

Recommendation for the
Enhancement of Safety at the
University of Wyoming

August 13, 2007

Prepared by a Safety Advisory Committee
Convened by President Tom Buchanan after
the Virginia Tech Tragedy

UNIVERSITY
OF WYOMING

Introduction

University of Wyoming President Buchanan has stated “One of the primary tenets of higher education is that a college or university is a place where students can pursue knowledge without boundaries. For students, faculty, and staff to excel in the vibrant and challenging environment of an institution of higher learning, their safety, health, and well-being must be assured. Tragic incidents such as the one that occurred last April at Virginia Tech, therefore, shake the very foundations of higher education.”

Prior to the events of last April, President Buchanan asked that a thorough review be conducted to examine student health and safety issues at UW, comparing our policies with national trends and best practices. The complete report is available on the UW Website under “Safety, 2007 Report to the President” in the A-Z Directory.

Also as a point of reference, the master plan for potential issues and concerns facing the campus community during an emergency is the *UW Emergency Response Plan and Policy*. This master plan applies to all UW locations. The plan is located on the UW Website at <http://www.uwyo.edu/safety/risk/RiskMain.asp>.

After the event at Virginia Tech, President Buchanan asked that the campus wide Crisis Intervention Team examine UW’s cooperative procedures with community law enforcement agencies and our strategies for communication and coordination of efforts in the event of a campus emergency. The Crisis Intervention Team has met continually since April and developed the following set of recommendations and initiatives for implementation.

Members of the Crisis Intervention Team include the following leaders at UW:

Rollin Abernethy, Associate Vice President for Academic Affairs
Sara Axelson, Vice President for Student Affairs
Robert Aylward, Vice President for Information Technology
Anne Bunn, Interim Director of the University Counseling Center
David Cozzens, Associate Vice President for Student Affairs/Dean of Students
Shelley Dodd, Assistant to the Vice President for Student Affairs
Tony Earls, Associate Director for Residence Life
Jay Fromkin, Director of University Public Relations
Phill Harris, Vice President for Administration
Bruce Hooper, Director of Risk Management
Jim Kearns, Acting Director of University Public Relations
Troy Lane, University of Wyoming Police Chief
Beth McCuskey, Executive Director of Residence Life, Dining and Wyoming Union
Rick Miller, Vice President for Government, Community & Legal Affairs
John Nutter, Assistant to the Vice President for Student Affairs
Kim Reichert, Assistant to the President
Joanne Steane, Director of Student Health Service
Kevin White, University of Wyoming Police Captain

The team also appreciated the commitment and involvement of:

Jeff Bury, Laramie Police Commander

Bob Deutsch, Laramie Police Chief

Jim Pond, Albany County Sheriff

While UW students and employees reside throughout the state of Wyoming and beyond, this report has been developed with a primary focus on the Laramie campus. As we continue to refine safety initiatives, health and safety issues for those students taking classes through the UW Outreach School sites located at the Wyoming community colleges and students who take classes online will be addressed. Preliminary information with respect to Outreach students will be discussed later in this document.

Issues that have been considered for implementation include:

Building Security

- Campus security system controlling building access

- Security cameras in residence halls

- Security cameras in other facilities

- Building intercom systems

- Emergency call boxes

- Additional police patrols on bicycle and expanded police visibility after dark

Emergency Multi-modal Message Dissemination

- Text messaging system

- Carillon emergency warning system in Wyoming Union and City of Laramie

- TransPark bus stop signage

- WyoWeb announcements

- Mass email announcements

Emergency Communication Protocols

Awareness and Vigilance

- Anonymous referral through UW Website and WyoWeb safety and security site

University Counseling Center Staffing

- Additional psychological counselor position

Residence Hall Expanded Staffing

- Additional floor checks

Intergovernmental Coordination

- Memoranda of understanding between law enforcement agencies

- Information coordination between UW, its various departments and city/county officials and agencies

- Mobile Command Unit

Parental Notification Policy

Practice Safety Drills; Evacuation Plans and Building Maps

- Safety drills

- Emergency evacuation plans

- Building maps including ADA rescue zones

Communication and Training

- New Student Orientation safety panel with parents

- New Student Orientation sessions with students

- Disseminate report and provide training to UW personnel

Ongoing Safety Review

- President's Advisory Council on Safety

University Policies and Regulations

- Student Code of Conduct*

- Residence Life and Dining Services *Rights and Responsibilities*

- Employee Handbook*

Plan Implementation:

Timeline

Draft Budget

ISSUES

Issue #1: Building Security

Recommendation:

a. Campus security system controlling building access

The Division of Administration is developing a proposal for a system that is capable of centrally securing priority facilities for routine campus security and for potential use during a campus emergency. The cost of centrally securable doors is approximately \$700 - \$1,000 per door, without accompanying hardware and installation. This system would provide the UW Police Department with the ability for establishing locking schedules for each building and external locking capability for ongoing security.

b. Security cameras in residence halls

The Residence Life staff recommends that security cameras be installed in the tunnels connecting Washakie Center to four of the university's residence halls as well as first floor egress areas of the residence halls.

c. Security cameras in other facilities

The need and location for video security systems will be identified during the second phase of planning for the campus security initiative.

d. Building intercom systems

Intercom systems were installed in two recently renovated residence halls (McIntyre and Orr). Similar systems should be incorporated into high occupancy facilities as well as in new construction and remodel projects.

e. Emergency Call Boxes

The Facilities Planning Office has initiated plans to install two new stand-alone emergency call boxes, one on each side of Fraternity/Sorority Row.

f. Additional police patrol on bicycle and expanded police visibility after dark

(To be determined by UW Police Chief Troy Lane)

Issue # 2: Emergency Multi-Modal Message Dissemination

A multi-modal approach to dissemination of emergency notification by the 2007 fall semester is recommended. The recommendation includes cell phone text message dissemination, emergency messaging from the Wyoming Union carillon, e-mail, Website and portal communication and the future possibility of voice messaging.

Recommendation:

a. Text messaging system: *UW Alert*

After hosting campus visits with three of the leading information dissemination product providers in the nation, it was recommended that UW purchase the Rave Wireless product. This multi-modal system, referred to as *UW Alert*, will allow UW to text message all campus-based and outreach students, faculty and staff, and others in the event of emergency situations; it also provides e-mail and Web-based notifications. One major advantage is that this system will interface with our existing Banner student information system, eliminating the concern about the accuracy of the notification distribution list once students have left UW. The system will allow students to identify an e-mail address and cell phone number. Parents may be added at a later date.

This communication system was acquired and will be in place for fall 2007. The committee recommends that students receive emergency notifications through multiple communication means with a comprehensive campus communication plan, including IT pre-creating accounts for all students, faculty and staff based off a data feed from the student information system (Banner). Once the accounts are created, students, faculty and staff will be sent an e-mail with information on how to access their Rave account and input their cell phone information. (Students, faculty and staff without unlimited text messaging service plans may incur a charge of up to \$0.10 in the event emergency text pages are made.)

The use of the system to send alerts to all registered users should be used only for the most critical situations to maintain its credibility. Additional uses of the system for notification may be developed over time.

b. Carillon emergency warning system in Wyoming Union

A carillon emergency warning system will be purchased through a competitive bid process. When needed the system can operate as a siren; can play pre-recorded emergency messages; or can be used for live, real-time messages. The

City of Laramie Police Department is also considering the installation of a carillon emergency warning system.

c. TransPark bus stop signage

Physical Plant in cooperation with TransPark is considering emergency messaging signage at on-campus bus stops.

d. WyoWeb announcements

Messages currently can be posted to all university students and employees on the WyoWeb portal homepage in a non-removable channel. This option will be used for emergency notification as well.

e. Mass email announcements

Electronic mail messages to all university students and employees can be broadcast currently. This option will be used for emergency notification as well.

Issue # 3: Emergency Communication Protocols

Based on the University's Emergency Response Plan, the following emergency communication protocols are in place. The Vice President for Administration decides when an emergency is to be declared and coordinates with the President throughout the decision making process. As members of the Emergency Management Team, the chief of the University of Wyoming Police Department and/or the director of Risk Management will give emergency status information to the Policy Group (The Policy Group as referenced in the *UW Emergency Response Plan and Policy*, is chaired by the President, and composed of core University administrators and senior staff. The Policy Group is responsible for providing oversight and direction, defining emergency policy, and determining program closures and resumptions.) The Policy Group, of which the director of University Public Relations is a member, formulates general public information and is responsible for the dissemination of information to the student population and the general public. In the event of an emergency, University Public Relations will:

- a. Send messages to the campus community (and other subscribers) via text messaging and e-mail.**
- b. Post messages to the university Web site, portal (WyoWeb), and toll-free line.**
- c. Send an appropriate message to the Wyoming Union director for broadcast via the new carillon system.**

- d. Notify media of emergency status, location of communication center, availability of communication equipment and provide periodic briefings.**
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Issue #4: Awareness and Vigilance

Recommendation:

a. Anonymous Referral through UW Website and WyoWeb Safety and Security Site

As part of the overall campus safety initiatives that are being implemented this summer by our campus safety advisory team, a safety and security site will be made available on the UW Website and the WyoWeb portal. The site will have three options to direct concerns to the UW Police Department, the Dean of Students Office, and the University Counseling Center. A posting to any one of them will be addressed promptly. A referral process will be in place to disseminate information to other units such as the STOP Violence program, Office of General Counsel, Human Resources Department, Residence Life and Dining Services, etc. Multiple training sessions will be provided to ensure that campus community members are aware of this anonymous referral resource and to the need to be vigilant about safety in our community.

The UWPD dispatcher and UWPD chief will receive each anonymous message from the Safety and Security Site about suspicious activities or persons. A product called Silent Witness will be used to provide the anonymity. Persons with immediate concerns are directed to contact 911. This central site will link to the Dean of Students Office for concerns about an individual student, faculty or staff member. The Counseling Center link will receive mental health concerns. Regardless of the source of the contact, all issues will be investigated and referred as necessary. This site will be in place prior to the start of the 2007 fall semester.

Much of the activity that will occur through these contacts is already happening as the Dean of Students Office is contacted routinely about issues and follows up on all concerns. This initiative provides for an anonymous tip line through UWPD and an easy access, central site for anyone with concerns.

The Dean of Students Office has hired a part-time person dedicated to coordinating responses to concerns, as well as working as a liaison with other campus units, the City of Laramie Police Department, the Albany County Sheriffs Office, and dealing with emergent issues.

Issue #5: University Counseling Center Staffing**Recommendation:**

In a comprehensive program review of the University Counseling Center, psychologist-to-student ratios were analyzed. While UW staffing ratios match standard practices and comparator information in the region for counseling, the national standards indicate that UW has one counselor position fewer than optimal staffing. UW students use these services at about the same rate as the national average. This report requests funds for an additional full-time psychologist. The addition of this position will make UW's ratio of psychologist-to-student comparable with national standards and give UW six full-time counselors/psychologists.

Issue #6: Residence Hall Expanded Staffing**Recommendation:**

To ensure additional midnight-to-6 a.m. residence hall assistant coverage, it is recommended that additional staff be hired to conduct additional rounds of the residence halls during the midnight to 6 a.m. time period.

Issue #7: Intergovernmental Coordination**Recommendation:****a. Memoranda of understanding between law enforcement agencies**

Memos of understanding with the City of Laramie and Albany County law enforcement have been reviewed and modified as necessary; the Laramie City Council approved the MOU with UW on July 3, and the MOU with the county is near completion. There is nothing dramatically different in these revised MOU's – the agencies have had good, collaborative relationships for years – but there is the addition of a jurisdictional element allowing UW to be of more assistance to city and county law enforcement when needed.

b. Information coordination between UW, its various departments and city and county officials

Arrangements among UW, the city, and the county will improve information sharing on problems the city and county identify involving UW students.

c. Mobile Command Unit

The law enforcement agencies with which UW interacts, Laramie Police Department, Albany County Sheriff's Office and UWPD all believe that a Mobile Command Unit to serve as a command center with interoperable communication and technology access is essential to manage emergency situations. UW will pursue procurement of such a unit that will be available to manage any emergency in the area.

Issue #8: Parental Notification Policy

Recommendation:

Modifications were made in April to the *Student Code of Conduct* clarifying the parent notification policy for UW. The revised policy reads as follows:

The University has implemented a policy of written parental notification as a means of intervening in student alcohol or substance abuse problems when the student's behavior demonstrates: a risk of harm to self or others, a pattern of repeat offense (despite prior disciplinary interventions), or, any violation of law involving a controlled substance. The responsibility for implementation of this policy is with the Dean of Students, or his/her designee. Such notifications will become part of the student's official judicial record maintained in the Dean of Students office. *Parental notification may also be appropriate for offenses involving illegal or unauthorized possession of weapons and offenses against persons. The Dean of Students or his designee may determine when parental notification is necessary based on a review of the specific circumstances of the offense.* [New language in italics.]

Issue #9: Practice Safety Drills, Evacuation Plans, and Building Maps

Also being addressed are practice drills, emergency evacuation plans and maps, including the identification of ADA rescue zones for all facilities. All of these recommendations are part of the University Emergency Response Plan and Policy and are being overseen by the director of risk management.

Recommendation:

- a. Practice drills**
 - b. Emergency evacuation plans**
 - c. Building maps including ADA rescue zones**
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Issue #10: Communication and Training

The Crisis Intervention Team is also developing a roll-out plan for all of the initiatives, focusing on making the campus community (students, faculty, staff/administration) and other pertinent constituents (i.e., parents, alumni, visitors, general public) aware of the enhanced services available.

Recommendation:

- a. New Student Orientation safety panel with parents**
- b. New Student Orientation sessions with students**
- c. Disseminate report and provide training to UW personnel**

Schedule meetings with:

Executive Council
Deans and Directors
Student Affairs Directors
Administration Directors
ASUW
Faculty Senate
Staff Senate
Residence Hall Association
Greek chapters
Recognized Student Organizations

Present report to:

Board of Trustees – September
Student Affairs Kick Off
Weeks of Welcome
Convocation
New Faculty Orientation
New Staff Orientation
Faculty Senate
Staff Senate
ASUW
Student Affairs e-news
President's Newsletter
AlumNews
UWYO Magazine

Wyoming Family newsletter for parents
Family Weekend
Discovery Days

Safety Workshops for Students, Faculty and Staff

Mary Ann Stout with the STOP Violence Program, in collaboration with Police Chief Troy Lane, will be asked to deliver a series of workshops about safety for students, faculty, and staff. This may be part of a series of programs that we will also deliver to the entire campus community on safety initiatives. The program can be delivered in small group discussions to the Greek community, Residence Hall Association or other groups.

UW Outreach School

The Memoranda of Implementation for the Cooperative Agreements between the Wyoming community colleges and the University of Wyoming includes sections on UW students taking classes in community college facilities and the safety mechanisms that are in place. The language in the memorandum of implementation with each of the Wyoming community colleges indicates that the UW outreach regional center's safety, security and emergency response procedures will follow those of the community college where they are located. The community college's policies and procedures that apply to safety, behavior, and security issues for each campus will apply equally to resident UW staff and UW students. Further study will continue in September regarding online students.

Issue #11: Ongoing Safety Review

Recommendation:

a. President's Advisory Council on Safety

President Buchanan will appoint a President's Advisory Council and charge it with monitoring safety efforts on campus and evaluating the efforts recommended in this document, the April 13 safety report and the UW Emergency Response Plan. The council will include appropriate representatives from the UW community and representatives from the City of Laramie Police Department and the Albany County Sheriff's Office.

Issue #12: University Policies and Regulations

- a. Student Code of Conduct*
- b. Residence Life and Dining Services *Rights and Responsibilities***
- c. Employee Handbook*

Recommendation:

Ongoing review and analysis will be conducted and updates will be proposed to the *Student Code of Conduct*, the Residence Life and Dining Services *Rights and Responsibilities* and the *Employee Handbook*.

PLAN IMPLEMENTATION

Proposed Time Line

- July 11 Outline draft to committee
- Seek input on plan
- July 31 Finalize report and prepare for submittal to President Buchanan
- August 13 Report submitted to President Buchanan
- August 27 New initiatives initiated
 - Text messaging
 - Carillon emergency warning system in Wyoming Union
 - Safety and security site on Website and WyoWeb portal
 - Memoranda of understanding
 - Law enforcement and Dean of Students data base in place
- September Safety Advisory Council appointed by President Buchanan

Draft Budget

A request for legislative funding has been prepared to implement the recommendations of this report including the first phase of a campus security system controlling building access. The legislative request includes \$1,081,400 recurring costs and \$1,765,750 one-time costs. Federal funding will be pursued to help support intergovernmental initiatives.

The recommendations include:

Building security

- Campus security system
- Security cameras in residence halls
- Alarming side doors in residence halls
- Security cameras in other facilities
- Building intercom systems
- Additional stand-alone emergency call boxes
- Bus stop signage

Emergency multi-modal message dissemination

- Text messaging system and start-up costs
- Carillon emergency warning system in Wyoming Union
- Speakers for carillon system

Awareness and vigilance

- Anonymous referral through UW Website; WyoWeb safety and security site
- UWPD safety and security site staffing
- Dean of Students safety and security site staffing
- University Counseling Center psychologist salary and benefits

Intergovernmental coordination

- Mobile Command Unit

Information Technology staffing

Residence Hall expanded staffing