

# Valparaiso University

## 2016 Annual Security and Fire Safety Report

October 2017

**VALPARAISO UNIVERSITY  
2016 ANNUAL SECURITY REPORT  
2016 ANNUAL FIRE SAFETY REPORT**

**OCTOBER 2017**

IN CASE OF EMERGENCY – TO REPORT A CRIME  
SECURITY ON CAMPUS AND 2014 – 2016 CRIME STATISTICS  
EMERGENCY RESPONSE AND EVACUATION  
MISSING STUDENT NOTIFICATION  
SECURITY AND ACCESS TO FACILITIES  
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**VALPARAISO UNIVERSITY  
2016 CAMPUS SECURITY REPORT  
2016 FIRE SAFETY REPORT**

**Overview**

Institutions of postsecondary education that participate in Federal student financial assistance programs are required by the Higher Education Opportunity Act to provide annual security and fire safety reports that disclose campus crime and fire statistics, as well as certain statements of policy. This report is prepared by the Valparaiso University Police Department in cooperation with local law enforcement agencies surrounding our main campus and alternate sites, Title IX Coordinator, University's Office of Student Affairs, Safety Manager, and General Counsel. Each party provides updated information on their educational efforts and programs to comply with the Act. The following disclosure report details all information required by this law as it relates to Valparaiso University for the calendar year ended December 31, 2016.

**2016 CAMPUS SECURITY REPORT**

**Campus Law Enforcement**

The Valparaiso University Police Department (VUPD) and its officers have full law enforcement and arrest authority. This authority is granted by the State of Indiana. VUPD maintains an emergency 911 dispatch center that is staffed 24 hours a day and 7 days a week. VUPD has full radio compatibility with surrounding law enforcement agencies including the Porter County 911 dispatch center. VUPD serves as the lead agency in investigating crimes which occur on the University's campus and will utilize support from other agencies if/as needed. VUPD has ongoing working relationships with the Valparaiso City Police, the Porter County Sheriff's Department, the Indiana State Police, and various Federal law enforcement agencies. The Valparaiso City Police routinely work and communicate with VUPD on any serious incidents involving a Valparaiso University student occurring off campus or in the immediate neighborhood and business areas surrounding campus. Valparaiso University operates off-campus housing and off-campus student organization facilities, VUPD and Valparaiso City Police communicate and respond to any criminal activity occurring at off-campus housing and off-campus student organization facilities. Campus constituents are encouraged to report all crimes to VUPD by either calling 911 from a campus phone or by using the Code Blue telephones in an emergency situation, or by calling 219-464-5430 for non-emergencies. Voluntary reporters who wish to remain anonymous may use the VUPD confidential tip line by calling 1-888-988-8477. The confidential tip line is not to be used for emergencies or in cases where immediate assistance is needed. VUPD contact information and additional emergency resource information can be found on the University's web-site at [www.valpo.edu/vupd/](http://www.valpo.edu/vupd/) and is also available in printed copy format via an emergency information flip chart that is posted in campus buildings.

## **CRIME STATISTICS**

### **Reported Crime Statistics**

These charts report crime statistics for Valparaiso University calendar years 2014, 2015, and 2016. All institutions are required to list a breakdown of reported crimes by geographic location. The categories are:

1. On-campus property (University-owned, contiguous, educational, and student-used, including residence halls).
2. Non-campus property (fraternities, non-contiguous owned, and student-used).
3. Public property (streets, sidewalks, and lots adjacent to campus property).
4. On-campus residential only (University-owned student housing).

In addition, the University is required to state if any of the subcategories of reported crimes fall under the category of hate crimes. The following crimes shall be reported if perpetrated as hate crimes: murder/non-negligent manslaughter, rape, fondling, statutory rape, incest, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple intimidation, and destruction/damage/vandalism to property. A hate crime is defined as an act that has evidence to show the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity.

The statistics in this annual report were prepared by the Valparaiso University Police Department based on information gathered from individuals in the following University offices and law enforcement authorities:

Valparaiso University Police  
Title IX Coordinator  
Student Affairs: Dean of Students & Residence Life  
Valparaiso City Police  
Porter County Sheriff's Department  
Indiana State Police

Unfortunately, despite all best efforts, crime still occurs on our campus. There are many ways to prevent crimes from occurring. What follows are the reportable crimes on campus. These statistics were compiled to satisfy the requirements of Public Law 101-542 and in accordance with the definitions used in the Uniform Crime Reporting Systems of the FBI.

### Valparaiso University Crime Statistics 2014 2015 2016

Offense	On Campus			**Residential Facilities			Non Campus			Public Property			Totals		
	14	15	16	14	15	16	14	15	16	14	15	16	14	15	16
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	2	2	1	1	2	0	0	1	0	0	0	1	2	3
Fondling	1	3	1	0	1	0	2	0	0	0	0	0	3	3	1
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0
Burglary	3	6	3	2	6	1	1	0	1	0	0	0	4	6	4
Motor Vehicle Theft	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0
Arson	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0
Liquor Law Arrests	4	3	2	3	1	1	0	1	1	0	0	0	4	4	3
Liquor Law Violation Referred For Disciplinary Actions	220	277	172	220	277	172	0	0	0	0	0	0	220	277	172
Drug Abuse Violations, Arrest	17	13	16	13	10	13	0	0	0	0	0	0	17	13	16
Drug Law Violations Referred For Disciplinary Action	4	0	1	4	0	1	0	0	0	0	0	0	4	0	1
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred For Disciplinary Action	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0

\*\*CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON-CAMPUS CATEGORY.

### Valparaiso University Hate Crimes Statistics 2014 2015 2016

**2016:** One on-campus Intimidation incident characterized by Religion bias.

**2015:** One on-campus Intimidation incident characterized by Race bias, and one non-campus Intimidation incident characterized by Race bias.

**2014:** One on-campus Destruction/Damage/Vandalism of property characterized by Ethnicity bias.

## Violence Against Women Act (VAWA) Statistics 2014 2015 2016

Offense	On Campus			Residential Facilities			Non Campus			Public Property			Totals		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	3	4	1	2	2	0	0	1	0	0	0	1	3	5
Stalking	3	2	5	0	0	0	0	0	0	0	0	0	3	2	5

### Unfounded Crimes

**2016: No unfounded crimes**

**2015: One unfounded crime**

**2014: No unfounded crimes**

## **Emergency Response and Evacuation Procedures Statement of Policy**

### **Emergency Response**

Valparaiso University is committed to the safety of the campus community and has established emergency response protocols and evacuation procedures to ensure safety during natural or man-made emergencies or any event that may subject members of the University community to harm. The University's response protocols include timely notification and messaging. The University will, without delay, determine the appropriate messaging, and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

All emergencies should be reported to the Valparaiso University Police Department (VUPD), which maintains an emergency 911 dispatch center that is staffed 24 hours a day and 7 days a week. Upon receipt of an emergency call or a report made in person to the dispatch center, VUPD will collect pertinent information and initiate the appropriate steps to confirm the emergency situation. Officers may respond to calls and reports via patrol unit(s), or may call upon other emergency resources, including the University's Executive Emergency Group and/or Incident Command (IC) team.

The Executive Emergency Group is comprised of the University's President, Provost and Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, and Vice President and General Counsel. The Executive Emergency Group's focus is on questions of policy during an emergency situation; they are supported by and work in conjunction with the IC team.

The IC team is led by an incident commander who has the responsibility and authority to make emergency decisions using an all-hazards approach. The IC team consists of 9-10 members representing various support functions including: VUPD, Safety, Facilities Management, Information Technology, Public Relations, Residential Life, Student Health Center, and the School of Law. IC team members receive National Incident Management System (NIMS) training and the team meets regularly to engage in training, review the University's and/or other campus or national incidents, update emergency plans and resource information, identify emergency training needs and drills for the general campus, and establish and maintain a campus emergency corps.

An emergency meeting of the team may be called by any member of the Executive Emergency Group or the Incident Command Team by contacting the campus Chief of Police or the University Safety Manager who will in turn contact the entire IC Team with notification to the Executive Emergency Group. Emergency meetings should be called whenever there is a matter or potential matter that might cause systematic harm to or threaten the University community. At the meeting, a leader or leaders, and a recorder shall be appointed. Ad hoc members and/or substitute members may be appointed on an as needed basis. The IC Team shall meet as long and as often as necessary until the danger is abated. Any member of the Executive Emergency Group may sit in on any meeting and the Group shall be regularly updated on the IC Team's progress and direction.

The University has an Emergency Notification System (ENS) which uses multiple forms of communication in the event of an emergency. The University's e-mail system currently serves as the official form of communication. This system is supplemented by various other forms of communication including building alarms, outdoor sirens, message boards, personal computer alerts, telephone, Twitter, local media, and public address messaging. An emergency resource information guide is also posted in each building and available electronically at [www.valpo.edu/alert](http://www.valpo.edu/alert). Note on Twitter Alerts: To receive emergency alerts via Twitter as a supplemental resource to e-mail notification, individuals must become a follower of <http://twitter.com/#!/valpoalert> at <http://twitter.com/>. Make sure that the box to allow text postings to forward to your phone is checked.

The IC team will make all necessary notifications to the larger community via established protocol. The IC team Public Relations representative, in conjunction with the Executive Emergency Group, will identify the appropriate messaging.

Emergency response and evacuation procedures are tested on at least an annual basis. These tests are publicized and documented with a description of the exercise including the date and time of the test and whether the test was announced or unannounced. The University also publicizes its emergency response and evacuation procedures in conjunction with these tests.

### **Timely Warnings**

If a crime that constitutes an ongoing or continuing threat occurs on campus or in property owned or controlled by Valparaiso University, VUPD will issue a Timely Warning. When a serious crime is reported to VUPD and poses a threat to the campus community, VUPD will issue a Timely Warning. The Chief of VUPD reviews all reports on a case-by-case basis and determines whether there is an ongoing or continuing threat to the campus community that warrants issuing a Timely Warning. In cases involving sexual assault, domestic violence, dating violence, or stalking, the names of the victims must be withheld as confidential. Methods for issuing a Timely Warning to all University faculty, staff, and students include the following: all-campus email, message boards, personal computer alerts, telephone, Twitter, and University media.

### **Emergency Evacuation Process and Policy for Certain Disabled Members of the University Community**

Valparaiso University strives to protect the safety of its students, employees, and visitors with disabilities. This includes the safety of those people who are unable to evacuate a building on campus in the event of an emergency or to receive notice of that emergency because of their permanent or temporary disability. Such disabilities usually include those related to physical mobility, vision, or hearing. In certain situations, they may also include mental disabilities that trigger severe anxiety in an emergency evacuation situation. This policy and process is primarily directed towards anyone who will be on campus for a long-term period of time and has a disability that will interfere with their ability to evacuate a building on campus in the event of an emergency or prevent them from receiving notice of that emergency.

The University uses various means to alert people of an emergency that requires evacuation of a building. The most common is a fire alarm, which, when activated, shuts off the building's elevators. Other means may be text messaging, e-mail, or the internet. These means will change as technology progresses. Upon the request of students or employees with a hearing disability, the University will equip a dorm room or office with a device or devices designed to alert the hearing impaired of an emergency.

A person with a disability who thinks they might be unable to evacuate a building in the event of an emergency must have a working cell phone on them at all times. Upon request, the University will supply a limited use cell phone to such disabled students and employees who do not have one. In the event of an emergency evacuation, if possible, consult the building's posted emergency evacuation map and move to the nearest location of safety. Use your cell phone and contact the Valparaiso University Police directly at 219-464-5430. If you call 911 from a cell phone, your call will be directed through the county then redirected to the VUPD and slow down your evacuation process. Announce your exact location and remain in place. A VUPD officer, officers, or other emergency personnel will arrive as soon as possible to aid in your evacuation. In the event you evacuate with the help of others in the interim, call the VUPD back to inform them that you no longer need assistance.

In order to assure you are covered by this policy and process, you must notify the proper person on campus and apprise them of your disability and need for any aid in or notification of an emergency evacuation. It would be



preferable if this were done before you arrive on campus. Students or potential students must notify Disability Support Services and, if they are residing on campus, the Residential Life Office. Employees must notify the Office of Human Resource Services. Long-term visitors must notify the person in charge of orchestrating their visit on campus. Those contacts will further educate you on this policy and process and make sure you are adequately prepared in the event you encounter an emergency evacuation while you are on campus.

### **General Evacuation Procedures**

Following are evacuation procedures that should be followed during an emergency situation:

- All are to evacuate a building when a fire alarm sounds and/or upon notification by the Emergency Notification System, the building contact person, or VUPD.
- Be aware of all marked exits from your area and building. Know the routes from your work area.
- If necessary, or directed to do so by VUPD or the building contact person, activate the building's fire alarms. You must also call VUPD at 911 via a campus phone or 219-464-5430 via a cell phone and inform them of the emergency.
- When the building's fire alarm is sounded, or when told to leave by VUPD or building contact person, quickly walk to the nearest exit and ask others to do the same.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- If necessary, an Emergency Operations Center (EOC) will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD, fire department personnel, or the building contact person.

### **Missing Student Notification Statement of Policy**

Any person who believes a Valparaiso University student is missing should immediately notify Valparaiso University Police Department (VUPD). In the event another University office receives a report of a missing student or believes that a student is missing, that office is responsible for notifying VUPD. VUPD will make the determination as to whether a student is missing. Upon receiving a report and determining that the student has been missing for 24 hours or more, VUPD will initiate emergency contact procedures, and may initiate emergency contact procedures if a determination is made that the student has been missing for less than 24 hours. The Missing Student Policy and the procedures outlined herein are also applicable to students residing in University study centers in foreign countries.

For the purposes of this policy, a student is living on campus if they live on property owned or leased by the University and within the same contiguous geographic area. Students who do not reside on campus are required to provide the University with the street address of the residence in which they are physically residing during the academic year and summer terms in which they are enrolled.

All students are required to provide the University with a telephone number (cellular phone or land line) at which they may be reached during the academic year and for any summer terms in which they are enrolled, and with emergency contact information, including the name, address, and phone number (including a cell phone number if available) of a parent, guardian, spouse, domestic partner, or other person to contact in the event of an emergency.

In addition to registering a general emergency contact, students residing on campus have the option to provide the University with a confidential contact person(s) to be notified in the event the student is determined to be missing. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. Only authorized campus officials and law enforcement officers may have access to this information. Unless the University is advised in writing to the contrary, the confidential contact will be the same person(s) as the general emergency contact information. The University is required by law to notify the parents/guardians of any student who is under the age of 18 years and not emancipated within 24 hours if the student is determined to be missing.

After investigating a missing person report, should VUPD determine that the student has been missing for 24 hours, the University will notify other relevant law enforcement agencies, and the student's emergency or confidential contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the university will notify the student's parent or legal guardian immediately after VUPD has determined that the student has been missing for 24 hours.

### **Security and Access to Facilities Statement of Policy**

During business hours, the University (excluding certain housing facilities) is open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all University facilities is by key or swipe card, if issued, or by admittance via the VUPD or Residence Life staff.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls are secured around the clock and are equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Christopher Center for Library and Information Services (CCLIR), the Harre Union, the Valparaiso University Center for the Arts (VUCA), and the Chapel of the Resurrection. In these cases, the facilities are secured according to schedules developed by the department responsible for the facility. Security is also a consideration in maintaining campus facilities. For example, maintenance personnel regularly check to ensure pathways are well lighted and that egress lighting is working in hallways and stairwells

### **Alcoholic Beverages Statement of Policy**

The possession, sale or the furnishing of alcohol on the University campus is governed by the Valparaiso University Alcohol Policy and Indiana state law. Laws regarding the possession, sale, consumption or furnishing of alcohol are controlled by the Indiana Alcohol and Tobacco Commission and enforced by the Indiana State Excise Police. However, the enforcement of alcohol laws on campus is the primary responsibility of the Valparaiso University Police Department. Valparaiso University only permits the consumption and possession of alcohol at certain locations and at select events preapproved by Valparaiso University. The consumption and possession of alcohol is always prohibited in residence halls. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession or consumption of alcohol by anyone under 21 years of age is illegal. It is also a violation of the Valparaiso University Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval. Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University, which may include suspension or expulsion from the University. Students who misuse or abuse alcohol in violation of campus policies and/or applicable laws may receive counseling, diagnostic, and assessment services from the University's Office of Alcohol and Drug Education (OADE).

### **Illegal Drug Possession**

## Statement of Policy

The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Valparaiso University Police Department. Violators are subject to University disciplinary action which may include suspension or expulsion from the University, criminal prosecution, fine, and imprisonment. Students who abuse drugs in violation of campus policies and/or applicable laws may receive counseling, diagnostic, and assessment services from the University's Office of Alcohol and Drug Education (OADE).

### Alcohol and Drug Prevention Programs

The University has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The programs provide services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and University disciplinary actions. The Office of Alcohol and Drug Education (OADE) offers substance abuse prevention efforts; among its services are the peer-facilitated SUDDS program, the CARE program which assists at risk students through a program of assessment and education, outreach programming to residences and classrooms, and counseling and referral services for students who are experiencing problems with alcohol and other drugs. The OADE is available at <http://www.valpo.edu/counseling/oade/>. This Office also supports local BACCHUS and GAMMA chapters, national organizations that promote alcohol awareness and responsibility on college campuses. The University also provides an Employee Assistance Program (EAP) which supports employees who are dealing with substance-abuse, addiction, and recovery problems. The University's *Student Guide to University Life* (available at <http://www.valpo.edu/registrar/assets/pdfs/stguide14.pdf>) provides the following information: (1) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on Valparaiso University's property, or as part its activities; (2) a description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol; (3) a description of the Office of Alcohol and Drug Education (OADE) services available to students; (4) a description of the health risks associated with the use of illicit drugs and alcohol available at [http://www.valpo.edu/counseling/oade/drug\\_awareness\\_assessments.php](http://www.valpo.edu/counseling/oade/drug_awareness_assessments.php) and [http://www.valpo.edu/counseling/oade/alcohol\\_awareness\\_assessments.php](http://www.valpo.edu/counseling/oade/alcohol_awareness_assessments.php); and (5) a description of sanctions imposed on students for violations of the *Student Guide to University Life* and on employees for violations of the *Faculty Handbook* (available at <http://www.valpo.edu/generalcounsel/assets/docs/Faculty%20Handbook.pdf>).

### Responding to Sexual Misconduct Statement of Policy

If you are a victim of a sexual misconduct, which includes sexual violence such as rape, sexual assault, sexual battery, sexual abuse, and sexual coercion, sexual harassment, dating violence, domestic violence, or stalking, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment and call either the SAAFE Office crisis line at 219-464-6789 and/or the VUPD at 219-464-5430 and request that they contact the SAAFE Assistant Director to meet the student at a place most convenient and safest for the student. If you are at an off-campus location, you may also call 911. When a student or employee reports being a victim or target of sexual misconduct, on or off-campus, Valparaiso University provides the victim or target of sexual misconduct the following written handout, "What You Need to Know: Resources, Rights, and Options for Targets of Sexual Misconduct."

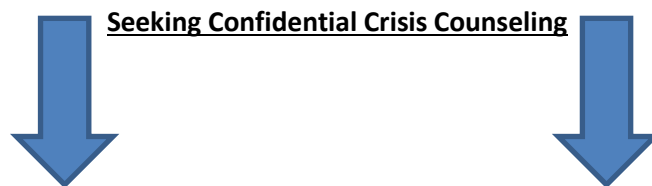
### **What You Need to Know: Resources, Rights, and Options for Targets of Sexual Misconduct**

**Q: What do I need to know?**

*A: If you have experienced any form of sexual misconduct, there are a number of ways you can report the incident as well as a number of services available to obtain the information, support, and assistance you need for your health and safety.*

***Sexual Misconduct is used as an umbrella term to include: sexual violence (includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion), sexual harassment, dating violence, domestic violence, or stalking.***

**OPTIONS IMMEDIATELY AFTER INCIDENT**



**Q: Who, on campus, can I speak with confidentially?**

*A: The SAAFE Office is a **confidential** crisis center and support system for individuals who have been targets of sexual misconduct. The SAAFE Office Assistant Director Paula Dranger meets with individuals at their request in a confidential location and advises them in many areas and through many options.*

- 1) The types of interim accommodations available to the student, following an assessment of the person’s circumstances, concerns, and issues.*
- 2) The options available to them, from Campus Informal and Formal Complaints, to legal avenues.*
- 3) Help in their filing of Complaints and/or No Contact orders as well as setting appointments with VUPD, the Dean of Students, the Valparaiso City Police Department, and other police departments.*
- 4) The process of healing.*
- 5) Help with friends and family.*
- 6) Assistance and coaching through campus and judicial hearings, and/or investigations with legal authorities.*
- 7) SAAFE also offers referrals to campus and community services such as counseling, support groups, and legal services.*

*If you want to speak with someone confidentially at a safe location, call the crisis line at (219) 464-6789, or for emergencies occurring after regular business hours, call (219) 929-7087. The SAAFE Office located at 1602 LaPorte Ave on the north side of Alumni Hall, and is # 13 on the VU campus map.*

*The Counseling Center offers a broad range of preventative, remedial and developmental **confidential** services to its students. Counseling Center therapists are committed to protecting the confidentiality of information shared. This means that your presence in the office, attendance of appointments, and any information you provide is kept private, and only accessed by authorized staff members within Counseling Services. The Counseling Center is located at 1602 LaPorte Ave on the north side of Alumni Hall, and may be reached at (219) 464-5002.*

The University Pastors are another **confidential** resource located at the Chapel of the Resurrection. Pastor James A. Wetzstein, available at (219) 464-5093 or [james.wetzstein@valpo.edu](mailto:james.wetzstein@valpo.edu), and Pastor Charlene Rachuy, available at (219) 464-5093 or [charlene.cox@valpo.edu](mailto:charlene.cox@valpo.edu) serve students, faculty, and staff. Pastoral counselors are not required to report any information regarding an incident of sexual misconduct.

The Student Health Center can provide **confidential** medical treatment to students. The Student Health Center is located at the Promenade East building, 55 University Drive, Suite 102, Valparaiso, or call (219) 464-5060.

**Q: Who, off campus, can I speak with confidentially?**

A: The Caring Place located at 150 Lincolnway Suite #3002, Valparaiso, Indiana provides confidential and free services for targets of sexual assault and domestic violence. If you want to speak with someone off campus, call the 24 hour crisis line at (219) 464-2128.

Call the National Sexual Assault Hotline at (800)656-HOPE or RAINN (Rape, Abuse, Incest Nat'l Network) at (800)799-7233.

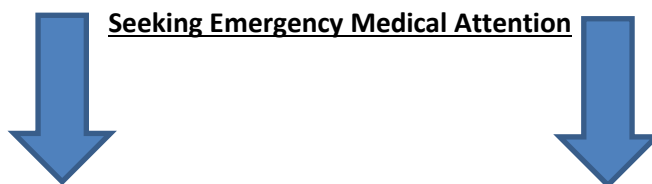
**Q: Who can I speak with and it's OK if that person needs to tell someone else?**

A: The Valparaiso University Police Department (VU Police), Discrimination Complaint Advisors (DCAs), professors, administrative staff, resident assistants, the Dean of Students, or Human Resource Services will work to maintain individual privacy, but cannot guarantee to honor your request for confidentiality. As responsible employees, VU Police, DCAs, professors, administrative staff, resident assistants, the Dean of Students, and Human Resource Services all have a duty to report an incident of sexual misconduct to the Title IX Coordinator. Again, the SAAFE Office, the Counseling Center, the University Pastors, or Student Health Center can offer complete confidentiality to the extent permitted by state law.

The Title IX Coordinator can be reached at (219) 464-6370 or [Title9@valpo.edu](mailto:Title9@valpo.edu). VU Police can be reached at (219) 464-5430. A list of the Discrimination Complaint Advisors (DCAs) is available at <http://www.valpo.edu/generalcounsel/assets/docs/Discrimination%20Complaint%20Advisors.pdf>.

If you are an employee, contact the Title IX Coordinator at [Title9@valpo.edu](mailto:Title9@valpo.edu) or Human Resources Director Scott Harrison, available at (219) 464-5335 or [Scott.Harrison@valpo.edu](mailto:Scott.Harrison@valpo.edu).

The University is committed to protecting the confidentiality of targets of sexual misconduct. All publicly-available recordkeeping excludes personally-identifiable information about the individual to the extent permitted by law.

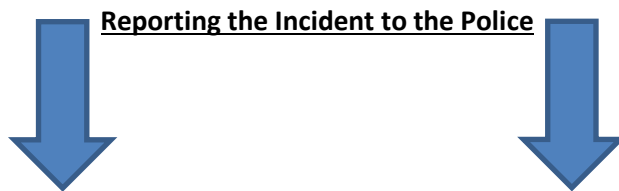


**Q: Where should I go for emergency medical attention?**

A: The Porter Hospital Emergency Room, located at 85 E US-6 Frontage Rd, Valparaiso, Indiana 46383 or dial 911. The Porter Hospital Emergency Room personnel will conduct a physical examination, treat any injuries, gather physical evidence of the incident, and supply aftercare instructions. The VU Health Center can also provide these

services during their normal hours of operation. The VU Health Center is located at the Promenade East building, 55 University Drive, Suite 102, Valparaiso, Indiana 46383, or call (219) 464-5060.

**Please call the Assistant Director of the SAAFE Office**, Paula Dranger, and ask that the Assistant Director of the SAAFE Office meet you at the hospital. If you do not have a chance to call the SAAFE Office, please request that the Assistant Director of the SAAFE Office is called.



**Q: How do I report an incident?**

A: You may choose to report an incident to Valparaiso University Police Department (VU Police) by calling (219) 464-5430. VU Police is located at 816 Union Street, Valparaiso, Indiana 46383, and is # 34 on the VU campus map. If you wish, the SAAFE Office Assistant Director may accompany you to the VU Police.

**Q: May I report an incident to Valparaiso City Police?**

Your decision to report a criminal complaint with the Valparaiso City Police will not affect your ability to file a VU Police Report or a University Informal and/or Formal Complaint. Reporting a criminal complaint with the Valparaiso City Police is an independent criminal process. However, if you choose to report or file a criminal complaint through the Valparaiso City Police, VU Police will provide you with support throughout the process. If you wish, the SAAFE Office Assistant Director may accompany you to the Police Department.

To report an incident to the Valparaiso City Police, call (219) 462-0717. The Valparaiso City Police Department is located at 355 Washington Street, Valparaiso, Indiana 46383.

**SEEKING PROTECTIVE SERVICES**

**Q: Who can assist me with academic support and housing accommodations?**

A: The SAAFE Office will contact your professors and the Student Affairs Office to assist you with interim measures such as academic, housing, and transportation accommodations, in addition to no contact directives, that are reasonably available. For employees, Human Resource Services will also coordinate working accommodations if such accommodations are reasonably available. Regardless of whether you decide to report to VU Police or Valparaiso City Police, or file a University Informal and/or Formal Complaint, interim measures and accommodations are available to you. Upon your request, interim measures will be implemented when they are reasonably available.

**Q: Where can I file a court-issued protective order?**

A court-issued protective order may be filed at the Porter County Clerk's Office located at 16 East Lincolnway, Suite 209, Valparaiso, Indiana 46383, and may be reached at (219)465-3450.

**Q: What can VU do if it is aware that I have obtained a court-issued protective order?**

*If you have obtained an order of protection, no contact order, restraining order, or another similar lawful order issued by a criminal, civil, or tribal court, you should provide a copy of it to VU Police. It can also be given to the Title IX Coordinator who will pass the information along to VU Police. The University and VU Police will take all legal and reasonable steps to implement such an order.*

**REPORTING OPTIONS**

**Q: Am I required to file any kind of report immediately after an incident?**

*A: You are not required to file a VU Police Report or a University Informal and/or Formal Complaint immediately after an incident; however, it is important to preserve any evidence of the incident as it may be necessary to prosecute a crime or obtain an order of protection. Do not shower, douche, brush your teeth, eat, or change clothing in an effort to preserve physical evidence. If you change clothes, put all clothing you were wearing at the time of the incident into a paper bag.*

**Q: How and with whom do I file a University Informal and/or Formal Complaint (non-criminal)?**

*A: The Informal and Formal Complaint resolution process is governed by the Valparaiso University Nondiscrimination, Harassment, and Sexual Misconduct Policy. Under this Policy, the person making the allegation is referred to as the Complainant. The person who the allegations have been made against is referred to as the Respondent. The Complainant can either file an Informal Discrimination Complaint and/or Formal Discrimination Complaint. The SAAFE Office is available to help you complete the form.*

*The Informal Complaint Form is available at:*

<http://www.valpo.edu/generalcounsel/assets/docs/Discrimination%20Informal%20Complaint%20Form.pdf>

*The Formal Complaint Form is available at:*

<http://www.valpo.edu/generalcounsel/assets/docs/Discrimination%20Formal%20Complaint%20Form.pdf>.

*The Nondiscrimination, Harassment, and Sexual Misconduct Policy is available at:*

<http://www.valpo.edu/generalcounsel/assets/docs/Nondiscrimination%20Harassment%20Sexual%20Assault.pdf>.

***If the alleged violator is a student***, you should file an Informal Complaint and/or Formal Complaint with the Dean of Students Tim Jenkins. The Dean of Students may be contacted at (219) 464-5411 or [Tim.Jenkins@valpo.edu](mailto:Tim.Jenkins@valpo.edu). The Title IX Coordinator is also available to explain your rights and options under the Nondiscrimination, Harassment, and Sexual Misconduct Policy. If you wish, you can be accompanied by the SAAFE office Assistant Director who can be in the room with you during the discussion.

***If the alleged violator is an employee***, you should file an Informal Complaint and/or Formal Complaint with the Human Resources Director Scott Harrison. The Human Resource Director may be contacted at (219) 464-5335 or [Scott.Harrison@valpo.edu](mailto:Scott.Harrison@valpo.edu). The Title IX Coordinator is also available to explain your rights and options under the Nondiscrimination, Harassment, and Sexual Misconduct Policy.

***If the alleged violator is a nonstudent or nonemployee, you should file an Informal Complaint and/or Formal Complaint with the Title IX Coordinator.***

*The University prohibits retaliation against an individual because that individual, in good faith, reports or files any kind of complaint about an incident of sexual misconduct, or any other form of discrimination and/or harassment prohibited under the Nondiscrimination, Harassment, and Sexual Misconduct Policy. A retaliation complaint will be considered a separate claim from the original complaint, with separate proceedings and subjecting the alleged violator to separate disciplinary action.*

**Q: May I pursue an Informal and/or Formal Complaint *and* a criminal complaint?**

*A: A Complainant may pursue an Informal and/or Formal Complaint **and** a criminal complaint simultaneously. However, the University process is completely separate from the Valparaiso City Police and courts.*

**Q: With whom do I file a criminal complaint with?**

*A: The Valparaiso University Police or Valparaiso City Police.*

**Q: Am I required to file a criminal complaint with Valparaiso University Police or Valparaiso City Police?**

*A: You are not required to file a criminal complaint. A criminal complaint is governed by the applicable criminal statutes.*

## **THE UNIVERSITY'S RESPONSE**

**Q: What can a Complainant expect after filing an Informal Complaint?**

*A: The Complainant must supply a brief description of what occurred, the name of the violator(s), any witnesses, any evidence of his/her claim, and his/her desired outcome or results. Meetings may take place between the above-mentioned individuals, but the Complainant may choose not to meet with any of the alleged violators or witnesses. A proposed resolution will be presented to the Complainant for approval or disapproval. Possible resolutions include: temporary, indefinite, or permanent separation of the parties, explicit agreements about future conduct, change in workplace assignments, substitution of one class for another, or other appropriate relief. The Complainant may choose to dismiss his/her informal complaint at any time.*

*If the matter does not result in the Complainant's desired outcome, he or she may reject the proposed resolution and file a Formal Complaint. If the Complainant is satisfied with the outcome or it results in his/her desired outcome, the results will be documented and the matter will be resolved.*

**Q: What can a Complainant expect after filing a Formal Complaint?**

*A: The Formal Complaint will require the Complainant to set forth sufficient details of the incident(s), alleged violators, witnesses, evidence (included or attached), and relief sought.*

*Formal Complaints against a student must be made with the Dean of Students pursuant to the Student Judicial System as set forth in the Student Guide to University Life, and the Dean of Students will facilitate a Campus Judicial Board hearing. More information about the Campus Judicial Board hearing procedures may be found in the Student*



Guide to University Life available at <http://www.valpo.edu/registrar/assets/pdfs/stguide14.pdf>. The SAAFE Office Assistant Director is available to prepare you for a Judicial Board hearing and is available to sit with you through the hearing. Formal Complaints against an employee must be made with the Director of Human Resource Services, and the Discrimination, Harassment, and Sexual Misconduct Grievance Committee will facilitate a hearing. All such hearings shall provide prompt, fair, and impartial investigation and resolution. Please refer to the University's Nondiscrimination, Harassment, and Sexual Misconduct Policy for more information.

**Q: What can both the Complainant and Respondent expect throughout the Formal Complaint resolution proceedings?**

*A: It is important to know that the resolution proceedings are implemented by University officials who receive annual training on the issues related to sexual misconduct and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.*

*The Complainant and Respondent have the opportunity to present witnesses and evidence, and have others present during the hearing proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. However, an advisor's participation may be limited in that an advisor may not speak or advocate on behalf of the Complainant or Respondent, present evidence, or question witnesses.*

*The evidentiary standard used in resolving a complaint is the "preponderance of evidence" standard, which means that **more likely than not** the incident occurred. Both the Complainant and Respondent must be simultaneously informed, in writing, of the following: (1) the outcome or determination of the hearing proceedings, (2) appeals rights, (3) any change to the outcome or determination of the hearing proceedings prior to any finalized outcome or determination, and (4) when such outcome or determination of the hearing proceedings becomes final.*

*The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.*

**Proceeding** means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Result** means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

**Q: What are possible sanctions imposed following a final determination of the hearing proceedings?**

*A: Possible sanctions include but are not limited to the following: oral or written reprimand, oral or written warning, loss of salary or benefit, or demotion, transfer or change of job, class or residential assignment or location, disciplinary probation, suspension, termination, dismissal, or expulsion.*

*\*Compliance with the Violence Against Women Reauthorization Act does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights And Privacy Act of 1974 (FERPA).*

## **Indiana's Laws Regarding Sexual Assault, Dating Violence, Domestic Violence, & Stalking**

### **IC 35-42-4-1 Rape (effective July 1, 2014)**

Sec. 1. (a) Except as provided in subsection (b), a person who knowingly or intentionally has sexual intercourse with another person or knowingly or intentionally causes another person to perform or submit to other sexual conduct (as defined in IC 35-31.5-2-221.5) when:

- (1) the other person is compelled by force or imminent threat of force;
- (2) the other person is unaware that the sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) is occurring; or
- (3) the other person is so mentally disabled or deficient that consent to sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) cannot be given; commits rape, a Level 3 felony.

(b) An offense described in subsection (a) is a Level 1 felony if:

- (1) it is committed by using or threatening the use of deadly force;
- (2) it is committed while armed with a deadly weapon;
- (3) it results in serious bodily injury to a person other than a defendant; or
- (4) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge.

### **IC 35-31.5-2-221.5 "Other sexual conduct" (effective July 1, 2014)**

Sec. 221.5. "Other sexual conduct" means an act involving:

- (1) a sex organ of one (1) person and the mouth or anus of another person; or
- (2) the penetration of the sex organ or anus of a person by an object.

### **IC 35-42-4-8 Sexual battery (effective July 1, 2014)**

Sec. 8. (a) A person who, with intent to arouse or satisfy the person's own sexual desires or the sexual desires of another person:

- (1) touches another person when that person is:
  - (A) compelled to submit to the touching by force or the imminent threat of force; or

(B) so mentally disabled or deficient that consent to the touching cannot be given; or  
(2) touches another person's genitals, pubic area, buttocks, or female breast when that person is unaware that the touching is occurring;  
commits sexual battery, a Level 6 felony.

(b) An offense described in subsection (a) is a Level 4 felony if:

(1) it is committed by using or threatening the use of deadly force;

(2) it is committed while armed with a deadly weapon; or

(3) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge.

### **Dating Violence**

Dating violence is not specifically defined within the Indiana Code. However, dating violence may be defined as:

Violence committed by any person who:

(a) is or has been in a relationship of a romantic or intimate nature; and

(b) where the existence of such a relationship will be determined based on a consideration of the following factors:

i. length of the relationship

ii. type of relationship

iii. the frequency of interactions between the persons involved in the relationship.

### **IC 5-26.5-1-3 Domestic violence (effective July 1, 2014)**

Sec. 3. "Domestic violence" includes conduct that is an element of an offense under IC 35-42 or a threat to commit an act described in IC 35-42 by a person against a person who:

(1) is or was a spouse of;

(2) is or was living as if a spouse of;

(3) has a child in common with;

(4) is a minor subject to the control of; or

(5) is an incapacitated individual under the guardianship or otherwise subject to the control of;

the other person regardless of whether the act or threat has been reported to a law enforcement agency or results in a criminal prosecution.

### **IC 35-42-2-1.3 Domestic battery (effective July 1, 2014)**

Sec. 1.3. (a) A person who knowingly or intentionally touches an individual who:

(1) is or was a spouse of the other person;

(2) is or was living as if a spouse of the other person as provided in subsection (c); or

(3) has a child in common with the other person;

in a rude, insolent, or angry manner that results in bodily injury to the person described in subdivision (1), (2), or (3) commits domestic battery, a Class A misdemeanor.

(b) However, the offense under subsection (a) is a Level 6 felony if the person who committed the offense:

(1) has a previous, unrelated conviction:

(A) under this section (or IC 35-42-2-1(a)(2)(E) before that provision was removed by P.L.188-1999, SECTION 5);

or

(B) in any other jurisdiction, including a military court, in which the elements of the crime for which the conviction was entered are substantially similar to the elements described in this section; or

(2) committed the offense in the physical presence of a child less than sixteen (16) years of age, knowing that the child was present and might be able to see or hear the offense.

(c) In considering whether a person is or was living as a spouse of another individual for purposes of subsection (a)(2), the court shall review:

(1) the duration of the relationship;

(2) the frequency of contact;

(3) the financial interdependence;

(4) whether the two (2) individuals are raising children together;

(5) whether the two (2) individuals have engaged in tasks directed toward maintaining a common household; and

(6) other factors the court considers relevant.

#### **IC 35-45-10-1 "Stalk" defined**

Sec. 1. As used in this chapter, "stalk" means a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.

#### **IC 35-45-10-5 Criminal stalking (effective July 1, 2014)**

Sec. 5. (a) A person who stalks another person commits stalking, a Level 6 felony.

(b) The offense is a Level 5 felony if at least one (1) of the following applies:

(1) A person:

- (A) stalks a victim; and
- (B) makes an explicit or an implicit threat with the intent to place the victim in reasonable fear of:
  - (i) sexual battery (as defined in IC 35-42-4-8);
  - (ii) serious bodily injury; or
  - (iii) death.
- (2) A protective order to prevent domestic or family violence, a no contact order, or other judicial order under any of the following statutes has been issued by the court to protect the same victim or victims from the person and the person has been given actual notice of the order:
  - (A) IC 31-15 and IC 34-26-5 or IC 31-1-11.5 before its repeal (dissolution of marriage and legal separation).
  - (B) IC 31-34, IC 31-37, or IC 31-6-4 before its repeal (delinquent children and children in need of services).
  - (C) IC 31-32 or IC 31-6-7 before its repeal (procedure in juvenile court).
  - (D) IC 34-26-5 or IC 34-26-2 and IC 34-4-5.1 before their repeal (protective order to prevent abuse).
  - (E) IC 34-26-6 (workplace violence restraining orders).
- (3) The person's stalking of another person violates an order issued as a condition of pretrial release, including release on bail or personal recognizance, or pretrial diversion if the person has been given actual notice of the order.
- (4) The person's stalking of another person violates a no contact order issued as a condition of probation if the person has been given actual notice of the order.
- (5) The person's stalking of another person violates a protective order issued under IC 31-14-16-1 and IC 34-26-5 in a paternity action if the person has been given actual notice of the order.
- (6) The person's stalking of another person violates an order issued in another state that is substantially similar to an order described in subdivisions (2) through (5) if the person has been given actual notice of the order.
- (7) The person's stalking of another person violates an order that is substantially similar to an order described in subdivisions (2) through (5) and is issued by an Indian:
  - (A) tribe;
  - (B) band;
  - (C) pueblo;
  - (D) nation; or
  - (E) organized group or community, including an Alaska Native village or regional or village corporation as defined in or established under the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.); that is recognized as eligible for the special programs and services provided by the United States to Indians because of their special status as Indians if the person has been given actual notice of the order.
- (8) A criminal complaint of stalking that concerns an act by the person against the same victim or victims is pending in a court and the person has been given actual notice of the complaint.

(c) The offense is a Level 4 felony if:

(1) the act or acts were committed while the person was armed with a deadly weapon; or

(2) the person has an unrelated conviction for an offense under this section against the same victim or victims.

**\*The Indiana Code does not define or elaborate on the meaning of “consent.”**

## **Education, Prevention, and Awareness Programs Statement of Policy**

### Primary Prevention and Awareness Programs

Primary prevention and awareness programs are programming initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention and seek to change behavior and social norms in healthy and safe directions.

Valparaiso University prohibits sexual misconduct, which includes rape, sexual assault, sexual battery, sexual abuse, sexual coercion, sexual harassment, dating violence, domestic violence, or stalking. The University’s Sexual Assault Awareness and Facilitative Education Office (SAAFE) educates all incoming students about sexual misconduct, consent, definitions of the crimes under Indiana law, bystander intervention, and risk reduction during freshmen orientation each fall and through outreach programs that are available to all students. Specifically, the SAAFE Office coordinates with the University’s Theatre Department to showcase the play, “Limits” as part of a year-long strategic plan. The play’s focus on the messages, “why here?” and “why now?” serves as an effective communication and education method for the incoming freshmen. Additionally, the cast and crew of “Limits” receive training from SAAFE about sexual misconduct and information on the services that the SAAFE Office provides. This has the benefit of helping the actors better understand their characters and also gives them a chance to infuse any missing or relevant pieces into the play.

Furthermore, the Title IX Coordinator’s primary prevention and awareness program includes a “What You Need to Know About Title IX” training to all faculty and staff across campus. The Title IX Coordinator offers training programs to each college and department across campus, which includes required mandatory participation by all responsible employees.

The SAAFE Office and Title IX Coordinator’s primary prevention and awareness programs include comprehensive information as it relates to sexual misconduct. The trainings include: a statement that the University prohibits the crimes of sexual misconduct such as rape, sexual assault, sexual harassment, dating violence, domestic violence, and stalking, the definitions of the crimes under Indiana law, definition of consent under with reference to sexual activity under local Indiana law, safe options for bystander intervention, and information on risk reduction such as recognizing warning signs of abusive behavior and avoiding potential attacks.

As part of each primary prevention and awareness program, bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing

situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Additionally, Valparaiso University secured an online compliance specialist “Campus Clarity,” in order to provide a comprehensive and research-based training to all incoming students and new employees in 2016. The “Think About It” course is an award-winning substance abuse and sexual violence prevention program designed to educate students, faculty, and staff on Title IX, Campus SaVE Act, and Clery Act.

### Ongoing Prevention and Awareness Campaigns

Ongoing prevention and awareness campaigns are programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking using a range of strategies with audiences throughout the institution.

### **SAAFE Advocates Program**

SAAFE Advocates perform duties in peer education of sexual assault, sexual harassment, domestic violence, dating violence, stalking, consent, and bystander intervention advocate for a safe campus with individuals who have been victimized, determine areas that are relevant to the student population which need to be addressed, and help to create a more complete programming system involving assessment, planning, and evaluation. The SAAFE Advocates also facilitate trainings with University offices and departments throughout campus.

They are available to all students as a resource in the areas of wellness, sexual assault, sexuality, and sexual health. For example, the SAAFE Advocates host a “Sex in a Fishbowl” event three times a year, which continues to hold great interest for the students. Students are allowed to anonymously write out questions they always wanted to be able to ask the opposite sex. The gathered questions are put into a small fishbowl and the facilitators address the questions, and then allow small group participation and conversation for each topic.

They aided in generating, among other programs our 3 all campus presentations on Assault on the College Campus and the development and creation of the SAAFE Resource Wheel found on the SAAFE website.

SAAFE hosted a day to celebrate a campus, its students, faculty & staff and a culture of respect across genders through the “VU Owns the Night” March and Rally. This celebration capped a fantastic year’s worth of programming featuring the work of VU’s SAAFE and Empowering Organizations: The Advocates, SEO Greek Life (Safe Brothers Safe Sisters), SEO Athletics, The Torch, VUTV, Title IX Office, VUPD, Counseling Services, Student Affairs, Faculty and Staff, and CORE.

### **SAAFE Resource Ambassadors**

These are SAAFE Advocates who further train and will speak to individuals, groups and other organizations on a variety of issues involving any of the 5 Title IX violations: Sexual Assault, Sexual Harassment, Stalking, Dating and Domestic Violence.

### **SAAFE Empowering Organizations (SEO)**

#### *A. SAAFE Empowering Organizations (SEO) – Greek Division*

SAAFE Empowering Organizations (SEO) act both as University ambassadors and information gatherers to those they interact with, providing the feedback loop as to the level of success of outreach and as an avenue for more understanding and data from and about the student population. At the annual Valparaiso University Fraternity and Sorority Awards Ceremony in May 2015, the Sexual Assault Awareness and Facilitative Education (SAAFE) Office recognized all 13 fraternity and sorority chapters with the SAAFE and Empowering Organization designation for 2015. Annually, fraternity and sorority members have the opportunity to participate in a number of educational programs and activities in an effort to educate the community about issues related to sexual assault, sexual assault prevention, bystander intervention, and personal wellness. In 2015, more than 89% of the total members in fraternity and sorority life participated in SAAFE Office sponsored programs. The culminating event is the annual “Valpo U Owns the Night” walk in April each academic year. Fraternities and sororities are eligible for the SAAFE and Empowering Organization designation by participating in a specific number of programs and educating their members on an annual basis. SEO Members, who are SAAFE Brothers and SAAFE Sisters brainstormed five major goals and focused on two of those goals this year. One of those goals was the Facilitation of the Title IX Campus offered at three different times for Greek Life and all campus students

#### *B. SAAFE Empowering Organizations (SEO) - Athletics Division*

The Athletics Department, in conjunction with the SAAFE Office, acts as a campus community advocate on bystander intervention. The Program disseminates the message of sexual assault prevention, respect, consent, and “Bystander Awareness” through an organizational structure that includes a visual representation. Every single athlete is trained in Bystander Intervention and Dating Violence. In addition, every team is preparing their projects to convey their message of respect across genders to the students, faculty and staff. Together, the Athletics Department and the SAAFE Office, demonstrate the message of “respect between and within genders” at University sponsored events. For example, a united front between the Athletics Department and the SAAFE Office was displayed center court during a Valparaiso University Men’s Basketball game when student athletes paraded signs conveying the message against sexual assault on campus.

#### Bystander Intervention Awareness Campaign

The Bystander Intervention Awareness Campaign is focused on how to intervene to prevent sexual assault and sexual misconduct. The training involves applicable information on how to become an active bystander, as well as provides a chance for a commitment to become more vigilant about unsafe situations. The message that resonates across the campus community is “sustaining campus culture of respect between and within genders.” The Campaign also focuses on consent and what consent looks like.

#### Residence Life & the SAAFE Office Partnership

Valparaiso University’s Residence Life, in partnership with the SAAFE Office, spreads sexual assault awareness and prevention through an annual poster campaign and traveling bulletin boards. These campaigns focus on the message of “respect between and within genders” to emphasize the need to demonstrate and sustain efforts strategically in keeping the campus a safe community. Residence Life and the SAAFE Office work together to create bulletin boards for the Resident Assistants to put up in each residence hall on campus. Multiple bulletin boards were created by SAAFE Advocates and displayed across campus, and topics covered Consent, Bystander Intervention, SAAFE Spring Break Tips, Information about the SAAFE Office, and Healthy Relationships. Residence Life hosted SAAFE’s training on Bystander Intervention for all the RA’s. SAAFE’s focus this year was on Prevention, Safety, Investigative and Culturally Sustaining efforts, Crisis Management, Training and Statewide Networking.

#### Other programs from SEO Organizations:



*CORE* – Providing Bystander Intervention training and discussion in the classroom for freshmen students.

*VUTV* – Continuing their work as an SEO, VUTV taped a public service announcement on Sexual Assault Prevention, and a documentary with students attending the Title IX Presentation.

*The Torch* – Continuing their work as an SEO, The Torch produced articles on the SAAFE Office, Advocates, campus outreach, and SAAFE's 5 Year Project.

*VUPD* – Participating under the Title IX Team, attending meetings and working in tandem with the SAAFE Office on investigations of sexual misconduct and with the Title IX Office.

*Title IX Office, SAAFE Office and the Office of International Programs* – Created the latest Title IX Brochure for students, and also hosted three facilitations for over 700 International students on Title IX, and examining cultural similarities and differences in dating.

*Title IX Office and SAAFE Office* – Helped to host the first Title IX Conference led by Valparaiso University and Husch Blackwell law firm designated for Title IX Coordinator and Investigator training.

*Student Affairs* – Distribution of the Title IX Brochure given to every student at VU, including those on and off campus such as commuter students.

*Faculty and Staff* – Attending classroom presentations such as a Graphic Design class and meetings with the Women's Faculty Tea.

*"Limits" Play* – The students in the Drama Department, along with the SAAFE Office, produced a play on date rape called, "Limits". "Limits" is written and updated by University Drama students. This year, the SAAFE Office created a playbill for all freshmen containing information about SAAFE, the definitions of Title IX violations and Indiana laws specifically relating to these terms.

*Title IX Graphic Artwork* – With the guidance of the Graphics Arts professor, students learned about Title IX violations and created posters regarding sexual assault. For 2 ½ weeks, these framed posters created by the Graphic Arts students were featured in the student center Harre Union Display Case. These posters were, on their own, works of art covering any one of five Title IX violations.

## **Security on Campus and Prevention of Crimes Statement of Policy**

Valparaiso University Police Department provides tips to student and employees about campus security and practices. The crime prevention tips include "The People, Places, and Things of Campus Safety." This encourages both students and employees to be responsible for their own security and the security of others. Throughout the academic year, VUPD presents to students and employees about sexual assault prevention, active shooter, alcohol and drug prevention and awareness, international travel safety tips, domestic travel safety tips, and responding to challenges in employees' work environments.

## **Crime Prevention Tips:**

### **The People**

- Never walk or jog alone at night.
- If you do walk or jog at night, do so with at least one other person or in groups.
- Should you find yourself walking alone at night, avoid secluded or dimly lit areas. Stay away from wooded areas or locations where shrubs or buildings might provide cover for assailants.
- If you feel you are being followed, yell or scream and move toward a public, well lit area, or try to reach a Campus Emergency Phone. Emergency phones, which automatically connect with the University Police, are located in 34 areas on the campus.
- Should you be a victim of a hold-up, don't resist or endanger your own safety. Call the police immediately to report a crime.
- Always be aware of what is going on around you. Be alert to your surroundings and possible safety concerns whether you are in your place of residence or moving about the campus or city.
- Never accept a ride from a stranger.

### **Avoiding Acquaintance Assault or Date Rape**

- Sexual assault is defined as sexual contact with another person without the consent of that person.
- It is never acceptable to use force in sexual situations. Acquaintance assault or date rape is a crime.
- You have the right to say "NO" to any undesired sexual contact. State your limits clearly and firmly. Don't assume that your date or acquaintance automatically knows how you feel.
- If you feel unsafe or think you may be at risk, leave the situation immediately.
- If you attend group gatherings or parties; go with friends you trust.
- Be particularly aware that alcohol and drugs can interfere with a person's ability to make clear decisions and communicate effectively.

### **The Places**

#### **Residence Halls**

- Keep your residence hall room door locked whenever the room is unoccupied, if you are in the room alone, or if you are sleeping.
- If you feel unsafe, do not open your residence hall room door unless you can identify the person seeking entrance.
- Report suspicious persons or activities in your residence hall to the University Police at 464-5430.
- Never prop open exterior doors to residence halls.
- Never allow unescorted visitors in the residence hall.
- If your residence hall room key is lost or stolen, report the loss immediately to residence hall staff. Never leave your keys lying around in your room when you are not in your room.
- Do not keep large amounts of cash in your room.

#### **Off-Campus Residences**

- Keep your apartment door and windows locked whenever you are in your apartment alone, whenever the apartment is unoccupied, or if you are sleeping.
- Do not open your apartment to anyone unless you can identify the person seeking entrance.
- Report suspicious persons or activities around your apartment building to Valparaiso City Police Department at 462-2135.
- If your apartment key is lost or stolen, report the loss immediately to the landlord and the Valparaiso City Police Department.
- Never leave your keys lying around in your apartment when you are not there.
- When entering your apartment at night, have keys readily available.

- Do not keep large amounts of cash in your apartment.

## **The Things**

### **Personal Property**

- Protect the safety of your personal property and valuables. Don't allow your property or valuables to be unattended at any time.
- Make a list of your valuables including make, model, and serial number.
- Mark your personal property and valuables with a permanent identifiable marking. Contact University Police for information on how to permanently mark your valuables.
- Help protect the property of others and of the University. Report all suspicious activity to the University Police Department.

### **Automobiles**

- Keep your automobile locked at all times. Keep doors locked when traveling alone.
- Don't park your automobile in secluded or dimly lit areas.
- Do not keep valuables in plain sight in your automobile.
- When walking to your automobile at night, have your keys readily at hand.
- Always check the back seat before getting into your car.
- Never offer rides to strangers or hitchhikers.

### **Bicycles**

- Keep your bicycle securely chained and locked when not in use. The University Police Department can advise you on types of locks and chains that are considered most secure.
- Do not park or store your bicycle in unsafe or dimly lit areas.
- Register, engrave, or permanently mark your bicycle with an identifying number and record that number and the bike's serial number with the University Police.

## **Sex Offender Registration Statement of Policy**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000 which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Valparaiso University Police Department provides links to the Porter County, Indiana State, and Nationwide Sexual Offender web sites. The Porter County Sexual Offender site is available at <http://www.portercountysheriff.com/main/sexoffender.html>. The Indiana Sexual Offender site is available at <http://www.icrimewatch.net/indiana.php>. The Nationwide Sexual Offender site is available at <http://www.findmissingkids.com/nationsexoffsearchmap.htm>. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the state of Indiana, convicted sex offenders are required to register with the local law enforcement authority in each Indiana county where the offender lives, owns real property, works, or attends school.

Registry information is used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable.

## **2016 CAMPUS FIRE SAFETY REPORT**

### **Fire Log**

Fire log statistics for Valparaiso University are reported with the Clery Act crime log. The statistics include the nature of the fire, the date the fire occurred, the time of day the fire occurred, and the location of the fire. A printed copy of the log is accessible at the Valparaiso University Police Department. The fire log for the most recent 60-day period is open to public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days is made available within two business days of a request for public inspection.

### **Fire Safety Systems Student Housing Facilities**

All campus residence halls are equipped with Siemens MXL fire systems which consist of pull stations, smoke and fire detectors, alarm horns, and built-in water hoses. These systems are tied directly to University police alarm systems, with a back-up link to the University's Facilities Management Services alarm system. In addition to the Siemens system, all residence halls have fire extinguishers located throughout the building.

Uptown East residences have Firelite fire systems which consist of pull stations, smoke and fire detectors, and alarm horns. Fire department connections and stand pipe connections are located around and in each building. The entire property also has full sprinkler capability with sprinklers in all common areas, hallways, and suite units. All systems are monitored by A.B.C. Burglar & Fire Alarm Corporation with emergency response provided by the City of Valparaiso.

### **Fire Drills Student Housing Facilities**

Planned fire drills are held once each spring and fall semester, for a total of two drills per residence hall during the academic year.

### **Residential Life Policies Student Housing Facilities**

Residential Life has adopted the following policies which are included in the Valparaiso University *Student Guide to University Life*.

Electrical Appliances - High-load, heat-producing appliances, such as space heaters, hot plates, electric fry pans, etc.; and "octopus" electrical outlets are not permitted in residence hall rooms. Microwaves are allowed only in Wehrenberg, Guild, and Memorial Halls. Students are restricted to cooking and preparing food in floor lounges and kitchenette areas of the residence halls, unless prepared in a microwave in approved rooms. One small refrigerator per room may be used. It must be energy efficient, be no more than 3 cubic feet in size, and draw no more than 5.0 amperes of electricity. Due to their high heat production, halogen floor lamps and 104 light bulbs are prohibited. Halogen desk lamps may not exceed 50 watts, and must have a protective glass lens over the bulb.

Smoking - All residence hall and University operated apartment facilities are designated non-smoking including student rooms and common areas of the building. Common areas include restrooms, kitchens, lounges, computer labs, recreation rooms, and lobbies, etc. Violations of this policy will be subject to disciplinary action.

The Valparaiso University campus has been a tobacco-free campus since July of 2009.

Open Flames - The burning or possession of burnt candles and incense is not allowed in residence halls. Candles or incense that have burnt residue will be confiscated. Students residing in University-operated apartments may use outdoor grills on the ground at a minimum of 5 feet from the building. Grills may not be used on decks or landings. Storing of charcoal and other flammable products is not permitted in University-operated residence halls and apartments.

### **Building Evacuation Policy and Procedure**

Per University policy, following are procedures that should be followed during/after a fire:

- Know the location of fire extinguishers in your area and know how to use them. Training and information are available through Campus Safety.
- On a minor fire that appears controllable, IMMEDIATELY contact VUPD. Promptly direct the charge of the fire extinguisher towards the base of the flame.
  - Remember “PASS”
    - Pull
    - Aim
    - Squeeze
    - Sweep
- If necessary, or if directed to do so by VUPD or building contact person, activate the building’s fire alarm. In addition, you must call VUPD or building contact person.
- On large fires that do not appear controllable, IMMEDIATELY contact VUPD and building contact person. Evacuate all affected rooms closing all doors to confine the fire and reduce oxygen. Do not lock doors.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- If necessary an EOC will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD or the building contact person.
- If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor, where the air will be more breathable and shout at regular intervals to alert emergency personnel of your location.

### **System Tests**

The University’s Incident Command (IC) team is responsible for the testing of emergency systems. The tests are conducted in whole or in part by using table top exercises or live drills. In addition, the emergency siren is tested on the first Tuesday of each month and planned fire drills are conducted in each of the student residence halls twice a year.

### **Fire Safety Education and Training Programs**

The Student Affairs professional staff, residential learning coordinators, and resident assistants participate in live fire extinguisher training each year, prior to the beginning of the fall semester.

Facilities Management Services staff receive fire extinguisher, fire watch, personal protective equipment, and ladder safety on an annual or bi-annual basis.

Each IC team member receives National Incident Management System (NIMS) training. NIMS training provides a systematic, proactive approach to prevent, protect against, respond to, recover from, and mitigate the effects of incidents.

Per the University Safety Manager's determination, the University does not currently have plans for any additional improvements to its fire safety systems.

## Fire Safety Reports 2014 2015 2016

### 2014 Fire Statistics

Facility	2014					
	Fires	Injuries	Deaths	Category	Cause	Damage
Alumni Hall	0	0	0	N/A	N/A	N/A
Brandt Hall	0	0	0	N/A	N/A	N/A
Guild Hall	0	0	0	N/A	N/A	N/A
Kade German Cultural Center	0	0	0	N/A	N/A	N/A
Lankenau Hall	0	0	0	N/A	N/A	N/A
Memorial Hall	1	0	0	Intentional	Arson	\$0
Mound Street Hall	0	0	0	N/A	N/A	N/A
Scheele Hall	0	0	0	N/A	N/A	N/A
Uptown East Building 2	0	0	0	N/A	N/A	N/A
Uptown East Building 3	0	0	0	N/A	N/A	N/A
Wehrenberg Hall	0	0	0	N/A	N/A	N/A
Promenade East	0	0	0	N/A	N/A	N/A
Promenade West	0	0	0	N/A	N/A	N/A
Beacon Hall	0	0	0	N/A	N/A	N/A

### 2015 Fire Statistics

Facility	2015					
	Fires	Injuries	Deaths	Category	Cause	Damage
Alumni Hall	0	0	0	N/A	N/A	N/A
Beacon Hall	0	0	0	N/A	N/A	N/A
Brandt Hall	0	0	0	N/A	N/A	N/A
Guild Hall	0	0	0	N/A	N/A	N/A
Kade German Cultural Center	0	0	0	N/A	N/A	N/A
Lankenau Hall	0	0	0	N/A	N/A	N/A
Memorial Hall	0	0	0	N/A	N/A	N/A
Mound Street Hall	0	0	0	N/A	N/A	N/A
Scheele Hall	0	0	0	N/A	N/A	N/A
Uptown East Building 2	0	0	0	N/A	N/A	N/A
Uptown East Building 3	0	0	0	N/A	N/A	N/A
Wehrenberg Hall	0	0	0	N/A	N/A	N/A
Promenade East	0	0	0	N/A	N/A	N/A

### 2016 Fire Statistics

Facility	2016					
	Fires	Injuries	Deaths	Category	Cause	Damage
Alumni Hall	0	0	0	N/A	N/A	N/A
Beacon Hall	0	0	0	N/A	N/A	N/A
Brandt Hall	0	0	0	N/A	N/A	N/A
Guild Hall	0	0	0	N/A	N/A	N/A
Memorial Hall	0	0	0	N/A	N/A	N/A
Kade German Cultural Center	0	0	0	N/A	N/A	N/A
Lankenau Hall	0	0	0	N/A	N/A	N/A
Promenade East	0	0	0	N/A	N/A	N/A
Uptown East Building 2	0	0	0	N/A	N/A	N/A
Wehrenberg Hall	0	0	0	N/A	N/A	N/A
807 Mound Street Hall	0	0	0	N/A	N/A	N/A
805 Union Street	0	0	0	N/A	N/A	N/A
807 Union Street	0	0	0	N/A	N/A	N/A
809 Union Street	0	0	0	N/A	N/A	N/A
811 Union Street	0	0	0	N/A	N/A	N/A
813 Union Street	0	0	0	N/A	N/A	N/A
815 Union Street	0	0	0	N/A	N/A	N/A

## ADDITIONAL SAFETY TIPS

### Tornado and Severe Storm

Following are procedures that should be followed during a tornado and/or severe storm:

- If indoors, seek shelter in the lowest level of the building. Interior hallways or rooms are preferable. Stay away from windows.
- If outdoors, take cover in the nearest ditch or depression and away from power lines, buildings, trees and metal objects. Do not stay in a car or attempt to outrun the tornado.
- Assist people with disabilities and get them to safety. Do not use elevators in case of fire.
- After the tornado has passed, evaluate the situation and, if emergency help is necessary, contact VUPD at 911 via a campus phone or 219-464-5430 via a cell phone and the building contact person. Be aware at all times of dangerous structural conditions around you.
- Damaged facilities should be reported to VUPD. Note: Gas leaks and power failures create special hazards; refer to Major Utility Failure instructions section.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or the building contact person.
- If necessary, an EOC will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD, fire department personnel, or the building contact person.
- Stay calm. Emergency response efforts require clear thinking and cooperation from all members of the campus community.

### Winter Weather

A winter weather advisory means that periods of snow will cause travel difficulties. Be prepared for slippery roads, limited visibility, and use caution when driving. When a winter weather advisory includes extreme cold temperatures, outside activities should be limited.

The following terms are used in connection with winter weather:

- Freezing rain –creates a coating of ice on roads and walkways.
- Sleet –is rain that turns to ice pellets before reaching the ground. Sleet can cause roads to freeze and become slippery.
- Frost/Freeze Warning –means below freezing temperatures are expected.
- Winter Weather Advisory –means cold, ice, and snow are expected.
- Winter Storm Watch –means severe weather, such as heavy snow or ice, is possible. When a Winter Storm Watch is issued:
  - Listen to NOAA weather radio, local radio, and television/cable stations, such as The Weather Channel, for further updates.
  - Be alert to changing weather conditions.
  - Avoid unnecessary travel.
- Winter Storm Warning and/or Blizzard Warning–means severe winter conditions have begun or are imminent. Blizzard Warnings are issued when it is expected that heavy snow and strong winds will produce a blinding snow, near zero visibility, deep drifts, and dangerous wind chill temperatures. When a Winter Storm or Blizzard Warning is issued:
  - Stay indoors during the storm.



- If you must go outside:
  - Dress in several layers of lightweight clothing, gloves and a hat to will help prevent loss of body heat.
  - Cover your mouth to protect your lungs.
  - Walk carefully on snowy, icy walkways.
  - Watch for signs of frostbite. These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
  - Watch for signs of hypothermia. These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. If symptoms of hypothermia are detected, get the victim to a warm location, remove wet clothing warm the center of the body first, and give warm, non-alcoholic beverages if the victim is conscious. Get medical help as soon as possible.
- If water pipes freeze during regular University business hours, make a report by calling Facilities Management at 464-6864; after hours, call VUPD at 464-5430.
- Do not use electric or kerosene heaters as they can be a fire hazard and build up toxic fumes.
- Avoid traveling by car in a storm, but if you must :
  - Carry an emergency supply kit in the trunk.
  - Keep the gas tank full.
  - Let someone know your destination, your route, and when you expect to arrive.
  - Eat regularly and drink ample fluids, but avoid caffeine and alcohol.

### **Medical and First Aid**

Following are procedures that should be followed when medical/first aid is needed:

- If a serious injury or illness occurs on campus, immediately call VUPD at 911 via a campus phone or 219-464-5430 via a cell phone. Give your name, describe the nature and severity of the medical problem, and give the campus location of the victim. VUPD has a direct line to Emergency Medical Services. Officers can render First Aid and CPR. Automated External Defibrillators (AED's) are also available at some campus locations.
- In case of serious injury or illness:
  - Keep victim still and comfortable. Do not move victim.
  - Ask victim, "Are you okay?" and "What is wrong?"
  - Check breathing and give rescue breathing if necessary (if trained).
  - If victim is experiencing a heart attack or cardiac arrest, give chest compressions with minimal interruptions. Use AED if available and if trained.
  - Control serious bleeding by direct pressure on the wound.
  - Continue to assist the victim until help arrives.
  - Look for emergency medical identification (ID) on the victim, question witnesses, and give all information to VUPD.
- In case of minor injury or illness, provide first aid care. Use first aid materials located in the building. Be sure to restock the first aid supply kits as materials are used.

### **First Aid Instructions**

Following are instructions that should be followed for first aid:

- In all cases, notify VUPD at 911 via a campus phone or at 219-464-5430 via a cell phone.
- Poisoning Overdose

- Determine what substance is involved and how it was ingested
- Stay with the victim and assist as necessary
- Fainting, Unconsciousness and Shock
  - Have the victim lie or sit down and rest
  - Keep the victim comfortable, not hot or cold
  - Ask or look for an emergency medical ID. for the victim
  - Treat other injuries as necessary
- Burns, Thermal and Chemical
  - If burns are caused by dry chemicals, brush off chemicals and remove clothing
  - Flood the burn with tepid water
  - Cover the burn with dry sterile bandage
  - Keep the victim quiet and comfortable
- Severe Bleeding and Wounds
  - Use a clean cloth or gloved hand
  - Apply direct pressure on wound
  - Apply pressure to a blood vessel, if necessary
  - Elevate the body part that is bleeding
  - Add more cloth if blood soaks through
  - Keep pressure on the wound until help arrives
  - If the patient loses consciousness, open the patient's airway and elevate his/her legs
- Choking
  - If patient is lying down:
    - Check the victim's mouth and clear of foreign matter
    - Use abdominal thrusts
  - If patient is standing:
    - If patient is coughing and breathing stay with them
    - If the patient is unable to speak, perform abdominal thrusts
- Heart Attack
  - Place victim lying on his/her back
  - Give resuscitation or CPR as necessary; if available use AED
  - Keep the victim comfortable, not hold or cold
  - Ask or look for an emergency medical ID for the victim
- Fractures and Sprains
  - Keep the victim still
  - Keep the injured area immobile
  - Use an ice pack if available to reduce swelling

### **Explosion, Aircraft Crash, or Similar Incident**

Following are procedures that should be followed during/after an explosion, aircraft crash, or similar incident:

- Immediately take cover under tables, desks and other such objects that will give protection against falling glass or debris.
- After the effect of the explosion and/or fire has subsided, notify VUPD at 911 via a campus phone, or at 219-464-5430 via a cell phone, and the building contact person. Give your name and describe the location and nature of the emergency.
- When appropriate, or you are told to leave by VUPD or building contact person, walk quickly to the nearest marked exit and alert others to do the same.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.

- Once outside, move to a clear area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- If necessary, an EOC will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD, fire department personnel, or the building contact person.

### **Chemical or Radiation Spill**

Following are procedures that should be followed during/after a chemical or radiation spill:

- Any spillage of a chemical or radioactive material is to be reported immediately to VUPD at 911 via a campus phone, or at 219-464-5430 via a cell phone.
- When reporting, be specific about the nature of the involved material and the location. VUPD will contact the necessary specialized authorities and medical personnel.
- Risk assessment should be conducted immediately. All persons not trained in spill containment techniques should immediately evacuate the area and contact VUPD at 911.
- While persons trained in chemical spill containment techniques begin spill containment procedures, no one should be allowed to enter the affected area.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. Required first aid and clean up by specialized authorities should be started at once.
- If necessary, or if directed to do so by VUPD or building contact person, activate the building's fire alarm. In addition, you must call VUPD or building contact person.
- If necessary, or you are told to leave the building by VUPD or building contact person, walk quickly to the nearest marked exit and alert others to do the same. If the spill is outdoors you may be directed to shelter in the building.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- If necessary, an EOC will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD or the building contact person.

### **Bomb Threat**

Following are procedures that should be followed during a bomb threat:

- If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT. Clear the area and immediately call VUPD at 911 via a campus phone or at 219-464-5430 via a cell phone.
- Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?

- Keep talking to the caller as long as possible and record the following:
  - Time of call
  - Age and sex of caller
  - Speech pattern, accent
  - Background noise
- Immediately notify VUPD by dialing 911 via a campus phone or at 219-464-5430 via a cell phone and supply them with information outlined above.
- VUPD will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to VUPD. DO NOT TOUCH THE OBJECT.
- If necessary, or if directed to do so by VUPD or building contact person, activate the building's fire alarm. In addition, you must call VUPD or building contact person.
- When the building fire alarms are sounded or when told to leave by VUPD or building contact person, walk quickly to the nearest marked exit and alert others to do the same.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD or the building contact person.

## **Fire**

Following are procedures that should be followed during/after a fire:

- Know the location of fire extinguishers in your area and know how to use them. Training and information are available through Campus Safety.
- For a minor fire that appears controllable, IMMEDIATELY contact VUPD. Promptly direct the charge of the fire extinguisher towards the base of the flame.
  - Remember "PASS"
    - Pull
    - Aim
    - Squeeze
    - Sweep
- If necessary, or if directed to do so by VUPD or building contact person, activate the building's fire alarm. In addition, you must call VUPD at 911 using a campus phone or at 219-464-5430 via a cell phone, or the building contact person.
- For large fires that do not appear controllable, IMMEDIATELY contact VUPD and the building contact person. Evacuate all affected rooms closing all doors to confine the fire and reduce oxygen. Do not lock doors.
- When the building fire alarm is sounded or when told to do so by VUPD or the building contact person, walk quickly to the nearest marked exit, and alert others to do the same.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- If necessary, an EOC will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD or the building contact person.
- If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay

near the floor, where the air will be more breathable and shout at regular intervals to alert emergency personnel of your location.

### **Major Utility Failure**

Following are procedures that should be followed during a major utility failure:

- In the event of a major utility failure (gas leak, electrical problem, etc.) immediately notify VUPD at 911 via a campus phone or at 219-464-5430 via a cell phone. For failures during regular business hours, also call Facilities Management at (219- 464-6864.
- If there is potential danger to people, buildings, and/or equipment, or if the utility failure occurs after hours, on weekends or on holidays, notify VUPD.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless directed to do so by VUPD or the building contact person.
- Electrical/Light Failure
  - At present, not all buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. It is therefore advisable for each campus department to have flashlights available.
- Elevator Failure
  - If you are trapped in an elevator, use the emergency phone in the elevator to notify VUPD. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal your need for help. If you find someone trapped in an elevator, call 911 and report it to VUPD. Elevator safety is governed by code and rescues are to be made by firefighters.
- Plumbing Failures/Flooding
  - Cease using all electrical equipment. If necessary, vacate the area. Notify VUPD at 911 or 219-464-5430.
- Serious Gas Leak
  - Cease all operations. Do not switch on lights or any electric equipment. Electrical arcing can trigger an explosion. Vacate the area and notify VUPD at 911 or 219-464-5430.
- Ventilation Problems
  - If smoke or odors come from the ventilation system, and it becomes necessary, cease all operation and vacate the area. Notify VUPD at 911 or 219-464-5430.

### **Civil Disturbance or Demonstrations**

Following are procedures that should be followed during a civil disturbance or demonstration:

- Most campus demonstrations are peaceful and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.
- Should a disturbance occur, call VUPD at 911 using a campus phone or at 219-464-5430 using a cell phone. To avoid causing additional trouble, make the call in private.
- A threatening disturbance should be reported immediately to VUPD and the building contact person. The following actions also should be taken:
  - Remain on the line with VUPD to share information and to receive additional instruction.
  - Direct someone to alert all individuals in the area of the situation.
  - Direct someone to lock interior doors and secure all files, documents, and equipment.
  - If necessary, cease operation and evacuate.

- VUPD will assess the situation. Participants who refuse to disperse may be subject to prosecution if any campus rules and/or state laws are violated.
- If a class is disrupted, call VUPD at 911 or at 219-464-5430.

### **Violent or Criminal Behavior**

Following are procedures that should be followed during violent or criminal behavior:

- Everyone is asked to assist in making campus a safe place by being alert to suspicious situations or persons and by reporting them as outlined below.
- If you are the victim of, or witness to, any criminal acts and/or violations of the law such as assault, robbery, theft, overt sexual behavior, etc., immediately contact VUPD at 911 or 219- 464-5430 as soon as possible and supply them with the following information:
  - Nature of incident
  - Location of incident
  - Description of person(s) involved
  - Description of property involved
- If you witness a criminal act or whenever you notice a person(s) acting suspiciously on campus, immediately notify VUPD at 911 or 219-464-5430 and give the information outline above.
- Assist VUPD when they arrive by supplying them with all additional information and ask others to do the same.

### **Sexual Assault**

Everyone can and should take precautions to prevent victimization. This includes increasing your knowledge of potentially dangerous situations, avoiding them when possible, and being prepared to deal with them as they are recognized. Some suggestions or improving personal safety are:

- At Home
  - Make sure hallways, garages and grounds are lighted. Have a key ready to open doors.
  - Leave a spare key with a friend rather than leaving it under the doormat or over the door.
  - Lock window and doors that are easily accessible. Pull shades or curtains after dark so it is not easy to advertise that no one else is home.
  - List only last name and initials on the mailbox and door and in phone book.
  - Do not give out information or make appointments with strangers over the phone or internet.
  - Do not admit strangers to your home. If an unexpected person approaches your door, determine identification before opening the door.
- At the Office
  - The office environment is unique. Each department, depending upon working habits, public commitments and style of operation, will differ. A safety system can be developed that will complement the particular environment in which you work. VUPD should be contacted as a resource for information and assistance in the design of a personal protection program for your office.
- In the Car
  - Park in well-lighted areas.
  - Walk back to your car with key ready.
  - Check the back seat before getting into your car and make sure no one is hiding.
  - Keep doors locked at all times.
  - If the car breaks down, raise the hood, put on emergency lights, return to your car, and lock the doors. Wait for someone to stop and offer help; stay in your locked car and ask them to call the police or a tow service.

- Avoid hitchhiking and hitchhikers due to high risks involved.
- If You Are the Victim of a Sexual Assault
  - Attempt to stay calm and remain alert. Look for situations that you can exploit to your advantage. Your primary objection should be to survive the attack, and if possible, avoid serious injury to yourself.
  - If possible, try to get away as fast as you can. If necessary, fight back. If, however you are immediately threatened, attempting to escape or fight back initially may not be possible or advisable. In such a case, it may be necessary to cooperate somewhat until a safer opportunity for escape presents itself, but never leave the location with an attacker. Remember staying alive is your most important concern.
  - Take notice of the characteristics of your assailant and try to talk your way out of a rape situation, or identify a means of escape. Information you recall about your attacker is invaluable to the police in trying to apprehend the criminal.
  - If you are on campus, notify VUPD at 911 via a campus phone or at 219-464-5430 via a cell phone as soon as possible.
- Referral Service
  - Education on rape prevention is available through VUPD, the Sexual Assault Awareness and Facilitative Education office (S.A.F.F.E.), the Student Counseling & Development Center, and the Dean of Students' office.

## **Hostage**

Suggested conduct while being held hostage:

- Under all circumstances, attempt to stay calm and be alert to situation that you can exploit to your advantage. Remember that the primary objective of law enforcement officials will be to secure your safe return as quickly as possible.
- No matter how "reasonable" your captors may appear on the surface, they cannot be trusted to behave normally and their actions may be unpredictable.
- Comply with the instructions of you abductors as well as you can.
- Do not discuss what action your family, friends or employer may take.
- Make a mental note of all movements including time in transit, direction, distance, speed, landmarks along the way, special odors and sounds.
- Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms, and the contacts they make. Such information can be of great value in their ultimate apprehension.
- Generally, you cannot expect to have a good opportunity to escape; any attempt to escape, however, should not be made unless it is indicated that your life is in imminent danger. Carefully calculate the best possible odds for success.
- Avoid making provocative remarks to your abductors. As noted, they may be unstable individuals who react explosively and are likely to be violent and abusive.
- Try to establish some kind of rapport with your captors.

## **Active Shooter on Campus**

The National Tactical Officers Association defines an active shooter as one of more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. An active shooter's overriding objective appears to be that of mass murder, rather than criminal conduct such as robbery, kidnapping, etc. The definition also can include any assault with a deadly weapon causing a mass homicide.

- In a Classroom or Office
  - If you are in a classroom, room, or office, STAY THERE, and secure the door.

- If the door has a lock, use it. If the door opens in, barricade it closed with heavy furniture or any items located in the area. You may also use something to wedge under the door to help barricade it.
- If the door opens out, tie a belt or other items to the door and then to a heavy piece of furniture that cannot be pulled through the doorway. This will help to keep the door from being opened from the hallway. Again, cover the door with furniture or other items in the area.
- If the door has window, cover it if you can.
- Depending on the gunman's location, consideration may also be given to exit through ground floor window openings. Have someone watch as you get as many people out of the window as calmly and as quietly as possible.
- If the windows don't open, or you can't break them, or you are not on a ground floor, get out of sight from the door, stay away from windows, take cover behind or under furniture, stay low, keep quiet, and act as if no one is in the room. Silence your cell phone.
- Do not answer the door.
- Stay calm.
- Exiting the Building
  - If it is possible to exit the building safely, move away from the immediate path of danger.
  - Do not run in a straight line (do zigzag).
  - Notify anyone you may encounter to exit the building immediately.
  - Do not signal an evacuation by pulling the fire alarm; this may cause those that are in secure places to exit into view of the shooter.
- After Exiting the Building
  - Try to keep as many large objects such as parked vehicles, large trees, brick walls, retaining walls, and any object which may stop firearm ammunition penetration, between you and the shooter as you run.
  - Run to a police officer, keeping your hands in the air or on your head, and follow the orders that the police give you.
  - Don't leave the area entirely; you may have information that responding police officers will need. Once in a safe place stay put.
- In Hallways, Lounge Areas, or Corridors
  - If you are in a hallway, get in a room that is not already secured and secure it.
  - Unless you are very close to an exit, don't run through a long hall to get to one, you may encounter the shooter or hostage taker.
  - If you are trapped in these areas, do your best to hide.
- In Large Rooms or Auditoriums
  - If in a gym or theater area and the shooter or hostage taker(s) are not present, move to and out the external exits.
  - If you are trapped in these areas, do your best to hide.
- Trapped With the Gunman
  - If you are trapped with the gunman, don't do anything to provoke him/her. If there is no shooting, do what the gunman says and don't move suddenly. Only you can draw the line on what you will or will not do to preserve your life or the lives of others.
  - If you are in the area where there are victims, pretend to be dead.
  - If the gunman starts shooting people, you need to make a choice. At this point, it is your choice of whether to stay still, run for an exit while zigzagging, or attack the shooter. Attacking the shooter is very dangerous, but certainly no more than doing nothing and being shot. A moving target is much harder to hit than a stationary one and the last thing that the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.



- If fighting is your only option, fight in a group (swarm) and use any available items to attack or secure the shooter. Again this is not a recommendation to attack the shooter but rather a choice to fight when there is only no other option.
- If the shooter leaves the area, attempt to lock or barricade the door, or proceed to a safe location.
- Notifying the Police
  - Call VUPD at 911 using a campus phone or at 219- 464-5430 via a cell phone as soon as it is safe to do so. Stay calm and give the dispatcher as much information about the shooter(s), victim(s), and location(s) as you possibly can.
- Individuals On Campus But Away From The Active Shooter Building Or Location
  - Take protective cover within your shelter-in-place location, staying away from windows and doors until notified otherwise.
  - Seek a location where you can secure the door by locking and /or barricading with furniture.
- VUPD officers are trained and equipped to respond to an incident of this nature. Obey all orders of the police. This may involve being handcuffed or told to put your hands in the air as you exit the building. This is done for your safety, the safety of others, and the safety of the police. If you have locked yourself in a safe area, wait for the police department or a campus administrator to give an all-clear directive before leaving the area.

These safety tips and guidelines are not all inclusive. No two emergency incidents are the same. The incident itself will dictate your choices to make yourself safe. Periodic reminders and training can increase your chances of surviving an active shooter incident.