

## **Director's Letter:**

Dear University Community:

Welcome to Eastern Washington University. As the Director of Public Safety and Chief of Police, I am very involved with the safety and security of our students and staff, here at Eastern.

Nationally, the safety and security of all university campuses has become a priority and EWU is no exception. We are very proactive in our efforts to keep our students and staff safe and secure from possible threats. Safety and security is overseen by the Eastern Washington University Police Department. Our police department has 12 commissioned police officers who are sworn to enforce all federal, state, and local laws. Our department's primary jurisdiction is the 325 acres which includes a population of over 10,000 students and more than 1300 staff members.

Over the past year, we have initiated new programs designed to enable our students and staff to be more informed, aware and active in the safety and security aspect of our campus community life. The E2Campus (EWU Alerts) program sends emergency text messages to cell phones and emails to students, parents or staff. We also provide staff and students with training programs that teach personal safety methods and techniques that may be helpful if faced with an emergency on or off campus.

Our university continues to utilize other safety/security programs that have been successful in the past, such as: the 911 Code Blue Light Stations, the escort services for students and staff, the vehicle unlock program, the vehicle battery jump program and the anonymous tip line telephone number (509-359-4286) just to list a few. If you have an emergency, call **911**. If you need a police officer immediately, at any time, day or night, the police can be reached at the following dispatch telephone number: **(509) 535-9233**. The university police administration office is open during normal business hours and can be contacted by dialing **(509) 359-6310**.

I invite you to review this Annual Safety Report/Clery Act Report very carefully. It is filled with information that will be helpful to anyone who may need safety and security resources during their time here at Eastern Washington University. It also provides our annual crime statistics.

If you have any safety or security questions or concerns during your time here at EWU, I encourage you to contact the EWU Police Department and speak to either myself or my staff, who are dedicated to serving our community.

Learn Well and Be Safe,

Tim Walters  
Director of Public Safety/Chief of Police  
Eastern Washington University Police Department

## **Mission and Values**

**Mission:** The Eastern Washington University Police Department shall serve the public by providing assistance, coordination, and the delivery of law enforcement and support services for the safety and protection of life and property.

**Values:** The Eastern Washington University Police Department has been entrusted with the duties and responsibilities to assist, protect, preserve, and defend the social order of the University community. This public trust mandates that all members exemplify the highest standard of conduct while on and off duty.

**Goal:** To serve the University community, by protecting life and property. To ensure all persons are treated fairly and with respect, while preserving state and federal laws. To encourage unity, the tolerance of cultural and racial diversity for all members of the University community.

## **Commissioned University Police**

EWU Police is a fully commissioned Law Enforcement Police Department. As commissioned state officers, we have all the powers of arrest, the ability to act upon probable cause, conduct search and seizures, and to investigate criminal activity. As a law enforcement agency, we have access to state and federal criminal history records and criminal intelligence. This allows us to better provide a greater level of protection. Having a dedicated police department allows us to better serve the University as a community with an emphasis on public service.

As part of our emphasis on public service to our community, we provide other services such as vehicle unlocks, vehicle jumps, Weapons storage, lost and found, non-criminal fingerprinting and other public services. To assist our commissioned officers, we have student security patrols that help patrol the campus at night. They check campus property, secure buildings, walk through parking lots, and when available, escort students on campus. The EWU Police Department has the following personnel:

### **Department Personnel**

#### Administration

Director, Public Safety/Chief of Police	1
Deputy Chief	1
Administrative Assistant	1

#### Commissioned Officers

Supervisor Sergeants	3
Detective/Investigator	1
Corporal	1
Officers	5

## ***Location of University Police***

The Eastern Washington University Police Department is located in the Red Barn on Washington Street at Seventh Street in Cheney. The Red Barn administrative operations are conducted during normal business hours, Monday-Friday. At other times, police assistance can be obtained by calling (509) 535-9233. EWU Police can also be reached toll-free from Spokane by calling this same number. For emergency situations, please call 911; there may be a slight pause, but please stay on the line.

## ***How to Report a Crime***

If you are the victim of a crime on campus, report it immediately. Call 911 or EWU Police at (509) 535-9233 or (509) 359-6300, by selecting option 1 of the automated menu. Identify yourself as the victim of a crime; the dispatcher will then take all of the information and will be able to help you. Remember that a crime that is not reported helps no one, not you or the next victim. If you see a crime in progress, remain calm. Locate the nearest telephone and call 911 or EWU Police at (509) 535-9233 or (509) 359-6300, selecting option 1 of the automated menu. Identifying yourself as a witness to a crime, describe what you saw, where, and when. Remember that details are very important. This includes the exact location, descriptions of the clothing worn by the suspect(s) and their direction of travel. Be as accurate as possible. Your information may assist the police in making an arrest or aiding with the saving of a life and the recovery of property. You may remain anonymous when reporting a crime, if you so choose.

## ***EWU's Campus Security Authorities***

In accordance with Clery Act provisions, Eastern Washington University designates specific positions as Campus Security Authorities. Designees are able to receive reports of crime or other emergencies, and will take appropriate actions to record such reports and forward them to appropriate university officials. The following positions are designated as EWU's Campus Security Authorities: Dean of Students, Provost, Director of Women's Studies, Director of Public Safety/Chief of Police, Assistant Director of Residential Life, Director of Athletics, Director of Student Affairs, Director of HR, Dean of Africana Studies, Director of Chicano Studies, Advocate for Student Victim's of Violence, Director for OSRR, Director of Health & Wellness Services, Vice Provost for International & Educational Outreach.

## ***Code Blue Stations***

There are Code Blue stations located at key areas around the campus. For their locations, check the campus website map at <http://www.ewu.edu/x7674.xml>.

These stations are for your protection; they can help you summon help or report crimes. There are Code Blue public emergency telephone stations with *on campus* calling capabilities to request an escort. When you activate a Code Blue

unit, this is a direct call to 911. If possible, stay at the unit and give information to the operator until help arrives. If you leave the area before talking to the operator, it will delay our ability to assist you. Each station is equipped with a light that readily identifies your location. Remain calm, give the information into the speaker and follow instructions given by the operator. Help will arrive as soon as possible. False reporting by activating a Code Blue station is a crime and will be treated accordingly.

## Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety/designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning may be issued through several forms of communication, such as: The snow line (509) 359-7669, campus wide e-mail, and the *EWU Alerts Campus Emergency Mass Notification System* at: <http://www.ewu.edu/alerts>.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Office of Public Safety may also post a notice on the campus website under *Campus Safety-Timely Warnings* at: <http://www.ewu.edu/timelywarnings>.

Anyone with information warranting a timely warning should report the circumstances to the University Police, by contacting police dispatch at: (509) 498-9233 or the University Police Department at: (509) 359-6300.

## **EWU Selected Uniformed Crime Reporting-Clery Crimes**

### **Criminal Offenses**

<b>Criminal Offense - On Campus*</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Murder/Non-negligent manslaughter	0	0	0
b Forcible sex offenses (including forcible rape)	1	1	1
c Non-forcible sex offenses	0	0	0
d Robbery	0	0	0
e Aggravated assault	1	1	0
f Burglary	1	21	7
g Motor vehicle theft	1	3	0
h Arson	0	0	0
i Negligent manslaughter	0	0	0

### **Criminal Offense - On Campus**

<b>Resident Halls*</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Murder/Non-negligent manslaughter	0	0	0
b Forcible sex offenses (including forcible rape)	1	1	1
c Non-forcible sex offenses	0	0	0
d Robbery	0	0	0
e Aggravated assault	1	1	0

f	Burglary	18	19	5
g	Motor vehicle theft	0	0	0
h	Arson	0	0	0
i	Negligent manslaughter	0	0	0

*\*Crimes reported in the residential facilities column are included in the on-campus category*

<b>Criminal Offense - Non-Campus</b>		<b>2006</b>	<b>2007</b>	<b>2008</b>
a	Murder/Non-negligent manslaughter	0	0	0
b	Forcible sex offenses (including forcible rape)	0	0	0
c	Non-forcible sex offenses	0	0	0
d	Robbery	0	0	0
e	Aggravated assault	0	0	1
f	Burglary	0	0	0
g	Motor vehicle theft	0	0	0
h	Arson	0	0	0
i	Negligent manslaughter	0	0	0

<b>Criminal Offense - Public Property</b>		<b>2006</b>	<b>2007</b>	<b>2008</b>
a	Murder/Non-negligent manslaughter	0	0	0
b	Forcible sex offenses (including forcible rape)	0	0	0
c	Non-forcible sex offenses	0	0	0
d	Robbery	0	0	0
e	Aggravated assault	0	0	0
f	Burglary	0	0	0
g	Motor vehicle theft	0	0	0
h	Arson	0	0	0
i	Negligent Manslaughter	0	0	0

**\*\*Criminal Offense - Reported by**

<b>Local Police Department</b>		<b>2006</b>	<b>2007</b>	<b>2008</b>
a	Murder/Non-negligent manslaughter	0	0	0
b	Forcible sex offenses (including forcible rape)	1	2	0
c	Non-forcible sex offenses	0	0	0
d	Robbery	3	2	0
e	Aggravated assault	7	9	0
f	Burglary	14	9	2
g	Motor vehicle theft	4	5	0
h	Arson	0	1	0
i	Negligent manslaughter	0	0	0

*\*\*Mutual Aid agreements between local jurisdictions and EWU are available through the EWU Police Department & for 2008 reports, no longer reporting Cheney PD's UCRs, just incidents in Greek Housing (off campus)*

## Arrests

<b>Arrests - On Campus*</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Liquor law violations	9	91	71
b Drug law violations	2	12	7
c Illegal weapons possessions	0	0	0

### Arrests - On Campus

<b>Residence Halls*</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Liquor law violations	80	79	26
b Drug law violations	2	9	6
c Illegal weapons possessions	0	0	0

### Disciplinary Actions/Judicial

<b>Referrals - On Campus</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Liquor law violations	177	159	150
b Drug law violations	9	1	29
c Illegal weapons possessions	11	9	0

<b>Arrests - Non-Campus</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Liquor law violations	10	21	9
b Drug law violations	3	14	2
c Illegal weapons possessions	0	0	0

### Disciplinary Actions/Judicial

<b>Referrals - Non-Campus</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Liquor law violations	0	10	0
b Drug law violations	0	0	0
c Illegal weapons possessions	0	0	0

<b>Arrests - Public Property</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Liquor law violations	15	0	4
b Drug law violations	7	0	0
c Illegal weapons possessions	0	0	0

### Disciplinary Actions/Judicial

<b>Referrals -Public Property</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Liquor law violations	0	0	1
b Drug law violations	0	0	0
c Illegal weapons possessions	0	0	0

<b>Arrests - Local &amp; State Police**</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Liquor law violations	87	99	1
b Drug law violations	52	35	13
c Illegal weapons possessions	0	1	0

*\*\* No longer reporting all of Cheney PD's UCRs, just incidents in Greek Housing (off campus)*

**Disciplinary Actions/Judicial**

<b>Referrals - Reported By Local</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Liquor law violations	0	0	0
b Drug law violations	0	0	0
c Illegal weapons possessions	0	0	0

*\*Crimes reported in the residential facilities column are included in the on-campus category*

**Hate Offenses**

<b>Hate Offenses - On Campus*</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Murder/Non-negligent manslaughter	0	0	0
b Forcible sex offenses (including forcible rape)	0	0	0
c Non-forcible sex offenses	0	0	0
d Robbery	0	0	0
e Aggravated assault	0	0	0
f Burglary	0	0	0
g Motor vehicle theft	0	0	0
h Arson	0	0	0
i Negligent manslaughter	0	0	0
j. Theft	N/A	N/A	0
k. Simple Assault	N/A	N/A	0
l. Intimidation	N/A	N/A	0
m.Vandalism	N/A	N/A	0

**Hate Offenses - On Campus**

<b>Residence Halls*</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Murder/Non-negligent manslaughter	0	0	0
b Forcible sex offenses (including forcible rape)	0	0	0
c Non-forcible sex offenses	0	0	0
d Robbery	0	0	0
e Aggravated assault	0	0	0
f Burglary	0	0	0
g Motor vehicle theft	0	0	0
h Arson	0	0	0
i Negligent manslaughter	0	0	0
j. Theft	N/A	N/A	0
k. Simple Assault	N/A	N/A	0
l. Intimidation	N/A	N/A	0
m.Vandalism	N/A	N/A	0

*\*Crimes reported in the residential facilities column are included in the on-campus category*

<b>Hate Offenses - Non Campus</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Murder/Non-negligent manslaughter	0	0	0
b Forcible sex offenses (including forcible rape)	0	0	0
c Non-forcible sex offenses	0	0	0
d Robbery	0	0	0
e Aggravated assault	0	0	0
f Burglary	0	0	0
g Motor vehicle theft	0	0	0
h Arson	0	0	0
i Negligent Manslaughter	0	0	0
j. Theft	N/A	N/A	0
k. Simple Assault	N/A	N/A	0
l. Intimidation	N/A	N/A	0
m.Vandalism	N/A	N/A	0

<b>Hate Offenses - Public Property</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Murder/Non-negligent manslaughter	0	0	0
b Forcible sex offenses (including forcible rape)	0	0	0
c Non-forcible sex offenses	0	0	0
d Robbery	0	0	0
e Aggravated assault	0	0	0
f Burglary	0	0	0
g Motor vehicle theft	0	0	0
h Arson	0	0	0
i Negligent manslaughter	0	0	0
j. Theft	N/A	N/A	0
k. Simple Assault	N/A	N/A	0
l. Intimidation	N/A	N/A	0
m.Vandalism	N/A	N/A	0

<b>Hate Offenses - Reported by Local and State Police</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
a Murder/Non-negligent manslaughter	0	0	0
b Forcible sex offenses (including forcible rape)	0	0	0
c Non-forcible sex offenses	0	0	0
d Robbery	0	0	0
e Aggravated assault	0	0	0
f Burglary	0	0	0
g Motor vehicle theft	0	0	0
h Arson	0	0	0
i Negligent manslaughter	0	0	0
j. Theft	N/A	N/A	0
k. Simple Assault	N/A	N/A	0
l. Intimidation	N/A	N/A	0
m.Vandalism	N/A	N/A	0

### **Third Party Reports for 2008:**

Sexual Assault	1
Hate	1

### **Urban Settings**

Remember that some of these buildings are located in a downtown setting. Normal precautions for your personal safety should be followed.

### **Distant Learning Locations**

The following locations record crime statistics within each jurisdiction.

Bellevue Community College, 3000 Landerholm Circle SE, Bellevue, WA

Everett Community College, 801 East Wetmore, Everett, WA

MSW Vancouver, 14204 NE Salmon Creek Avenue, Vancouver, WA

Shoreline Community College, 16101 Greenwood Ave. North, Seattle, WA

South Seattle Community College, 6000 16th Avenue SW, Seattle, WA

Spokane, 668 North Riverpoint, Spokane, WA

Vancouver, 1800 East McLoughlin Blvd., Vancouver, WA

Yakima Valley Community College, 16th Avenue and Nobb Hill Blvd.,

Yakima, WA

### ***Access to On-Campus Housing***

All residence halls are locked 24-hours a day. Guests are required to identify themselves when they enter halls after hours. Residence halls check-in desk is open: Thursday and Sunday, 9 p.m.-1 a.m., and Friday and Saturday, 9 p.m.-2 a.m. In addition to residence halls, there are on-campus student apartment complexes with individual managers. The occupant regulates access to each apartment.

### ***Student Privacy (FERPA):***

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. FERPA applies to all institutions that are the recipients of federal funding. FERPA is enforced by the Family Policy Compliance Office of the US Department of Education in Washington D.C. All FERPA information regarding FERPA is located on the EWU Office of Records and Registration's webpage.

### ***Sexual Harassment Policy***

Sexual harassment is a violation of basic tenets of human dignity. It violates Eastern Washington University's policies, federal and state laws, civil rights and professional ethics. Sexual harassment will not be tolerated.

The University believes education is the best way to prevent sexual harassment. Because of differences in employees' values and backgrounds, some individuals may find it difficult to recognize their own behavior as sexual harassment. Eastern Washington University will take all practical steps to educate the campus community about policies, grievance procedures and possible disciplinary actions.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual

favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
- Submission to or rejection of such conduct by an individual is used as the basis of employment or education decisions, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance or creating an intimidating, hostile or offensive educational or work environment.

Sexual harassment may include, but is not limited to, unwelcome actions such as the following:

- Use of position or authority to coerce a student or employee to provide sexual favors;
- Sexually suggestive comments, demands or insults, or pressure for sexual activity.

The University will consider the circumstances and the context in which an incident occurred when determining if such action constitutes sexual harassment.

All members of the campus community are required to comply with this policy.

The University will take appropriate action against any employee or student of Eastern Washington University who violates the policy. Persons with supervisor's responsibilities for employees or students are expected to report or take appropriate action when they know of sexual harassment. In determining supervisory responsibility, the extent of control over the circumstances and corrective action, if any, taken by the supervisor, will be considered.

Violation of this policy will lead to disciplinary action which is appropriate to the circumstances and which addresses the goal of prompt and effective action to stop sexual harassment. Such disciplinary action shall follow the principles of progressive discipline. Depending on the circumstances, the punishment may include, but is not limited to, verbal and written reprimands, suspension with pay, and suspension without pay, demotion, expulsion, or dismissal. This policy is consistent with the Equal Employment Opportunity Commission's regulations on sexual harassment.

### ***Sexual Assault Policy***

The purpose of this policy is to implement part 668.47, Department of Education, 34 CFR Part 668, Student Assistance General Provisions, Campus Safety; Final Rule of Federal Policy. This policy is printed in the Federal Register of April 29, 1994.

The University is a community whose existence depends on strict adherence to standards of conduct set by its members. Sexual misconduct is a serious violation of these standards and will not be tolerated.

The University encourages all members of the University community to be aware of both the consequences of sexual misconduct and the options available to victims. The University urges victims to seek assistance using any appropriate resource.

**If a Student is Raped or Sexually Assaulted,  
the Following Recommendations are Made:**

1. Get to a safe place as soon as you can.
2. Try to preserve all physical evidence. Do not disturb anything in the area where the assault occurred. Do not bathe, douche, use the toilet, or change clothing.
3. If the assault occurred on campus, contact **University Police** at **(509) 535-9233** or **(509) 359-6300, option 1**.
4. If the sexual assault occurred in the City of Cheney, call **Cheney Police** at **(509) 535-9233**.
5. If the rape occurred in Spokane County or Spokane City, call Spokane Crime Reporting Center **(509) 532-9266, during business hours** or **send an email to (www.spokanecrimereportingcenter.org)**.
6. Contact a close friend or advocate, **(509) 359-7273 for a 24-hour Rape Crisis advocate**, who can be with you until you feel safe again. This person can also accompany you to the medical exam and/or police department.
7. Get medical attention as soon as possible.
8. Additional support is available through **Counseling and Psychological Services** at **(509) 359-2366** or 225 Martin Hall. For off-campus counseling, contact the **Spokane Sexual Assault Center, (509) 624-7273**.
9. For information to proceed with campus disciplinary procedures, inquire at the Office of Dean of Students.

**University and Community**

The University has an obligation to uphold the laws of the community of which it is a part. While activities covered by the laws of the community and those covered by the University's rules may overlap, the community's laws and the University's rules operate independently and do not substitute for each other. The University may pursue enforcement of its own rules whether legal proceedings are under way or being considered, and may use information from third-party sources, such as law enforcement agencies and courts, to determine whether University rules have been broken. The University will make no attempt to shield members in the University community from the law. Membership in the University community does not exempt anyone from local, state or federal laws, but rather imposes the additional obligation to abide by all of the University's regulations.

**Classifications/Definitions of Sexual Misconduct**

Sexual misconduct includes but is not limited to the following: Rape, which includes any act of sexual intercourse that takes place against a person's will or that, is accompanied by physical coercion or the threat of bodily injury. Unwillingness may be expressed verbally or physically. Rape may also include intercourse with a person who is incapable of expressing unwillingness or is prevented from resisting, as a result of conditions including, but not limited to, those caused by the intake of alcohol or drugs. Rape includes not only unwilling or forced vaginal intercourse, but may also include the sexual penetration of any

bodily orifice with a body part or other object. Sexual assault includes any unwanted touching or fondling of a sexual nature.

**Note on consent:** Because sexual misconduct between persons often occurs in the context of the use of alcohol or other controlled substances, it is important to stress the critical significance of clear communication and levels of responsibility for behavior while under the influence. Individuals are responsible for their behavior when they are drinking, and drinking is never an excuse for unacceptable behavior. However, lack of consent can exist if a person is too intoxicated to freely agree to sexual intercourse or sexual contact.

### **Educational Component**

Eastern Washington University is committed to providing effective education on preventing, coping with, and responding to sexual assault and rape for all members of the University community.

Prevention training and education will include workshops, seminars, one-hour programs and written literature that inform the students of the sociological underpinnings of sexual violence. Workshops, training and seminars will also be held on how to respond caringly to victims and community resources. Eastern Washington University has a student group called CARE (College Awareness of Rape Education), whose purpose is peer education around acquaintance rape issues. Because rape affects such a large portion of people – up to one-third of women and one-eighth of men – and because graduates and faculty in all fields will interact with victims and survivors, it is important that graduates of Eastern Washington University be informed on the issue of rape and that the issue of rape be covered in the academic setting of the different schools. Eastern Washington University continues to offer the Gender and Sexual Assault course through Social Work and Women's Studies. The course is specifically aimed at sexual assault. As required by federal law, literature discussing campus crime statistics will be distributed to all current and prospective students and employees by direct mailing through the U.S. Postal Service or campus mail. Eastern Washington University will continue to have an Acquaintance Rape Awareness Week once during the academic year, provide educational programs during April of each year for Sexual Assault Awareness Month and provide the opportunity for sexual assault and acquaintance rape awareness during new student orientation.

### **Disciplinary Procedure**

A campus judicial hearing is an administrative hearing, not a criminal one, and therefore it need not use criminal court procedures as a model. The primary consideration in any campus disciplinary hearing is fundamental fairness. To meet this standard of fairness, a hearing must, at a minimum, involve the following three components: Notice, opportunity to be heard, and a decision made on the record. Victims of sexual misconduct are strongly encouraged to report the incident to the Dean of Students and to Campus Police as soon as possible. Also, any member of the University community can, with permission of the victim, file a third-party report to Campus Police detailing an incident involving sexual misconduct. The University cannot initiate University judicial action against the alleged perpetrator based on a third-party report. The report is

encouraged, nonetheless, as it can provide useful information for protecting the community at large and connecting similar reports while protecting the victim's anonymity. It should be clearly understood that a victim of sexual misconduct always has legal recourse outside the University. Victims have the option to be assisted by campus authorities in notifying proper law enforcement authorities, including University police and local police. It is the victim's right, at all times, to decide whether or not to pursue a complaint, whether in or out of the University system. Any student committing sexual assault can be prosecuted under Washington criminal codes and disciplined under the University's student conduct code. Even if the criminal justice authorities choose not to prosecute, the University may pursue disciplinary action. Sexual assault can greatly affect the social and academic environment of a college or university, even if it occurs outside the physical boundaries of the campus. The University reserves the right to pursue disciplinary action in the case of an off-campus incident, if that incident occurs between members of the University community and occurs at any building or property owned or controlled by a student organization recognized by the institution or if that incident occurs in any building or property controlled by the institution, but owned by a third party.

### **Rights of the Victim**

1. The right to an explanation of the options available to the victim.
2. The right to an explanation of the campus judiciary hearing process.
3. The student may request a change in housing if such change is reasonably available.
4. The right to request a restraining order from district or superior court.
5. The right to a hearing within a reasonable time.
6. The right to challenge any member of the hearing panel on conflicts of interest.
7. The right to have someone accompany them through the disciplinary proceeding as long as participants comply with rules of procedure.
8. The right to know ahead of time the names of witnesses to be called in the hearing.
9. The right to inquire about and be informed of the status of the case at any point during the judicial process.
10. The right not to have irrelevant past sexual history discussed during the hearing.
11. The right to remain present for the entire proceeding.
12. The right to be informed in a timely manner about the outcome of the hearing.
13. The right to make a victim impact statement if the accused has been found to violate the student conduct code and to state what sanctions the victim would like to see imposed.
14. The right to appeal the decision of the judicial hearing board based on procedure and evidence, not outcome.

### **Rights of the Accused**

1. The right to an explanation of the charges.
2. The right to an explanation of the campus judiciary hearing process.

3. The right to a hearing within a reasonable time.
4. The right to challenge the hearing panel on conflicts of interest.
5. The right to have someone accompany them through the disciplinary proceeding as long as participants comply with rules of procedure.
6. The right to know ahead of time the names of witnesses to be called in the hearing.
7. The right to know the status of the case at any point during the judicial process.
8. The right to remain present for the entire proceeding.
9. The right to remain silent. This does not mean that other evidence will not be used.
10. The right to testify on their own behalf.
11. The right to be informed in a timely manner of the outcome of the hearing.
12. The right to appeal the decision of the judicial hearing board based on procedure and evidence, not outcome.

The disciplinary proceeding outcome may include one or more of the following: Dismissal, suspension, probation, fines, restitution, community service, evaluation, censure, warning or admonition.

Compliance with the rights to know of the outcome of the proceeding does not violate the Family Educational Rights and Privacy Act.

### ***EWU Police Sexual Assault Response Commitment***

Sexual assault, including date/acquaintance rape, is a very serious concern of this police department. If you feel you are a victim of a sexual assault on campus, the Department of Public Safety and Police Services will guarantee the following:

- We will meet with you privately, at a time and local place of your choice, to take your report.
- We cannot and will not notify your parents without your consent.
- We will treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
- Our officers will not prejudge you, and you will not be blamed for what occurred.
- We will assist you in arranging for any necessary hospital treatment or other medical needs. We will also assist in emergency housing if needed.
- If you would feel more comfortable talking with a friend or advocate of your choice present, we will do our best to accommodate your request.
- We will fully investigate your case and will help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept up-to-date on the progress of the investigation and/or prosecution.
- We will assist you in privately contacting counseling and other available resources.
- We will continue to be available to answer your questions, to explain the system and process involved (prosecutor, courts, etc.), and to be a listening ear if you wish.
- We will consider your case seriously, regardless of your gender or the

gender or status of the suspect.

If you feel you are a victim of sexual assault, call your Department of Public Safety and Police Services at (509) 498-9233 (any time of day or night) to privately make a complaint.

### ***Access to Safety Escorts***

Before calling for an escort, please seek assistance from a friend, roommate or colleague. This service is limited to the availability of student patrols or police officers. It is best to preplan your departure after dark. Avoid secluded areas, call home or your destination to let someone know you are leaving and the route you are taking, and always try to walk in groups or pairs.

The program's intent is to get students, faculty and/or staff safely to their destinations on campus or within a close proximity of the campus during the hours of darkness. To receive this service, call the Eastern Washington University Police at (509) 359-6300, selecting option 1 on the automated menu. The dispatcher will check with the shift supervisor to determine if there is a student patrol person or police officer available for the escort. If there is, the caller will be told who the escort will be and receive instructions as to where and when to meet him or her.

### ***Weapons on Campus***

Weapons are not allowed on campus per WAC 172-122-120. Weapons as defined within RCW Chapter 9.41 that are legal to possess are required to be registered and stored with the University Police. Weapons will be checked against the appropriate authority's databases for the weapons and owner's status. (Sections RCW 9.41.010, 9.41.040, 9.41.300, 9.41.250 and 9.41.280.)

EWU residents may store two weapons at the Red Barn. Weapons brought into the Red Barn are to be unloaded; the weapon will be checked prior to acceptance. We do not accept ammunition at the Red Barn. You may transport your weapon(s) in your vehicle to and from the Red Barn and your destination. Weapons must be secured in the trunk of your vehicle, unloaded with the ammunition stored in a separate location.

Concealed weapons are not to be carried on University property. Concealed weapons permit holders will notify University Police for instructions and information about the temporary weapons storage. For further information on the possession and storage of dangerous weapons, contact EWU Police at the Red Barn or call (509) 359-6300, option 3 on the automated menu.

### **Alcohol: Revised Code of Washington (RCW) 66.44.270**

Possession or consumption of alcohol by persons under the age of 21 is not permitted on campus. Selling or furnishing alcoholic beverages to persons under the age of 21 is also not permitted on campus. University alcohol policies and guidelines must be met before any alcohol-related event may be permitted. No kegs or "keg-quantities" of alcohol are allowed in the residence halls.

Minor in possession of alcohol is a misdemeanor offense; if convicted, it may

have a negative effect on certain job requirements or opportunities.

### ***State of Washington Drug Laws***

The use or sale of any illegal or controlled substance is prohibited. EWU has a zero tolerance policy in regard to any drug-related issue.

The following is a partial list of illicit drugs considered to be controlled substances by the state of Washington (RCW 69.50): Narcotics (opium and cocaine, and all drugs extracted, derived, or synthesized from opium and cocaine, including crack cocaine and heroin); marijuana; methamphetamine; barbiturates; and hallucinogenic substances (LSD, peyote, mescaline, psilocybin, PCP, THC, MDA, STP).

#### **A. State Penalties for Illegal Sale of Controlled Substances**

The illegal sale of any controlled substance is punishable by up to 10 years in prison, \$500,000 fine, or both.

#### **B. State Penalties for Illegal Manufacture or Delivery of Controlled Substances**

Narcotics: up to 10 years in prison, \$25,000 fine, or both. Non-narcotics: up to five years in prison, \$10,000 fine, or both.

#### **C. State Penalties for Possession of Controlled Substances**

Possession of any controlled substance is punishable by up to five years in prison, a \$10,000 fine, or both. Possession of less than 40 grams of marijuana and possession of drug paraphernalia are misdemeanors in the state of Washington. More severe penalties are provided for persons convicted of providing controlled substances to minors and for repeat offenses. Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than five years but not more than 20 years and a fine up to \$250,000 or both if:

- a) it is a first conviction and the amount of crack possessed exceeds 5 grams;
- b) it is a second conviction and the amount of crack possessed exceeds 3 grams; or
- c) it is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

### ***Student Conduct Code***

The following are defined as offenses that are subject to disciplinary action by the University. The University has the authority to promulgate additional or more specific rules supplementary to the offenses listed in this section.

1. All forms of academic dishonesty (including but not limited to cheating and plagiarism), knowingly furnishing false information to the University, forgery, alteration or misuse of University documents, records or instruments of identification.
2. Conduct which intentionally disrupts or obstructs teaching, research, administration, disciplinary proceedings, freedom of movement or other

- lawful activities on the University campus.
3. Detention, physical abuse, threats, intimidation or coercion of any person, or conduct which is intended to threaten imminent bodily harm or endanger the health or safety of any person on any property owned or controlled by the University, or at any University-sponsored or supervised functions.
  4. Sexual misconduct includes, but is not limited to: (a) unwanted verbal, written, pictorial or physical conduct of a sexual nature which a reasonable person would consider to be harassing, intimidating, hostile, offensive and/or which adversely affects the learning or living environment of the campus; (b) unwanted, forceful, sexual contact (the use of force may include, but is not limited to, use of body weight, pushing or hitting, coercion or threats); (c) the use of force to overcome earnest resistance to engaging in sexual intercourse (earnest resistance may be verbal, physical or both); (d) sexual intercourse, when the victim is incapable of consent by reason of mental incapacity, drug/alcohol intoxication or physical helplessness, and force is or is not used.
  5. Harassment of any sort is prohibited. Any malicious act that causes harm to any person's physical or mental well-being is prohibited. Harassment is defined as conduct which has the purpose or effect or unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.
  6. Theft from, or malicious damage to, or malicious misuse of University property or the property of any person, when such property is located on the University campus.
  7. Failure to comply with a proper order. (a) Failure to comply with lawful and/or reasonable directions of University officials or law enforcement officers acting in performance of their duties on campus or affecting conduct on campus. (b) Failure to identify oneself to University officials in their course of duty, refusal or failure to appear before University officials or disciplinary bodies when directed to do so or the violation of sanctions imposed after such proceedings.
  8. Use, possession, distribution, or sale of alcoholic beverages except as permitted by University policy and state law. Use, possession, distribution, or sale of any controlled substance or illegal drug on University premises or in University-controlled facilities.
  9. No individual shall have on his/her person, in his/her vehicle, or otherwise in his/her possession any gun, pistol, or firearm or explosives, dangerous chemicals or other dangerous weapons or instruments on the University campus or other University property except as follows:
    - a. Authorized law enforcement officers shall be permitted to carry arms while on duty and engaged in their regular duties.
    - b. Activities requiring use of the prohibited items may be conducted upon approval of the activity by the Board of Trustees.
    - c. Persons shall be permitted to have firearms in their possession directly en route to or from campus firearm's storage facilities (University Police Department, Red Barn), where such possession is incidental to be approved for on- or off-campus possession or use of

such firearms.

10. Violation of local, county, state, or federal law, whether it be on or off campus, only when a definite University interest is involved and where the student misconduct distinctly and adversely affects the University's pursuit of its educational mission.
11. Intentionally inciting others to engage in any of the conduct prohibited in this code, which incitement leads directly to such conduct.
12. Being an accessory to any person on the University campus who is or who is not a member of the associated students of Eastern Washington University who violates this code.
13. All attempts to perform acts of misconduct prohibited by this section shall also be subject to disciplinary action.
14. The unauthorized entry into or onto, or the unauthorized remaining in, or on, any public or University facilities.
15. Disorderly or obscene conduct on University property or at University-sponsored events.
16. Violation of the University general conduct code, chapter 172-122 WAC.
17. Theft or other abuse of computer facilities, access or time as defined in University computing guidelines and policies.
18. The unauthorized use of the name of the University or the names of members or organization in the University community.
19. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or University-supervised events.
20. Participation in a campus demonstration that violates the University regulations governing campus assembly and peaceful demonstration.
21. Hazing, any action required of or imposed on current or potential members of an organization or group which, regardless of location of the incident or consent of the participants(s): (a) produces or is reasonably likely to produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule; or (b) compels an individual to participate in any activity which is illegal, perverse or publicly indecent or contrary to University rules, regulations or policies, or which is known by the compelling person(s) to be contrary to the individual's moral or religious beliefs.
22. Clubs, organizations, societies or similarly organized groups in or recognized by the University and/or ASEWU are subject to the same standards as are individuals in the University community.

The commission of any of the offenses in subsections (1) through (22) of this section by such groups or the knowing failure of any organized group to exercise preventive measures relative to violations of the code by their members shall constitute a group offense.

### ***Sex Offender Registration Information***

The Eastern Washington University Police Department considers the protection of our community from sex offenders of significant importance. The objective of

the 1990 Community Protection Act was to provide adequate notice to the community concerning sex offenders who are, or will be attending, working or residing on the campus, and to assist our community members in developing constructive plans to prepare themselves and their children for residing near released sex offenders.

Sex Offender Registration information is maintained by the Spokane County Sheriff's Office. For information on registered sex offenders located at Eastern Washington University:

<http://www.ewu.edu/AdminGuide/PolSafety/offender.html>

<http://scso.spokanesherriff.org/>

### ***Community Warning Notification***

Eastern Washington University will comply with all public disclosure and privacy requirements; however, Eastern Washington University is required to warn the campus community about crimes considered to be a threat to students, employees and the community.

### ***Crime Statistics Disclosure***

This crime statistics information is provided in accordance with State of Washington Senate Bill 66.26 and the federal "Right to Know: Student Campus Security Act" 20 U.S.G. Section 1092 known as the Clery Act.

Per Federal Regulations (34 CFR Part 668), it is required that a copy of Eastern Washington University's Clery Act Annual Security Report be provided to each employee and student. This report includes statistical information for the past three years concerning reported crimes which occurred on EWU's campus; certain off-campus buildings or properties owned or controlled by EWU and on public property within, or immediately adjacent to and accessible from, EWU's campus. The report also includes institutional policies concerning campus security issues, such as policies concerning sexual assault, alcohol use and other matters. You can obtain a copy of this report by contacting the EWU University Police, or by accessing the following web site: <http://www.ewu.edu/safetyreport>.

Notes:

Additional Recommended Resources

*Eastern Washington University Student Handbook*;

Office of Admissions, 101 Sutton Hall.

*Residential Living Guide*;

Residential Life, 122 Showalter Hall.

*Alcohol, Drugs, and the University Campus*;

EWU Substance Abuse Prevention Center, 122 Showalter Hall

*Substance Abuse Prevention Center*;

122 Showalter Hall.

Acquaintance/Date Rape Education and Prevention;

EWU Women's Center, 207 Monroe Hall.

## Important Numbers

Emergency	911
EWU Police	(509) 535-9233
Automated Answering System	(509) 359-6300
Police Dispatch	Option 1
Police Officer Assistance	Option 2
Police Administration/Records	Option 3
EWU Rape Crisis/Advocacy	(509)359-RAPE
EWU Violence Prevention-Victim Advocate	(509) 359-6429
Spokane Sexual Assault Center	(509) 624-RAPE
Counseling and Psychological Services	(509) 359-2366
EWU Substance Abuse Prevention	(509) 359-4279
EWU Women's Studies Center	(509) 359-2847
Poison Center (toll-free)	(800) 732-6985
Poison Center (toll-free) TDD	(800) 572-0638

**The Employee Assistant Program (EAP)** is available for EWU staff that needs assistance. Check the EWU website for the contact information.

## Emergency Response Instructions

POLICE - FIRE – PARAMEDICS.....	911
UNIVERSITY POLICE OFFICER ASSISTANCE.....	5-535-9233
POWER OUTAGES.....	2245
HAZARDOUS MATERIALS INCIDENT.....	6496
POISON CONTROL CENTER.....	1-800-222-1222

### WHEN TO CALL 9-1-1

- ✓ Call 911 when life/property are in immediate danger.
- ✓ When you see smoke or a fire
- ✓ When you see a crime being committed
- ✓ When rescue or emergency medical assistance is needed

### WHEN NOT TO CALL 9-1-1

- ✓ Never call 911 as a joke!
- ✓ Do not dial 911 for information, such as road or weather conditions, power outages, or directions.

### HOW TO CALL 9-1-1

- ✓ Dial 911 (no need to dial 5)
- ✓ Give the operator the nature of the emergency
- ✓ Give your exact location and cross street
- ✓ Give the telephone number from which you are calling

✓ DO NOT HANG UP

**If you observe fire or smoke:**

- ✓ Determine the location of the fire and what may be burning.
- ✓ Call 911. Provide your name and the location of the fire. If in a safe location, stay on the line with the dispatcher until told you may hang up.
- ✓ If you hear the evacuation alarm, proceed to the appropriate assembly area.
- ✓ If the fire is small, you may attempt to put it out with a fire extinguisher if you have been properly trained. Do not jeopardize your personal safety. All fires, no matter how small, must be reported to the University Police at 535-9233
- ✓ Evacuate your area if you are unable to put out the fire. Close doors behind you to confine the fire. Proceed to the appropriate assembly area.
- ✓ Know alternate exits from your work area. Never allow the fire to come between you and the exit.
- ✓ Before opening a door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and doorframe. If it feels hot, use your secondary escape route. Even if the door feels cool, open it carefully. If the door is hot, or if smoke is visible, do not open the door. If you have to move through a burning or smoked filled area, stay low to the ground or crawl. Use a damp cloth to breathe through if it is available.
- ✓ Do not break a window unless it is the ONLY means of escape. Oxygen feeds a fire.
- ✓ If you are in a room and cannot escape, leave the door closed, stay low to the floor and hang a white or light colored cloth in an outside window.
- ✓ Do not use elevators.
- ✓ Do not attempt to save possessions at the risk of personal injury.
- ✓ Do not return to the area until instructed to do so by a Public Safety official.

**BOMB THREATS & SUSPICIOUS OBJECTS**

**If you receive a threatening telephone call or letter, or receive a suspicious parcel, or discover a suspicious object, follow these procedures:**

**If you receive a telephone threat:**

- ✓ REMAIN CALM
- ✓ Try to get the attention of other staff members to help you.
- ✓ Follow instructions on the *Bomb Threat Checklist*.
- ✓ Listen carefully. Be polite and show interest. Try to keep the caller talking, so that you can gather more information.
- ✓ After you hang up from the caller dial 911 IMMEDIATELY to report the threat.
- ✓ Immediately check your workspace and the areas with which you are the most familiar. If any suspicious object or package is noted, **DO NOT TOUCH IT** and keep others away. Call 911 immediately.
- ✓ Complete the *Bomb Threat Checklist* on both sides as quickly as possible.
- ✓ If evacuation is ordered, proceed to the appropriate assembly area.

**If you receive a written threat or suspicious parcel, or if you find a suspicious object anywhere on the premises:**

- ✓ DO NOT TOUCH THE ITEM AND KEEP OTHERS AWAY.
- ✓ Call 911 immediately
- ✓ If evacuation is ordered, proceed to the appropriate assembly area.
- ✓ Promptly write down everything you can remember about receiving the letter or parcel, or finding the object. Law enforcement investigators will need this information.

Remain calm. Do not discuss the threat with other staff members. Do not spread rumors.

## **BOMB THREAT CHECKLIST**

Report call immediately to: EWU University Police @ 911

Exact time of call \_\_\_\_\_ Caller ID Number \_\_\_\_\_

Exact words of caller \_\_\_\_\_

\_\_\_\_\_

### QUESTIONS TO ASK

1. When is bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### CALLER'S VOICE (check all that apply)

Calm  Disguised  Nasal  Angry  Broken  Stutter  Slow  
 Sincere  Lisp  Rapid  Giggling  Deep  Crying  
 Squeaky  Excited  Stressed  Accent  Loud  Slurred  
 Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number where call received? \_\_\_\_\_ Location: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: To familiarize yourself with the above information, please read the back of this card.

**BOMB THREAT CHECKLIST (Back)**  
**Report call immediately to: EWU University Police @ 911**

**CALLER'S VOICE (Check all that apply)**

Calm  Loud  Whispered  Ragged  Angry  Laughter  
 Nasal  Clearing throat  Excited  Crying  Stutter  Deep  
breathing  Slow  Normal  Lisp  Cracking voice  Rapid  
 Distinct  Raspy  Disguised  Soft  Slurred  Deep  
 Accent  Familiar

**BACKGROUND (Check all that apply)**

Booth  Music  Street noises  Animal noises  
 Crockery  Motor  House noises  Long Distance  
 Voices  Clear  Office equipment  Local  
 PA system  Static  Factory noises  Traffic  
 Other (Describe)

---

**THREAT LANGUAGE (Check all that apply)**

Well-spoken (educated)  Incoherent  Irrational  
 Foul  Taped  Message read by threat maker

A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location, components, or method of initiation.

The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:

- Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to background noises such as motors running, music playing and any other noise that may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
- Immediately after the caller hangs up, report the threat to the University Police.
- Remain available, as law enforcement personnel will want to interview you.

## MOBILITY DISABILITY AREAS OF REFUGE & SHELTER IN PLACE

Persons using wheelchairs should move to Areas of Refuge if available. If these are not available, persons in wheelchairs should Shelter in Place unless the danger is imminent. Shelter in place means remaining in a room with an exterior window, a telephone, and a solid or fire resistant door; call 911 and report the location. For false or needless alarms or an isolated and contained fire, a person with a disability may not need to evacuate. The decision to evacuate will be made by the fire department. The fire department will tell the individual or relay the information via the EWU Police Department.

### PERSON WITH A WEAPON/GUN

- ✓ **If you observe someone with a weapon or hear shots:** CALL 911 IMMEDIATELY. If you observe someone whom you believe might be in possession of a weapon call 911.
- ✓ Observe at a distance and provide the following information to the Police Department, if possible:
  - Your exact location and the location of the person or persons involved.
  - What is currently happening or what has happened. Are there injuries?
  - A detailed description of the person or persons involved, including gender, race, clothing, cap or hat, shoes and distinguishing characteristics such as facial hair, glasses, etc.
  - Describe the weapon involved, if known.
  - Describe any vehicle(s) that may be involved and license number(s) if available.
  - Under no circumstances should you confront a person whom you believe is armed.
  - If you are in harm's way, take cover as quickly as possible. Close and lock doors, stay away from windows and take cover under furniture, etc. If you are outside a building, move away from the situation as quickly as possible and take cover.
  - Ensure your personal safety and the safety of those around you, to the maximum extent possible.
  - Do not attempt to rescue casualties. You may become the next victim.

### TERRORISM, WEAPONS OF MASS DESTRUCTION

A terrorist strike on a college campus will likely be limited in scope and may include suicide bombing, other explosive or incendiary devices, or releases of chemical or biological agents.

More than one person may be involved and several incidents may occur simultaneously.

- ✓ REPORT ANY SUSPICIOUS PERSON OR ACTIVITY BY CALLING 911.
- ✓ POSSIBLE SUICIDE BOMBER INDICATORS – **A.L.E.R.T:**
  - Alone and nervous
  - Loose and/or bulky clothing, may not fit weather conditions
  - Exposed wires, possibly through a sleeve
  - Rigid mid section: Explosive device or may be carrying a rifle.
  - Tightened hands: May hold detonation device.

- ✓ If an explosion is seen or heard, follow the guidelines listed under Bomb/Explosion.
- ✓ Be aware of the possibility of a second explosion.
- ✓ Unusual odors or visible cloud, especially in an enclosed area:
  - Evacuate the area immediately.
  - Call 911
  - If there is any physical reaction, such as tearing, coughing, difficulty breathing or sudden nausea, get outside to fresh air and seek medical help.
  - Do not attempt to rescue persons who collapse or become unconscious.
- ✓ If you discover any suspicious device, package, envelope, container, backpack or other object:
  - Do not approach or touch the object. Note the description and the exact location of the object and report this as accurately as possible.
  - Evacuate the immediate area and do not allow others to enter.
  - Call 911

### **DISRUPTIVE PERSON, WORKPLACE VIOLENCE**

#### **When confronted with a problem person:**

- ✓ GET ASSISTANCE FROM A COLLEAGUE and call 911 if there is any doubt about your personal safety or the safety of those around you. If the person verbalizes or engages in physical violence have someone call 911 immediately.
- ✓ Be calm and polite but firm. Maintain an outward appearance of composure. This helps to defuse tension.
- ✓ Separate the person from others but remain in the public eye; get help from other staff. Do not take the person or allow yourself to be taken to a private area.
- ✓ Be aware of your surroundings. Do not let the person put you into a corner or other position from which you can't flee. Keep the person at least a leg-length away so they can't reach you.
- ✓ Evaluate the situation and think carefully before responding.
- ✓ Try to remain attentive, concerned, and avoid using a tone of voice which is loud, condescending, or moralistic. Empathize with the person, acknowledge their feelings.
- ✓ Listen carefully for clues as to the person's motivation and likely causes of behavior.
- ✓ Do not physically touch, crowd, or confront the person.

Complete a Violence Incident Report form. Forward it within 24 hours to Human Resources, 314 Showalter Hall. The form may be found at: <http://www.ewu.edu/x9682.xml> or check with your supervisor.

## HAZARDOUS MATERIALS ACCIDENTS/RELEASES

### If a chemical **spill** occurs:

- ✓ If toxic chemicals come in contact with your skin, immediately flush the affected area with clean water for 15 minutes. Use chemical showers and/or eye wash stations, if available.
- ✓ Have someone call 911 if you cannot do so yourself.
- ✓ If there is any possible danger, evacuate the area.
- ✓ Notify your supervisor of the extent and location of the spill
- ✓ Notify Environmental Health and Safety at 359-6496

### If an airborne release occurs:

- ✓ Immediately evacuate the area
- ✓ Call 911
- ✓ Describe the substance and the amount released, if possible
- ✓ Do not re-enter a contaminated area until cleared to do so by competent authority
- ✓ Notify Environmental Health and Safety at 359-6496

Complete an Incident Report form for any accident or injury, no matter how slight. Forward it within 24 hours to Environmental Health and Safety, 101 Rozelle. The form may be found at: <http://www.ewu.edu/x968.xml> or check with your supervisor.

## **FIRE SAFETY**

**Residential Life fire alarms and drills:** Fire drills are conducted at least twice a quarter. The drills are to familiarize each resident with the safe and proper exiting procedures and route to evacuate the building promptly. All occupants will leave the building. Anyone not exiting will be referred for disciplinary action. When the fire alarm sounds, follow these directions:

1. Wear coat and shoes.
2. Leave the lights on.
3. Close windows.
4. Close and lock door.
5. Exit by emergency stairway only. If you encounter smoke, stay low. Oxygen is near the floor.
6. Knock on the doors on your way to the fire exit to alert neighbors.
7. Do not use the elevator.
8. Do not re-enter the building until you are directed to do so by a staff member.

Because fire alarms need to be taken seriously, it is important that everyone leave the building during an alarm. There is a fine and possible disciplinary charges for failure to evacuate the building. If you have any questions about the fire drill procedure, consult with your CA or RLC/GCD. Propping of doors may result in a fine.

**Fire Equipment:** Injuring or tampering with fire alarm apparatus or equipment-sounding false alarm of fire (CFR 9.40.100) is prohibited and punishable by disciplinary action, fines, and/or possible legal action. Disciplinary action will be taken on individuals who sound a false fire alarm. Fire extinguishers are strategically located throughout each residence hall. Carefully follow the instructions on the extinguisher and use them **ONLY** in the event of a fire. Exit signs are considered fire equipment.

**Fire Safety:** Hallways and exits must be kept free of furniture or other objects such as floor rugs. Fire doors are not to be blocked open for any reason. They are designed to prevent the spread of smoke and flames in case of fire. Decorative materials for general use or holiday decoration should be nonflammable. Do not cover hallway lights fixtures and fire exit signs. Posters and flyers should not be posted in the elevators. Electrical appliances can be fire hazards. Do not leave coffee pots, etc., unattended, even for a short time. Do not leave stoves unattended while cooking. Remember to turn off the stove and unplug irons before leaving the kitchen and laundry rooms. Barbecuing is not allowed on the balconies. Open flame devices present an unacceptable risk in a residence hall setting. Therefore, University policy prohibits the use of candles, incense, simmering potpourri, solid fuel devices, kerosene lamps, open burning elements (tabletop stoves), toasters and other open flames devices in the residence hall. Decorative candles are discouraged and must not be used. Furthermore, torchiere halogen lamps and five light floor lamps are also prohibited. Both lamps reach very high temperatures and can ignite nearby combustible materials. Students will be asked to remove these items. Refusal to comply with reasonable requests to remove these items or repeated violation of this policy may result in disciplinary action or fines.

**Fireworks:** Fireworks are not permitted within the residence halls or on University grounds.

**Smoking:** Smoking is not allowed in any of the residence halls, including and not limited to the balconies, hallways, bathrooms, stairwells and other areas defined by staff. It is a violation and is subject to written documentation and disciplinary action. In addition, in accordance with University policy and state law, you need to be 25 feet from the building when smoking. Designated smoking areas have been assigned for each building.

## MISCELLANEOUS INFORMATION

### **Flooding and Water Damage:**

- ✓ NOTIFY THE WORK ORDER DESK AND DISPATCH @ 359-2245 immediately during business hours. After hours, and holidays call the Operations Control Center @ 359-6460 (24 hours). Advise the exact location and severity of the leak.
- ✓ Notify you Supervisor
- ✓ If there are electrical appliances or electrical outlets near the leak, use caution. Do not step into standing water.

**Winter Weather:** EWU will occasionally cancel classes when severe winter weather threatens:

- ✓ Do not drive unless you must
- ✓ Call the EWU snow line: 359-SNOW
- ✓ Wear Several Layers of loose-fitting, light weight, warm clothing rather than one layer of heavy clothing
- ✓ Wear mittens instead of gloves and a hat or cap
- ✓ If caught in your car during a blizzard or winter storm, remain in your vehicle and wait to be found
- ✓ Watch for symptoms of frostbite and hypothermia

### **Thunder/Lightning Storms:**

- ✓ If you are in a forest, seek shelter in a low area under a thick growth of small trees

- ✓ If you are in an open area, go to a low place such as a ravine or valley
- ✓ If you are in open water, get to land and find shelter immediately
- ✓ If you feel your hair stand on end (indicates that lightning is about to strike), squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact to the ground. DO NOT lie flat on the ground

**Earthquakes:**

- ✓ Take cover under a sturdy desk, table, or bench or against an inside wall
- ✓ If there isn't a desk or table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building
- ✓ Stay away from glass, windows, outside doors and walls, and anything, that can fall and hurt you
- ✓ Do not enter or exit the building during shaking
- ✓ Use flashlights, do not use matches, lighters, candles, or electrical switches
- ✓ If evacuation is ordered, proceed to the appropriate assembly area
- ✓ Do not move seriously injured persons unless they are in obvious, immediate danger
- ✓ Avoid using telephones except to report severe emergencies
- ✓ Do not spread rumors
- ✓ Inform emergency/rescue personnel of the location of any trapped person(s)

**Tornadoes:** If you are under a tornado watch:

- ✓ Go to a pre-designated shelter area, if there is no such area, go to the center of an interior room on the lowest level. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not cover windows
- ✓ If you are in a vehicle, trailer or mobile home get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection
- ✓ If outside, with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands.

For more emergent weather information go to the FEMA website at: <http://www.fema.gov/>

### Residential Halls Fire Safety Systems

<u>Resident Hall</u>	<u>Fire Detection System (Smoke, Heat, Ion)</u>	<u>Fire Suppression System</u>	<u>Fire Extinguishers Present</u>	<u>Redundant Monitoring System</u>	<u>Fire Drills 2 each quarter</u>
Brewster	Yes	Yes	Yes	Yes	Yes
Dressler	Yes	Yes	Yes	Yes	Yes
Dryden	Yes	Yes	Yes	Yes	Yes
LA	Yes	Yes	Yes	Yes	Yes
Morrison	Yes	Yes	Yes	Yes	Yes
Pearce	Yes	Yes	Yes	Yes	Yes
Streeter	Yes	Yes	Yes	Yes	Yes

<u>Resident Hall</u>	<u>Total Fires in Each Building</u>	<u>Date &amp; Time of Incident</u>	<u>Cause of Fire</u>	<u>Number of Injuries that Required Treatment</u>	<u>Number of Deaths Related to the Fire</u>	<u>Value of Property Damage Causes by Fire</u>
Brewster	0	0	0	0	0	0
Dressler	0	0	0	0	0	0
Dryden	0	0	0	0	0	0
LA	0	0	0	0	0	0
Morrison	0	0	0	0	0	0
Pearce	0	0	0	0	0	0
Streeter	0	0	0	0	0	0