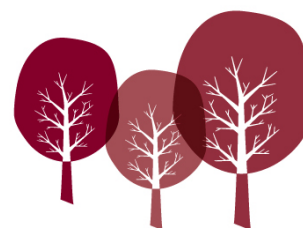




University of Wisconsin-La Crosse

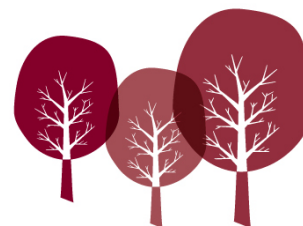
# 2014 Annual Security Report





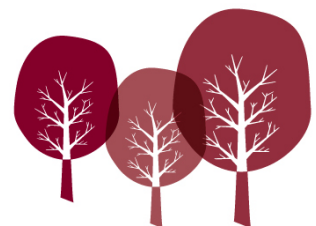
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## Clery Act Compliance Statement

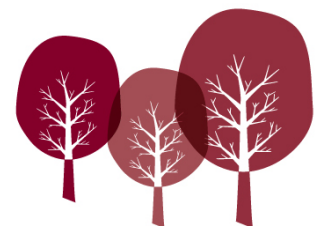
The Annual Security Report is compiled in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, which was enacted by the United States Congress and signed into law by President George Bush in 1990. Information for the report is gathered by the Student Life Office from the University of Wisconsin-La Crosse (UWL) Police Department, the La Crosse City Police Department, UWL Office of Residence Life, and the UWL Student Life Violence Prevention Officer. In order to provide the most accurate statistics, it is requested that victims of and witnesses to the crimes and violations listed on pages fifteen through seventeen report them to personnel of the units/agencies above. All personal information will remain confidential for this report.

## The University's Public Safety Departments

The UW-LPD is responsible for providing police and security services to the UW La-Crosse campus. UW-LPD 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 more than eleven full time uniformed police personnel, two part time police officers, two uniformed security personnel, and three civilian employees at the UW-LPD. The UW-LPD 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 University of Wisconsin-La Crosse Police Department (UW-LPD) is staffed 24 hours a day with sworn officers all year long. 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





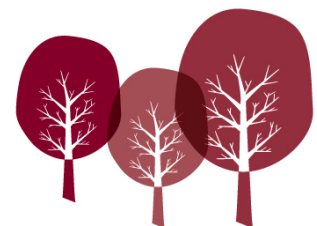
conducted during daily roll call sessions. This training usually includes updates on existing problems, new court decisions impacting the University environment, and other timely topics. In addition, all UW-LPD police and security personnel are certified in standard first aid, oxygen, AED and CPR.

## Working Relationships with Other Law Enforcement Agencies

The UW-LPD maintains a close working relationship with the City of La Crosse Police (LCPD). In addition UW-LPD 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 UW-LPD 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 no written Memorandum of Understanding between UW-LPD and LCPD.

## 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 (East Avenue and Farwell Streets, Non-Emergency 789-9000, Emergency 789-9999). Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The central switchboard 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 the Department to encourage accurate and prompt reporting of all crimes. The officers respond in accordance with established law enforcement procedures. 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.





The Annual Security Report 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 Student Life Office gathers information for the report from the La Crosse City Police Department, as well as various units on campus, including University Police, Residence Life, Counseling & Testing, and Violence Prevention Office. In order to provide the most accurate statistics, it is requested that victims of and witnesses to the crimes and violations listed in Sections IX and X report them to personnel of the units/agencies above. All personal information will remain confidential for this report.

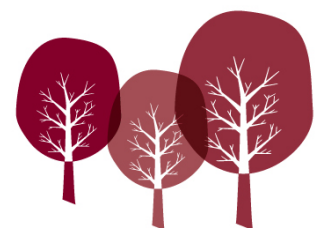
## Access to Facilities at UW-La Crosse

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 Assistant 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 UW-L 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 UW-L 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 UW-L website ([www.UW-Lax.edu](http://www.UW-Lax.edu)). Residence Halls are restricted to it's residents, approved guests (see their policy at [www.UW-Lax.edu/reslife/html/handbook/html](http://www.UW-Lax.edu/reslife/html/handbook/html)), and other approved members of the campus community.

## Security of and Access to Residence Halls

### Front Desk





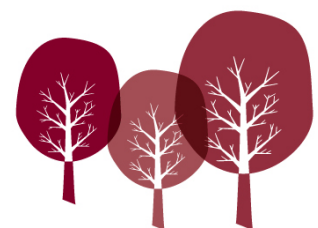
Service desks are located in the front lobby of each Residence Hall. They are open 9am-midnight, Sunday through Wednesday and 9am-3am, Thursday through Saturday.

## Vacations

The Residence Halls are closed during Thanksgiving, winter semester, and spring breaks. If you decide to stay in La Crosse during one of the breaks, it is your responsibility to locate a place to stay. Limited on campus accommodations may be available and will involve an additional charge. Residents are asked to inform Residence Life Staff if they will stay over the break periods. Residents must follow all closing directions posted in their Residence Halls. Once the Residence Halls have officially closed, unless prior arrangements have been made with your Hall Director, you will not be allowed to reenter until the Residence Hall has officially reopened. Reuter and Eagle Halls are open for all breaks during the academic year (Thanksgiving, winter, and spring break). Before leaving for vacation, you are to turn off all lights, securely close windows, unplug all appliances, empty all your garbage and recyclables, clean out your refrigerator, and leave the refrigerator door open. Residence Life staff will enter your room after you have departed to assure that the building is secure. Policy violations will be documented. During the break periods, signage is posted on every exterior door indicating that the hall is closed and entry is prohibited.

## Room Entry by Staff

In case of an emergency, University officials reserve the right to enter and inspect Residence Hall rooms at any time. Inspections will occur when necessary 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 regarding discipline and maintenance of an educational atmosphere. 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. In addition, Reuter Hall completes monthly suite inspections to visually inspect the fire alarm system and fire extinguisher to ensure cleanliness is being maintained. Residents are informed when staff will visit their suite. At least one resident needs to be home when staff visit to complete the inspection, however if a resident would like to be present during their inspection, they can request this. On a





publicized and regular schedule, housekeepers clean the bathrooms in Eagle and Reuter Halls.

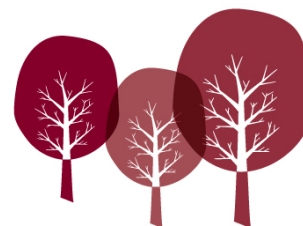
## Residence Hall Access and Security

Access to the residence halls is via the student's ID card. Front doors are unlocked from 7am-10pm, 7 days a week when classes are in session. For the safety of all students, side and back doors are locked at all times. Card access to back doors is 7 am on weekdays and 9 am on weekends. During all other times, residents have access to their Residence Hall via their University identification card. It is the policy of UW-La Crosse that students and their visitors carry proper, legal identification at all times. It is very important to contact the TowerCard Office (608-785-8891) immediately if you lose your student Identification card.

Students are responsible for the security of their rooms. It is expected that students lock their rooms when they are sleeping or not present. The University does not assume responsibility for individual student property. Students who experience damage or theft of their personal property should report that damage to Residence Hall staff and University Police. Students are encouraged to check into their parent or guardians' homeowners insurance to see if their belongings are covered. Students may also seek renters insurance to cover any potential damage or theft of property.

## Keys

You are responsible for your key and should carry it with you at all times. For security reasons, a lost key should be reported immediately to the Hall Director or Assistant Hall Director. You will be charged for the replacement of a lost key and for recoring of the lock. At no time should your key be given to someone else. Keep your room door locked at all times. If you get locked out of your room, Residence Hall staff will assist you as time permits but may not be immediately available. If you need to be let into your room, you will be assessed a \$1 fee to be paid to the staff member. This money will be donated to charity. Ongoing need for staff key-in assistance may result in disciplinary action.







## 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.

## Student Staff Duty

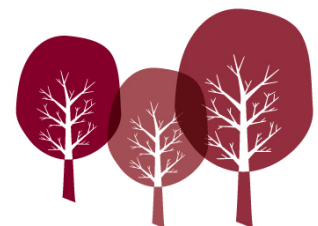
Every evening from 9pm-7AM a student staff member is on duty. Duty rounds are made periodically throughout the evening with last rounds being completed at the time the hall desk closes. All doors are checked to make sure they are locked and secured. Student staff duty contact information is posted at the front desk. All staff carry a duty phone.

## Visitation and Overnight Guest Policy in Residence Halls

This policy establishes guidelines that protect the right of each resident to choose when a guest is permitted in their room. Residence hall students may have guests in their rooms. A guest is defined as any person who is not assigned by the Office of Residence Life to live in the room even if that person lives on campus. Roommate approval is required before any visitation can occur. At all times residents and their guests are expected to be sensitive to the needs and wishes of their roommate(s) and other members of the floor community. An agreement must be reached which balances the right to privacy for sleep and study and the privilege of having guests/visitors. In cases where roommates cannot agree, the right of the person not to have overnight guests in the room will take precedence over the privilege of hosting an overnight visitor. The hosting of overnight guests and the terms under which this occurs must be mutually agreed upon by all roommates and in accordance with the guidelines established with regard to overnight guests.

Overnight visitation is prohibited until after the first Friday of classes have started in the fall semester. Limited visitation (until 2 AM) is in effect until that date.

Overnight guests will not be permitted until the roommate agreement form has been completed and turned in to the resident assistant. These agreement forms will be kept on file in the hall director's office and may be re-negotiated whenever one roommate deems it necessary.





Residents are responsible for the behavior of their guests and are responsible for informing their visitor/guest(s) of all residence hall policies. Failure of any guest to adhere to our policies will result in disciplinary action including possible immediate removal from the hall. Each room may host a maximum of two overnight guests per night. An overnight guest may stay a maximum of **two nights** in any hall within a seven-day period. All visitors/guests must carry a valid picture I.D.

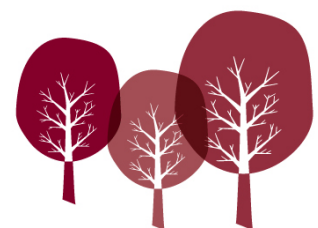
## Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UW-L-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 UW-L-PD or Facilities Management.

## Violence Prevention

Since January 2007, the UW-L 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 insure that the needs of each victim are met.

The campus Violence Prevention Specialist gives a presentation to all incoming freshmen each year at Registration in June. The scope of the presentation includes the statutorily required information, as well as warning signs of relationship violence and stalking, and online safety. The award-winning student group “Awareness Through Performance” opens each presentation with a skit that portrays a typical campus sexual assault and its effect on the victim. As mandated by Wisconsin State Law (36.11(22)), the presentation covers the following topics:





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. [III.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. 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. [\(a\)](#).

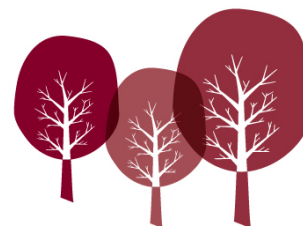
Attendance at the presentation is mandatory. Students are given a card to turn in at the end of the presentation which tracks attendance and also asks for some brief feedback about the session. There were seven Orientation dates in 2013. A separate orientation presentation is given each semester for new International Students.

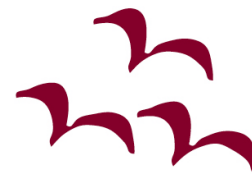
Additional prevention education and/or Awareness events this year included:

Classroom Presentations: 32

Additional Presentations: 16

(Hall Director and R.A. Trainings; Freshman Registration and International Student Orientations; Campus Climate Brown Bag Lunch Presentation; Residence Hall Programs)

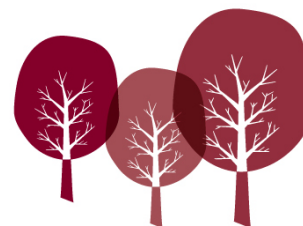




- **Candlelight Vigil and Speak-Out at the Hoeschler Clocktower** (Co-sponsored with Women's, Gender and Sexuality Studies and New Horizons Shelter and Outreach Centers)
- **Clothesline Project Display** (Co-sponsored with Women's, Gender and Sexuality Studies)
- **Dramatic Presentation, "Shattered Glass"** (Co-sponsored with Women's, Gender and Sexuality Studies and Women's Studies Student Association)
- **Residence Hall Panel Discussion on Sex** (Sponsored by Sanford Hall)
- **One Billion Rising (V-Day) Event** (Co-sponsored with the La Crosse Area Hmong Mutual Assistance Association, Bluff Country Family Resources, Options Clinic, Office of Multicultural Student Services, and New Horizons Shelter and Outreach Centers)
- **Residence Hall Film Showing and Discussion of "The Bro Code"** (How Contemporary Culture Creates Sexist Men) (Sponsored by Coate Hall)
- **Film Showing and Discussion : "Tough Guise"** (Violence, Media, and the Crisis in Masculinity)
- **Residence Hall Sex Week Event Panel Discussion** (Sponsored by Residence Life)
- **Glass Block Painting Workshop for Sexual Assault Survivors** (Co-sponsored with Survivors Empowered Through Art)
- **Photography Exhibit: "Project Retrospect: Flipping the Script on Rape"** (Co-sponsored with Survivors Empowered Through Art and Women's, Gender and Sexuality Studies)
- **Sexual Assault Awareness Month Event, "UW-L Ultimate Race"** (Co-sponsored with Rec Sports)
- **Film Showing and Discussion : "Tough Guise 2"** (Violence, Manhood and American Culture)

## 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



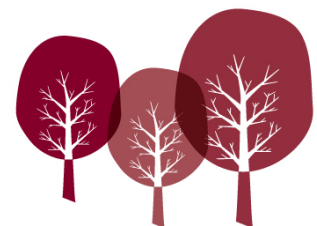


University offices and were not necessarily reported to the police. For a complete description of educational programs to promote the awareness of rape, acquaintance rape, and other sex offenses, as well as disciplinary procedures for those incidents, refer to the [Eagle Eye](#) (Student Life Office publication) webpage.

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 by calling (609)785-8062 or (608)386-1895; or email at [ipeterson@UW-Lax.edu](mailto:ipeterson@UW-Lax.edu). For more information visit: <http://www.UW-Lax.edu/violenceprevention/>.

2013 UW-La Crosse Interpersonal Violence Statistics as reported to UW-System:

- On-Campus Sexual Assaults (residence halls): 5
- On Campus Sexual Assaults (non-residence halls): 1
- Public Property Sexual Assaults: 0
- Off-Campus Sexual Assaults: 13
- Other: 0
- Incidents involving Relationship Violence: 16
- Incidents involving Stalking: 20
- Incidents involving Sexual Harassment or Other: 10



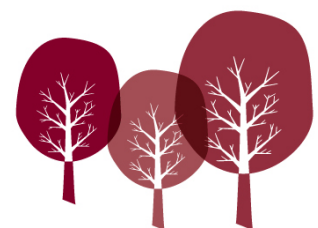


## UNIVERSITY DISCIPLINARY ACTION

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 these proceedings, consult the Eagle Eye Student Handbook Non-Academic Chapter UWS 17 and Conduct on University Lands UWS 18. These resources can be found at [http://www.UW-Laax.edu/studentlife/eagle\\_eye.htm](http://www.UW-Laax.edu/studentlife/eagle_eye.htm).

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 The Director of Affirmative Action (608-785-8541) to discuss complaints.





## 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:

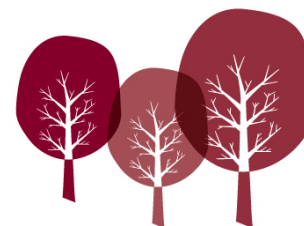
- 54601 - UW-La Crosse
- 54601, 54602, or 54603 - City of La Crosse
- 54636 - Holmen
- 54650 - Onalaska
- 54669 - West Salem

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

## Crime Statistics

The following crimes on the UW-La Crosse campus were reported to the University Police during the years indicated.

CRIME	UW-L Res Halls			UW-L campus (not Res Halls)			Totals		
	2013	2012	2011	2013	2012	2011	2013	2012	2011
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	1	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	1	2	0	1	2





<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	1	0	0	0	1	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0

The following violations on the UW-La Crosse campus were reported to the University Police during the years indicated.

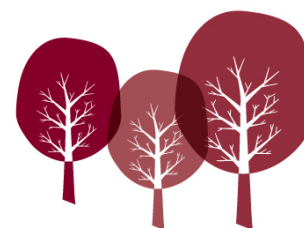
VIOLATION	UW-L Residence Halls			UW-L Campus (not Residence Halls)			Totals		
	2013	2012	2011	2013	2012*	2011*	2013	2012*	2011*
<b>Liquor Law</b>	0	37	13	0	431	232	0	468	245
<b>Drug Law</b>	0	17	25	0	65	50	0	82	75
<b>Illegal Weapons</b>	0	1	0	1	0	0	1	1	0

*Please note: due to a change in reporting how alcohol and drug violations are counted, actions taken by University Police are now considered referrals. Under Wisconsin law, underage drinking and drug violations are civil violations.*

The following are incidents that occurred in the residence halls, on campus, and off campus where the person(s) involved were referred for campus disciplinary action. These numbers are not included in the above statistics.

VIOLATION	UW-L Residence Halls			UW-L Campus (not Residence Halls)			Off Campus		
	2013	2012	2011	2013	2012	2011	2013	2012	2011
<b>Liquor Law</b>	690	506	383	4	NA	NA	189	NA	NA
<b>Drug Law</b>	77	14	27	0	NA	NA	4	NA	NA
<b>Illegal Weapons</b>	0	0	0	0	NA	NA	0	NA	NA

*\*Please note: Previous year number of liquor, drug, and illegal weapons law violations are reflected in violations reported to University Police from 2011 and 2012.*





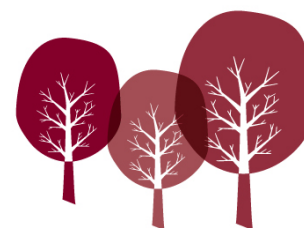


The following offenses were reported by non-police officials, including student organization advisors, faculty, hall directors, etc.

<b>CRIME</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Murder &amp; Non-negligent Manslaughter</b>	0	0	0
<b>Negligent Manslaughter</b>	0	0	0
<b>Forcible Sex Offenses</b>	19	15	14
<b>Non-forcible Sex Offenses</b>	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated Assault</b>	0	0	0
<b>Burglary</b>	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0

The following offenses occurred in the City of La Crosse during the years indicated as reported to the University by the La Crosse Police Department.

<b>CRIME</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Murder &amp; Non-negligent Manslaughter</b>	0	0	0
<b>Negligent Manslaughter</b>	0	0	0
<b>Forcible Sex Offenses</b>	23	24	39
<b>Non-forcible Sex Offenses</b>	NA	NA	NA
<b>Robbery</b>	7	21	25
<b>Aggravated Assault</b>	39	59	73
<b>Burglary</b>	338	357	256
<b>Motor Vehicle Theft</b>	60	53	77
<b>Arson</b>	3	1	3





## Timely Warning Notice Protocol

The Clery Act requires institutions to alert the campus community to certain crimes 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 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.

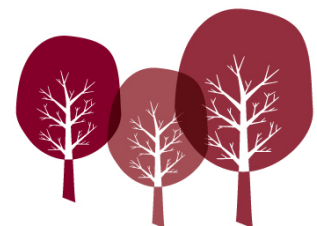
## Emergency Evacuation Procedures and Policies

### 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 table top exercises, field exercises, and tests of the emergency notification systems on campus. 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.

UW-L 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 UW-L departments, as well as local public safety agencies to manage, mitigate, and recover from critical incidents.

General information about the emergency response and evacuation procedures for UW-L are publicized each year as part of the University's Clery Act compliance efforts, and is available on the UW-L Police websites, <http://www.uwlax.edu/police/emerg.htm> and [http://www.uwlax.edu/grants/compliance/IACUC\\_Emergency\\_Preparedness\\_and\\_Contingency\\_Plan.pdf](http://www.uwlax.edu/grants/compliance/IACUC_Emergency_Preparedness_and_Contingency_Plan.pdf).





## Notification to the Campus Community about an Imminent Threat

When the UW-L Police confirms 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, University leadership will collaborate to determine the content of the message and will use some or all of the available systems to communicate 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.

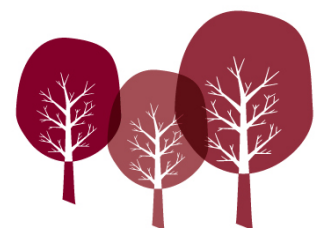
UW-L Police and if possible in cooperation with University leadership will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

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 City Watch, a system that provides email, voice mail and text message alerts to members of the UW-L community. Only UW-L students, faculty, and staff can register for City Watch, but students can sign up parents, other family members, or friends by designating more than one mobile device to their account.

UW-L community members are encouraged to notify UW-L Police 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. UW-L Police 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, UW-L Police 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). 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”

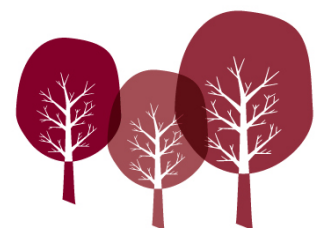
A shelter-in-place notification may come from several sources, including UW-L-PD, Residence Hall Staff members, other University employees, LCPD/LCFD, or other authorities utilizing the University’s emergency communications tools.

## 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 UW-L Campus website, [www.UW-Lax.edu](http://www.UW-Lax.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.





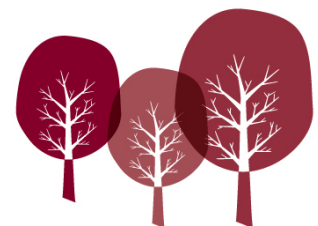
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (House Staff, faculty, or other staff) to call the list in to UW-L-PD so they know where you are sheltering. If only students 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.

## Annual Fire Safety Report

If a fire occurs in a UW-L building, community members should immediately notify UW-L-PD at (608) 789-9000. UW-L-PD will initiate a response, as the department has a direct link to the La Crosse County Emergency Communications Center and can summon the La Crosse Fire Department quickly through this communication link. If a member of the UW-L community finds evidence of a fire that has been extinguished, and the person is not sure whether UW-L-PD has already responded, the community member should immediately notify UW-L-PD to investigate and document the incident.

For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, he/she should not touch the trash can and should report the incident to UW-L-PD immediately and wait for an officer's response. The officer will document the incident prior to removing the trash can. Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building.

The Fire Marshal or UW-L-PD officers can levy fines and penalties to individuals who fail to evacuate a building promptly but a more important reason for evacuating is for safety reasons! When a fire alarm is activated, the elevators in many buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus have a direct link to the UW-L-PD dispatcher. UW-L-PD publishes this fire safety report as part of its annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for UW-L. This report includes statistics concerning the number of





fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire (see attached charts).

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 Protection Equipment/Systems

All University buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at UW-L-PD. Refer to the attached charts to review the Fire Safety Amenities in the UW-L Residential Facilities Chart for information about fire detection, notification, and suppression systems in each residential facility.

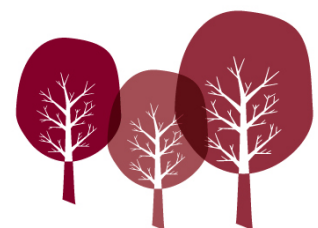
## Plans for Future Improvements in Fire Safety

The University continues to maintain, assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets safety standards. Future improvements will be made as needed as part of the ongoing assessment process.

## Health and Safety Inspections

The Office Residence Life, the La Crosse Fire Department, and Office of Environmental Health and Safety are responsible for inspections. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the safety procedures in the Residence Life Handbook. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. In addition, rooms will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.).

- Candles
- Non-surge protected extension cords
- Halogen lamps (including all Halogen desk and
- floor lamps)

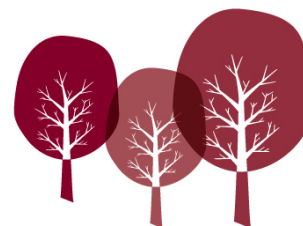




- Incense
- Lanterns/Oil lamps
- Flammable liquids
- Burners and other objects with an open flame in non-kitchen areas
- Hot plates, rice cookers, crock pots, waffle irons, and popcorn poppers in non-kitchen areas
- Toasters/Toaster ovens in non-kitchen areas
- Sandwich makers/grills in non-kitchen areas
- Space heaters
- Live holiday decorations (holiday trees, garlands, etc.)
- Fireworks and explosives

## Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open. Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University Policy. Almost three-fourths of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any UW-L building. A daily fire log is available for review 24 hours a day on the UW-L-PD website at [www.UW-Lax.edu/police/firelog.htm](http://www.UW-Lax.edu/police/firelog.htm) or at the UW-L Police Department Office from 8 a.m. 5 p.m. Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential facilities, including the date, time, general location, and the nature of the fire.





## Procedures for Students and Employees in the Event of a Fire

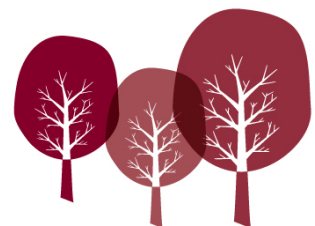
In the event of a fire emergency, find nearest pull station, and sound the central alarm. Move to a safe distance, contact UW-L-PD directly at (608) 789-9999, remain on scene until responding units arrive. Shut all doors and windows in the vicinity of the fire. If the fire is small, use fire extinguishers to put it out. Exit by nearest safe stairway. Do not use the elevators. Do not run.

- If there is smoke in the room, keep low to the floor.
- Try to exit the room. Feel the doorknob. If it is hot, do not open the door.
- If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.
- Don't panic.
- Seal up the cracks under the door with sheets, or towels. If there is smoke in the room, crack the windows at the bottom and at the top, if possible to allow for ventilation. Hang a sheet or towel from the window to announce that you are in your room. Call the UW-L Police Department at (608) 789-9999. Be sure to give your room number and your location.
- If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face.
- Close all doors.
- If while exiting the building you are blocked by fire, go to the safest fire free area, or stairwell. If a phone is available call UW-L-PD, or find a window and signal that you are still in the building.

## Residence Hall Fire Safety

### Fire Safety

Whenever a fire alarm is activated, **in all cases the building should be evacuated.** Residents are required to evacuate in accordance to UW system Chapter 18. Fire evacuation procedures should be posted on the interior of each student room door. RAs should inform residents of these evacuation procedures during their first floor meeting and refer residents to these guidelines in the Living On Handbook. When a fire alarm is activated, hall staff will call University Police (UP) and notify them of the







status of the situation (alarm test; system activated as a result of burnt popcorn; there is a fire; etc.).

While state guidelines are vague, UW-L residence halls will continue to conduct fire system tests each month. The hall director will coordinate the system test and the following will be conducted during each test:

- A. Call University Police and inform them that you will be conducting a fire alarm test
- B. After the alarm is activated (HD pulls the alarm), walk the building to make sure the strobes are working, the magnetic doors are functioning properly (closed), check fire extinguishers to assure that they are charge, etc.
- C. Reset the system
- D. Call UP and indicate the test is complete
- E. Complete the fire log sheet in your hall

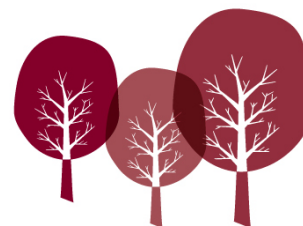
Whenever possible, these tests should occur when the hall is not occupied (during break periods) or during the mid afternoon when the halls are occupied.

One system test should occur in the evening (6-9 pm) each semester, generally in October and February. The hall director will coordinate with the University Police as to the date/time of these tests. The purpose of these evening tests is for hall staff and University Police to assess evacuation in accordance with our procedures.

## Fire Safety Policy Statement

All Residence Halls are equipped with fire detection and notification devices in student rooms and common areas. To ensure the safety of the community, please immediately report all malfunctioning fire equipment to Residence Hall Staff.

- A. Tampering with fire safety equipment: Smoke detectors are provided in each room. No person may tamper with, remove or unplug a smoke detector or obstruct the front of a smoke detector. No person may remove or tamper with fire safety equipment or emergency exits signs.
- B. Initiating a false fire alarm: No person may intentionally give a false fire alarm, whether by means of a fire alarm system or otherwise.
- C. Candles and other prohibited heat-generating appliances: Open flames are strictly prohibited. Candles without burnt wicks may be used for decorative





- purposes only. Burning incense and potpourri is also prohibited. Candle warmers are allowed only if the student is present when it is being used.
- D. Failure to evacuate Residence Hall: All residents must immediately evacuate the building when a fire alarm sounds.
  - E. Possession or use of fireworks and/or firecrackers in the Residence Halls is prohibited
  - F. Use of flammable decorations: Live holiday trees and greens are prohibited in the Residence Halls.
  - G. Hallway obstruction: Personal items such as door mats, shoes, and shower caddies are not permitted in the hallway. These items create a fire hazard, cause damage to carpet, and inconvenience housekeeping efforts.

## Fire Evacuation Directions

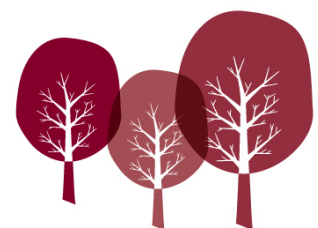
Residents are informed of the evacuation directions at either the first floor meeting or all hall meeting of the fall semester. Instructions are also noted in the UW-L Campus planner; each resident is given a copy of this planner.

## Fire Safety Information

Know and follow fire evacuation and safety information posted on the back of your room door and in designated locations throughout the Residence Halls. Note the location of fire extinguishers in your Residence Hall.

## In Case of Fire & Fire Evacuation

- a. If your door is hot or if the hallway is full of smoke
  - 1. Remain in your room
  - 2. Put towels at the base of your door and seal all cracks
  - 3. Hang a sheet or towel from your window
  - 4. Signal for help
  - 5. Call University Police 608-789-9999 or Emergency Dispatch 911
- b. If it is safe to leave
  - 1. Close the door as you leave
  - 2. Follow evacuation information posted on the back of your room door
  - 3. Stand away from the building main entrance and wait for the signal to re-enter





c. 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  
Coate Hall to Eagle Hall  
Drake Hall to Wentz Hall  
Eagle Hall to Coate Hall  
Hutchison Hall to Angell Hall  
Laux Hall to Sanford Hall  
Reuter Hall to White Hall  
Sanford Hall to Laux Hall  
Wentz Hall to Drake Hall  
White Hall to Reuter Hall

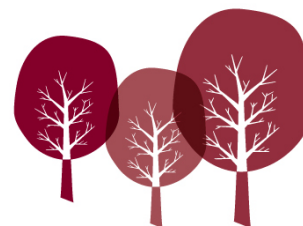
## Fire Test Log Sheets

A fire test log is kept in every residence hall. A log of all fires is kept by the University Police.

## Policies on Smoking, Portable Electrical Appliances, and Open Flames

The following items are not allowed in residence hall rooms:

- Hot plates
- Toasters/Open coil appliances
- Air conditioners
- Burning candles
- Non-fused multi-plug outlets
- Incense
- Halogen Lamps
- George Foreman type grills
- Gooseneck lamps with plastic shades -lamps with 3-5 lights
- Pizza ovens





In addition, all residence halls are smoke free. A 25-foot perimeter from the building is a smoke free zone. Smoking is strictly prohibited in these areas. Proper disposal of cigarette butts and tobacco chew is expected. Disposal in Residence Hall plumbing is not allowed.

## Fire Safety Training

All student staff and housing professional staff are trained each fall regarding the evacuation procedures and what to do in case of a fire. This training is conducted by the University police and the City of La Crosse Fire department. Additional follow up is administered in each hall. We conduct a “smoke house” training and each staff member watches the Drake Hall fire video. Student staff are also asked to show this to the residents on the floor.

All eleven residence halls have the following:

- Fire alarm monitoring devices which are monitored in the hall and by University police.
- Smoke detection devices in each room.
- Fire extinguishers on each floor.
- Evacuation plans/placards.
- A log dating each evacuation fire drills and system tests.

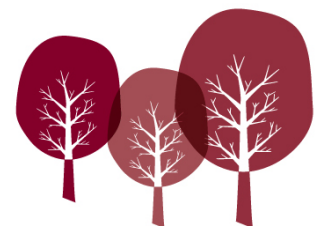
The following 3 halls have a full sprinkler system:

- Eagle Gray
- Eagle Maroon
- Reuter Hall

As renovations are completed on the remaining eight traditional residence halls, a full sprinkler system will be installed in each facility.

## Responsibilities of the University Community

Members of the University community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.





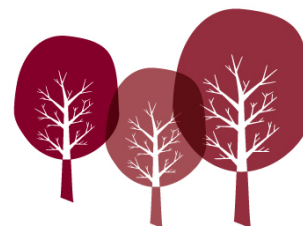
- Report all suspicious activity to the UW-L-PD immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Coordinate with friends, hallmates, and classmates to ensure safe travel.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call UW-L-PD or LCPD for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, laptops, i-pads, books, phones, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

## 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 so they can start an investigation into the status of the missing student. Once it is determined that the student is missing the custodial parent/legal guardian and/or designated





confidential emergency contact will be contacted. This contact information is gathered through the housing application process in which students have been asked to designate an emergency contact. A student's contact information may be accessed only by authorized campus officials and law enforcement as appropriate.

## Alcohol Policies

The legal drinking age is 21 years or older and applies to everyone. Consumption of alcohol is restricted to individuals who are 21 years of age or older. Students who are 21 can have alcohol in their room or the room of another person who is 21 years old. Only one open container with alcohol is allowed to be open per individual who is 21 or older. Residence hall disciplinary action and/or state legal action will result when violations of alcohol policies/laws occur.

Possession of alcohol and/or containers meant to hold alcohol by students under 21 is not permitted. Barrels of beer, party balls, and wappituli parties are not allowed in residence halls and failure to comply with these policies is likely to result in removal from on-campus housing. University Police or the La Crosse City Police may be contacted in situations involving underage drinking or disruptive behavior.

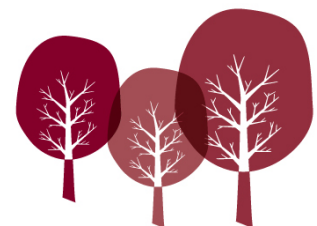
There are resources on campus for alcohol and drug abuse at the Counseling and Testing Center as well as a Wellness Coordinator.

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

- Alcohol and other drug consultations
- Alcohol education and prevention
- Awake and Alive GET SMART
- Outreach to campus and community
- AODA assessments
- 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)
- Freshman registration, classroom presentations, and general campus programming



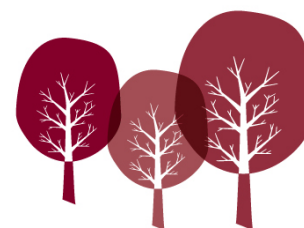


- Strategic planning for AODA prevention efforts
- Brief Screening Intervention and Motivational Interviewing
- SBIRT (Screening, Brief Intervention, Referral to Treatment)

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

False Identification	\$525.50	Disorderly Conduct	\$305.00
Purchasing Intoxicants (17-20 yrs)*	385.00	Vandalism	273.50
2nd offense	448.00	False Fire Alarm	399.50
3rd offense	511.00	Tampering with Detector	336.50
Underage Alcohol Violation*	273.50	Littering	210.50
2nd offense	399.50	Petty Theft under \$100	305.00
3rd offense	525.50	Improper Use of UW-L I.D.	210.50
4th offense	777.50	Weapon Possession	525.50
Driving under the Influence*	827.50		
Failure to obey a Police Officer	462.50		
Giving False Information to an Officer	462.50		
Obstructing Police Officer	462.50		

Possession Drug Paraphernalia and 1st Offense Marijuana 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 Violation *	\$250.00	Marijuana & K2 Offense	\$338.20
2nd offense	407.50	Excessive Noise (residence)	124.00
3rd offense	565.00	2nd offense (per residence)	187.00
4th offense	691.00	3rd offense (per residence)	439.00
5th offense	817.00	Neighborhood Quiet Zone	124.00
Furnishing to Minors (per offense)	313.00	Disorderly Conduct	187.00
Selling alcohol without a license	1636.00	Public Consumption	124.00
Keg Registration Violation	1321.00		

