an unauthorized person, nor may any unauthorized person be in possession of





a university key or access control device.

(d) Any university key or access control device in the possession of an unauthorized person may be confiscated by any authorized university official.

(7) LOITERING (a) No minor person may loiter, idle, wander or play, either on foot or in or on any vehicle of any nature, on university lands between the hours of 11:00 p.m. and 5:00 a.m. on Sunday through Thursday, and the hours of midnight through 5:00 a.m. on Friday and Saturday, unless accompanied by a parent, guardian, or other adult person having care and custody of the minor.

(b) This subsection shall not apply to minors returning home from functions authorized by any school or religious organization and carrying proof of identification on their persons, or to currently enrolled university students.

(8) MISUSE OF PARKING SERVICES. (a) No person may falsify, alter or duplicate or request the unauthorized falsification, alteration or duplication of any type of university parking permit.

(b) No person may knowingly display on a vehicle, or knowingly allow another person to display on a vehicle, a falsified, altered, duplicated, stolen, lost or found parking permit.

(c) No person may knowingly provide false information to any university employee or agent with the intent to obtain a valid university parking permit.

(9) POSTINGS AND SIGNAGE. (a) No person may erect, post or attach any notices, posters, pictures or any item of a similar nature in or on any building or upon other university lands except on regularly established bulletin boards, or as authorized by the provisions of this code or by the chief administrative officer.

(b) No person may fail to comply with a sign that reasonably conveys prohibited behavior and that has been approved and posted on university buildings or lands in compliance with the university's formal process for posting signs. This subsection does not apply to traffic related offenses (ch. 346, Stats.).

(10) RECREATIONAL ACTIVITIES. (a) No person may swim, fish, boat, snowmobile, ride horseback or use any type of all-terrain or off-road vehicle on university lands except in those areas and at times expressly designated by the chief administrative officer and denoted by official signs.

(b) No person may dock, moor, park, or store any boats, boating gear, snowmobiles, or similar equipment on university lands except under conditions specified by the chief administrative officer.

(11) SMOKING. (a) No person may smoke in any residence hall or other university-owned or university-leased student housing or in any location that is 25 feet or less from such residence hall or housing.

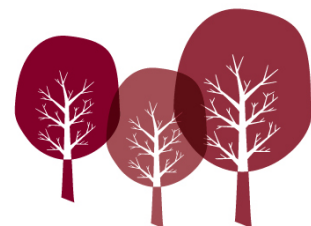
(b) No person may smoke in any nonresidential university building except in those areas designated for that purpose.

(12) TICKET SCALPING. (a) Every ticket or other evidence of the right of entry to any amusement, game, contest, exhibition, event, or performance given by or under the auspices of the University of Wisconsin System, or an institution or center of the University of Wisconsin System, shall be considered a revocable license to the person to whom the ticket has been issued and shall be transferable only on the terms and conditions prescribed on the ticket or other evidence of the right of entry.

(b) No person may buy or sell a ticket or other evidence of the right of entry for more than the price printed upon the face of the ticket.

## **UWS 18.09 Alcohol and drug prohibitions**

### **(1) ALCOHOL BEVERAGES**







(a) The use or possession of alcohol beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcohol beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.

(b) No person may procure, sell, dispense or give away alcohol beverages to any person contrary to the provisions of ch. 125, Stats.

(c) In this subsection, “alcohol beverages” means fermented malt beverages and intoxicating liquors containing 0.5% or more of alcohol by volume.

(d) Notwithstanding s. UWS 18.14, institutional regulations developed pursuant to this subsection shall be reported to the president of the system for review and approval.

## (2) POSSESSION OF DRUG PARAPHERNALIA

(a) No person may use, or possess with the primary intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance or controlled substance analog in violation of ch. 961, Stats.

(b) In this subsection, the term “drug paraphernalia” has the meaning specified in s. 961.571 (1), Stats.; the term “controlled substance” has the meaning specified in s. 961.01 (4), Stats.; and the term “controlled substance analog” has the meaning specified in s. 961.01 (4m), Stats.

(c) In determining whether an object is drug paraphernalia under this subsection, the factors listed in s. 961.572, Stats., and all other legally relevant factors, shall be considered.

## (3) POSSESSION OF MARIJUANA

(a) No person may intentionally use or possess marijuana on university lands, except when such use or possession is authorized under ch. 961, Stats., or is permitted under s. 961.34, Stats.

(b) In this subsection, the term “marijuana” has the meaning specified in s. 961.01 (14), Stats.

## **UWS 18.10 Offenses against public safety**

### (1) ASSAULTIVE BEHAVIOR

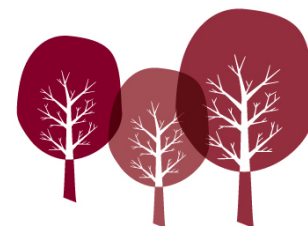
(a) No person may intentionally strike, shove, hit, punch, kick or otherwise subject another person to physical contact or cause bodily harm without the consent of the person.

(b) This subsection shall not be applicable if the individuals involved have a relationship, as defined in s. 968.075 (1) (a), Stats., which requires a law enforcement officer to investigate the matter as a domestic abuse incident.

### (2) CONTAINERS IN SPECTATOR FACILITIES

No person may carry or possess any disposable container within the confines of public areas in spectator facilities. As used in this subsection “disposable container” means any bottle, can, or other container designed or used for carrying liquids or solids, but does not include a personally owned container designed for reuse and originally sold or purchased exclusively as a refillable container. The provisions of this section shall not apply to containers used or supplied by authorized concessionaires who are required to dispense beverages to consumers in either paper or plastic containers.

### (3) DANGEROUS WEAPONS





(a) No person may carry, possess or use any dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer or for law enforcement purposes.

(b) No person may display or portray as real any object that resembles a dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer.

(c) Dangerous weapons in violation of this subsection may be confiscated and removed from university lands by police.

(d) In this subsection, the term “dangerous weapon” has the meaning specified in s. 939.22 (10), Stats.

#### (4) FIRE SAFETY

(a) No person may light, build or use, or cause another to light, build or use, any fires, including but not limited to burning candles, burning incense or gas or charcoal cooking appliances, on university lands or in university facilities except in such places as are established for these purposes and designated by the chief administrative officer.

(b) No person may handle burning material in a highly negligent manner. In this subsection, burning material is handled in a highly negligent manner if it is handled under circumstances in which the person should realize that a substantial and unreasonable risk of serious damage to another’s property is created.

(c) No person may throw away any cigarette, cigar, pipe ash or other burning material without first extinguishing it.

(d) No person may interfere with, tamper with or remove, without authorization, any smoke detector, fire extinguisher, fire hose, fire hydrant or other firefighting equipment.

(e) No person may intentionally give a false fire alarm, whether by means of a fire alarm system or otherwise.

(f) No person may deface, remove, tamper with or obstruct from view any sign which has been posted to provide directions for fire or emergency exits from university facilities.

(g) No person may remain in any university facility or on university lands when an audible or visual fire alarm has been activated or upon being notified by fire fighting, law enforcement or security personnel to evacuate.

#### (5) OPERATION OF A MOTOR VEHICLE OFF ROADWAYS

No person shall operate an unauthorized motor vehicle or motorized device, including motorcycles, mopeds, motor scooters and self-balancing transportation devices, off designated roadways, paved or unpaved, or on service roads or pedestrian paths, regardless of the surface, on university lands. This subsection does not apply to motorized wheelchairs or other mobility devices which have the primary design function of assisting the physically challenged.

#### (6) POSSESSION OF FIREWORKS

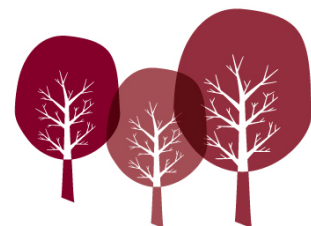
(a) No person may possess or use fireworks on university lands without authorization from the chief administrative officer.

(b) In this subsection, the term “fireworks” has the meaning specified in s. 167.10 (1), Stats.

#### (7) RESISTING OR OBSTRUCTING POLICE OFFICERS

(a) No person may knowingly resist or obstruct a university police officer while that officer is doing any act in an official capacity and with lawful authority.

(b) In this subsection, “obstruct” includes without limitation knowingly giving false information or knowingly placing physical evidence with the intent to mislead a university police officer in the performance of his or her





duty.

#### (8) PLAY VEHICLES

No person may use a skateboard, roller skates, roller blades, in-line skates, or any similar wheeled devices, a toboggan, or a sled anywhere on university lands, except as designated by the chief administrative officer.

#### (9) THROWING HARD OBJECTS

No person may, in a manner likely to cause physical harm or property damage, throw, drop, kick, hit or otherwise project any hard object, bottle, can, container, snowball or other item of a similar nature on university lands or within or from within university buildings or facilities.

### **UWS 18.11 Offenses against public peace and order**

#### (1) COMPUTER USE

(a) No person may, with intent to harass, annoy or offend another person, send a message to the person on an electronic mail or other computerized communication system and in that message use any obscene, lewd or profane language or suggest any lewd or lascivious act.

(b) No person may, with intent to harass, annoy or offend another person, send a message on an electronic mail or other computerized communication system with the reasonable expectation that the person will receive the message and in that message use any obscene, lewd or profane language or suggest any lewd or lascivious act.

(c) No person may, with intent solely to harass another person, send repeated messages to the person on an electronic mail or other computerized communication system.

(d) No person may, with intent solely to harass another person, send repeated messages on an electronic mail or other computerized communication system with the reasonable expectation that the person will receive the messages.

(e) No person may, with intent to harass or annoy another person, send a message to the person on an electronic mail or other computerized communication system while intentionally preventing or attempting to prevent the disclosure of his or her own identity.

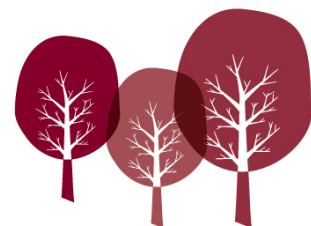
(f) No person may, while intentionally preventing or attempting to prevent the disclosure of his or her identity and with intent to harass or annoy another person, send a message on an electronic mail or other computerized communication system with the reasonable expectation that the person will receive the message.

(g) No person may knowingly permit or direct another person to send a message prohibited by this subsection from any computer terminal or other device that is used to send messages on an electronic mail or other computerized communication system and that is under his or her control.

(2) DISORDERLY CONDUCT No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance, in university buildings or on university lands.

#### (3) IMPROPER USE OF TELEPHONES

(a) No person may make or cause the telephone of another repeatedly to ring with intent to harass any







person at the called number.

(b) No person may make repeated telephone calls, whether or not conversation ensues, with intent to harass any person at the called number.

(c) No person may intentionally use an emergency telephone in a university building or on university lands when the person knows or reasonably should know that no emergency exists.

(d) No person, with the intent to harass or offend, may telephone another and use any obscene, lewd or profane language or suggest any lewd or lascivious act.

(e) No person, with the intent to harass any person at the called number, may make a telephone call, whether or not conversation ensues, without disclosing his or her identity.

(f) No person may knowingly permit any telephone under his or her control to be used for any purpose prohibited by this subsection.

#### (4) PICKETING, RALLIES, PARADES, DEMONSTRATIONS AND OTHER ASSEMBLIES

(a) In order to preserve the order which is necessary for the enjoyment of freedom by members of the university community, and in order to prevent activities which physically obstruct access to university lands or buildings and prevent the university from carrying on its instructional, research, public service, or administrative functions, any picketing, rally, parade, demonstration, other assembly, or congregation of spectators to such activity may be declared unlawful if its participants:

1. Intentionally gather or intentionally remain assembled outside any university building in such numbers, in such proximity to each other or in such fashion as to physically hinder entrance to, exit from, or normal use of the building.

2. Intentionally congregate or assemble within any university building in such fashion as to obstruct or seriously impair university-sponsored or university-authorized activities, or in such fashion as to violate any of the following conditions:

a. No group may be admitted into the private office of any faculty member or other university employee unless invited by the authorized occupant of that office, and then not in excess of the number designated or invited by that person.

b. No group may obstruct or seriously impair passage through corridors, stairways, doorways, building entrances, fire exits, and reception areas leading to offices.

c. No group, not authorized to do so by the person in immediate charge of the room, or by a person designated by the chief administrative officer to approve requests for the use of rooms for meetings, may enter or occupy any university building or part thereof.

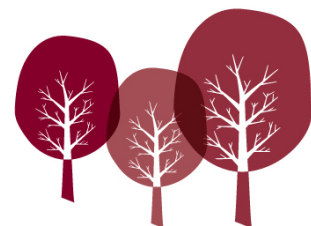
d. No group may assemble immediately outside rooms at times when they are normally in use for classes, study, or research.

e. No signs supported by standards or sticks shall be permitted in any assembly in a university building.

3. Intentionally create a volume of noise that unreasonably interferes with university-sponsored or university-authorized activities.

4. Intentionally employ force or violence, or intentionally constitute an immediate threat of force or violence, against members of the university community or university property.

(b) For the purpose of par. (a), "intentionally" means that the participant or spectator knew or reasonably should have known that his/her conduct by itself or in conjunction with the conduct of others would have the prohibited effect.





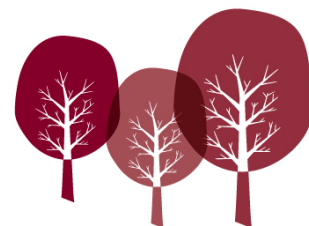
(c) The chief administrative officer may designate a university official or officials who shall have primary authority to implement par. (a). He/she may prescribe limitations for any picketing, rally, parade, demonstration or other assembly in order that it will meet the requirements of par. (a). When informed of any picketing, rally, parade, demonstration, or other assembly which may not comply with par. (a), the chief administrative officer or the designee may proceed immediately to the site and determine if there is compliance with par. (a). If he/she finds a violation of par. (a), he/she may declare the assembly unlawful or he/she may prescribe those limitations on numbers, location or spacing of participants in the demonstration which are reasonably necessary to ensure compliance with par. (a). If he/she prescribes limitations, and if his/her limitations are not observed by the assembly, he/she may then declare the assembly unlawful. Any declaration of illegality or prescription of limitations shall be effective and binding upon the participants in the assembly unless and until modified or reversed.

(d) Any participant or spectator within the group constituting an unlawful assembly who intentionally fails or refuses to withdraw from the assembly after it has been declared unlawful under this section shall be subject to immediate arrest and liable to the penalties of s. UWS 18.13.

#### (5) SOUND-AMPLIFYING EQUIPMENT

(a) In order to permit the use of sound-amplifying equipment on university lands, if needed for the dissemination of ideas to large audiences, but to prevent its use from interfering with university functions which inherently require quiet, the following provisions shall apply:

1. No person may use sound-amplifying equipment on any lands without the permission of the chief administrative officer, except as provided in par. (b).
2. In granting or denying permission, the following principles shall govern:
  - a. Except in extraordinary circumstances, permission may be granted to use the equipment only during the following hours, 12 noon to 1:30 p.m. and 5:00 p.m. to 7:00 p.m. every day, and only when the equipment is more than 50 feet from and directed away from any classroom building, residence hall, library or building being used as a study hall.
  - b. An applicant for permission shall have the burden of establishing the need for amplification to communicate with the anticipated audience. In particular, the applicant must show that the audience can reasonably be anticipated to include at least 250 people.
  - c. An applicant for permission shall have the burden of establishing that the volume and direction of the sound from the equipment will minimize interference with other activities.
3. Any request for the permission required by this section must be submitted in writing to the chief administrative officer at least 24 hours prior to the intended use of the sound-amplifying equipment and must be signed by a student or employee of the institution where the equipment is to be used. The request shall contain:
  - a. The proposed hours, date and location where the equipment is to be used.
  - b. The size of the anticipated audience and the reasons why the equipment is needed.
  - c. A description of the proposed equipment which includes the manufacturer, model number, and wattage.
  - d. The names of the owner of the equipment and of any person or persons, in addition to the person signing the application, who will be responsible for seeing that the equipment is operated in compliance with the terms of the permit and the provisions of this rule. The chief administrative officer may require the





presence of additional persons if said officer believes this is necessary to ensure compliance.

(b) Permits issued by the chief administrative officer shall not be required for the use of university sound-amplifying equipment used with the permission of the university employee having control of the equipment for authorized university classes, research, or meetings in university buildings, or for university sponsored academic, recreational or athletic activities, or for crowd control by authorized university officials.

(c) For the purpose of this section, “sound-amplifying equipment” means any device or machine which is capable of amplifying sound and capable of delivering an electrical input of one or more watts to the loudspeaker.

#### (6) PERSONS PROHIBITED FROM ENTERING UNIVERSITY BUILDINGS

(a) University buildings and the university-authorized activities that occur therein are primarily dedicated to the support of the university mission of teaching, research and service. No person may be present in any university building if his or her presence or behavior interferes with this purpose or with the university’s administrative operations, is in violation of a university policy, rule, regulation or any other provision of this chapter, or is without the consent of an authorized university official or faculty member.

(b) Persons present in any class, lecture, laboratory, orientation, examination, or other instructional session shall be enrolled and in good standing or shall have the consent of an authorized university official or faculty member to be considered legally present.

#### (7) PERSONS PROHIBITED FROM ENTERING UNIVERSITY LANDS

(a) No person, who is in a state of suspension or expulsion from the university under ch. UWS 17, or who takes leave or resigns under charges after being charged by the university under ch. UWS 17, may enter the university lands of any institution without the written consent of the chief administrative officer.

(b) No person who is convicted of any crime involving danger to property or persons as a result of conduct by him or her on university lands may enter any university lands within 2 years of the effective date of his or her conviction without the written consent of the chief administrative officer.

(c) In granting or denying consent to enter a campus under s. 36.35 (3), Stats., or par. (a) or (b), the following shall be considered:

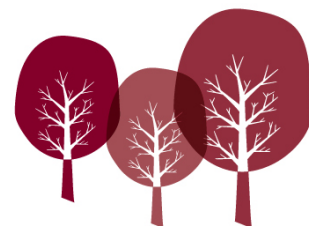
1. The probability that the offensive conduct will be continued or repeated by the applicant.

2. The need for the applicant to enter university lands, for example, to attend a university disciplinary hearing in which the applicant is being tried or is to be a witness, or to receive treatment in university hospitals.

(d) No person who has been determined to have committed serious or repeated violations of ss. UWS 18.06 to 18.12 and to whom the chief administrative officer has issued a written order prohibiting entry on university lands may enter the university lands of that institution.

(e) The provisions of this section in no way limit the chief administrative officer from issuing a written order barring any person from entering the university lands of that institution in accordance with the chief administrative officer’s responsibility for the health, safety, and welfare of the university.

(f) For the purposes of s. 36.35 (3), Stats., and par. (b), “crime involving danger to property or persons” shall mean any crime defined in ch. 940, Stats. (crimes against life and bodily security); s. 941.12, Stats. (interfering with fire fighting); s. 941.13, Stats. (false alarms); s. 941.20, Stats. (endangering safety by use of dangerous weapon); s. 941.21, Stats. (disarming a peace officer); s. 941.23, Stats. (carrying concealed weapon); s. 941.235, Stats. (carrying firearm in public building); s. 941.24, Stats. (possession of switchblade knife); s.





941.26, Stats. (machine guns and other weapons); s. 941.28, Stats. (possession of short-barreled shotgun or short-barreled rifle); s. 941.29, Stats. (possession of firearm); s. 941.295, Stats. (possession of electric weapon); s. 941.30, Stats. (recklessly endangering safety); s. 941.32, Stats. (administering dangerous or stupefying drug); s. 941.37, Stats. (obstructing emergency or rescue personnel); s. 943.01, Stats. (criminal damage to property); s. 943.02, Stats. (arson of buildings; damage of property by explosives); s. 943.03, Stats. (arson of property other than building); s. 943.05, Stats. (placing of combustible materials an attempt); s. 943.06, Stats. (Molotov cocktails); s. 943.10, Stats. (burglary); s. 943.11, Stats. (entry into locked vehicle); s. 943.14, Stats. (criminal trespass to dwellings); s. 943.32, Stats. (robbery); s. 944.20, Stats. (lewd and lascivious behavior); s. 946.41, Stats. (resisting or obstructing officer); s. 947.015, Stats. (bomb scares); s. 167.10, Stats. (fireworks regulated); or attempts to commit any of the above crimes as defined in s. 939.32, Stats.

#### (8) SELLING, PEDDLING AND SOLICITING

No person may sell, peddle or solicit for the sale of goods, services, or contributions on any university lands except in the case of:

- (a) Specific permission in advance from a specific university office or the occupant of a university house, apartment, or residence hall for a person engaged in that activity to come to that particular office, house, apartment, or residence hall for that purpose.
- (b) Sales by an individual of personal property owned or acquired by the seller primarily for his/her own use pursuant to an allocation of space for that purpose by an authorized university official.
- (c) Sales of newspapers and similar printed matter outside university buildings.
- (d) Subscription, membership, ticket sales solicitation, fund-raising, selling, and soliciting activities by or under the sponsorship of a university or registered student organization pursuant to a contract with the university for the allocation or rental of space for that purpose.
- (e) Admission events in a university building pursuant to contract with the university, and food, beverage or other concessions conducted pursuant to a contract with the university.
- (f) Solicitation of political contributions under ch. 11, Stats., and institutional regulations governing time, place and manner.

#### (9) CAMPAIGNING IN STATE-OWNED RESIDENCE HALLS

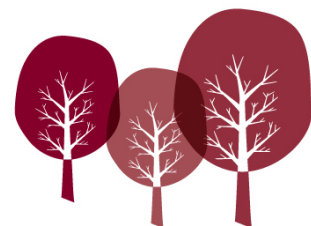
(a) The residence halls students of each institution, subject to the approval of the chief administrative officer, shall establish policies and procedures assuring that political literature may be distributed and political campaigning may be conducted in state-owned residence halls consistent with the rights of residence halls students, and prescribing the time, place and manner in which these activities may be conducted.

(b) Where appropriate and consistent with the rights of residence halls students, the policies and procedures developed under this subsection shall apply to all residence halls at an institution. Matters to be addressed in institutional policies and procedures shall include at least the following:

1. The hours of the day and the time of year, if any, to which particular activities shall be limited.
2. The locations in residence halls, if any, to which particular activities shall be limited.
3. Any requirement for registering or obtaining permission to enter a residence hall before engaging in a particular activity.

(c) Notwithstanding s. UWS 18.14, institutional policies and procedures developed pursuant to this subsection shall be reported to the board of regents for approval.

(d) Institutional policies and procedures developed pursuant to this subsection shall be available at each





residence hall, at the office of each chief administrative officer of an institution, and at the office of the secretary to the board of regents.

### **UWS 18.12 Property offenses**

#### **(1) COMPUTER DATA, PROGRAMS, EQUIPMENT OR SUPPLIES**

No person may willfully, knowingly and without authorization do or attempt to do any of the following:

- (a) Modify, destroy, access, take possession of or copy data, computer programs or supporting documentation;
- (b) Disclose restricted access codes or other restricted access information to a person not authorized to possess such codes or information;
- (c) Modify, destroy, use, take or damage a computer, computer system or computer network;
- (d) Modify, destroy, use, take or damage any equipment or supplies used, or intended to be used, in a computer, computer system or computer network.
- (e) Cause an interruption in service by submitting a message or multiple messages to a computer, computer program, computer system, or computer network that exceeds the processing capacity of the computer, computer program, computer system, or computer network.

#### **(2) FRAUD IN UNIVERSITY ACCOMMODATIONS OR EATING PLACES**

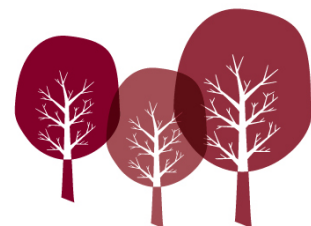
- (a) No person may, after having received any food, lodging or other service or accommodation at any university housing facility or eating place, intentionally abscond without paying for it.
- (b) No person may, while in any university housing or lodging facility or eating place, intentionally defraud the university or its employees or agents in charge of the facility or eating place, in any transaction arising out of the relationship as a user of the housing or lodging facility or eating place.
- (c) In this subsection, prima facie evidence that the person intentionally absconded without paying for the food, lodging or other service or intentionally defrauded the university or its employees or agents has the meaning and includes the items of proof set forth in s. 943.21 (2), Stats.

#### **(3) ISSUE OF WORTHLESS CHECK**

- (a) No person may issue any check or other order for the payment of money in an amount not more than \$2,500 which, at the time of issuance, he or she intends shall not be paid.
- (b) In this subsection, prima facie evidence that the person, at the time he or she issued the check or other order for the payment of money, intended it should not be paid, has the meaning and includes the items of proof set forth in s. 943.24, Stats.
- (c) This subsection does not apply to a postdated check or to a check given for past consideration, except a payroll check.

#### **(4) LIBRARY MATERIALS**

- (a) No person may intentionally take, carry away, transfer, conceal or retain possession of any library material without the consent of a library official, agent or employee and with the intent to deprive the library of possession of the material.
- (b) The concealment of library material beyond the last station for borrowing library material in a library is evidence of intent to deprive the library of possession of the material. The discovery of library material which has not been borrowed in accordance with the library's procedures or taken with consent of a library official, agent or employee and which is concealed upon the person or among the belongings of the person or







concealed by a person upon the person or among the belongings of another is evidence of intentional concealment on the part of the person so concealing the material.

#### (5) RETAIL THEFT

(a) No person may intentionally alter indicia of price or value of merchandise or take and carry away, transfer, conceal or retain possession of merchandise held for resale by a merchant, or property of the merchant, without his or her consent and with intent to deprive the merchant permanently of possession, or the full purchase price of the merchandise.

(b) No person may intentionally remove a theft detection device from merchandise, or use a theft detection shielding device, without the merchant's consent and with intent to deprive the merchant permanently of possession, or the full purchase price of the merchandise.

(c) In this subsection, "merchant" includes any "merchant" as defined in s. 402.104 (3), Stats., and any vendor or bookstore authorized to sell in university buildings or on university lands.

(d) In this subsection, "theft detection device" means any tag or other device that is used to prevent or detect theft and that is attached to merchandise held for resale by a merchant or to property of a merchant, and "theft detection shielding device" means any laminated or coated bag or device designed to shield such merchandise from detection by an electronic or magnetic theft alarm sensor.

#### (6) THEFT

(a) No person may intentionally take and carry away, use, transfer, conceal, or retain possession of movable property of another with a value of under \$100, without consent and with the intent to deprive the owner permanently of such property.

(b) No person may intentionally take and carry away, use, transfer, conceal, or retain possession of movable property of another with a value of at least \$100 but not more than \$1,000, without consent and with the intent to deprive the owner permanently of such property.

#### (7) USE OF CHEATING TOKENS

No person may obtain the property or services of another by depositing anything which he or she knows is not lawful money or is an unauthorized token in any receptacle used for the deposit of coins or tokens.

#### (8) VANDALISM

No person may break, tear up, mar, destroy or deface any notice, tree, vine, shrub, flower or other vegetation, or dislocate any stones, or disfigure natural conditions, or deface, alter, destroy or damage in any way any other property, real or personal, within the boundaries of any university lands unless authorized by the chief administrative officer.

### **UWS 18.13 Penalties**

Unless otherwise specified, the penalty for violating any of the rules in ss. UWS 18.06 to 18.12 shall be a forfeiture of not more than \$500, as provided in s. 36.11 (1) (c), Stats.

Note: Violations of the rules in ss. UWS 18.06 to 18.12 will be processed in accordance with the citation procedure established in s. 778.25, Stats.

### **UWS 18.14 Institutional regulations**

Institutional regulations promulgated under ss. UWS 18.04 to 18.12 shall take effect when filed with the





secretary of the board.

### **UWS 18.15 Additional statutory penalty provisions regulating conduct on university lands**

#### **(1) CONTROLLED SUBSTANCES**

The use or possession of controlled substances as defined in s. 961.01 (4), Stats., is prohibited on all university property with the specific exemptions set forth in ch. 961, Stats., and as permitted under s. 961.34, Stats. The penalty provisions of ch. 961, Stats., and chs. UWS 17 and 18 may apply to violations occurring on university lands.

#### **(2) STUDENT CONVICTED OF DANGEROUS AND OBSTRUCTIVE CRIME**

Section 36.35 (3), Stats., provides: “Any person who is convicted of any crime involving danger to property or persons as a result of conduct by him which obstructs or seriously impairs activities run or authorized by an institution and who, as a result of such conduct, is in a state of suspension or expulsion from the institution, and who enters property of that institution without permission of the chancellor of the institution or the chancellor’s designee within 2 years, may for each such offense be fined not more than \$500 or imprisoned not more than 6 months, or both.”

## Sex Offender Registry

The [Campus Sex Crimes Prevention Act](#) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. To check registered sex offenders in Wisconsin, go to: <http://offender.doc.state.wi.us/public/home.jsp>. The following zip codes may be helpful in your search of the Department of Correction's website:

54601 - UW La Crosse

54601, 54602, or 54603 - City of La Crosse

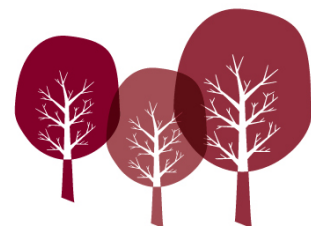
54636 - Holmen

54650 - Onalaska

54669 - West Salem

Students who are enrolled in UWL courses which do not take place on the UWL campus, i.e., Learning Communities, you may wish to search using the appropriate zip code for that area.

## Violence Against Women Act





The Violence Against Women Act (VAWA) amendments to the Clery Act expand the rights provided to victims and survivors of sexual assault, domestic violence, dating violence, and stalking. In addition to providing a host of resources for victims and survivors (including but not limited to Violence Prevention Officer, Counseling Center, Access Center, Student Health Center), provisions are made for adjudicating incidents of sexual assault, domestic violence, dating violence, and stalking in Chapter UWS 17 (i.e. Student Code of Conduct). Below is a detailed description of the disciplinary procedure, hearing process, and appeals process taken directly from Chapter 17.

### **UWS 17.11 Disciplinary procedure.**

(1) PROCESS. The investigating officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in s. UWS 17.10 (1).

(2) CONFERENCE WITH STUDENT. When the investigating officer concludes that proceedings under this section are warranted, the investigating officer shall promptly contact the student in person, by telephone, or by electronic mail to offer to discuss the matter with the student. The purpose of this discussion is to permit the investigating officer to review with the student the basis for his or her belief that the student engaged in nonacademic misconduct, and to afford the student an opportunity to respond. If the student does not respond to the investigating officer's offer to discuss the matter, the investigating officer may proceed to make a determination on the basis of the available information.

(3) DETERMINATION BY THE INVESTIGATING OFFICER THAT NO DISCIPLINARY SANCTION IS WARRANTED. If, as a result of a discussion under sub. (2) or review of available information, the investigating officer determines that nonacademic misconduct did not in fact occur, or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action.

(4) PROCESS FOLLOWING DETERMINATION BY THE INVESTIGATING OFFICER THAT NONACADEMIC MISCONDUCT OCCURRED.

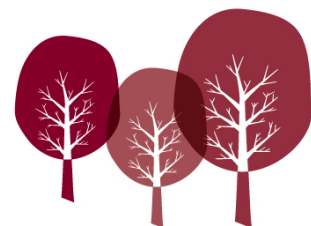
(a) If, as a result of a discussion under sub. (2) or review of available information, the investigating officer determines that nonacademic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWS 17.10 (l) should be recommended, the investigating officer shall prepare a written report which shall contain all of the following:

1. A description of the alleged misconduct.
2. A description of all information available to the university regarding the alleged misconduct. Such information shall be available to the student upon request, except as may be precluded by applicable state or federal law.
3. Specification of the sanction sought.
4. Notice of the student's right to a hearing.
5. A copy of this chapter and of the institutional procedures adopted to implement this section.

(b) The written report shall be delivered to the student.

(c) A student who receives a written report under this section has the right to a hearing under s. UWS 17.12 to contest the determination that nonacademic misconduct occurred, the choice of disciplinary sanctions, or both.

1. Where the disciplinary sanction sought is one of those listed in s. UWS 17.10 (l) (a) to (g), and if the student desires a hearing, the student shall file a written request with the student affairs officer within 10 days







of the date the written report is delivered to the student. If the student does not request a hearing within this period, the determination of nonacademic misconduct shall be regarded as final, and the disciplinary sanction sought shall be imposed.

2. Where the disciplinary sanction sought is one of those listed in s. UWS 17.10 (l) (h) to (j), the investigating officer shall forward a copy of the written report under par. (b) to the student affairs officer. The student affairs officer shall, upon receipt of the written report, proceed under s. UWS 17.12 to schedule a hearing on the matter. A hearing shall be conducted unless the student waives, in writing, the right to such a hearing.

### **UWS 17.12 Hearing.**

(1) A student who requests a hearing, or for whom a hearing is scheduled under s. UWS 17.11 (4)(c) 2., shall have the right to decide whether the matter will be heard by a hearing examiner or a hearing committee.

(2) If a student requests a hearing under s. UWS 17.11 (4)(c) 1., or a hearing is required to be scheduled under s. UWS 17.11 (4) (c) 2., the student affairs officer shall take the necessary steps to convene the hearing and shall schedule it within 15 days of receipt of the request or written report. The hearing shall be conducted within 45 days of receipt of the request or written report, unless a different time period is mutually agreed upon by the student and investigating officer, or is ordered or permitted by the hearing examiner or committee.

(3) No less than 5 days in advance of the hearing, the hearing examiner or committee shall obtain from the investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based, and shall provide the student with access to or copies of the investigating officer's explanation, together with any other materials provided to the hearing examiner or committee by the investigating officer, including any additional available information of the type described in s. UWS 17.11 (4)(a) 2.

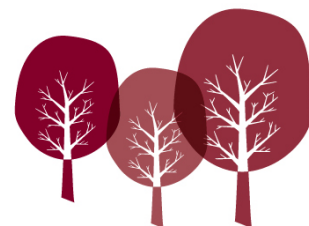
(4) The hearing shall be conducted in accordance with the following guidance and requirements:

(a) The hearing process shall further the educational purposes and reflect the university context of nonacademic misconduct proceedings. The process need not conform to state or federal rules of criminal or civil procedure, except as expressly provided in ch. UWS 17.

(b) The student shall have the right to question adverse witnesses, the right to present information and witnesses, the right to be heard on his or her own behalf, and the right to be accompanied by an advisor of the student's choice. The advisor may be a lawyer. In cases where the recommended disciplinary sanction is identified in s. UWS 17.10 (1) (a) to (h), the advisor may counsel the student, but may not directly question adverse witnesses, present information or witnesses, or speak on behalf of the student except at the discretion of the hearing examiner or committee. In cases where the recommended disciplinary sanction is identified in s. UWS 17.10 (1) (i) or (j), or where the student has been charged with a crime in connection with the same conduct for which the disciplinary sanction is sought, the advisor may question adverse witnesses, present information and witnesses, and speak on behalf of the student. In accordance with the educational purposes of the hearing, the student is expected to respond on his or her own behalf to questions asked of him or her during the hearing.

(c) The hearing examiner or committee:

1. Shall admit information that has reasonable value in proving the facts, but may exclude immaterial, irrelevant, or unduly repetitious testimony.





2. Shall observe recognized legal privileges.

3. May take reasonable steps to maintain order, and to adopt procedures for the questioning of a witness appropriate to the circumstances of that witness's testimony, provided; however, whatever procedure is adopted, the student is allowed to effectively question the witness.

(d) The hearing examiner or committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. The student charged with misconduct may access the record, upon the student's request.

(e) The hearing examiner or committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.

(f) A hearing examiner's or committee's finding of nonacademic misconduct shall be based on one of the following:

1. Clear and convincing evidence, when the sanction to be imposed is one of those listed in s. UWS 17.10 (l) (h) to (j).

2. A preponderance of the evidence, when the sanction to be imposed is one of those listed in s. UWS 17.10 (l) (a) to (g).

3. A preponderance of the evidence, regardless of the sanction to be imposed, in all cases of sexual harassment and sexual assault.

(g) The hearing examiner or committee may impose one or more of the disciplinary sanctions listed in s. UWS 17.10 (l) (a) to (g) that differs from the recommendation of the investigating officer. Sanctions under s. UWS 17.10 (l) (h) to (j) may not be imposed unless previously recommended by the investigating officer.

(h) The hearing shall be conducted by the hearing examiner or committee, and the university's case against the student shall be presented by the investigating officer or his or her designee.

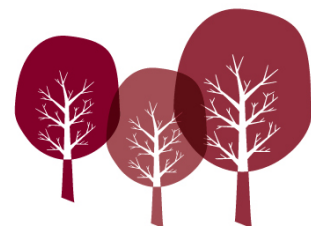
(i) The decision of the hearing examiner or committee shall be prepared within 14 days of the hearing, and delivered to the student. The decision shall become final within 14 days of the date on the written decision, unless an appeal is taken under s. UWS 17.13.

(j) If a party fails to appear at a scheduled hearing and to proceed, the hearing examiner or committee may either dismiss the case or, based upon the information provided, find that the student committed the misconduct alleged.

(k) Disciplinary hearings are subject to the Wisconsin open meetings law and may be closed if the student whose case is being heard requests a closed hearing or if the hearing examiner or committee determines that it is necessary to hold a closed hearing, as permitted under the Wisconsin open meetings law. Deliberations of the committee shall be held in closed session, in accordance with s. 19.85, Stats. As such, proper notice and other applicable rules shall be followed.

### **UWS 17.13 Appeal to the chancellor.**

(1) Where the sanction prescribed by the hearing examiner or committee is one of those listed in s. UWS 17.10 (l) (h) to (j), the student may appeal to the chief administrative officer within 14 days of the date of the written decision to review the decision of the hearing examiner or committee, based upon the record. In such a case, the chief administrative officer has 30 days from receipt of the student's appeal to respond and shall sustain the decision of the nonacademic misconduct hearing examiner or committee unless the chief administrative officer finds any of the following:





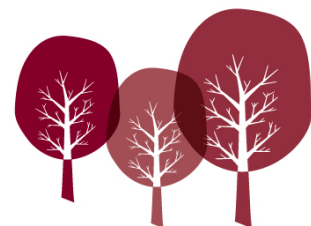
- (a) The information in the record does not support the findings or decision of the hearing examiner or committee.
  - (b) Appropriate procedures were not followed by the nonacademic misconduct hearing examiner or committee and material prejudice to the student resulted.
  - (c) The decision was based on factors proscribed by state or federal law.
- (2) If the chancellor makes a finding under sub. (1), the chancellor may return the matter for consideration by a different hearing examiner or committee, or may invoke an appropriate remedy of his or her own.

### **UWS 17.14 Discretionary appeal to the board of regents.**

Institutional decisions under ss. UWS 17.11 to 17.13 shall be final, except that the board of regents may, at its discretion, grant a review upon the record.

### **UWS 17.15 Settlement.**

The procedures set forth in this chapter allow the university and a student to enter into a settlement agreement regarding the alleged misconduct, after proper notice has been given. Any such agreement and its terms shall be in writing and signed by the student and the investigating officer or student affairs officer. The case is concluded when a copy of the signed agreement is delivered to the student.

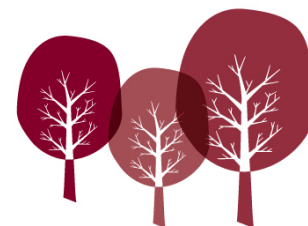




## Crime Statistics

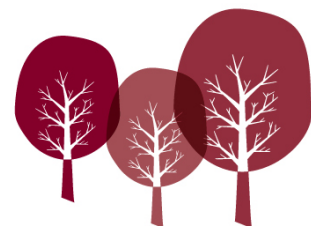
The following crimes and incidents on the UW La Crosse campus were reported to the University Police and UWL Campus Security Authorities.

	All On-Campus Property	Non-Campus Property	Public Property	Total	Unfounded	On-Campus Residential Only
<b>Murder and Non-negligent Manslaughter</b>						
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0
<b>Manslaughter by Negligence</b>						
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0
<b>Rape</b>						
2015	2	0	0	2	0	2
2016	2	0	0	2	0	2
2017	10	0	0	10	0	9
<b>Fondling</b>						
2015	5	0	0	5	0	5
2016	8	0	0	8	0	8
2017	5	0	0	5	0	5
<b>Incest</b>						
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0
<b>Statutory Rape</b>						
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0
<b>Robbery</b>						
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0





	All On-Campus Property	Non-Campus Property	Public Property	Total	Unfounded	On-Campus Residential Only
<b>Aggravated Assault</b>						
2015	1	0	1	2	0	0
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0
<b>Burglary</b>						
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>						
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0
<b>Arson</b>						
2015	1	0	0	1	0	0
2016	1	0	0	1	0	1
2017	0	0	0	0	0	0
<b>Liquor Law Violations</b>						
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0
<b>Drug Law Violations</b>						
2015	16	0	5	21	0	14
2016	2	0	5	2	0	2
2017	3	0	0	3	0	3
<b>Illegal Weapons Violation</b>						
2015	0	0	0	0	0	0
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0
<b>Liquor Law Referrals</b>						
2015	687	0	0	687	0	600
2016	832	0	0	832	0	749
2017	654	0	0	654	0	570
<b>Drug Law Referrals</b>						
2015	153	0	0	153	0	147
2016	158	0	0	158	0	133
2017	160	0	0	160	0	151





	All On-Campus Property	Non-Campus Property	Public Property	Total	Unfounded	On-Campus Residential Only
<b>Illegal Weapons Referrals</b>						
2015	1	0	0	1	0	1
2016	0	0	0	0	0	0
2017	2	0	0	2	0	2

## Hate Crimes

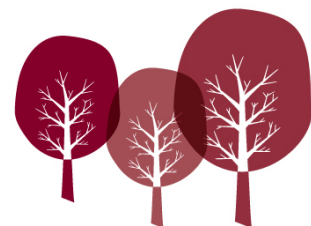
2015: no hate crimes reported

2016: no hate crimes reported

2017: no hate crimes reported

## VAWA Offenses

	All On-Campus Property	Non-Campus Property	Public Property	Total	Unfounded	On-Campus Residential Only
<b>Domestic Violence</b>						
2015	1	0	0	1	0	1
2016	0	0	0	0	0	0
2017	0	0	0	0	0	0
<b>Dating Violence</b>						
2015	1	0	1	2	0	0
2016	0	0	0	0	0	0
2017	2	0	0	2	0	1
<b>Stalking</b>						
2015	3	1	0	4	0	0
2016	4	0	0	4	0	1
2017	8	0	0	8	0	6





## Timely Warning Notice Protocol

The Clery Act requires institutions to alert the campus community to only crimes reported to Campus Security Authorities, Campus Police and the City of La Crosse Police Department (criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson) in a manner that is timely and will aid in the prevention of similar crimes. This includes crimes where the circumstances indicate that there may be a serious or continuing threat to students or employees. The decision to issue a timely warning must be decided on a case-by-case basis in light of all the facts surrounding a crime, including such factors as:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

A timely warning will be issued at UW La Crosse when a threat level is determined and as soon as pertinent information is available. UW La Crosse Police Services (605 17<sup>th</sup> St N, 608.789.9000) will distribute timely warning notices in consultation with the Student Life Office, University Communications, and the Chancellor's Office as appropriate. Notifications are generally written by the Chief of Police or a designee. Notifications may be done through email, fliers, and/or postings as appropriate to the situation. The reporter's/victim's identity will be withheld as confidential for timely warning purposes.

## Emergency Evacuation Procedures and Policies

### Emergency Response

University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts emergency response exercises, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. Using Code Red, a test message is sent out to ensure its functionality. Fire Alarm Drills are conducted each year in non-Resident Halls at the beginning of the fall semester. Residence Hall Fire Alarm Test/Drills are conducted once a semester. These tests/drill are accompanied by a University Police Officer to ensure compliance of the activation of each test/drill. These include coordinating tests with the surrounding communities, county and state organizations. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. UWL Police Officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. The Incident Command System (ICS) is utilized when responding to incidents with other UWL departments, as well as local public safety agencies to manage, mitigate, and recover from critical incidents. The incident command system allows for a more efficient flow of information. ICS also establishes emergency leaders in the affected area to direct resources where they are most needed.







General information about the emergency response and evacuation procedures for UWL are publicized each year as part of the University's Clery Act compliance efforts, and is available on the UWL Police websites. The Emergency Response plan is listed below and on [www.uwlax.edu/police](http://www.uwlax.edu/police)

## University of Wisconsin-La Crosse Emergency Response and Preparedness Plan

### I. Purpose

The purpose of the emergency procedures outlined in this plan is to provide protection to the lives, property, and operations through the effective use of university, community, county, and state resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations through the coordination between the University and other government and emergency units. Additionally, it has been designed to provide a basic contingency manual for the administration of the University in order to plan for campus emergencies. The plan does not cover every conceivable situation; it does, however, supply the basic administrative guidelines necessary to cope with most campus emergencies.

It is understood that the University of Wisconsin-La Crosse will make every effort to respond to individuals who are affected by a crisis or emergency with compassion and concern.

### II. Authority & Reference

Occupational Health and Safety Administration (OSHA) 29 CFR 1910.38  
Industry, Labor, and Human Relations (ILHR) 32.15  
Wisconsin Statutes 101.01(06), 101.11, and 101.055

### III. Application

This plan applies to all faculty, staff, employees, students and visitors. It encompasses all buildings and grounds owned and operated by the University.

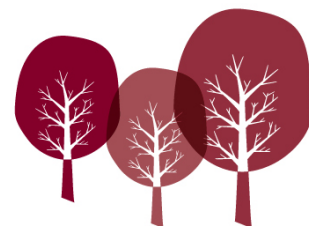
### IV. Responsibility for Compliance

The development and administration of this Emergency Response and Preparedness Plan is the responsibility of the Chief of University Police.

### V. Definitions of Emergencies

The University Police Chief, or their assigned designee, will serve as the Campus Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist the campus emergency staff in determining the appropriate response:

1. **Minor Emergency:** Any incident which does not seriously affect the overall functional capacity of the University, such as minor plumbing problems or an inoperative elevator.





2. **Major Emergency:** Any incident which affects an entire building or buildings and which will disrupt the overall operations of the University. Examples are a building fire or chemical spill during which outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during times of crises. The Central Emergency Command Post in the Police Services Office will be activated by the Chief of University Police or their designee.
3. **Disaster:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Central Emergency Command Post (Police Services Office) will be activated and the appropriate support and operational plans will be executed

**The types of emergencies covered in this manual are:**

<u><a href="#">Airborne Release</a></u>	<u><a href="#">Severe Weather</a></u>
<u><a href="#">Bitter Cold Weather</a></u>	<u><a href="#">Infectious Disease Epidemic</a></u>
<u><a href="#">Bomb Threat</a></u>	<u><a href="#">Life Threatening Emergencies</a></u>
<u><a href="#">Chemical or Radiation Spill</a></u>	<u><a href="#">Medical / Emergency / Ambulance</a></u>
<u><a href="#">Civil Disturbances/Demonstrations</a></u>	<u><a href="#">Psychological Crisis</a></u>
<u><a href="#">Earthquake</a></u>	<u><a href="#">Radiation Emergency</a></u>
<u><a href="#">Utility Failure</a></u>	<u><a href="#">Rape or Sexual Assault</a></u>
<u><a href="#">Explosion</a></u>	<u><a href="#">Tornado/Severe Weather</a></u>
<u><a href="#">Fire</a></u>	<u><a href="#">Unsafe Water Supply</a></u>
<u><a href="#">Gas Leak</a></u>	<u><a href="#">Threatening / Violent Behavior</a></u>

## VI. Emergency Response

Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. In all life threatening emergencies dial 911. If you have additional information, follow up with a call to University Police at 608-789-9999. All other emergencies should be directed to University Police at 608-789-9999. University Police and Telephone Services staff will be responsible for contacting designated responders and administrative officials and initiating the specific guidelines in this plan.

It is not the intent of this document to address off-campus emergencies. If a life-threatening emergency occurs while on University business, dial 911. If 911 is not available in the area, dial 0 for the local operator. Follow up with a call to University Police at 608-789-9999.

Your personal safety is of utmost concern. Take appropriate precautions to assure your personal safety.





## VII. Declaration of Campus State of Emergency

The authority to declare a Campus State of Emergency rests with the Chancellor (or designee) upon recommendation of the Vice Chancellor for Administration and Finance with input from the Chief of University Police. When this declaration is made, access to the campus may be limited to registered students, faculty, staff, and employees at the discretion of the Chief of University Police. Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subjected to arrest in accordance with Wisconsin State Statutes and UWS 18.06 of the Wisconsin Administrative Code.

## VIII. General Responsibilities

### All Employees

- In case of emergency, all employees must follow the specific emergency procedure found in section XII of this plan. Emergencies that may be life threatening should be reported immediately to 911. Other emergencies should be reported to University Police, 789-9999. Your personal safety is of utmost concern. All employees are responsible for taking precautions to assure their safety by familiarizing themselves with this plan. Instructors are responsible for initiating emergency procedures during class.

### Administrators, Deans, Department Chairs, Directors, and Supervisors

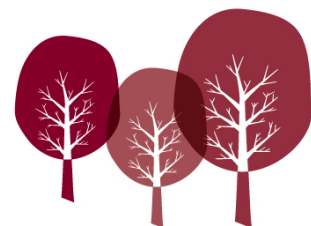
- Every administrator, department chair, director, and supervisor has the following general responsibilities prior to and during any emergency:

#### *Emergency Preparedness*

- Understand and disseminate emergency procedures and information as outlined in this plan to building occupants and employees with the assistance of the building directors.

#### *Emergency Situations*

- Inform all building occupants under their direction of the emergency condition.
- Evaluate the impact of the emergency on their activity and take appropriate action. This may include ceasing operations and initiating emergency response.





## IX. Campus Emergency Staff - Organization and Responsibility

### CAMPUS EMERGENCY DIRECTOR: CHIEF OF UNIVERSITY POLICE OR DESIGNEE

- Assume responsibility for the overall direction of the Emergency Operations Plan.
- Work with the campus emergency staff and other resources in assessing the campus emergency and prepare the University's specific response.
- Activate the campus emergency command post in the University Police Department if necessary.
- Declare and terminate a campus state of emergency as outlined in this plan.
- Assure that notification and liaison activities are established with the University administration, local, county and state governmental agencies, campus emergency staff, and other resources as necessary.
- Assure the review and revision of the emergency operations program and emergency procedures as needed.
- Maintain a roster of campus emergency staff and emergency personnel including outside agencies.
- Assure that corrections of deficiencies reported by regular inspections of the emergency operations program are completed.
- Perform other related duties as may be directed by virtue of the campus emergency.
- In conjunction with the Environmental Health, Safety, and Risk Manager, prepare and submit a report to the Vice Chancellor for Administration and Finance appraising the final outcome of an emergency.
- The Vice Chancellor for Administration and Finance shall act as the Campus Emergency Director in the absence or incapacitation of the Chief of University Police.

### EMERGENCY ADMINISTRATIVE ASSISTANT: UNIVERSITY POLICE STAFF

- Act for the University Police as delegated during a campus emergency.
- Maintain a record of events and files of all reports and correspondence pertaining to the emergency operations program.
- Maintain the emergency operations program and emergency procedures.
- Assist the Chief of University Police in preparation of the final report to the Vice Chancellor for Administration and Finance after an emergency.
- Maintain an up-to-date roster of all campus emergency staff and emergency personnel including outside agencies.

### MEDICAL DIRECTOR: STUDENT HEALTH CENTER

- Oversee triage of emergency scene in collaboration with community resources.





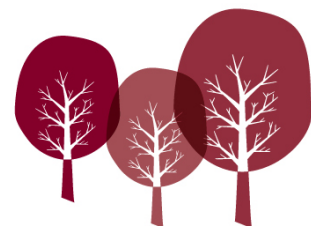
- Support the first-aid and emergency care operations on campus.
- Assist with other emergency activities as needed.
- Any medical doctor from the Health Center shall act for the Medical Supervisor in that person's absence or incapacitation. If a medical doctor is not available a nurse practitioner or registered nurse shall act as the medical supervisor.

#### FACILITIES ENGINEERING OFFICER: DIRECTOR, FACILITIES MANAGEMENT

- Building and Utility Services:
  - Assure that the Central Heating Plant is protected, maintained, staffed, and that damaged utility services are secured or shut off.
  - Maintain the campus fire alarm systems and emergency generators.
  - Conduct damage assessment and emergency repairs as needed.
- Transportation and Supplies:
  - a. Provide vehicles, supplies, and delivery support for the campus emergency staff and emergency personnel in cooperation with Chief of University Police.
- Manpower and Equipment:
  - a. Provide support for the emergency operations of the Central Heating Plant.
  - b. Provide equipment and operators to remove trees and other obstacles.
  - c. Provide staff support to aid in the securing of damaged buildings.
  - d. Provide equipment and supplies to emergency personnel.
  - e. Assist with other emergency activities as needed.
- The Associate Director, Facilities Management shall act for the Director, Facilities Management in that person's absence or incapacitation.

#### SAFETY OFFICER: ENVIRONMENTAL HEALTH, SAFETY & RISK MANAGER

- Serve as a reference point for changes, suggestions, and recommendations in the emergency operations program. Recommend changes in the program to the Chief of University Police.
- Revise the emergency operations plan as significant changes occur and review contents and make suggestions for changes to the Chief of University Police.
- Assist the Chief of University Police with developing the post-emergency report.
- Provide technical and safety assistance to reduce hazards prior to and during emergency or disaster conditions.
- Investigate and evaluate campus hazards in environmental health and safety. Initiate corrective action.
- Coordinate safety inspections for buildings and grounds using discrepancy reports to initiate corrective action.





- Coordinate and schedule training programs for campus personnel:
  - Fire extinguisher training
  - Fire prevention training
  - Others as assigned
- Coordinate submittal of liability claims, claims investigation and subrogation against culpable parties.
- The Vice Chancellor for Administration and Finance shall act for the Safety Officer in that person's absence or incapacitation.

#### CHIEF STUDENT AFFAIRS OFFICER/DEAN OF STUDENTS

- Activate the "PROCEDURES TO BE FOLLOWED IN THE EVENT OF LIFE THREATENING EMERGENCIES OR A DEATH OF A UNIVERSITY OF WISCONSIN-LA CROSSE STUDENT" policy. A copy of the policy may be acquired in the Student Life Office. [\(See Appendix 1\)](#) .
- Call upon the University Critical Incident Stress Management team when appropriate.
- Ensure that "Next Day Procedures and Responsibilities" (section II), of the procedure [\(Appendix 1\)](#) are completed.
- Ensure that "Follow-Up Procedures and Responsibilities" (section III) , of the procedures [\(Appendix 1\)](#) are completed.
- Determine if a separate, institutional memorial service is warranted in the event of a student death(s).
- Once the crisis has subsided, convene a meeting of all personnel involved in the response to debrief and critically review institution's response.

#### BUILDING DIRECTORS

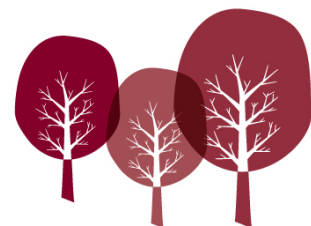
- Assist with emergency activities as requested by the Chief of University Police or designee.

#### UNIVERSITY RELATIONS DIRECTOR

- A Coordinate and direct all dissemination of information relating to the incident to all media. Act as the link between the University and the public to ensure that all information is factual and provided in a timely manner.

#### COUNSELING AND TESTING DIRECTOR

- Make an assessment of the traumatic event and determine the appropriate intervention.
- If necessary, the Director, or in the Director's absence, the Assistant Director of Clinical Services and/or the on call person for the day will contact the Coordinator of the Gundersen/Lutheran Critical Incident Stress Debriefing team.
- The Director of Counseling and Testing will mobilize a Critical Incident Stress team and conduct stress debriefings and defusings as required.







- The UWL Human Resources department will be available to help make Employee Assistance Program (EAP) referrals after the emergency is managed.

#### X. Central Emergency Command Post & Communication Center

The central emergency command post will be established at Police Services (On the corner East Avenue North and Farwell Street) by the Chief of University Police, or designee, during a major emergency or disaster. The command post will serve as a focal point for key personnel and a central location for emergency equipment and operations. The Maintenance and Stores Building will be used as an alternative site in case the Police Services office is not available.

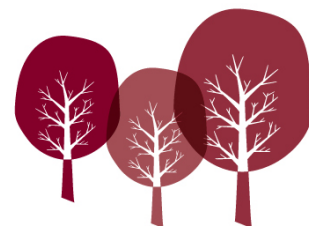
In the event of an emergency that includes the loss of power to Police Services, command post operations will be via two-way radio on the University Police frequency.

The operational duration per radio is 10 hours. Should the outage extend past this time frame, efforts will be made to secure a mobile generator to provide power for base station operation and other essential communication hardware. Batteries can be charged through the generator's power should the outage be extended.

University Police and Telephone Services will work together to maintain an up to date listing of staff having university cell phones. Dependent on need, these staff may be asked to provide their phone for emergency telecommunications during a time of crisis where the telephone system is inoperable.

#### XI. Communications Plan – Media Communication Plan

- The Chief of University Police, or designee, will direct the dispatcher to contact the Director of University Relations and request he/she come to the campus to set up a Communications Center within Police Services to deal with the media. The Director of University Relations will request that all calls concerning the crisis be forwarded to the University Communications Center.
- The Director of University Relations, through discussions with the Chancellor, Vice Chancellor for Administration and Finance, Dean of Student Development, and Chief of University Police or their designee, will begin developing strategy for releasing information, proactively, to the media.
- If the crisis occurs after hours, the University Relations Director will contact appropriate staff members at home to secure special assistance. The number of persons contacted will depend upon the nature of the crisis.
- The Director of University Relations will assign responsibilities to staff members. The Director and his/her staff will assist University Police in keeping the media a safe distance from the event site.
- The Director of University Relations will determine whether a major press conference area needs to be made available. If major media are expected, parking will need to be arranged for uplink vehicles. The Director will coordinate this with the Chief of University Police or his/her designee.





## XII. Emergency Procedures

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

### Emergency Procedures Included in Plan:

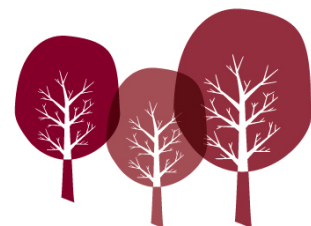
<u><b>Airborne Releases</b></u>	<b>Section A</b>
<u><b>Bitter Cold Weather</b></u>	Section B
<u><b>Bomb Threat</b></u>	Section C
<u><b>Chemical Spill</b></u>	Section D
<u><b>Civil Disturbance/Demonstrations</b></u>	Section E
<u><b>Earthquake</b></u>	Section F
<u><b>Elevator Malfunction</b></u>	Section G
<u><b>Explosion</b></u>	Section H
<u><b>Fire</b></u>	Section I
<u><b>Inclement Weather Plan</b></u>	Section J
<u><b>Infectious Disease Outbreak</b></u>	Section K
<u><b>Life Threatening Emergencies or Death</b></u>	Section L
<u><b>Medical and First Aid</b></u>	Section M
<u><b>Natural Gas Leak</b></u>	Section N
<u><b>Psychological Crisis</b></u>	Section O
<u><b>Radiation Emergency</b></u>	Section P
<u><b>Sexual Assault</b></u>	Section Q
<u><b>Tornado/Severe Weather</b></u>	Section R
<u><b>Unsafe Water Supply</b></u>	Section S
<u><b>Violent or Criminal Behavior</b></u>	Section T

### A Airborne Releases

**University Police: Designated Emergency Response Number: 608-789-9999**

**UWL Physical Plant/Facilities Services: 608-785-8585**

The County Local Emergency Planning Committee has developed a plan in accordance with Federal and State laws to help respond to an airborne release of hazardous substances. University Police will be notified in the event of an airborne release. The University Police Department will then notify University administration, directors, and other campus personnel. University Police will contact UWL





Physical Plant Facilities Services to request that all ventilation systems components be shut down. During an airborne release, follow these steps:

1. If directed, evacuate the building site and move to a designated safe location.
2. If not informed to evacuate, close all windows and doors to the outside.
3. If the airborne release starts to bother you, hold a wet cloth or handkerchief over your nose and mouth.
4. Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.
5. Tune to the emergency broadcast station on (on campus WLSU 88.9 FM) your radio or television for further information and guidance.

The lead time of an airborne release incident could be from zero to thirty minutes. As a result, this short time may not allow for a safe evacuation. An evacuation under these conditions may expose the population to airborne hazardous substances; therefore, the recommendation is to shelter in place.

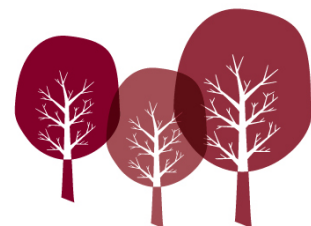
Preferred areas for protective sheltering would be interior hallways, rooms without windows or exterior doors, enclosed stairways, and rooms on the side of the building away from where the hazard is approaching.

**Note:** This procedure relates to both on and off campus airborne releases.

## B Bitter Cold Weather (Municipal Power Failure)

**University Police: Designated Emergency Response Number: 608-789-9999**

1. If, during bitter cold weather, residences of the city of La Crosse suffer a power failure, the university will offer the use of Mitchell Hall, or Recreational Eagle Center building, as designated by the Chief of University Police.
2. The campus police officer on duty, when notified, will open those buildings designated and contact the Chief of University Police, a custodial supervisor, and the La Crosse County Emergency Government coordinator.
3. The La Crosse County Emergency Government, Red Cross, and the Salvation Army will supervise those people being housed at UW-La Crosse.
4. The Chief of University Police will contact the building directors for those buildings being used for this event. The building directors will notify the department chairs so that, if needed, alternate plans be made for any affected classes.





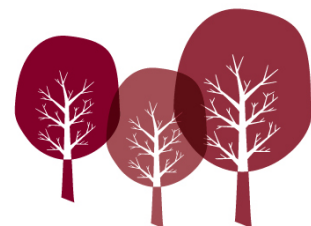
## C Bomb Threat (also see Employee Handbook)

### **University Police: Designated Emergency Response Number: 608-789-9999**

1. If you observe a suspicious object (including mail) or potential bomb on campus **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call University Police at the designated emergency response number 608-789-9999.
2. Any person receiving a bomb threat should ask the caller:
  - a. Exact location of bomb (building, floor, room, etc.).
  - b. Time bomb is set to explode
  - c. Kind of bomb, timing device, etc.
3. Keep talking to the caller as long as possible and record the following:
  - a. Date and time of call
  - b. Location of alleged bomb
  - c. Detonation time of alleged bomb
  - d. Type of bomb
  - e. Speech pattern, accent, distinguishing characteristics, etc.
  - f. Background noise
  - g. Critical statements made by caller
  - h. After hanging up, pick up and listen for dial tone and dial 157 for call trace.
4. Immediately notify the University Police at the designated emergency response number, 608-789-9999.
5. If the threat of an explosion is imminent, activate the fire alarm and evacuate the building.
6. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the bomb threat. Alert emergency personnel of their location.
7. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by the University Police.

## D Chemical Spill

### **University Police: Designated Emergency Response Number: 608-789-9999**





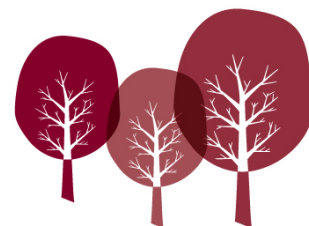
1. Report any spill of hazardous chemicals immediately to UWL University Police at the designated emergency response number, 608-789-9999. University Police will call the UWL Environmental Health, Safety and Risk Manager (608-785-6800).
2. When reporting, provide the following information:
  - a. Your name
  - b. Name of material spilled
  - c. Estimated amount
  - d. Exact location of spill
  - e. Report injuries
  - f. Actions you have taken
3. Vacate the affected area at once and seal it off to prevent further contamination.
4. If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from spill site. Alert emergency personnel of their location.
5. Once outside, move to an area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
6. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by the Campus Environmental Health, Safety and Risk Manager, the Fire Department, or University Police.

## E Civil Disturbance/Demonstrations

**University Police: Designated Emergency Response Number: 608-789-9999**

**UWL Dean of Students: Designated Emergency Response Number: 608-785-8062**

1. Keep calm. Resistance may only increase destruction of property and a threat of bodily harm. Do not confront demonstrators.
2. Call University Police at the designated emergency response number. The UWL dispatch center will contact the Dean of Student Development or designee. Provide the following information:
  - a. Location (building, entrance, floor, room, etc.)
  - b. Approximate number of leaders
  - c. Size of group
  - d. Obvious objective or demand of group
  - e. Group is: rational, organized, violent, etc.
3. When University Police arrive, provide them with an update. Follow their instructions.





## F Earthquake

**University Police: Designated Emergency Response Number: 608-789-9999**

**UWL Physical Plant/Facilities Services: 608-785-8585**

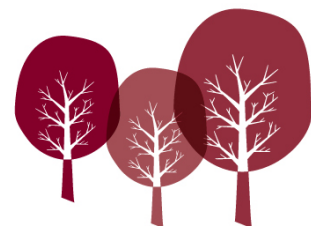
1. During an earthquake, remain calm and quickly follow the steps outlined below:
2. If **INDOORS** seek refuge in a doorway or under a desk or table. Stay away from glass, windows, shelves and heavy equipment.
3. If **OUTDOORS**, move quickly away from buildings, utility poles and other structures.  
*\*Caution: Always avoid power or utility lines as they may be energized.*
4. After the initial shock, evaluate the situation; and if emergency help is necessary, call University Police at the designated emergency response number. Report any injuries.
5. Damage to facilities should be reported to Physical Plant Facilities Services.
6. If there is a strong odor of natural gas, please relay this information to University Police and evacuate the building.

## G Elevator Malfunction

**University Police: Designated Emergency Response Number: 608-789-9999**

**UWL Physical Plant/Facilities Services: 608-785-8585**

1. If you are trapped in an elevator, pick up the emergency phone to notify University Police. The telephone will automatically ring at the UWL dispatch console. If the phone is inoperable, turn on the emergency alarm which will signal for help. ***DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS TOLD TO DO SO BY EMERGENCY RESCUE STAFF.***
2. If a person is stranded in an elevator: ***DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. BE PATIENT.***
3. If you receive notice that an elevator has malfunctioned, notify University Police at the designated emergency response number. Provide the following information:
  - a. Your name
  - b. Building
  - c. Floor
  - d. Present situation
4. A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives.







5. If you find an inoperative elevator without occupants, notify University Police and Physical Plant/Facilities Services.

## H Explosion

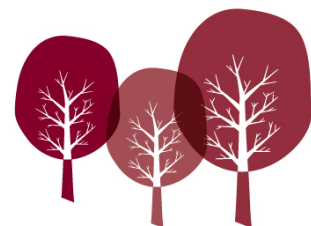
**La Crosse Fire Department: Designated Emergency Response Number: 911**  
**University Police: Designated Emergency Response Number: 608-789-9999**

- In the event of an explosion on campus, take the following action:
  1. Immediately take cover under tables, desks, or other objects which will give protection against falling glass and debris.
  2. After the initial effects of the explosion have subsided, notify the La Crosse Fire Department at the designated emergency response number (911). Give your name and describe the location and nature of the emergency. Notify University Police at the designated emergency response number (608-789-9999).
  3. Activate the building fire alarm.
  4. Evacuate the building through the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from damaged area. Alert emergency personnel of their location.
  5. **DO NOT USE ELEVATORS**
  6. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
  7. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by a La Crosse Fire Official or University Police.

## I Fire

**La Crosse Fire Department: Designated Emergency Response Number: 911**  
**University Police: Designated Emergency Response Number: 608-789-9999**

1. In case of fire, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety. If a fire is in a room, and all people have exited the room, close the door to the room.
2. When you are in a safe area, away from the fire, call the La Crosse Fire Department at the designated emergency response number (911). Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the emergency operator. If you have additional information, follow-up with a call to University Police at the designated emergency response number (608-789-9999).

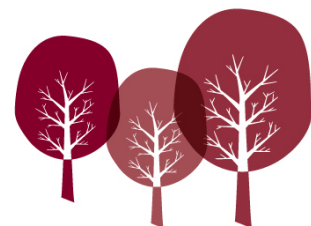




3. Evacuate the building through the nearest un-obstructed exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest un-obstructed stairwell. Alert emergency personnel of their location.
4. Always evacuate a building when the alarm is ringing.
5. *DO NOT USE ELEVATORS.*
6. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
7. *DO NOT RETURN TO OR ENTER AN EVACUATED BUILDING* unless authorized by a City of La Crosse Fire Department official.

## J Inclement Weather Plan

- UWL's inclement weather plan is invoked in the most serious times when conditions make travel to and from campus dangerously imprudent or other events cause serious safety concerns.
  1. When inclement weather (dangerous temperatures, snow, ice, wind or rain) occurs, University Police will confer with the Provost/Vice Chancellor prior to 5:45 a.m. for day classes and 1:45 p.m. for evening classes and events to determine if classes and events are cancelled. If the Provost/Vice Chancellor is unavailable, the next designee, the Vice Chancellor for Administration and Finance will be contacted. Based on changing conditions, the plan can be implemented at any time.
  2. A determination of closure means all university classes and events are cancelled. It is State policy to keep state offices open even when severe weather exists.  
University Police notifies University Communications which, in turn, will notify news media.
  3. Hourly classified employees who do not report to work, report late, or leave work before the end of the work day because of weather conditions will be allowed to make up lost time during the remainder of the work week, as much time as is beneficial to the work unit. Make up time shall be at the regular rate of pay. Hourly employees may also take leave without pay, vacation, personal holiday, or compensatory time to cover absence. If specific contract language differs from this policy, the contract prevails.
  4. Salaried classified and unclassified employees may use available annual leave (vacation), compensatory time, available holidays, or leave without pay to cover inclement weather absences. An employee and the employee's supervisor may agree that the employee can account for the time of the absence in another manner consistent with the professional nature of the employee's work assignment.
  5. When the Governor closes State government offices this DOES NOT mean the UW System or UW-La Crosse.





## K Infectious Disease Outbreak

**University Police: Designated Emergency Response Number: 608-789-9999**  
**Health Center: Designated Emergency Response Number: 608-785-8558**

The UWL Student Health Center will most likely be involved in the assessment and management of an infectious disease outbreak. If not, contact the Director of the Student Health Center, the Medical Supervisor or the Head Nurse at the number above.

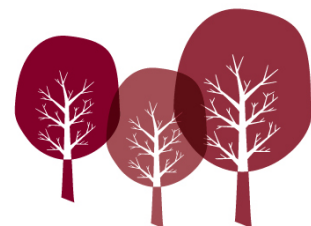
1. The Health Center personnel will contact Keith Butler, Emergency Government Coordinator of La Crosse County, 608-789-4811 and the Dean of Students, 608-785-8150.
2. Notify the La Crosse County Health Department at 608-785-9872. Wisconsin Statute Chapter 143 and Administrative Rule Chapter HSS 145 require reporting of communicable diseases using the Acute and Communicable Disease Report. The Student Health Center staff will complete this report.
3. In cooperation with UWL Administration, County and State health officials, the Health Center will manage infectious outbreaks according to CDC, County, State and ACHA guidelines. Refer to [Appendix 6 for SARS guidelines](#).
4. If the situation requires emergency medical care, follow emergency procedures by calling 911 to provide immediate health care.
5. Student Health center web site: [www.uwlax.edu/student-health-center/](http://www.uwlax.edu/student-health-center/)

## L Life Threatening Emergencies or Death

**Designated Emergency Response Number: 911**  
**University Police: Designated Emergency Response Number: 608-789-9999**

In the event of a life-threatening emergency or death at UW-La Crosse take the following action:

1. Notify the designated emergency response number (911) and University Police (608-789-9999). A University Police officer will proceed to the scene immediately and meet the La Crosse Emergency Responders.
2. The scene will be secured by a University Police officer.
3. Emergency care will be provided as needed pending Emergency Medical Service (E.M.S.) arrival. The officer will start with a preliminary investigation, and inform the Chief of University Police.
4. The University Police will turn the scene over to La Crosse Police Department or La Crosse County Sheriff's Department, if indicated.
5. In the event of a death of a student, the Chief of University Police (or if unavailable, the officer on duty) will contact the Student Life Office and proceed to the scene. The UWL Student Life Response





Plan, available in the Student Life Office, will be followed under the direction of the Assistant Dean of Student Life. ( [See Appendix 1](#) ).

6. In the event of a death of a staff member, the Chief of University Police will contact the Provost/Vice Chancellor's Office and proceed to the scene.

## M Medical and First Aid

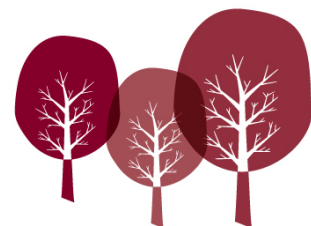
**La Crosse Fire Department: Designated Emergency Response Number: 911**  
**University Police: Designated Emergency Response Number: 608-789-9999**

1. If a serious injury or illness occurs on campus, immediately call 911 for an ambulance. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim. Do not hang up until released by the emergency operator. Officers will respond with medical supplies, automated defibrillator (AED), and oxygen.

If the individual is conscious and oriented, they have the right and responsibility to determine his/her own health care needs and the response to those needs. Under such circumstances, University staff should refrain from recommending specific health care vendors.

In circumstances involving a person who is unconscious and/or not oriented, call 911. All police officers are trained in First Response Care, C.P.R., and AED.

2. Keep the victim still, calm, and comfortable until help arrives. Do not move the victim.
3. In case of a minor injury or illness, students may go to the Student Health Center or have a trained person provide appropriate first aid.
4. First-Aid and CPR training is available through various resources within the community. Individuals whose position description does not require them to provide first aid are acting as good Samaritans.
5. Persons with serious or unusual medical problems should be encouraged to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.





## N Natural Gas Leak

**University Police: Designated Emergency Response Number: 608-789-9999**

**Physical Plant/Facilities Services: 608-785-8585**

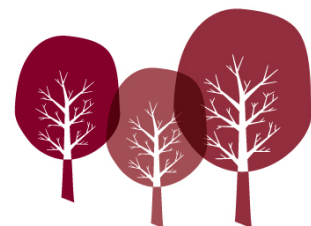
1. If you smell natural gas and suspect a gas leak, evacuate area and activate fire alarm **OUTSIDE** the area of the leak.
2. *DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.*
3. Evacuate the building by the nearest exit. While evacuating, notify other building occupants to do so as well. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.
4. *DO NOT USE ELEVATORS. DO NOT PANIC.*
5. Notify University Police at the designated emergency response number. State the location and extent of the gas leak.
6. Once outside, move away from the building at least 100 feet. Keep walkways clear for emergency crews.
7. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by University Police.
8. For minor leaks during normal business hours (6:00 a.m. to 4:30 p.m., Monday - Friday) contact the Physical Plant Office at 608-785-8585. If no response or after hours, contact University Police at 608-789-9999.

## O Psychological Crisis

**University Police: Designated Emergency Response Number: 608-789-9999**

A psychological crisis exists when an individual is threatening harm to himself/herself or others, or is out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs:

1. *STAY CALM.*
2. Notify University Police at the designated emergency response number. Provide the following information:
  - a. Your name
  - b. Precise location





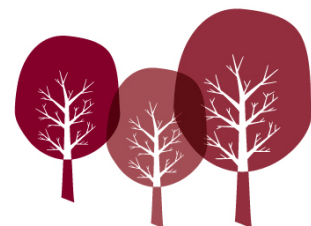
- c. Observed symptoms of behavior
- d. Individual's name, if known
3. Until help arrives, be pleasant, considerate, and understanding to avoid aggravating the situation.
4. Do not argue with the individual. Try to determine and accept the individual's point of view. Do not confront/detain the individual if he/she is violent/combative.
5. If another person is available and able to leave the area, have them meet University Police at the entrance to the building and provide up-to-date information.
6. Notify the Director of the UWL Counseling and Testing Center.

## P Radiation Emergency

*(Note: UW-La Crosse has no radioactive materials that would pose an airborne radiation hazard, unless the materials were involved in an explosion.)*

**University Police: Designated Emergency Response Number: 608-789-9999**

1. In case of an emergency call University Police at the emergency number and the Radiation Safety Office at 608-785-6458.
2. If a skin wound occurs, thoroughly wash it with running water, allow some bleeding and then bandage. The Radiation Safety Officer or other personnel trained in use of radiation monitors will evaluate the injured person(s) for radioactive contamination.
3. If any clothing items are contaminated with radioactive materials, remove the clothes and place them in designated collection containers or plastic bags. These items will be cleaned or disposed. **THE CONTAMINATED CLOTHES AND PERSONS MUST NOT LEAVE** the laboratory or established decontamination zone until the Radiation Safety Officer checks them. A decontamination zone or emergency response services should not provide patient care in a contaminated area.
4. Mark any contaminated surface areas as demonstrated by your instructor/supervisor. Clean up the spill following previously conveyed directions of the Radiation Safety Officer or under the direction of the Radiation Safety Officer.
5. Thoroughly wash your hands and other exposed body areas until the radiation monitor indicates the absence of contamination.
6. Prevent access into the spill area until authorized by the Radiation Safety Officer.
7. Personnel without radiation badges or other personal radiation dosimeter must not enter the spill area.

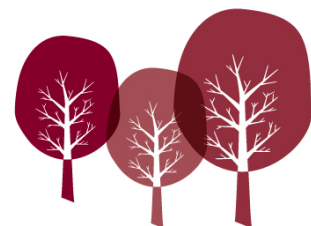




## Q Sexual Assault

**University Police: Designated Emergency Response Number: 608-789-9999**  
**UWL Dispatch: 608-789-9000**

1. In the event of a case of sexual assault, UWL dispatch will take the following action:
  - a. Immediately send a University Police officer to the scene.
2. The officer will assess the situation and determine if the incident involved force or attempted use of force.
3. If force was involved, the officer will contact a police supervisor promptly. A decision regarding potential mutual aid will be made.
4. The following procedure should apply:
  - a. Attempt to obtain written statements from the victim including non-consent to the offense, if applicable. The interviews should be conducted outside the suspect's presence. Do not ask the victim if they want to press charges.
  - b. Attempt to obtain a signed medical release from the victim(s).
  - c. Prepare an area where the photographs can be taken if needed. The victim should be encouraged to contact New Horizons and Counseling & Testing for support and intervention.
  - d. Attempt to obtain statements from the witnesses.
  - e. Complete a follow-up investigation including suspect interviews.
  - f. The information is shared only with those offices with a need to know. Depending on the residence of the student, the type of emergency or the follow-up required, the list of offices with a need to know will vary from one situation to the next. Care must be taken to protect the confidentiality of the individual/s involved as much as possible throughout the process.
5. The officer will notify the Director of the Counseling and Testing Center.
6. Inter-Agency Cooperation - Prosecuting Attorney's Office
  - a. The Chief of University Police will monitor sexual assault related reports and inform the District Attorney.
  - b. University Police personnel will work with the District Attorney and Victim's Witness Unit when additional information or evidence is requested.
  - c. The Chief of University Police will be responsible for on-campus notifications and distribution of reports to university resources and departments as appropriate.







## R Tornado/Severe Weather

**University Police: Designated Emergency Response Number: 608-789-9999**

A tornado watch/severe weather watch means tornadoes are likely to develop. Employees are expected to be alert to changing weather situations and be prepared to take action if upgraded to a warning. A tornado warning means a tornado has been spotted in the immediate area. Employees/students are expected to take the following action.

1. If you receive notification of a **Tornado warning** or sight a tornado, move to the lowest level in an interior hallway of the building as quickly as possible.
2. Stay away from windows and areas with a large expanse of glass.
3. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
4. *DO NOT USE ELEVATORS.*
5. If persons with disabilities cannot safely move to the lowest level, assist them to an interior hallway away from windows and areas with a large expanse of glass.
6. Protect your head and face. If possible, get under a sturdy table or other structure.

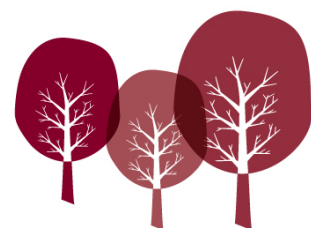
## S Unsafe Water Supply

**University Police: Designated Emergency Response Number: 608-789-9999**

This procedure addresses actions to be taken after notification by the city of La Crosse Water Utility that harmful contaminants have been identified in the water supply. La Crosse Water Utility is required by state and federal law to inform the campus of a violation of the maximum contaminant level for certain contaminants in water.

Once the La Crosse Water Utility has notified UWL University Police, you will be notified to take the following steps:

1. Do not consume campus water.
2. If bacterial contaminants are present, all water used for drinking, cooking, or washing of eating utensils should be boiled at a rolling boil for at least five (5) minutes.
3. Ice and any beverages prepared with contaminated water should be discarded.
4. Continue the no use and/or water boil order until the city of La Crosse Water Utility or University Police notifies you that the city has rescinded the warning or alert.





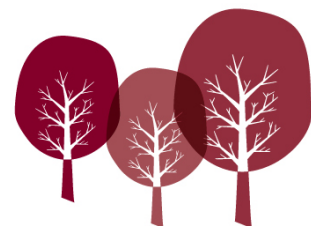
## T Violent or Criminal Behavior

**Life Threatening Number: 911**

**University Police: Designated Emergency Response Number: 608-789-9999**

Everyone on campus will be expected to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to University Police at the designated emergency response number.

1. If you are a victim, observe a criminal act, or observe a suspicious person on campus, immediately notify University Police at the designated emergency response number and report the incident, including the following:
  - a. Your name
  - b. Nature of the incident
  - c. Location, date, and time of incident
  - d. Description of person(s) involved
  - e. Description of property involved
2. Assist the officer(s) when they arrive by providing additional information upon request.
3. Take the following action if you are a victim of a property crime:
  - a. Go to a safe place and notify University Police.
  - b. Do not touch anything.
  - c. Meet with the officer at the location the officer requests.
  - d. Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow the officer's instructions.
4. Take the following action if you are a victim of a violent/personal crime:
  - a. Be observant! The more information you can provide, the better chance the criminal will be apprehended.  
Remember: Whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.
  - b. As soon as possible get to a safe place and notify University Police at the Designated Emergency Response Number. Advise officers of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved.
  - c. Meet with the officer. Follow the officer's instructions.





### XIII. Transportation

In case of medical emergencies and when emergency transport is necessary, a private ambulance service will provide the transportation. Emergency transport is requested through the 911 Emergency dispatch center. The UWL patrol vehicle may be used for non-emergency medical cases only. The patrol vehicle can be contacted by calling the designated emergency response number for University Police (608-789-9999).

Generally, it is advised that individual faculty, staff or students not take responsibility for transporting a person involved with any health emergency.

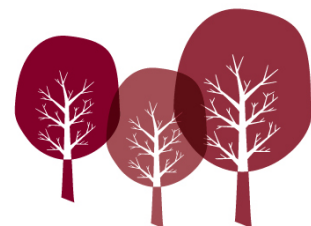
In the case of protective custody or emergency detention where a restraint is necessary, University Police will be involved directly with transportation.

### XIV. Evacuation Procedures for Persons with Disabilities

Every individual must accept personal responsibility for getting out of a building during an emergency. Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. Alternative plans and arrangements made in advance of an emergency will increase the likelihood that individuals will be able to exit a building safely in the event of an emergency. This is even more critical to the safety of those individuals with mobility impairments because the use of elevators during emergencies is dangerous and should be avoided. Thus, individuals will need to use alternative methods of leaving a building. Because of constantly changing populations and building occupancy patterns, it is not possible for the University to make reliable arrangements for the evacuation of specific individuals from the many buildings they may occupy in the course of a week. In the absence of this ability, the following suggestions are advised for individuals to increase the chances of their safe evacuation from a building in an emergency situation.

Recommendations for persons with disabilities or persons who provide assistance to persons with disabilities are included in the following list.

1. Contact in advance the Disability Resource Services Office to discuss building evacuation procedures for individuals with disabilities.
2. Identify in advance and be familiar with at least two exit routes from every area and building you occupy. An emergency exit route should not include an elevator.
3. Identify in advance possible volunteers, such as classmates, faculty or fellow workers who are willing and able to assist you to evacuate. Make specific arrangements for their assistance.
4. If you are unable to exit a building, contact University Police or civil authorities or arrange others to inform University Police or civil authorities with your location.
5. Know the safest method people could use to assist you. Know how many people you need to provide you that assistance.
6. If you use a wheelchair, be prepared to explain how and where persons should support you. Practice instructions beforehand.
7. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
8. Carry a loud whistle or similar device you can operate for use in the event you become trapped.





9. Individuals who need to work in isolated areas after normal building occupancy hours should determine telephone availability. If a telephone is not available, they should contact University Police in advance and provide their location and occupancy times.

## XV. Building Floor Plans

Updated building floor plan maps will be posted on each floor within all campus buildings. The maps provide information on evacuation routes.

## XVI. The Complete Crisis Plan/Check-Off List

Upon notification of a campus state of emergency, University Police and/or the UWL dispatch operator shall start the notifications and the completion of the Emergency Response Checklist.

Each campus emergency will present hazards and situations unique to that emergency. It will be imperative that University Police notify the proper personnel in a timely manner. Once the Crisis Team is notified, they will have the flexibility to respond to the incident as they deem proper for the situation at hand. The Emergency Phone Numbers provides a complete listing of individuals and/or agencies that can respond to a particular emergency.

It will also be the responsibility of University Police to ensure the appropriate response (internal or external) for clean-up and decontamination when there is a spill of blood or other potentially infectious materials from an incident.

## XVII. Compliance & Assessment

The University Police will work with other campus departments and offices to ensure an evaluation of any significant crisis response is conducted after the incident.

Recommendations for response improvements and other corrective action will be forwarded to an Emergency Planning standing committee to be reviewed for input into the campus Emergency Response and Preparedness Plan.

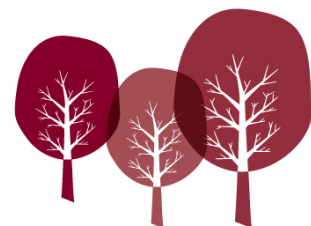
Form #L-1822  
608-785-8061

## Emergency Response Checklist

University of Wisconsin-La Crosse  
Department of University Police  
Procedure:

This form is to be filled out upon notification and response of an emergency on or involving the campus area. It shall be the responsibility of the senior campus police officer on duty to ensure that this form is filled out accurately even though the switchboard operator/dispatcher will, in all probability, be the person initially completing the form.

1. Date and Time of notification:
2. Person calling in the notification:





3. Name:
4. Address:
5. Phone #
6. Officer dispatched to the scene: (Initials)
7. Determine cause and source of emergency. (Initials)
8. Notify the proper Emergency Response Agencies (check after item):
  - a. 9-1-1
  - b. La Crosse Police
  - c. La Crosse Fire
  - d. Tri-State Ambulance
9. Notify the proper response personnel (check after item):
  - a. Chief of University Police
  - b. Director of Facilities Management
  - c. Environmental Health, Safety and Risk Manager
  - d. Vice Chancellor for Administration and Finance
  - e. Call in off-duty officers and additional operator/dispatcher (if directed)
  - f. Call Director of University Relations
  - g. Appropriate Director, Building Director and Deans or Division officers
10. Set up perimeter around site and secure (check after item):
  - a. Prevent vehicle traffic access
  - b. Prevent people from entering
11. Establish a command post and communications center
12. Establish a triage care location
13. Establish a holding/media area

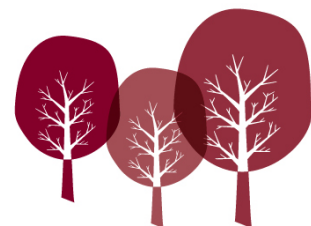
Senior Officer:

Switchboard Operator/Dispatcher:

Supervisor:

Date:

Notes:





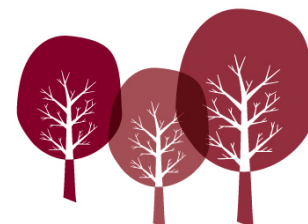
## UWL Emergency Phone Numbers and Campus Contacts

*The contacts listed below may be contacted after hours by calling UWL Police Dispatch at 608-789-9999*

Name	Primary Number
Campus Emergency Director/Chief of University Police Scott McCullough UWL Dispatch	608-789-9999 608-785-8108 608-785-8000
Vice Chancellor, Administration and Finance, Bob Hetzel	608-785-6491
Counseling and Testing Center, Gretchen Reinders, Director	608-785-8073
Environmental Health and Safety, Dan Sweetman	608-785-6800
Student Health Center, Chris Durall	608-785-8562
Heating Plant, Tim Merrell	608-785-8710
Landscape Services, Anthony Meidl	608-785-8581
Physical Plant, Scott Brown, Building Maintenance Manager	608-785-8590
Facilities Management/Physical Plant Dan Quam, Dan Sweetman, or Scott Schumacher, Executive Director of Facilities Planning & Management	608-785-8585
Radiation Safety Officer, Kurt Grunwald	608-785-6458
Residence Life, Jacque Bollinger, Director	608-785-8075
Student Development, Vitaliano Figueroa, Vice Chancellor for Student Life	608-785-8150
Dean of Students, Greg Phlegar	608-785-8066
Telephone Services & Information, Lea Butterfield	608-785-8002
University Relations, Brad Quarberg	608-785-8572

### OFF CAMPUS CONTACTS

NAME	PRIMARY NUMBER	SECONDARY NUMBER
CHEMTREC	(800) 424-9300	
National Response Center	(800) 424-8802	
DOA Risk Manager, Andy Jennings	(608) 266-0168	
Div. of Emergency Government	(800) 943-0003	





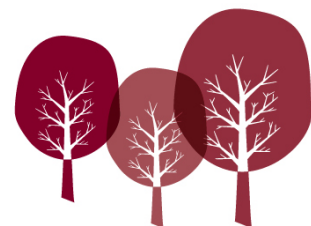
<b>Emergency Dispatch</b>	911	
<b>Emergency Government, Keith Butler, Coordinator</b>	(608) 789-4811	(715) 284-2978
<b>Gundersen/Lutheran, Critical Incident Debriefing Team</b>	(608) 775-0469	
<b>La Crosse County Health Department</b>	(608) 785-5875	
<b>UW System Risk Manager Dave Pulda</b>	(608) 263-1174 (608) 263-4381	(608) 845-9892
<b>Wisconsin Dept. of Natural Resources La Crosse Area Headquarters</b>	(608) 785-9000	

### UWL BUILDING DIRECTORS

BUILDING	BUILDING DIRECTOR	PHONE NO.
<b>Archaeology Building</b>	Kathy Stevenson	8451
<b>Athletic Facilities</b>	Jason Murphy	5175
<b>Cartwright Ctr</b>	David Anderson	8593
<b>Campus Child Center</b>	Dawn Hays	8813
<b>Centennial Hall</b>	Chris Gilbert	8074
<b>Center for the Arts</b>	Krista Shulka	6701
<b>Cleary Alumni &amp; Friends Ctr</b>	Holly Anderson	8939
<b>Cowley Hall</b>	Aaron Monte	8260
<b>Ground Service Building</b>	Doug Pearson	8019
<b>Graff Main Hall</b>	Kim Schultz-Schliebe	8593
<b>Heating Plant</b>	Tim Merrell	8710
<b>Health Science Center</b>	Joanne Sandvick	5150
<b>Maintenance Building</b>	Doug Pearson	8019
<b>Mitchell Hall</b>	Jason Murphy	5175
<b>Morris Hall</b>	Tara Reiter-Marolf	8113
<b>Murphy Library</b>	Catherine Lavallee-Welch	8805
<b>Police Services Building</b>	Scott McCullough	8108
<b>Recreational Eagle Center</b>	Sue White	6529
<b>Residence Halls</b>	Doug Kuenn	8075
<b>Student Union - "The U"</b>	Larry Ringgenberg	8888
<b>Wimberly Hall</b>	Kim Schultz-Schliebe	8593
<b>Wing Technology Center</b>	Cynthia Carlson	8023
<b>Wittich Hall</b>	Jason Murphy	5175
<b>Whitney Hall</b>	Larry Ringgenberg	8888

### Notification to the Campus Community about an Imminent Threat

When the UWL Police (605 17<sup>th</sup> St N., 608-789-9000), in collaboration with Emergency management from the surrounding area, including, but not limited to: La Crosse Police, La Crosse Fire, La Crosse County Sheriff's





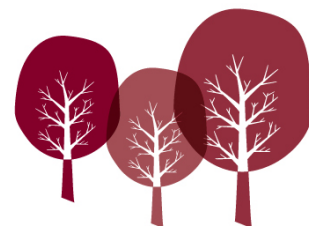


Office, and La Crosse County Emergency management confirms, by facts, severity, and incident that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, The University Chief of Police (or his/her designee), Chancellor, Vice Chancellor(s), Director of Residence Life, Vice Chancellor/Dean of Students, in collaboration with University Communications Department and may include: La Crosse Police Chief (or his/her designee), La Crosse Fire Chief (or his/her designee), La Crosse County Sheriff (or his/her designee) and the La Crosse County Emergency Management Director will determine the content of the message and will use some or all of the available systems to communicate immediately, the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

UWL Police (605 17th St. N., 608-789-9000) and if possible in cooperation with The Chancellor, Vice Chancellor(s), Director of Residence Life, Vice Chancellor/Dean of Students, in collaboration with University Communications Department and may include: La Crosse Police Chief (or his/her designee), La Crosse Fire Chief (or his/her designee), La Crosse County Sheriff (or his/her designee) and the La Crosse County Emergency Management Director will, immediately and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The notification system can be used to differentiate for emergency situations. If an emergency notification warrants for a situation, the message may contain different suggestions for different populations. For example; ordering those on campus to shelter in place while advising others to stay away from campus.

In the event of a serious incident that poses an immediate threat, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat. These methods of communication include Code Red, a system that provides email, voice mail and text message alerts to members of the UWL community. Only UWL students, faculty, and staff can register with for Code Red with their campus e-mail at <https://public.coderedweb.com/cne/en-US/7887AAE689D4>. Students can sign up parents, other family members, or friends by designating more than one mobile device to their account. The other systems include access to sending a campus-wide e-mail, a public address (PA) system inside each building on campus, and access to activation of a weather (tornado) siren.

UWL community members are encouraged to notify UWL Police (605 17th St. N., 608-789-9000) of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. UWL Police (605 17th St. N., 608-789-9000) has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, UWL Police (605 17th St. N., 608-789-9000) has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.





## Shelter-in-Place Procedures – What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes 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, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### Basic “Shelter-in-Place” Guidance

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, ID card, 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). While every effort is made to notify every individual at the same time, there are priorities that need to be considered. Depending on the circumstance, first responders may be notified shortly before the general public to ensure resources are available and in place. All efforts will be exhausted to notify the individuals involved including Code Red, PA system, e-mail, media and social media. Once you have evacuated, rapidly seek shelter at the nearest University building. If police or fire department personnel are on the scene, follow their directions.

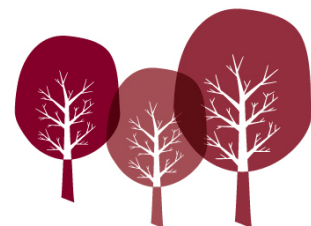
### How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including UWL PD, Residence Hall Staff members, other University employees, LCPD/LCFD, or other authorities utilizing the University’s emergency systems including: Code Red System, PA system, Weather Siren or Campus-Wide e-mail

### How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

The UWL Campus website, [www.uwlax.edu](http://www.uwlax.edu) provides additional information and tips for individual emergency preparedness and the Emergency Response Procedures can be downloaded from the website. These procedures provide information on how to prepare for and respond to the most likely emergency situations that may arise on campus.





1. 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 building quickly or follow instructions from emergency personnel on the scene.
2. 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.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (House Staff, faculty, or other staff) to call the list in to UWL PD so they know where you are sheltering. If only students are present, designate one student to call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

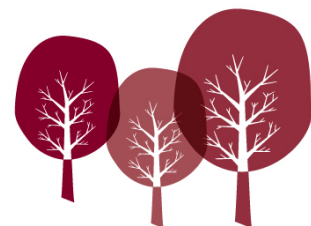
## Missing Student Notification Policy

In accordance with the Higher Education Opportunity Act, the University of Wisconsin-La Crosse has developed the following missing student notification policy for students who reside in on-campus housing.

**POLICY:** If any member of the University community has reason to believe that a student who resides in on-campus housing is missing, especially if suspicious or life-threatening circumstances are present, the University Police should be notified.

**PROTOCOL:** If a student is missing it should be reported to University Police at 608.789.9999 or in person at 605 17th Street North, so they can start an investigation into the status of the missing student. A notification of the missing student will be disseminated within 24 hours of determining the student has been missing for 24 hours. This is not to say University Police cannot begin conducting the investigation prior to the 24-hour mark. If the report originates outside of law enforcement, the University will notify the appropriate law enforcement agencies.

Once it is determined that the student is missing the custodial parent/legal guardian and/or designated missing person's emergency contact will be contacted. This contact information is gathered through the housing application process in which students have been advised to designate an emergency contact. If a student is under 18 years of age and not emancipated, their parent(s)/guardian(s) will be contacted. A student has the capability through their housing contract and application process to specifically designate a missing student contact person outside of the emergency contact. In the application it states..."In the event that you





have been missing for more than 24 hours, the university will contact the person you list here. This contact information will be confidential. Residence Life professional staff will have access to this information. If you are under the age of 18 at the time and not emancipated, your parent or legal guardian will be contacted." In both the missing student contact person and general emergency contact, a student is able to update/change the individual every fall or spring when they reapply for housing for the following academic year or by logging into their housing application at any time through their WINGS account. A student's contact information is kept confidential and may be accessed only by authorized campus officials and law enforcement as appropriate. The general emergency contact person may be contact in furtherance of a missing person investigation involving said student.

## Alcohol Policies

Per Wisconsin Statute 125.07(4) the consumption of alcohol is restricted to individuals who are 21 years of age or older. This is strictly enforced by the UWL Police and the La Crosse Police Departments Sanctions are applied from UWL Residence Life and/or Student Life if students are found to have violated drug policies and/or laws.

Specific prohibited activities as outlined in UWS 17 & 18 specific to alcohol  
17.09 (6) Illegal Use, Manufacture, Distribution of Alcohol or Controlled Substances  
18.09 (1) Alcohol (a. Use/Possession b. Procuring/Selling/ Dispensing)  
18.10 (2) Containers in Spectator Facilities

Residence Hall Specific Policies related to alcohol use...

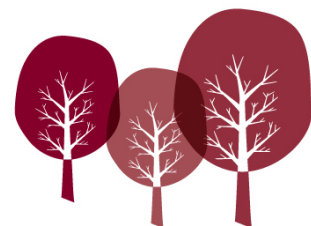
### 1. Alcohol

The alcohol policies of the University and residence halls are designed to encourage a positive community experience, enforce state law, and ensure a safe environment for all residents. The University has adapted a policy to ensure students can feel safe contacting emergency services on behalf of a fellow student who is in need. That policy, in part, is as follows:

If a student caller is underage and intoxicated, but calls on behalf of an individual who requires emergency evaluation, the caller will not be subject to disciplinary actions from the university if the following conditions are met:

- Caller must remain with the impaired individual until assistance arrives
- Caller must be completely cooperative with emergency responders
- Caller must complete any programs deemed necessary by the Dean of Student's Office

To view the entire policy, visit the Responsible Action Policy [here](#), or outlined in the next section of this document.





The following statements outline activities that are not permitted:

For Persons under 21:

- a) *Possessing and/or consuming alcoholic beverages*  
-State law prohibits the possession or consumption of alcohol by persons under the age of 21.
- b) *Possessing or displaying empty alcohol containers*  
-Residents are not allowed to have empty alcohol containers, defined as: cans, bottles, caps boxes used for transportation, or items with alcohol residue.

For Persons 21 and Older:

For persons 21 and older, be prepared to present identification that provides date of birth.

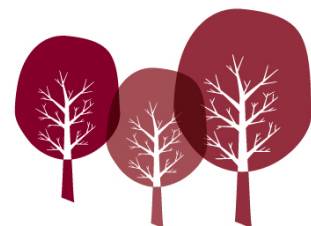
- c) *Providing alcoholic beverages to students under the age of 21*
- d) *Transporting unconcealed alcoholic beverages and/or consuming alcoholic beverages in public areas within the residence halls*
- e) *Having more than one open standard alcoholic beverage per of age occupant*
- f) *Consuming alcohol in the presence of minors*

In the event one roommate is 21 years of age or older while the other is not, the resident who is of legal drinking age may consume alcohol in their room, but may not furnish alcoholic beverages to those under the age of 21. Guests who are of legal drinking age may consume alcohol only if the resident who is 21 years of age or older is present and if each individual of legal drinking age possesses only one alcoholic beverage (UW-La Crosse enforces the Wisconsin law of underage drinking).

Policies Regardless of age:

- g) *Hosting a gathering where alcohol is consumed and violates other alcohol policies*
- h) *Participating in high-risk alcohol consumption. Examples include, but are not limited to:*
  - Kegs or significant amounts of alcohol
  - Beer pong, flip cup, and/or other drinking games
  - Excessive use of alcohol on or off campus: excessive alcohol consumption (whether on or off campus, and regardless of resident age) is prohibited; e.g. use resulting in the inability to function without assistance, unconsciousness, inability to recall events, incoherent or disoriented behavior, loss of control of bodily functions. Residents will be held accountable for any excessive alcohol consumption that leads to disruption of the university housing community or endangers the residents.
- i) *Possessing devices to rapidly consume alcohol*

Residents are not allowed to have devices used to rapidly consume alcohol, including but not limited to: beer bongs, funnels, etc.





## Responsible Action Policy

On college campuses there is a significant trend of students choosing not report medical emergencies due to fear of repercussions received from being caught underage drinking.

### What is Responsible Action?

In order to encourage students to call for help if someone may be in danger from alcohol or drug use, Responsible Action protects the caller from Police citation and/or university discipline for alcohol-related offenses. For example, if an underage person is intoxicated from alcohol use, and calls 911 because a friend has passed out and is unresponsive after drinking too much, the caller will not get an underage drinking ticket if that person stays with the impaired individual, cooperates with responders, and follows through with programs deemed necessary by the Dean of Students office.

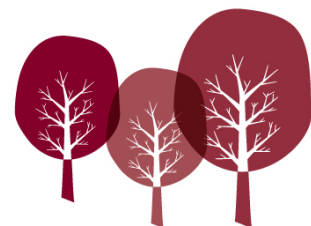
At its core, Responsible Action seeks to encourage students to call for emergency medical assistance by providing immunity from police citation and university discipline for alcohol-related offenses. This policy has been instituted at University of Wisconsin – La Crosse as a result of an active collaboration between the Office of Student Life, University Police, and the Student Association. This policy is currently active, starting with the 2014-2015 academic year.

### How does it Work?

This policy applies only to disciplinary actions related to the caller's personal consumption of alcohol. They do not apply to supplying of alcohol, use or possession of other drugs illegally, or other crimes, and they may not apply to students involved in repeated violations of university alcohol policies. Failure to attend any required educational program may result in issuance of a citation or additional judicial consequences.

**1. Victims of Crime** – In cases where a student believes they have been a victim of a sexual assault and/or violent crime while under the influence of alcohol, the university will not pursue disciplinary action against the student for his or her improper use of alcohol. Students are strongly encouraged to utilize university resources and assistance if they believe they are the victims of a crime.

**2. Person in Need of Medical Attention** – When a student requires emergency evaluation and/or treatment at a medical facility for an overdose of alcohol, that student, as part of a disciplinary response, may be required to complete an alcohol education program through the University. In addition, a parent/guardian may be





contacted after repeated calls for emergency medical assistance from a single student showing a pattern of risky behavior at the discretion of the Dean of Students.

**3. Caller** – When a student calls on behalf of an individual who requires emergency evaluation, the caller will not be subject to disciplinary actions from the university if the following conditions are

met:

- a. Caller must remain with the impaired individual until assistance arrives.
- b. Caller must be completely cooperative with emergency responders.
- c. Caller must complete any programs deemed necessary by the Dean of Student's Office.

**4. Student Organizations** – Representatives of a student organization hosting an event is expected to call for assistance if they become aware of an emergency. Failure to do so will be considered an aggravating circumstance and be factored into any decision making regarding further disciplinary action.

#### **Why was this Developed?**

- In the International Journal of Drug Policy, a 2006 study by Cornell University found that emergency calls increased after their own Responsible Action policy was implemented even though rates of drinking remained constant.
- Fear of police involvement is the most common reason for not calling 911 during an overdose. After the policy was implemented at Cornell, students were much less likely to report this as a barrier to calling for help.
- Students who are aware that a Responsible Action policy is in effect are 2.5 times more likely than students who expect to face disciplinary actions to call for help when they see a medical emergency.
- After the state of Washington implemented a Responsible Action policy, 88% indicated that they were more likely to call 911 during future overdoses.

#### **Questions or Comments?**

If you have any questions regarding this policy- including how it functions or any additional comments, please feel free to email our Wellness Coordinator, Kate Ebert, at [kebert@uwlax.edu](mailto:kebert@uwlax.edu).

## **Sale of Alcohol on Campus**

Alcohol is for sale at the Student Union as well as various events on campus. All patrons are identified to ensure compliance with the age requirement (21). The sellers of alcohol follow all local and state laws concerning the sale of alcoholic beverages.







## Drug Policies

Wisconsin Statute 961 described in detail the prohibitive nature of drugs (and their analogs), in consideration to their use, possession, and sale in the State of Wisconsin. Furthermore, UWS 18.09 explicitly states drug paraphernalia and marijuana are illegal on University of Wisconsin grounds.

Specific prohibited activities as outlined in UWS 17 & 18 specific to drugs:

UWS 18.09 (2) Possession of Drug Paraphernalia

UWS 18.09 (3) Possession of Marijuana

It is the policy of the University of Wisconsin La Crosse and the La Crosse Police department to strictly enforce and uphold the laws concerning drug use, possession and sale in and around the university campus. Sanctions are applied from UWL Residence Life and/or Student Life if students are found to have violated drug policies and/or laws.

Residence Hall Specific Policies related to drugs...

9. The drug policies of the University and residence halls are designed to encourage a positive community experience, enforce state law, and ensure a safe environment for all residents.

The following statements outline activities that are not permitted:

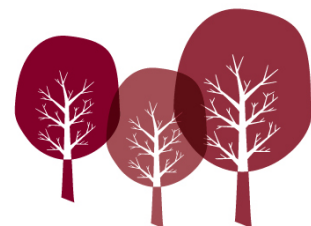
- a) *Possessing or using drugs and/or controlled substances on or off campus that disrupts the hall community*
- b) *Possessing drug paraphernalia*
- c) *Possessing with the intent to manufacture, sell, or distribute any drug and/or controlled substances*
- d) *Misusing over-the-counter medications and/or prescriptions*
- e) *Hosting a gathering where drugs and/or controlled substances are consumed*

## Alcohol and Drug Abuse Campus Resources

There are resources on campus for alcohol and drug abuse at the Counseling and Testing Center as well as a Wellness Coordinator.

The Counseling and Testing Center provides the following services to students:

- Alcohol and other drug consultations
- Alcohol education and prevention
- Outreach to campus and community
- Individual counseling
- Referral services





The Wellness Resource Center provides the following services to students:

- Coordination of Brief Alcohol Screening and Intervention for College Students (BASICS)

BASICS is a second level alcohol and/or drug-related educational sanction. It takes place over the course of two structured interviews, approximately two weeks apart, with the University's Alcohol and Other Drug Education Coordinator or a trained BASICS facilitator. During the meeting based in motivational interviewing, students will explore their relationships with alcohol and/or drugs and examine the results of personalized feedback indices.

- Freshman registration, classroom presentations, and general campus programming

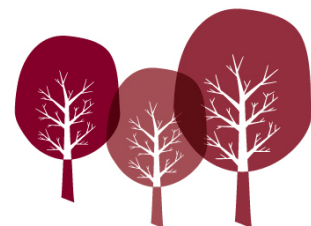
The University's Alcohol and Other Drug Education Coordinator and Peer Health Advocates present at New Student Orientation, Transfer Orientation, Parent Orientation, and in first-year seminar and health related classes throughout the semester on alcohol and other drug education and awareness. In addition, the Wellness and Health Advocacy department plans, implements, and evaluates campus-wide and in-hall events that provide education, awareness, behavioral alternatives, and harm-reduction approaches to alcohol and other drug abuse.

- Strategic planning for AODA prevention efforts

The University's Alcohol and Other Drug Education Coordinator, in collaboration with University leadership and campus partners, conducts strategic planning for AODA prevention efforts on a bi-annual basis. This strategic planning process follows evidence-based intervention strategies from national organizations such as the National Institute on Alcohol Abuse and Alcoholism, National College Health Association, and current peer-reviewed research in the field.

- SBIRT (Screening, Brief Intervention, Referral to Treatment)

Personnel in Student Life, Wellness and Health Advocacy, and Residence Life are trained in SBIRT, an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs. The SBIRT model follows the principals of Motivational Interviewing and provides opportunities for early intervention with at-risk substance users and intervention with referral to treatment for persons with substance use disorders.





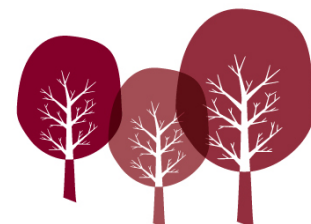
Common Campus Violations (other than Underage Drinking) and Subsequent Fines per state statutes:

False Identification	\$525.50	Disorderly Conduct	\$295.00
Purchasing Intoxicants (17-20 yrs)*	452.50	Vandalism	263.50
2 <sup>nd</sup> offense	515.50	False Fire Alarm	389.50
3 <sup>rd</sup> offense	769.50	Tampering with Detector	326.50
4 <sup>th</sup> offense	1,082.50	Littering	200.50
Underage Alcohol Violation*	263.50	Petty Theft under \$100	295.00
2nd offense	389.50	Improper Use of UWL I.D.	200.50
3rd offense	515.50	Weapon Possession	515.50
4th offense	767.50		
Driving under the Influence	937.50		
Resisting a Police Officer	452.50		
Giving False Information to an Officer	452.50		
Obstructing Police Officer	452.50		

\*Possession Drug Paraphernalia, Marijuana, and consumption/possession of alcohol are mandatory court appearance

In addition, students who are cited for the following violations by the La Crosse Police Department **off-campus** are subject to city ordinance fines:

Underage Alcohol Consumption: 1 <sup>st</sup> Offense	\$250.00
2 <sup>nd</sup> Offense	\$407.50
3 <sup>rd</sup> Offense	\$565.00
4 <sup>th</sup> Offense	\$691.00
5 <sup>th</sup> Offense	\$817.00
Furnishing Alcohol to Minors:	\$313.00
Keg Registration Violations:	\$1,321.00
Selling Alcohol without a license:	\$1,636.00
Possession of Marijuana/K2/Paraphernalia:	\$338.20
Excessive Noise Violation (Residence):	\$124.00
Disorderly Conduct:	\$187.00
Public Consumption:	\$124.00
Public Intoxication:	\$250.00





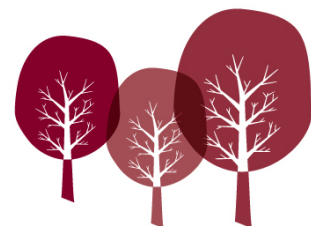
University of Wisconsin-La Crosse

# 2018 Fire Safety Report

The University of Wisconsin La Crosse publishes this report as required by the Federal Higher Education Act and reaffirmed in the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act. This report provides information regarding fire drill tests, fire protection equipment/systems, plans for future improvements in fire safety, portable electronic appliances, smoking and open flame policies, fire safety training and hall evacuation procedures

identifies Individuals or organizations that are to be notified that a fire has occurred in the Residence Hall and Statistics and Related Information Regarding Fires in Residential Facilities for 2014-2016. This report reflects current data as of the print date for on-campus student residential facilities only.

For more information the compliance document is available for review 24 hours a day on the UW-L-PD website at [www.UW-Lax.edu/police/annualreport.htm](http://www.UW-Lax.edu/police/annualreport.htm) and a physical copy may be obtained by making a request to the UW-L-PD (608) 789-9000.





## Fire Drill Tests

Fire Drills are conducted twice a year in all residence halls, once in the fall and once in the spring. The fall drill is an announced drill occurring early in the semester. The spring drill is unannounced. The Fire Safety Systems in residence Facilities Chart (below) displays information about fire detection notification and suppression systems and the number of fire drills in each residence hall facility. A fire drill log is kept online in the University Conduct software program, Advocate.

## Fire Protection Equipment/Systems

Refer to the attached charts to review the Fire Safety Amenities in the UW-L Residential Facilities Chart (below) for information about fire detection, notification, and suppression systems in each residential facility.

### Fire Safety Systems in Residence Hall Facilities

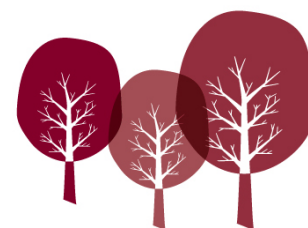
University of Wisconsin La Crosse Residential Facilities	Fire Doors	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans	Number of evaluation (fire) drills each calendar year
Angell Hall	X		X	X	X	2
Coate Hall	X		X	X	X	2
Drake Hall	X		X	X	X	2
Eagle Hall	X	X	X	X	X	2
Hutchison Hall	X		X	X	X	2
Laux Hall	X		X	X	X	2
Reuter Hall	X	X	X	X	X	2
Sanford Hall	X		X	X	X	2
Wentz Hall	X		X	X	X	2
White Hall	X		X	X	X	2

## Plans for Future Improvements in Fire Safety

There is a plan in place to start renovating our older residence hall facilities in coming years and as part of that plan we anticipate fire sprinkler systems would be brought online. This is anticipated to begin with Laux residence hall in the spring of 2019.

## Portable Electronic Appliances, Smoking and Open Flame Policies

The Office of Residence Life’s fire safety policies includes the following activities that are not permitted which are listed below:





*c) Using and/or storing prohibited heat-generating devices* Open flames are strictly prohibited. Burning incense and potpourri is also prohibited. Candles are allowed provided wicks are removed. Candles may be used for candle warmers or for decorative use only. Portable space heaters are prohibited unless provided by Residence Life facilities staff for student use.

*e) Possessing or using fireworks and/or firecrackers*

*f) Using flammable decorations*

Below is a list of specifically prohibited items...

- Candles with wicks (remove the wicks from candles prior to bringing them to campus; no open flame is allowed at any time in a residence hall)
- George Foreman-type grills
- Multiple light lamps or lamps with plastic shades
- Halogen lamps
- Non-LED lights
- Hot plates
- Incense
- Non-fused or multi-plug outlets
- Open coil appliances
- Non-artificial trees and wreaths
- Portable, magnetic induction cookers
- Hoverboards
- Portable space heaters (unless provided by Residence Life Facilities Staff)

In addition, all residence halls are smoke free, including a 25-foot perimeter around the buildings. Smoking tobacco products or using electronic cigarettes is strictly prohibited in these areas.

#### Additional Residence Hall Fire Safety Policies

*a) Tampering with fire safety equipment* Tampering with, covering, removing, or inappropriately using fire safety equipment including all smoke detectors, fire extinguishers, fire doors, sprinklers, pull stations, and emergency exit signs

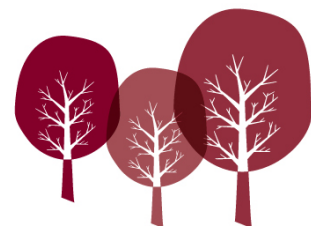
*b) Initiating an intentionally false fire alarm* Initiating a false fire alarm, whether by means of a fire alarm system or otherwise

*d) Failing to evacuate a residence hall* All occupants must immediately evacuate residence halls when a fire alarm sounds.

*g) Obstructing hallways* No personal items are allowed to be stored in the hallways. Items including, but not limited to, door mats, shoes, shower caddies, and umbrellas create a fire hazard.

## Fire Safety Training and Hall Evacuation Procedures

A: Residence Life Staff

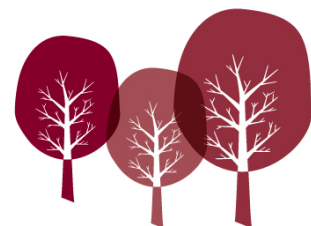




All student and professional residence life staff are trained each fall regarding the evacuation procedures and what to do in case of a fire as outlined below. These same procedures apply to all buildings.

### Hall – UWL Fire Procedures (Staff)

- **Smelling smoke:**
- When a staff member smells smoke, the source of that odor should be sought. Staff are never to endanger themselves or others in investigating. If you are unsure about the source of smoke, call for assistance.
- If no smoke is seen, the HD on Duty should be called to report the odor. HD: call University Police and other staff as necessary to continue to seek the source of the odor.
- If smoke is seen during the investigation, the procedures in ‘**Seeing smoke or fire**’ are in effect.
- **Seeing smoke or fire:**
- Pull the fire alarm.
- Call 911 (or University Police) to report the fire.
- Proceed with directions from ‘**When an alarm sounds**’.
- **When an alarm sounds:**
- Anytime the building alarm sounds, all residents should evacuate (the assumption should be that there is a fire). Staff should direct residents to a safe, exterior location away from the building (pushing open alarmed doors as needed – whatever is the closest exit for residents). Staff are welcome to encourage residents to leave the building as they exit, but should not remain in the hall to knock on doors (as their safety is equally important).
- When an alarm is activated, residence hall staff should meet at fire panel. The first staff member to arrive to the panel is the point person (if a HD/AHD/Officer arrives, they assume this responsibility).
- Remaining staff should assist with evacuation of building, helping keep residents away from the entrances and clear of the building (allowing space for necessary emergency personnel). Staff are welcome to solicit more information about the alarm from nearby residents (in case anyone has additional context).
- The point person should contact the HD on Duty to inform them of the alarm.
- **In the event that no fire is discovered:**
- Allow students to re-enter the building after University Police / Fire Department have determined it is safe.
- **In the event of a small fire:**
- Pull the alarm, evacuate the building and notify the university police of the location and facts as you have seen them. The La Crosse Fire Department will be dispatched.
- In the event of a small fire (i.e., wastebasket) the staff and/or students can utilize a fire extinguisher to control the fire if it is safe to do so. University Police should still be contacted.







- Continue evacuation of building and monitor evacuation points to ensure students do not re-enter the building.
- **After any alarm:**
- Be sure doors are re-alarmed, as needed.
- Point Person
- Please email your HD/AHD with details of the incident (date/time of alarm, alarm location, nature of the alarm, any responsible parties, any damages).
- Hall Director
- Follow-up with students and staff to identify possible damages to personal belongings and residence hall facilities.
- Assess student and community needs and involve other professionals as needed (i.e. Counseling and Testing Center, Student Life, Red Cross, etc.) .

#### **Hall Specific Information**

- Re-Location: If evacuation for an extended time is required, going to the basement of another building becomes necessary. The following evacuation plan will be used:
- Angell Hall to Hutchison Hall; Hutchison Hall to Angell Hall
- Coate Hall to Eagle Hall; Eagle Hall to Coate Hall
- Drake Hall to Wentz Hall; Wentz Hall to Drake Hall
- Laux Hall to Reuter Hall; Reuter Hall to Laux Hall
- Sanford Hall to White Hall; White Hall to Sanford Hall

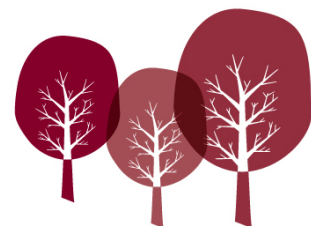
### **B: Hall Residents**

Residents are informed of the fire evacuation directions through the Office of Residence Life policies outlined on the Office of Residence Life webpage. An email is also sent to residents early fall semester that outlines these procedures and informs them about the upcoming fire drill. A similar notification is sent following the unannounced fire alarm drill in spring. Students are communicated with as to proper evaluation of the building as outlined below. These same procedures apply to all buildings.

#### Fire Evacuation Procedure

If the door is hot or the hallway is full of smoke:

1. Remain in the room
2. Put towels at the base of the door and seal all cracks
3. Hang a sheet or towel from the window





4. Signal for help
5. Call University Police (608-789-9999) or Emergency Dispatch (911)

If it is safe to leave:

1. Close the door when leaving
2. Stand away from the building main entrance and wait for the signal to re-enter

Re-Location: If evacuation for an extended time is required, going to the basement of another building becomes necessary. The following evacuation plan will be used:

1. Angell Hall to Hutchison Hall
2. Hutchison Hall to Angell Hall
3. Coate Hall to Eagle Hall
4. Eagle Hall to Coate Hall
5. Drake Hall to Wentz Hall
6. Wentz Hall to Drake Hall
7. Laux Hall to Reuter Hall
8. Reuter Hall to Laux Hall
9. Sanford Hall to White Hall
10. White Hall to Sanford Hall

Exiting the Building

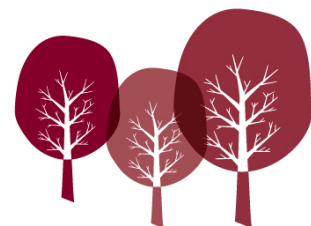
- **Exits** are found throughout the ground level floors of every building, clearly indicated by an 'Exit' sign. In the event of an emergency, utilize the nearest/safest exit.
- If your building is equipped with an **elevator**, please refrain from utilizing the elevator during a fire alarm. For your safety, instead opt for the nearest/safest stairwell.

## Individuals or organizations that are to be notified that a fire has occurred in the Residence Halls...

Director of Residence Life – Jacque Bollinger , [jbollinger@uwlax.edu](mailto:jbollinger@uwlax.edu)

Chief of Police Services – Scott McCullough, [smccullough@uwlax.edu](mailto:smccullough@uwlax.edu)

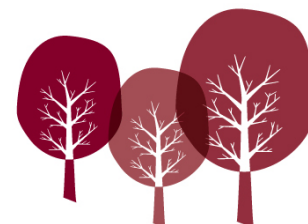
Vice Chancellor of Student Affairs – Vitaliano Figueroa, [vfigueroa@uwlax.edu](mailto:vfigueroa@uwlax.edu)





Statistics and Related Information Regarding Fires in Residential Facilities for 2017						
Residential Facility	Total Fires in each building	Fire Number	Cause of Fire	Number of injuries that required treatment at a medical facility	Number of deaths related to fire	Value of property damage caused by fire
Angell Hall, 422N 14 <sup>th</sup> St	0	0	N/A	N/A	N/A	N/A
Coate Hall, 1405 Farwell St	0	0	N/A	N/A	N/A	N/A
Drake Hall, 1510 Badger St	0	0	N/A	N/A	N/A	N/A
Eagle Hall, 1500 La Crosse St	0	0	N/A	N/A	N/A	N/A
Hutchison Hall, 1425 Pine St	0	0	N/A	N/A	N/A	N/A
Laux Hall, 622 East Ave N.	0	0	N/A	N/A	N/A	N/A
Reuter Hall, 1824 La Crosse St	0	0	N/A	N/A	N/A	N/A
Sanford Hall, 1815 Farwell St	0	0	N/A	N/A	N/A	N/A
Wentz Hall, 1515 Pine St	0	0	N/A	N/A	N/A	N/A
White Hall, 1806 Farwell St	0	0	N/A	N/A	N/A	N/A

Statistics and Related Information Regarding Fires in Residential Facilities for 2016						
Residential Facility	Total Fires in each building	Fire Number	Cause of Fire	Number of injuries that required treatment at a medical facility	Number of deaths related to fire	Value of property damage caused by fire
Angell Hall, 422N 14 <sup>th</sup> St	0	0	N/A	N/A	N/A	N/A
Coate Hall, 1405 Farwell St	0	0	N/A	N/A	N/A	N/A
Drake Hall, 1510 Badger St	0	0	N/A	N/A	N/A	N/A
Eagle Hall, 1500 La Crosse St	0	0	N/A	N/A	N/A	N/A
Hutchison Hall, 1425 Pine St	0	0	N/A	N/A	N/A	N/A
Laux Hall, 622 East Ave N.	0	0	N/A	N/A	N/A	N/A
Reuter Hall, 1824 La Crosse St	0	0	N/A	N/A	N/A	N/A
Sanford Hall, 1815 Farwell St	0	0	N/A	N/A	N/A	N/A
Wentz Hall, 1515 Pine St	0	0	N/A	N/A	N/A	N/A
White Hall, 1806 Farwell St	0	0	N/A	N/A	N/A	N/A





Statistics and Related Information Regarding Fires in Residential Facilities for 2015						
Residential Facility	Total Fires in each building	Fire Number	Cause of Fire	Number of injuries that required treatment at a medical facility	Number of deaths related to fire	Value of property damage caused by fire
Angell Hall, 422N 14 <sup>th</sup> St	0	0	N/A	N/A	N/A	N/A
Coate Hall, 1405 Farwell St	0	0	N/A	N/A	N/A	N/A
Drake Hall, 1510 Badger St	0	0	N/A	N/A	N/A	N/A
Eagle Hall, 1500 La Crosse St	0	0	N/A	N/A	N/A	N/A
Hutchison Hall, 1425 Pine St	0	0	N/A	N/A	N/A	N/A
Laux Hall, 622 East Ave N.	0	0	N/A	N/A	N/A	N/A
Reuter Hall, 1824 La Crosse St	0	0	N/A	N/A	N/A	N/A
Sanford Hall, 1815 Farwell St	0	0	N/A	N/A	N/A	N/A
Wentz Hall, 1515 Pine St	0	0	N/A	N/A	N/A	N/A
White Hall, 1806 Farwell St	0	0	N/A	N/A	N/A	N/A

