

# SAFETY AND SECURITY AT THE UNIVERSITY OF WYOMING

CLERY/Annual Security  
and Fire Safety Report

2014



UNIVERSITY OF WYOMING



# QUICK REFERENCE TELEPHONE DIRECTORY

WEB SITE: [WWW.UWYO.EDU/UWPD](http://WWW.UWYO.EDU/UWPD)

## UW POLICE DEPARTMENT TELEPHONE NUMBERS

Emergencies - Police/Fire/Medical (TDD)	9-1-1	Non-Emergencies General Assistance (TDD)	(307) 766-5179
Chief of Police	(307) 766-5179	Campus Escorts	(307) 766-5179
Senior Sergeant	(307) 766-5480	Special Events Coordinator	(307) 766-5700
Investigations	(307) 766-5179	Training Coordinator	(307) 766-5480
Records Unit (copies of reports)	(307) 766-3692	Crime Prevention	(307) 766-5780
Office Associate, Senior	(307) 766-5188	Fax	(307) 766-3694
SAFERIDE	(307) 766-3344	Lost & Found	(307) 766-5788

## OTHER IMPORTANT TELEPHONE NUMBERS

Dean of Students	(307) 766-3296	Student Health Service	(307) 766-2130
Stop Violence Program	(307) 766-3296	Laramie Police/Sheriff/Fire	(307) 721-2526
Human Resources	(307) 766-2215	University Counseling Center (students)	(307) 766-2187
Transit and Parking	(307) 766-9800	Residence Life and Dining Services (RLDS)	(307) 766-3179
Physical Plant	(307) 766-6225	Albany County SAFE Project	(307) 742-7273
Employee Relations	(307) 766-5484	Albany County Crime Victim/Witness	(307) 721-5315

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CAN ONE  
*Student*  
MAKE AN  
IMPACT?

## WELCOME

### **Greetings on behalf of the members of the University of Wyoming Police Department.**

Each year, we publish this guide to security at the University of Wyoming. It is intended to provide you with essential information regarding the University's security-related services, programs, fire safety, policies and statistics about the occurrence of crime on and around our campus.

With a work force of nearly 3,000 and a student body of over 13,000, the University of Wyoming is a large and complex institution. Our department has responsibility not only for the academic campus, but also for a variety of other satellite facilities located away from our main campus. Our crime statistics, therefore, include incidents that have occurred at all of these facilities, as well as those we receive from the municipal police and sheriff's offices from areas immediately adjacent to the campus and other properties owned or controlled by the University of Wyoming.

We take the issue of campus security seriously and the University of Wyoming is committed in its efforts to assure that our campus remains safe and secure. To do so, of course, requires not just the efforts of the Police Department, but the cooperation and understanding of every member of the University community.

We ask that you do your part to help protect yourself and others. I encourage you to review this guide carefully and, in particular, the crime prevention tips that we have included. Personal safety is a responsibility of each of us and we very much need your assistance to help make our campus a safe environment.

If you have any questions or suggestions about security or law enforcement at the University of Wyoming, please feel free to telephone me at (307) 766-5179 or send an e-mail to [bowhnr@uwyo.edu](mailto:bowhnr@uwyo.edu).

Sincerely,

Mike Samp  
Chief of Police  
University of Wyoming



UW  
UNIVERSITY OF WYOMING

# CAMPUS MAP

UNIVERSITY OF WYOMING  
LARAMIE MAIN CAMPUS WEST



DONATED BY  
CLASS OF 2000

## OVERVIEW OF THE UNIVERSITY OF WYOMING POLICE DEPARTMENT

The University of Wyoming Police Department (UWPD) provides comprehensive law enforcement and security services to all components of the University including the academic campus, and other properties owned or controlled by the University.

The department has 24 authorized full-time positions including 14 state certified Peace Officers, 4 Security Officers, 5 Emergency Communications personnel, 2 civilian support staff, in addition to part-time communications officers and student employees. The University Police Officers are commissioned under Wyoming State Statute and have the full range of police authorities granted any peace officer including power to arrest, on property owned by or under the control of the University of Wyoming, including adjacent public streets and sidewalks. University Security Officers work closely with our police officers in constantly patrolling University properties and assisting employees and visitors in accessing University facilities. The UWPD operates 24 hours a day, 365 days a year, and is located at 1426 East Flint, Laramie, Wyoming 82071.

The department also maintains a fully staffed investigations division, a professional recruiting and training unit, and a 9-1-1 Emergency Communications Center. The Police Department maintains excellent working relationships with all area law enforcement agencies including the City of Laramie Police Department, the Albany County Sheriff's Department, the Wyoming Highway Patrol, the Wyoming Division of Criminal Investigation (DCI), Wyoming Office of Homeland Security, and the local field office of the Federal Bureau of Investigation (FBI). These working relationships are maintained through periodic communication among agency administrators and by frequent contact between line officers and investigators cooperating on specific cases.

In addition, our agency has sophisticated communications and computer systems to provide for instant communication between local and state agencies in times of emergency.

Essential to our goal of maintaining a safe campus is providing courteous and efficient service to the entire University community. If you have questions regarding the Police Department, or comments or suggestions about our services, please contact our crime prevention department at (307) 766-5782.

Please visit the department's Web site at [www.uwyo.edu/uwupd](http://www.uwyo.edu/uwupd) This site includes detailed information about our services, along with a telephone and e-mail directory of key department personnel.

A map that identifies UW-owned properties within the City of Laramie may be viewed at the following Web address: [www.uwyo.edu/tour/map2007.pdf](http://www.uwyo.edu/tour/map2007.pdf)

## THE CAMPUS SECURITY ACT LEGAL REQUIREMENTS

The Campus Security Act requires colleges and universities to:

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

The University of Wyoming Police Department is responsible for preparing and distributing this report. We work with other University of Wyoming departments, such as the Offices of the Dean of Students and Residence Life and Dining Services, as well as the Laramie Police Department, to compile the information.

We encourage members of the University of Wyoming community to use this report as a guide for safe practices on and off campus. It is available on the Web at the following link: <http://www.uwyo.edu/uwprd/files/docs/2012security%20report%20final%20web.pdf>. Each member of the University community receives an e-mail that describes the report and provides its Web address. For a printed copy, contact the University of Wyoming Police Department at Dept. 3124, 1000 E. University, 1426 East Flint Street, Laramie, WY 82071 (307) 766-5179.

## PROFESSIONAL STANDARDS

The quality of our service is dependent in part on feedback from the community we serve. The Police Department has an extensive professional standards process in place to respond to citizen complaints and concerns. The department also has various ways in which we are able to recognize outstanding performance by our employees.

Please help us improve our department by bringing your compliments and concerns to the attention of any of the following individuals in a timely manner:

- Request the on-duty Police Supervisor (normally a Police Sergeant) by calling (307) 766-5179; this individual is available 24-hours a day.
- Address written correspondence to: Chief of Police, University of Wyoming Police Department, Dept. 3124, 1000 E. University, Laramie, WY 82071.

## INCIDENT REPORTING AND RESPONSE

Students, employees, patients, and visitors are encouraged to immediately report any criminal offense, suspected criminal activity, or other emergency directly to the UW Police Department. This can be done in several ways. The first is to use one of the emergency phones and direct alarms available on campus. The second way is to simply dial 9-1-1 on any ordinary telephone. Dialing 9-1-1 will reach the UW Police Department from every UW telephone exchange. If dialing from a personal cell phone or an off-campus telephone within Laramie, the call will immediately reach the Laramie Area Records and Communications Department which dispatches for law enforcement/EMS services for the City of Laramie and Albany County. In either case, each agency has instant communication with the other and calls can be immediately transferred from one to the other. For non-emergency calls to the UW Police Department, dial (307) 766-5179. We encourage students and employees to put this non-emergency number into their cell phones as a speed dial entry.

The UW Police Department's procedures require an immediate response to emergency calls. We work closely with the full range of City and County emergency resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. Special services include an experienced Investigations Division as well as the generous availability of local, state, and federal law enforcement agencies in providing support and assistance.

When a student is involved, the information is also provided to the Dean of Students' office for appropriate university discipline as provided by University Regulation 8-231. University Regulation 8-30 defines the code of student conduct.

Sanctions may include suspension or expulsion for student offenders and termination of employment for employee offenders. In on-campus disciplinary action, the accuser and accused are entitled to the same opportunities to have others present during campus hearings. Both accuser and accused shall be informed of the outcome of disciplinary hearings.

For students living in residence halls or University apartments, violations of criminal law or regulations listed in housing contracts may also result in disciplinary sanctions through the UW Residence Life and Dining Services office. Students involved in on-campus disciplinary activities related to their living in a residence hall may request a change of residence. Any such request will be honored promptly.

### CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making an anonymous report. With your permission, an investigator or other designee of the UW Police Department can file a report on the details of the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of these incidents, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and possibly alert the campus community to potential danger. Reports filed in this manner are only counted and disclosed in the annual crime statistics for the institution. Information may also be shared with identified Campus Security

Authorities. Reports may also be submitted by utilizing reporting forms found at these links: [http://www.uwyo.edu/uwpd/\\_files/sexual\\_assault\\_%20report\\_form.pdf](http://www.uwyo.edu/uwpd/_files/sexual_assault_%20report_form.pdf) , [http://www.uwyo.edu/uwpd/\\_files/incident\\_report\\_form.pdf](http://www.uwyo.edu/uwpd/_files/incident_report_form.pdf) In addition to the above means of reporting incidents, the Police Department offers anonymous crime tip reporting at its Silent Witness link: UW Silent Witness, texting the keyword UWYO to 847411 (TIP411), and by telephone to Albany County CRIMESTOPPERS at (307) 742-2273.

## CAMPUS SECURITY AUTHORITIES

The CLERY Act mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to Campus Security Authorities (CSAs). The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals, and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The CLERY Act regulations define a Campus Security Authority (CSA) as:

- A member of a campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property)
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of an institution.

Campus Security Authorities for the University of Wyoming are identified as follows: The University President, Vice Presidents, Deans of the colleges, Associate Deans of the colleges, Department heads, the University of Wyoming Police Department; Dean of Students, DOS Judicial Officer, DOS Victim Advocate, DOS Greek Life Coordinator, Executive Director of Residence Life and Dining Services and Wyoming Union, RLDS Judicial Officers, Resident Assistants and Area Coordinators; ASUW President; UW Director of Athletics, Assistant ADs (including Senior Women's Administrator), and Head Coaches, and Assistant Coaches; Director and Associate Director of the Wyoming Union; Director of Human Resources; Director of Diversity and Employment Practices; Director, Student Educational Opportunity and Associate Director, University Disability Support Services; Director, University Counseling Center; Director, Risk Management and Insurance; Associate Dean, International Programs; Registrar; Director of Admissions; Student Health Services Director; Directors of off-campus facilities owned, operated, or controlled by the UW, and faculty advisors to active Registered Student Organizations (RSO's) that have been notified by the UWPD of their responsibilities.

## TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the University administration, constitutes an immediate or ongoing threat, a campus wide Crime Alert will be issued. When an immediate or ongoing threat to the campus community has been confirmed, the University Police will coordinate the messaging in collaboration with the Department of Institutional Communications and Department of Information Technology. Campus advisories and warnings will be conducted without delay to ensure prompt notification of the campus community in an emergency. Timely Warnings may be issued utilizing UW ALERT (text messaging service), e-mails, the student newspaper, The Branding Iron; by public address systems, by Wyoming Public Radio, by posters or flyers; by notices posted on the University Web site, or any other method deemed appropriate based upon the circumstances. Depending on the particular circumstances of the threat, the University may issue a Crime Advisory, when circumstances indicate a particular crime has occurred that warrants information be disseminated to the public but there is no immediate or ongoing threat. Dissemination of Crime Advisories shall be tailored to the specific incidents in accordance with the policies of the University of Wyoming. The UW alert system will be tested on an annual basis, to include all electronic means of communication with the campus community.

## EMERGENCY RESPONSE PLAN

The University of Wyoming utilizes current National Incident Management System/Incident Command System (NIMS/ICS) Standardized protocols for the formation of incident management teams in large scale incidents. Details of the response plan can be viewed at: [http://www.uwyo.edu/administration/\\_files/docs/emergencyresponseplan.pdf](http://www.uwyo.edu/administration/_files/docs/emergencyresponseplan.pdf). All evacuation procedures and appropriate maps are posted within facilities pursuant to fire code. Any additional situation based evacuation plans will be addressed by management in the Emergency Response Plan.

## ACCESS TO FACILITIES

The administrators responsible for each facility determine access to each campus facility.

The UW Police Department works closely with these administrators and the UW Physical Plant to maximize security coverage and to ensure appropriate access controls.

### ON CAMPUS

Residence halls are provided with electronic key card access systems that are connected to a central computer monitored 24 hours a day. Residence Hall assistants assist with ensuring doors are not propped open or modified, as well as monitoring access control rules are being followed.

Several classroom buildings, especially those that house computer clusters, also have electronic key card access systems that operate during other than normal working hours. Some interior spaces are also secured in this manner.

UW's Physical Plant (UWPP) takes security service needs as its highest priority. UWPP responds to reports of inoperable doors, burned out lights, broken windows and screens, and other

requests from the UW Police Department to make repairs/adjustments for security reasons.

UW Police personnel closely monitor any security-related maintenance problems after hours until reported to and resolved by UWPP personnel.

## OUTREACH SCHOOL/BRANCH CAMPUSES

The University of Wyoming owns or controls properties in virtually every county within the State of Wyoming. The vast majority of these facilities are properties utilized in the Outreach program and agricultural research facilities located in or near the following locations: Casper, Cheyenne, Gillette, Jackson, Lingle, Rawlins, Riverton, Rock Springs, Sheridan, and Torrington. Directors and coordinators of these facilities are identified as Campus Security Authorities (CSA) under the CLERY guidelines and as such are responsible for reporting CLERY Act crimes to the UWPD as soon as possible following an incident. All crimes occurring at these locations should be immediately reported to the local law enforcement agency, police or sheriff, in the jurisdiction where the facility resides. UWPD can then coordinate with that law enforcement agency and offer assistance if necessary and obtain any clarification to ensure accurate reporting. Training will be provided to the CSAs when requested to do so on reporting requirements for CLERY.

## MISSING PERSON POLICY

The health, safety, and well-being of our students is a fundamental consideration in the creation and cultivation of our residential academic community. This policy is intended to cover students living in UW residence halls, UW apartments, and fraternity and sorority chapter houses on the UW campus in Laramie.

Most suspicions that someone is missing arise when a resident deviates from his/her normal habits or locations and fails to inform others of the change. One of the responsibilities of living in a community is to let friends and colleagues know where you are and how to get in touch with you when you change from your customary routine. Likewise, as a member of a community, anyone having reason to believe that someone is missing should quickly notify a responsible party. Moreover, it is important when completing the *Residence Life & Dining Services Contract* application form, admissions application, or the online *Fraternity/Sorority Live-In Member Survey* to designate someone to contact in an emergency; it is also prudent to ensure that this information remains current and accurate. This information is maintained confidentially and used in emergency situations only.

For purposes of this policy, a “responsible party” shall mean a Residence Life or Dean of Students staff member or a person designated by University regulations or protocols, such as a law enforcement officer or senior University administrator.

If a report of a potentially missing person is made to a responsible party, or if that person suspects that a resident is missing, the following options should be considered and implemented as needed:

- attempt to make contact with that resident by way of cell phone, e-mail, or other means,
- identify other students or employees who might know where the potentially missing person may be,



- conduct a health and welfare check in the room/apartment of that resident, and
- contact the emergency contact person designated on the resident's admission application, residence life contract, fraternity/sorority survey, or rolodex card located at the residence hall lobby desk/apartment office.

If these or other prudent measures fail to produce assurance in a reasonable timeframe that the person is safe, the responsible party will notify the UWPD (if not done previously). In the event the resident is under the age of 18 and not emancipated, a custodial parent or guardian will be notified within 24 hours of the responsible party's initiation of this process. If the resident is 18 or older or an emancipated minor, then the individual designated as the emergency contact will be notified.

## ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

University of Wyoming policies and procedures, including the enforcement practices of the UW Police Department, are consistent with applicable local, state, and federal laws regarding the possession, use, and/or sale of these substances. Alcohol and drug offenses shall be deemed as serious, and enforcement will be reflected accordingly. All criminal citations written to UW students for alcohol and/or drug violations result in notification and possible

disciplinary action through the Dean of Students Office and/or Residence Life and Dining Services Judicial Officer. The University of Wyoming policy on drugs and alcohol may be viewed at: [http://www.uwyo.edu/generalcounsel/\\_files/docs/uw-reg-2-39.pdf](http://www.uwyo.edu/generalcounsel/_files/docs/uw-reg-2-39.pdf).

## ENFORCEMENT

Failure to abide by University rules and regulations concerning alcohol and drug use will result in disciplinary action. UW's substance abuse education programs exceed the requirements of the Higher Education Act of 1965, as amended. In addition to traditional enforcement methods, the Police Department works closely with the Dean of Students in matters involving student alcohol consumption and related University policies.

## WYOMING STATE LAW ON ALCOHOL AND DRUGS

For complete information regarding Wyoming State Statute governing alcohol, one should consult Wyoming Revised Statutes, 12-6-101. Some highlights are excerpted below.

It is illegal for anyone less than 21 years of age to:

- Possess or Consume any alcoholic beverage (Penalty - It is considered a misdemeanor, which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines and/or community service.)
- Purchase or attempt to purchase any alcoholic beverage.
- Use or attempt to use, in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or altered identification document other than a driver's license; or a driver's license issued to another person; or an identification document other than a driver's license issued to another person, or possess a fraudulent or altered driver's license, or other forms of identification.
- Permit (aid or abet) the use of one's driver's license or any other identification document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol.

It is illegal for anyone (regardless of age) to:

- Aid and abet an underage person in the sale, purchase, and/or possession of alcohol (including giving alcohol).
- Provide a residence or location for any person under the age of 21 to consume alcohol.

## DEFINITIONS

*Malt Beverage*—means any fluid, substance, or compound intended for beverage purposes manufactured from malt, wholly or in part, or from any substitute thereof, containing at least one-half of one percent (.5%) of alcohol by volume.

*Sale of Alcohol*—any transfer, trade, exchange or barter, in any manner or by any means for consideration of alcohol (e.g., cover charges, mug/t-shirt sales, etc.).



*Alcoholic Liquor*—means any spirituous or fermented fluid, substance or compound other than malt beverage intended for beverage purposes which contains at least one-half of one percent (.5%) of alcohol by volume. As used in this paragraph, “beverage” does not include liquid filled candies containing less than six and one-quarter percent (6.25%) of alcohol by volume.

*Use of Alcoholic Beverages*—possession, consumption, distribution, purchase, sale, or transfer of alcoholic liquor and/or malt beverages.

## DRUGS AND DRUG PARAPHERNALIA

Wyoming State Statute 35-7-1031 prohibits the manufacture, sale, delivery, possession, or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Wyoming Controlled Substances Act, including but not limited to marijuana, opiates, barbiturates, amphetamines, and hallucinogens. The possession of drug paraphernalia is also prohibited under Wyoming state law and University policy. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Wyoming Controlled Substances Act. Alleged violations of this policy may result in criminal charges and will also be adjudicated through University disciplinary procedure.

## SEXUAL MISCONDUCT, DOMESTIC & DATING VIOLENCE, AND STALKING POLICY STATEMENT:

The University of Wyoming strives to create a respectful, safe, and non-threatening environment for its students, faculty, staff, and guests.

Sexual misconduct, domestic and dating violence, and stalking will not be tolerated at the University of Wyoming and is expressly prohibited.

This policy sets forth resources available to University of Wyoming community members, describes prohibited conduct, and establishes procedures for responding to specified misconduct incidents including sexual misconduct, domestic and dating violence, and stalking. The University of Wyoming does not discriminate on the basis of sex in its education programs and activities, consistent with Title IX that requires it not to discriminate in such a manner.

A hard copy of this policy will be provided to each student or employee who reports to the institution that he or she has been a victim of sexual misconduct, domestic or dating violence, and/or stalking.

The policy includes information about the right to change academic and living situations after a sex offense, incident of dating/domestic violence or stalking. The policy also includes procedures for campus disciplinary action, including the accused and the accuser are entitled to the same opportunities to have others present during disciplinary proceedings. The accused and accuser are also entitled to be informed of the outcome of any institutional proceedings with respect to the reported offense, and of any sanctions that may be imposed through the campus judicial system when a final determination is made. The procedures and resources listed in this policy are predominately administrative in nature; however, most of the prohibited conduct addressed by this policy may also be violations of criminal law. Individuals who have experienced any of the prohibited conduct outlined in this policy are strongly encouraged to report their experience to law enforcement, in addition to the University. The University, upon written request, will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18 of the U.S. Code of Federal Regulations), 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.

Anonymous reporting options are available on campus with STOP Violence and off-campus with the Albany County SAFE Project. Free, anonymous evidence collection is available at Iverson Memorial Hospital in the event a victim wishes to pursue prosecution and a criminal report at a later time. Victims are encouraged to utilize that service as soon as possible after the assault to avoid the destruction of evidence. This also provides an opportunity to discuss options with a health care provider. Under this policy the University will assist in notification of authorities if requested to do so.

The full policy can be found here: <http://www.uwyo.edu/dos/sexualmisconduct/>

On campus resources for reporting purposes are listed below:

*Emergencies:*

**University Police Department**

1426 East Flint

911 or 766-5179

Text keyword "UWYO" to TIP411 or 847411

UWPD@uwyo.edu

*Non-Emergent:*

**Dean of Students Office**

Knight Hall, Room 128

766-3296

dos@uwyo.edu

**Office of Diversity and Employment Practices/Title IX**

Bureau of Mines Building, Room 318

766-5228

oblagg@uwyo.edu

*Confidential:*

**STOP Violence**

Knight Hall 118

766-3434

mselheim@uwyo.edu

## RISK REDUCTION TIPS

The following suggestions may help you to avoid engaging in prohibited conduct related to Sexual Misconduct:

- You are responsible for confirming that you have consent from your sexual partners.
- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- **DON'T MAKE ASSUMPTIONS** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you **DO NOT** have consent.
- Mixed messages from your partner are a clear indication that you should stop and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable, and recognize that consent to certain things may never be given.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.

- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender, size or status. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent.
- Respect individual boundaries. If a person doesn't want continued contact from you, stop contacting or attempting to contact them immediately.
- Respect everyone's individuality. A person should not have to change who they are to make you happy. If you are unhappy with who they are as a person, end the relationship.
- Recognize that you can't have things your way all of the time.
- Take responsibility for the consequences of your actions. There is nothing your partner can do that will justify using physical violence against them. If you physically hurt your partner, you are the only one responsible.

Risk reduction tips intended to prevent victimization can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help to reduce your risk of victimization:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.

## CRIME PREVENTION PROGRAMS

The University of Wyoming Police Department promotes prompt reporting of all crimes to all appropriate police agencies. Several policies and programs are used to encourage and promote safety, including:

### *Orientation & Crime Prevention Programs*

UW Police officers deliver crime prevention programs at new student orientation and new employee training sessions. The department also provides programs on sexual assault awareness, robbery/shoplifting prevention, violence in the workplace, and underage drinking /alcohol laws.

### *Crime Prevention Services*

UW Police officers perform security audits for employees, students, and other organizations or departments upon request. Recommendations for access and surveillance systems, alarm needs, and instruction and troubleshooting of alarm systems are also provided.

### *Daily and Weekly Crime Publication*

Via the Daily Activity Report (DAR) [www.uwyo.edu/uwpd/dispatch/index.html](http://www.uwyo.edu/uwpd/dispatch/index.html) the UW

Police updates and publishes daily all crimes reported to the UWPD. Information required by the CLERY Act in reference to fire safety is also maintained on this log. A printed daily log is also maintained in the department's Records Office and is available for public review.

*Note: Incidents with a case number that start with "NA" involve information received from other University Administrators, who are defined by federal law as "campus security authorities". These administrators share non-identifying information, with the University Police, that is provided by the victim. In these incidents, the victim did not file an official police report and therefore, it is not always possible to provide information regarding the five areas typically covered in the Crime Log, e.g., (Nature/Classification, Date Reported, Date Occurred, Time, General Location, Off Campus (Y or N), Disposition.) Because an official report was not filed, there will be no disposition. These incidents are reported to the University Police for statistical purposes and are posted to the Crime Log as the information is received by the University Police.*

#### University Newspapers

The UW Police Department's Chief of Police and Detective have direct contact with the UW Media Relations office and the local media outlets, and report significant incidents that occur. Information on crimes is also solicited in this manner.

#### Crime Prevention Releases

Crime prevention brochures that include requests to immediately report all crimes or suspicious activities to the police are regularly distributed during programs, including new student orientations, job fairs, and other public safety talks.

#### ADDITIONAL CRIME PREVENTION TRAINING RESOURCES:

- STOP Violence Project: Sexual Assault/Domestic Violence/Stalking Prevention (307) 766-3296
- AWARE: Alcohol and Drug Prevention, 341 Knight Hall (307) 766-3412
- University Counseling Center: 341 Knight Hall (307) 766-2187
- Dean of Students Office: 128 Knight Hall (307) 766-3296
- SAFE Project: Sexual Assault/Domestic Violence/Stalking 319 S. Lincoln Street, Laramie, WY 82070 (307) 742-7273

#### CRIME PREVENTION TIPS

##### *Personal Safety*

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Use campus escort services.

- Know your limits on dates and communicate them to your partner.
- Know your limits with alcohol and do not accept drinks from others.

#### *Protection from Date Rape Drugs*

- Never leave your drink unattended. Because they are colorless and odorless, date rape drugs can be slipped into any type of beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

#### *Residential Safety*

- Lock your dorm room or apartment whenever you leave and when you are sleeping.
- Do not prop open card reader or any other doors.
- Call 9-1-1 if you see someone in the building who does not belong.
- Do not allow strangers to follow you into the building.

#### *Campus Safety*

- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Use a help phone or raise the hood and stay in your car if it breaks down. If people stop to assist, ask them to call the police.
- Be aware of your surroundings.

#### *Workplace Safety*

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the police.

#### *Protecting Your Property*

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Register your bike with the UW Police Department.
- Keep your vehicle locked when it is parked and when you drive.



- Consider installing anti-theft or alarm devices on your vehicle.
- Do not leave textbooks, purses, or book bags unattended.
- Do not leave laptop computers unattended.

#### *Reporting Lost or Stolen Access Cards*

- Lost or stolen UW ID Cards should be reported to the UW ID Office at (307) 766-5800.
- After hours lost or stolen UW access cards should be reported to the UW Police at (307) 766-5179.

## OFF-CAMPUS CRIME

The University of Wyoming has no off-campus housing or student organization facilities. A large number of UW graduate and professional students and some undergraduate students live off campus. The University does have a variety of satellite facilities located away from the main academic campus. With some exceptions (e.g., UW Casper College Center), these are primarily administrative offices and agricultural research locations, and not traditional educational facilities.

The UW Police Department handles criminal matters at all University-owned facilities located within a reasonable distance from the main campus. Matters occurring at properties that are more distant from the main campus are handled either entirely by the local law enforcement agency with jurisdiction (e.g., City Police or County Sheriff's Departments) or handled by such agencies in conjunction with UW Police.

If one of the local law enforcement agencies responds or is contacted about criminal activity occurring off campus involving UW students, they may notify the UW Police Department. However, there are no official agency policies requiring such notification. Students in these cases may be subject to arrest by the local agencies and subject to University judicial proceedings through the Dean of Students Office. Guides for student conduct can be found in UW Regulation 8-30.

The UW Police Department monitors off-campus criminal activity that may affect the University community so that it may provide timely warnings and advisories. This information is disseminated via campus media, posted bulletins, and through the student residential staff. Although the department does not routinely record statistics on crimes that occur outside its legal jurisdiction, it does collect and publish statistics for select crimes occurring on public streets immediately adjacent to University property.

In general, prospective students, employees, and visitors to the University of Wyoming should know that as with any campus, there is crime both on and off campus and that it is important to take reasonable precautions at all times. The UW Police Department can assist any member of the campus community in determining an appropriate point of contact for police matters falling outside of the department's jurisdiction. Contact the department at (307) 766-5179 for assistance.

For additional local, off-campus information, you may contact the Laramie Police Department at: [www.ci.laramie.wy.us/cityservices/lawenforcement/index.html](http://www.ci.laramie.wy.us/cityservices/lawenforcement/index.html).

Information about the Albany County Sheriff's Office may be viewed at the following website: [www.co.albany.wy.us/Departments/Sheriff/Employment/tabid/150/Default.aspx](http://www.co.albany.wy.us/Departments/Sheriff/Employment/tabid/150/Default.aspx)

## CRIME STATISTICS

### DEFINITION OF TERMS

**Sex Offenses Definitions:** *As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program*

#### *Sex Offenses-Forcible:*

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### **A. Forcible Rape**

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

#### **B. Forcible Sodomy**

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**C. *Sexual Assault with an Object***

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**D. *Forcible Fondling***

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*Sex Offenses-Non-Forcible:*

Unlawful, non-forcible sexual intercourse.

**A. *Incest***

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**B. *Statutory Rape***

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

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

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

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

**Domestic Violence/Dating Violence:** Domestic assault-is defined as: having the present ability to do so, he or she unlawfully attempts to cause bodily injury to another household member. Domestic battery if he or she knowingly or recklessly causes bodily injury to another household member by use of physical force. Household members pursuant to Wyoming Revised Statute are defined as: persons who are in, or have been in, a dating relationship; persons married to each other; persons living with each other as if married; persons formerly married to each other; persons formerly living with each other as if married; parents and their adult children; other adults sharing common living quarters; or persons who are the parents of a child but who are not living with each other.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

**Stalking:** A person commits the crime of stalking if, with intent to harass another person, the person engages in a course of conduct reasonably likely to harass that person, including but not limited to any combination of the following: Communicating, anonymously or otherwise, or causing a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses; following a person, other than within the residence of the defendant; placing a person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or otherwise engaging in a course of conduct that harasses another person.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned violations.

## LOCATION DEFINITIONS FROM THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

### *On Campus:*

- (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in

paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

*Non-Campus Building or Property:*

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

The below tables reflect crime statistics mandated by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” that have been compiled by the UW Police Department. These tables include all reports made to the UW Police as well as officials of the University who have significant responsibility for student and campus activities. The Public Property portion of the tables reflects those statistics that the Laramie Police Department provided. “NA” means those statistics were unavailable.

Campus Residence =	Student residences at the University including the University Apartments.
Campus Total =	“Campus Residence” numbers (above) with the addition of parking lots, open areas, and non-residential facilities on the University’s academic campus.
Public Property =	Public streets passing through the campus; public property and streets immediately adjacent to and accessible from the campus as reported to the UW and Laramie Police Departments. For the purposes of this statement, “NA” is defined as Not Available.

UNIVERSITY OF WYOMING POLICE DEPARTMENT

CRIME STATISTICS MANDATED BY THE JEANNE CLERY ACT

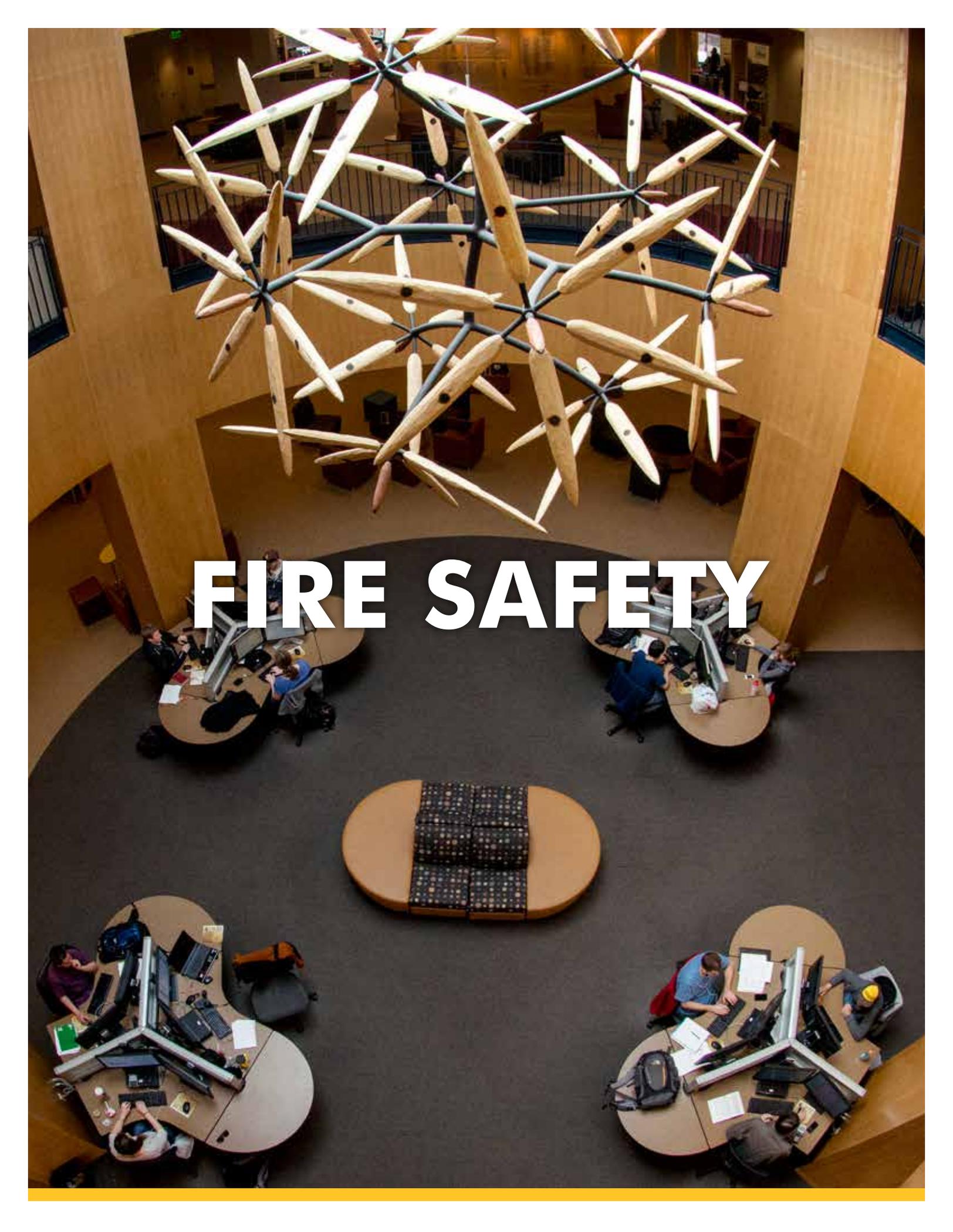
NOTE: ALL NUMBERS LISTED INCLUDE ATTEMPTED AS WELL AS COMPLETED CRIMES

Offense Types (includes attempts)	Campus Buildings or Property (residential is subset of total)						Non-Campus			Public Property		
	2011		2012		2013		2011	2012	2013	2011	2012	2013
	Resi	Total	Resi	Total	Resi	Total						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	7	7	4	5	8	15	0	0	0	0	0	0
Sex Offenses, Non-Forcible	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
Aggravated Assault	0	0	1	1	0	1	0	0	0	0	0	0
Burglary	2	13	3	23	3	16	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	1	2	3	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Stalking*					1	10			0			0
Domestic Violence*					3	6			0			0

\* New classification

Offense Types (includes attempts)		Campus Buildings or Property (residential is subset of total)						Non-Campus			Public Property		
		2011		2012		2013		2011	2012	2013	2011	2012	2013
		Resi	Total	Resi	Total	Resi	Total						
Liquor Law Violation	Arrests	74	171	107	158	147	246	0	0	0	34	20	47
	Referrals	18	80	40	70	37	84	0	0	0	0	1	0
Drug Violations	Arrests	34	65	26	31	47	64	0	0	0	31	29	43
	Referrals	7	18	8	18	21	49	0	0	0	0	1	0
Weapons Violations	Arrests	0	1	2	2	0	0	0	0	0	0	2	0
	Referrals	0	0	0	0	0	0	0	0	0	0	0	0

Specific information regarding Crime Statistics can be found by accessing the Department of Education website at: <http://www.ope.ed.gov/security/>



# FIRE SAFETY

## UNIVERSITY OF WYOMING FIRE SAFETY REPORT 2014

### UNIVERSITY RESIDENTIAL FACILITIES:

#### **Residence Halls**

- Crane Hall
- Downey Hall
- Hill Hall
- McIntyre Hall
- White Hall
- Honors House
- Health Sciences Living House (closed)

#### **Apartment Complexes**

- Bison Run Apartments
- Landmark Apartments
- River Village Apartments
- Spanish Walk Apartments

#### **Fraternity/Sorority Chapter Houses**

- Alpha Tau Omega Fraternity
- Chi Omega Sorority
- Delta Delta Delta Sorority
- Kappa Kappa Gamma Sorority
- Pi Beta Phi Sorority
- Pi Kappa Alpha Fraternity
- Sigma Alpha Epsilon Fraternity
- Sigma Chi Fraternity
- Sigma Phi Epsilon Fraternity
- Sigma Nu Fraternity

#### **University owned homes**

- Bradley Street
- 9<sup>th</sup> Street
- 11<sup>th</sup> Street
- Beef Unit



## POLICIES

### RESIDENCE HALLS

#### *Fire Safety*

Creating a safe and secure environment in which to pursue learning includes taking fire safety seriously. The following rules are provided for the protection of residents and their invited guests. Please help support a quality living environment by avoiding these behaviors:

- Extension cords and surge protectors: The use of extension cords or multi-plug outlet adapters is not permitted. UL-approved power strips must be designed to detect cord damage, disconnect powering 25/1000 of a second, and prevent cord fires and shock hazards.
- Cooking items: Appliances used for cooking must be approved for home use and use fewer than 10 amps in full operation. These items cannot be left unattended. Open flame or exposed element appliances (e.g., hot plate, toaster oven, and George Foreman- style grill) are prohibited.
- Refrigerators: Refrigerators must be smaller than 4.5 cubic feet and use no more than 800 watts of power.
- Arson: Purposely attempting to set fire to or burn any building, furnishings, personal property, or equipment is prohibited.
- Combustible substances: Carrying in or storing petroleum distillates such as fuels, solvents, or other highly combustible substances (or their containers, empty or full) in the residence halls is prohibited.
- Fire safety equipment and false alarms: The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. This includes touching or hanging any items from sprinkler heads. Falsely reporting, setting, or causing a false alarm is prohibited.
- Flammable materials: Burning of any substances in the residence halls is not permitted. Odor-producing paraphernalia that require the use of open flames (e.g., incense) may not be stored in the building and are prohibited. Candles and candle warmers are not permitted. Halogen Torchiere lamps are not permitted. Storing, transporting, or discharging fireworks of any kind is not permitted.
- Decorations: Decorations may not cover exit signs, extinguishers, alarms, or like items. Decorations may not cover exit doors, hallways, exterior lights or security peep holes. Electrical lights must be UL labeled and designed for interior use. Non-potted, non-rooted trees are not permitted. Decorations comprised of or containing dried plants or plant parts are prohibited. Students must leave a four-inch non-decorated perimeter on any door; paper may not hang over the edge.

- Failure to evacuate or follow directions during an alarm: To enhance the safety of everyone—including emergency response personnel— residents and guests must follow directions given by staff, emergency responders or the voice system, or leave the building and move to an area of safety.
- Room modification: Making holes, placing items on the exterior of the building (e.g., antennas and cable), and removing University furniture are prohibited. Waterbeds and other water-filled furniture are not allowed.
- Windows: Banners, signs, and other items may not be displayed in individual windows or on the exterior of the building. Window air conditioner units are not allowed.

## APARTMENTS

### *Fire Safety*

Creating a safe and secure environment in which to pursue learning includes taking fire safety very seriously. The following rules are provided for the protection of all persons. Please help support a quality living environment by avoiding these behaviors:

- Arson: Purposefully attempting to set fire or burn any building, furnishings, personal property or equipment is not permitted.
- Combustible substances: Carrying in or storing petroleum distillates such as fuels, solvents, or other highly combustible substances (or their containers, empty or full) in the residence halls is prohibited.
- Fire safety equipment and false alarms: The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. This includes touching or hanging any items from sprinkler heads and over sprinkler covers. Falsely reporting, setting, or causing a false alarm is not permitted.
- Flammable materials: Burning of any substances in the University Apartments is not permitted. Odor-producing paraphernalia that require the use of open flames (e.g., incense) is prohibited. Open flames, other than those produced by provided gas appliances, are not permitted. Candles and candle warmers are not permitted. Electrical cooking appliances must be approved for home use and use less than 10 amps in operation. Halogen lamps are not permitted. Storing, transporting, or discharging fireworks of any kind is not permitted. Non-potted, non-rooted trees are not permitted.
- Extension cords and surge protectors: The use of extension cords or multi-plug outlet adapters is not permitted. UL-approved power strips must be designed to detect cord damage, disconnect powering 25/1000 of a second, and prevent cord fires and shock hazards.
- Unattended cooking: Failure to remain in the immediate presence of an operating and/or heated stove, oven, grill, smoker, fryer, or any other heat-generating cooking appliance or device – inside an apartment or on apartment grounds – is prohibited.

- Failure to evacuate in the event of an alarm: In order to enhance the safety of everyone, including emergency response personnel, it is imperative that in response to a fire alarm every resident and guest leave the apartment and move to an area of safety. They are to follow the instructions given by members of the staff or emergency responders. Failure to do so is prohibited.

## FRATERNITY/SORORITY CHAPTER HOUSES

### *Risk Management*

- Open flames: Open flames are not allowed in chapter/colony houses.
- Evacuation maps: Each chapter must have evacuation maps on each bedroom door and one in each common room.
- Smoke detectors/fire extinguishers: All chapters/colonies shall have smoke detectors and fire extinguishers professionally checked annually.
- Fire and Safety Inspections: All chapter/colony properties must have annual fire and safety inspections conducted by the Laramie Fire Department prior to the 2nd week of the academic year. Reports are on file with the Fraternity/Sorority Affairs office in Wyoming Union Room 45. If a chapter or colony does not pass the inspection, no public or social events are allowed until an inspection is passed.
- Health Inspections: All chapter/colony kitchens are required to have annual health inspections conducted by the Albany County Health Department. Reports remain on file with Fraternity/Sorority Affairs. If a chapter/colony does not pass an inspection or does not have its passed inspection on file, no meals will be served and the kitchen will be closed to all members until an inspection is passed.
- Insurance Policies: All chapters/colonies are required to hold insurance policies, as determined by their inter/national headquarters. A copy of the insurance policy is filed with Fraternity/Sorority Affairs and the University Risk Management Office.
- Crisis management plan: A crisis management plan must be developed by each chapter/colony and reviewed by Fraternity/Sorority Affairs.
- Structural inspections: Each chapter/colony shall have a structural integrity inspection of its house every ten years.

## UNIVERSITY-OWNED HOMES

### *Leases and Agricultural Facilities*

A total of five buildings are leased to students involved in various programs for the purpose of residential use. The structures are typically short term leases while the homes are in transition from purchase to expansion, or are located on agricultural research locations owned by the University. All of those structures have a minimum of two smoke and carbon monoxide detectors.

## PROCEDURES

As the facilities are upgraded to more sophisticated fire detection and suppression systems, these procedures will be updated to reflect the changes. The residential fire alarm reporting form has been updated to include more detailed accounts of fire alarms and fire drills than this initial document reflects. Subsequent reports, including statistics and graphs, may therefore include more detailed accounts of fire alarm events.

### RESIDENCE HALLS

#### *Hill, Crane and White Halls*

**POLICY:** EVERY fire alarm will be handled as if there is a real emergency in process. There are no false alarms. Call the UWPD 911 using campus phones or (307) 766-5179 using a cell phone.

- The Residence Coordinator, Assistant Residence Coordinator, Resident Assistant (RA) on-call, or desk worker will go to the control panel at the office to determine the origin of the alarm.
- All paraprofessional staff members (Resident Assistants) will go door-to-door on their designated floors and instruct all residents to evacuate the building. They are to knock on all the doors, avoid use of the elevators, go downstairs (never upstairs to another floor), and move away from the building.
- Once RAs have completed the above procedure, they are to report the status of their floors at the front desk. Desk personnel will record a list of vacated floors as well as any potential problems for Fire Department personnel. Note: A list posted at the office will designate students who need assistance vacating the building in an emergency (due to wheelchairs, crutches, etc.).
- The Live-in On-Call, Residence Coordinator or Assistant Residence Coordinator will direct paraprofessionals to each of the hall's entrances to keep individuals from entering.
- All residents must remain outside the building until the alarm goes off and the Fire Department gives permission for students to return to the building.
- Evacuation areas must be as far away from the building as the building height (100 feet away at a minimum).
- Residential staff members are never to reset or silence a fire alarm.
- If the desk personnel feel they are in danger, they are to leave the desk but keep the office area open for emergency personnel to access.
- The fire report must be submitted immediately following the event via the RA intranet.



### *McIntyre, Orr, and Downey Halls*

Please note that as other residence halls are fitted with the new fire panel and system, this set of procedures will be expanded to include those halls.

- All common area smoke detectors and heat detectors, as well as activation of the fire sprinkler system, will cause a general alarm in the building. This alarm requires the control panel to be reset to clear the alarm and will automatically alert UWPD of an alarm event.
- Floor Above, Floor Below System: In the case of a general alarm, the residents of the building will be notified as follows: the floor where the event is occurring is considered the “fire floor.” That floor and the floor above and below will receive an “evacuation” message over the loud speakers, instructing those present to evacuate their floor by using the fire exits. The rest of the building will receive a “standby” message that an event is occurring in the building and individuals should stand by for further instructions.

On floors receiving an “evacuation” announcement, the RA(s) will:

1. Knock on each resident’s door to alert all residents to the evacuation alarm and ensure the residents evacuate the floor/building.
2. Proceed to the main desk and follow the instructions of the RA/Desk worker, Area Coordinator, Hall Director On-Call, or Fire Department.

On floors receiving a “standby” announcement, the RA will:

1. Knock on each resident’s door to alert all residents to the standby message.
2. Instruct the residents to stand by the exit doors, keeping them closed.
3. Wait on the floor with the residents until further instructions are received.

If an “evacuation” announcement is later received on a “standby” floor, the RA is to ensure the residents are evacuating the floor/building and then proceed to the main desk and follow the instructions of the RA/Desk worker, Area Coordinator, Hall Director On-Call, or the Fire Department.

- Fire Drills: During the first floor meetings each semester, the Area Coordinator should play a recording of the two messages that will sound during a general alarm (“evacuation” and “standby”). This will give the residents an opportunity to hear both messages prior to a fire drill or a real event. During the first floor meeting the RA will review with the residents the expectations of conduct during an emergency.
- Pull Stations: When the manual pull station by the fire alarm panel is engaged, the system will transmit the “evacuation” message throughout the facility and an alarm to the UWPD dispatch. This operation provides the facility managers or fire department a means to evacuate all floors during an uncontained fire event or bomb scare.

#### *Honors House*

- The alarm will sound throughout the house. The Graduate Assistant (GA) or Resident Advisor present will go door-to-door to every resident room and instruct all residents to evacuate the building. They are to knock on all the doors.
- The GA or RA will stand at the main entrance of Honors House to keep individuals from entering.
- All residents must remain outside the building until the alarm goes off and the Fire Department gives permission for students to return to the building.
- Evacuation areas must be at least 100 feet away from the house.
- Residential staff members are never to reset or silence a fire alarm.
- The fire report must be submitted immediately following the event via the RA intranet.

#### APARTMENTS

POLICY: EVERY fire alarm will be handled as if there is a real emergency in process. There are no false alarms. Call the UWPD 911 using campus phones or (307) 766-5179 using a cell phone.

#### *Spanish Walk*

- The Apartment Life Assistant (ALA) on-call will go to the control panel in the building to determine the origin of the alarm.
- All paraprofessional staff (ALAs) will go door-to-door in their designated buildings and instruct all residents to evacuate the building. They are to knock on all the doors.
- Once paraprofessionals have completed the above procedure, they will record a list of vacated floors and potential problems to give to Fire Department personnel.
- The Administrator on-call or RA to first respond will direct paraprofessionals to each of the building’s entrances to keep individuals from entering.
- All residents must remain outside the building until the alarm goes off and the Fire Department gives permission for students to return to the building.
- Evacuation areas must be as far away from the building as the building height (100 feet away at a minimum).
- Fire alarms are not to be reset or silenced by resident staff members.

## ALL OTHER COMPLEXES

The ALA on call, with the assistance of UWPD, will determine if the individual smoke alarm is sounding in an apartment. If confirmed, the following will happen:

- All paraprofessional staff (ALAs) will go door-to-door on their designated building and instruct all residents to evacuate the building. They are to knock on all the doors.
- Once paraprofessionals have completed the above procedure, they will record a list of vacated floors and possible problems to give to Fire Department personnel.
- The Administrator on-call or RA first to respond will direct paraprofessionals to each of the building's entrances to keep individuals from entering.
- All residents must remain outside the building until the alarm goes off and the Fire Department gives permission for students to return to the building.
- Evacuation areas must be as far away from the building as the building height (100 feet away at a minimum).
- Fire alarms are not to be reset or silenced by resident staff members.

## FRATERNITY/SORORITY CHAPTER HOUSES

**POLICY:** EVERY fire alarm will be handled as if there is a real emergency in process. There are no false alarms. Call the UWPD 911 using campus phones or 766-5179 using a cell phone.

The Fire Evacuation Policy is set by each chapter's housing corporation (owners), but includes:

- Evacuation areas must be as far away from the building as the building height (100 feet away at a minimum).
- Each chapter must have a crisis management plan in place to respond to fire evacuation.
- Each chapter must host a fire evacuation drill once per semester.
- Each chapter must have evacuation maps on each bedroom door and one in each common room.
- Alarms in chapter facilities are connected directly to the UWPD.

# EDUCATION & TRAINING

## RESIDENCE HALLS

All Residence Halls include the following programs in their fire safety education and training efforts:

- Annual fire evacuation drills at the beginning of every fall semester.
- Informational brochures specific to fire evacuation procedures for each building that are distributed during the annual fire evacuation drills.
- Initial floor community meetings that incorporate lectures and discussions related to building-specific fire safety and evacuation policies and procedures.

- Programming for live-in staff geared toward leadership during evacuation procedures and knowledge and enforcement of fire safety policies.
- Strict enforcement of fire safety and room personalization policies.
- Health and Safety Inspections performed 3-5 weeks after the start of the fall semester, with follow-up education and debriefing.
- Close working relationship with the Laramie Fire Department.

## APARTMENTS

All apartment residents are given the fire safety basics and prevention information in their handbooks. In addition, each resident receives as part of the move-in packet an informational brochure specifying the fire evacuation procedures for each area.

## FRATERNITY/SORORITY CHAPTER HOUSES

All chapter/colony properties have annual fire and safety inspections conducted by the Laramie Fire Department prior to the 2nd week of the academic year.

It is recommended that all housed fraternities and sororities host fire safety education programs as part of their risk management education programs. Fire safety programs should be held at least once every academic year.

# FACILITIES

## RESIDENCE HALLS

### *Crane Hall*

Crane Hall is equipped with a full fire suppression system (fire sprinklers) throughout the building. There are plans to install a fire alarm/detection system in corridors as well as battery-operated smoke detectors in all sleeping rooms. There are plans to install a full fire alarm/detection system throughout the building, which has an estimated completion date range of 2012-2013.

### *Hill Hall*

Hill Hall is equipped with a full fire suppression system throughout the building. There are plans to install a fire alarm/detection system in corridors as well as battery-operated smoke detectors in all sleeping rooms. There are plans to install a full fire alarm/detection system throughout the building, which has an estimated completion date range of 2012-2013.

### *Downey Hall*

Downey Hall has a full fire suppression system throughout the building. This hall is also equipped with a full fire integrated modern fire alarm/detection system throughout the building.

### *McIntyre Hall*

McIntyre Hall is equipped with a full fire suppression system throughout the building. It possesses a full fire integrated modern fire alarm/detection system throughout the building.



#### *Orr Hall*

Orr Hall has a full fire suppression system throughout the building. This hall is also equipped with a full fire integrated modern fire alarm/detection system throughout the building.

#### *White Hall*

White Hall has a full fire suppression system throughout the building. This hall is also equipped with a full fire integrated modern fire alarm/detection system throughout the building. White Hall was not utilized as a residence hall for the 2012-13 fiscal year as it was undergoing interior renovations.

#### *Honors House*

The Honors House is equipped with a full fire suppression system throughout the building. It possesses a full fire integrated modern fire alarm/detection system throughout the building.

### APARTMENTS

#### *Spanish Walk*

Spanish Walk Complex is equipped with a full fire suppression system throughout each building. It possesses a full fire integrated modern fire alarm/detection system throughout each building.

### *Landmark Village*

Landmark Village has battery-operated smoke detectors in all apartments as well as carbon monoxide detectors in each kitchen area. Batteries for both are changed yearly. Each apartment is equipped with a fire extinguisher, which is checked monthly.

### *River Village*

River Village has battery-operated smoke detectors in all apartments. Batteries are changed yearly. Each apartment is equipped with a fire extinguisher, which is checked monthly.

### *Bison Run Village*

The Bison Run Apartments have an integrated fire suppression system throughout the community. Each building utilizes a flow sensor within its fire suppression system that will signal an alert, identifying which building is having troubles. The apartments are also equipped with smoke and CO detectors as well as a fire extinguisher. The detectors will be serviced on an annual basis, sooner if needed. The fire extinguisher will be checked on a monthly basis.

## FRATERNITY/SORORITY CHAPTER HOUSES

The following facilities are equipped with full fire suppression systems and fire and smoke detectors in the hallways, common rooms, and bedrooms in compliance with the requirements of the Laramie Fire Department:

- Pi Beta Phi
- Sigma Phi Epsilon
- Kappa Kappa Gamma
- Delta Delta Delta
- Pi Kappa Alpha
- Chi Omega
- Sigma Chi

The following facilities are equipped with fire and smoke detectors in the hallways, common rooms, and bedrooms in compliance with the requirements of the Laramie Fire Department:

- Alpha Tau Omega
- Sigma Nu
- Sigma Alpha Epsilon

All chapters/colonies are encouraged to have carbon monoxide detectors; number present and location should be determined through consultation with the Laramie Fire Department.

## FIRE SAFETY OFFICER

The Fire Safety Officer for the University of Wyoming has been designated as the Chief Risk Officer. The Director shall oversee compliance with the Clery Act Fire Safety requirements in collaboration with Environmental Health and Safety, Residence Life and Dining Services, Physical Plant, Police Department, and the Laramie Fire Marshall.

## STATISTICS AND GRAPHS

### DATA COLLECTION

Reports are composed on each fire alarm incident by appropriate staff members present at the scene. Data generally includes time, date, location, cause of alarm, evacuation details, and confirmation of alarm reset. Prior to 2011, this information was manually recorded on a form and in turn entered into a database. Data collected was confirmed by comparison with the Daily Activity Report (DAR) crime and fire log compiled by the University Police. Currently, all information from residence halls and apartments is tracked in the conduct manager system.

Location	Total Alarms			Total Fires			Total Damage			Total Deaths			Total Injuries		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Residence Halls	31	28	50	0	0	0	0	0	0	0	0	0	0	0	0
Apartment Complexes	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0
Fraternity/Sorority Chapter Houses	11	8	9	0	0	0	0	0	0	0	0	0	0	0	0
Residential Totals for Campus	43	39	60	0	0	0	0	0	0	0	0	0	0	0	0

Alarm Sources by Year for Residence Halls			
Location	2011	2012	2013
Maintenance / Custodial	2	2	21
Student Behavior †	11	13	8
Fire Drills	7	5	5
Undetermined	11	8	16
Total	31	28	50

Specific information regarding Fire Statistics can be found by accessing the Department of Education website at: <http://www.opc.ed.gov/security/>

