

## 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 students, faculty, 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 acre campus, which includes a population of over 10,000 students and more than 1,300 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 Monday thru Friday, 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 authority to 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 enhances our ability to provide a greater level of protection. Having a dedicated police department allows us to better serve the University as a community by partnering with local, state, and federal agencies to keep informed on current trends and criminal activity, 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 a student cadet program that help in patrolling 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 of 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 I 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 I of the automated menu. Identify 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.

## **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://access.ewu.edu/Police/Emergency-Notification/EWU-Alerts.xml>.

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: 509.535.9233 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>2007</b>	<b>2008</b>	<b>2009</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including forcible rape)	1	4	5
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	3
e. Aggravated assault	1	0	0
f. Burglary	21	7	9
g. Motor vehicle theft	3	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0

**Criminal Offense - On Campus**

<b>Resident Halls*</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including forcible rape)	1	2	1
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	1	0	0
f. Burglary	19	5	4
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 also included in the on-campus category.*

<b>Criminal Offense - Non-Campus</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	9

c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	1	0
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>2007</b>	<b>2008</b>	<b>2009</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

**\*\*City of Cheney/Cheney Police Department**

**Criminal Offenses - Reported by Local and State Police**

	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including forcible rape)	2	2	5
c. Non-forcible sex offenses	0	0	0
d. Robbery	2	3	4
e. Aggravated assault	9	14	7
f. Burglary	9	45	45
g. Motor vehicle theft	5	8	12
h. Arson	1	0	0
i. Negligent manslaughter	0	0	0

*\*\*Mutual Aid agreements between local jurisdictions and EWU are available through the EWU Police Department.*

**Arrests**

<b>Arrests - On Campus*</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Liquor law violations	91	45	37
b. Drug law violations	12	19	45
c. Illegal weapons possessions	0	0	0

**Disciplinary Actions/Judicial**

<b>Referrals - On Campus</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Liquor law violations	159	150	206

b. Drug law violations	1	29	77
c. Illegal weapons possessions	9	0	0

**Arrests - On Campus**

<b>Residence Halls*</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Liquor law violations	79	36	30
b. Drug law violations	9	19	41
c. Illegal weapons possessions	0	0	0

**Disciplinary Actions/Judicial**

<b>Referrals – Residence Halls*</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Liquor law violations	0	150	191
b. Drug law violations	0	29	75
c. Illegal weapons possessions	0	0	0

<b>Arrests - Non-Campus</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Liquor law violations	21	9	24
b. Drug law violations	14	2	0
c. Illegal weapons possessions	0	0	0

**Disciplinary Actions/Judicial**

<b>Referrals - Non-Campus</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Liquor law violations	10	0	11
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

<b>Arrests - Public Property</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Liquor law violations	0	4	1
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

**Disciplinary Actions/Judicial**

<b>Referrals -Public Property</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Liquor law violations	0	1	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

**\*\*City of Cheney/Cheney Police Department**

<b>Arrests - Local &amp; State Police</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
a. Liquor law violations	99	1	1
b. Drug law violations	35	13	18
c. Illegal weapons possessions	1	2	1

**Disciplinary Actions/Judicial Referrals - Reported By Local**

<b>&amp; State Police</b>	<b>2007</b>	<b>2008</b>	<b>2009</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 also included in the on-campus category.*

**Hate Offenses**

<b>Hate Offenses - On Campus*</b>	<b>2007</b>	<b>2008</b>	<b>2009</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

*\*\*There was one Malicious Harassment crime with a hate bias reported in 2009, the crime did not meet the Clery requirements for reporting. This crime happened On-Campus in a Residence Hall involving EWU students.*

**Hate Offenses - On Campus**

<b>Residence Halls*</b>	<b>2007</b>	<b>2008</b>	<b>2009</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

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

*\*\*There was one Malicious Harassment crime with a hate bias reported in 2009, the crime did not meet the Clery requirements for reporting. This crime happened On-Campus in a Residence Hall involving EWU students.*

<b>Hate Offenses - Non Campus</b>	<b>2007</b>	<b>2008</b>	<b>2009</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

<b>Hate Offenses - Public Property</b>	<b>2007</b>	<b>2008</b>	<b>2009</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

<b>Hate Offenses - Reported by Local and State Police</b>	<b>2007</b>	<b>2008</b>	<b>2009</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

## Other EWU Statistical Facts

Citations Issued	2007	2008	2009
Speed	103	29	21
DUI or physical control	33	14	10
Reckless driving	1	1	2
Expiration plate or registration	21	21	2
Driver's license violations	47	12	10
DWLS suspended/revoked	45	13	11
Equipment	28	6	10
Hit & run unattended	0	1	0
Negligent driving	6	3	2
Insurance violation	141	24	16
Signs & signals	34	23	1
Turning or passing	11	4	2
Backing & starting	0	1	0
Pedestrian, driver or pedestrian	0	2	1
Lane travel	1	12	7
Right of way	11	2	0
Trespass	0	1	4
Malicious mischief/vandalism	1	0	1

\*Lesser crimes or traffic not tracked by Uniform Crime Reporting criteria

## 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

North Seattle Community College, 9600 College Way N, Seattle, 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

Spokane Valley Mall, 14700 East Indiana Street, Spokane Valley, 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](http://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 at 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 of. 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 509.535.9233 (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 cadet patrols or police officers. If returning home or to your residence hall after dark, it is best to preplan your departure. 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 or by calling dispatch directly at 509.535.9233. The dispatcher will check with the shift supervisor to determine if there is a cadet patrol 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.

**WAC 172-121-200 Violations.** The following are defined as offenses which are subject to disciplinary action by the university.

**(1) Acts of academic dishonesty.** University policy regarding academic dishonesty is governed by the university academic integrity policy. However, repeated violations, as described in the academic integrity policy, are subject to action under the student conduct code. Academic dishonesty includes, but is not limited to, any of the following activities:

- (a) Plagiarism: Representing the work of another as one's own work;
- (b) Preparing work for another that is to be used as that person's own work;
- (c) Cheating by any method or means;
- (d) Knowingly and willfully falsifying or manufacturing scientific or educational data and representing the same to be the result of scientific or scholarly experiment or research;
- (a) Knowingly furnishing false information to a university official relative to academic matters.

**(2) Acts of social misconduct.**

**(a) Violence/threats/abuse/endangerment.**

- (i) Abuse or harm of others. Conduct which causes physical abuse, harm, threats, intimidation, coercion, detention, and/or other conduct which threatens or endangers the health or safety of any person.
- (ii) Reckless endangerment. Engaging in conduct that creates an unreasonable risk of harm to another person or property.

**(b) Sexual misconduct.** Sexual misconduct is any sexual activity with another person that is unwanted and nonconsensual. Sexual misconduct includes, but is not limited to:

- (i) Unwanted verbal (including telephone), written (including electronic media), 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;
- (ii) Unwanted, forceful, sexual contact. The use of force may include, but is not limited to use of body weight, pushing or hitting, coercion, threats, or intimidation;
- (iii) The use of force (body weight, hitting or pushing, use of a weapon, threats to kidnap or kill, for example) to overcome earnest resistance to engaging in sexual intercourse. Earnest resistance may be verbal, physical or both;
- (iv) Sexual intercourse which occurs without consent whether force is used or not. Consent requires actual words or conduct demonstrating freely given agreement to the sexual activity. Sexual activity is nonconsensual when the victim is incapable of consent by reason of mental incapacity, drug/alcohol intoxication, illness, unconsciousness or physical helplessness. Silence and passivity do not constitute consent;
- (v) Voyeurism. Voyeurism occurs when an individual, for the purpose of arousing or gratifying his/her sexual desire, knowingly views, photographs, or films another person, without that person's knowledge or consent, while the person being viewed, photographed, or filmed is in a place where he or she has a reasonable expectation of privacy;
- (vi) Charges of sexual harassment may be adjudicated under the university sexual harassment policy in addition to any processing under this student

conduct code.

**(c) Harassment.** Harassment of any sort is prohibited. Conduct (physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive, or persistent to have the purpose or effect of unreasonably interfering with an individual's ability to work, study, or participate in his/her regular life or university activities. Examples of harassment include, but are not limited to the following:

- (i) Cyberstalking;
- (ii) Unwanted telephone calls;
- (iii) Unwanted text messaging; and/or
- (iv) Unwanted conversation.

**(d) Stalking.** Any repeated conduct directed specifically at another person that causes that person to fear for his/her health and safety. Such behaviors and activities may include, but are not limited to the following:

- (i) Nonconsensual communication or contact, including face-to-face, telephone calls, voice messages, electronic mail, instant messaging, written letters, unwanted gifts, etc.;
- (ii) Harassment, either by the individual or through a third party;
- (iii) Use of threatening or obscene gestures;
- (iv) Pursuing or following;
- (v) Surveillance or other types of observation;
- (vi) Use of electronic devices or software to track or obtain private information;
- (vii) Trespassing;
- (viii) Vandalism; and
- (ix) Nonconsensual touching.

**(e) Unauthorized use of electronic or other devices:** Making an audio or video record of any person while on university premises without his or her prior knowledge, or without his or her effective consent when such a recording is of a private conversation or of images taken of a person(s) at a time and place where she or he would reasonably expect privacy and where such images are likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom, but does not include taking pictures of persons in areas which are considered by the reasonable person to be open to public view.

**(3) Property violations.** Theft from, or damage to, or misuse of university property or the property of any person on or off campus are subject to university disciplinary action.

**(4) Weapons.** 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 premises except as follows:

- (a) Authorized law enforcement officers are permitted to carry arms while on duty and engaged in their regular duties;
- (b) Activities requiring use of the prohibited items may be conducted on approval of the activity by the board of trustees;
- (c) Persons are permitted to have firearms in their possession directly en route to or from campus firearm storage facilities where such possession is incidental to approved on or off campus possession or use of such firearms;
- (d) Examples of weapons under this section include, but are not limited to: Shotguns,

rifles, pistols, air guns, BB guns, pellet guns, longbows, hunting bows, throwing weapons, any item that can be used as an object of intimidation and/or threat, replica or look-a-like weapons, etc.

**(5) Disobedience.** Disobedience, interference, resistance, or failure to comply with direction of an identified university official or other authority acting in the line of duty, including:

- (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;
- (c) Failure to attend any medical treatment or evaluation program when directed to do so by the dean of students, the self-harm prevention team, or other authorized university official.

**(6) Trespassing/unauthorized use of keys.**

- (a) Trespass. The unauthorized entry into or onto, or the unauthorized remaining in any building or facility or on any property.
- (b) Unauthorized use of keys and unauthorized entry. Unauthorized possession, duplication, or use of keys to university premises or unauthorized entry to or use of university premises.

**(7) Deception, forgery, fraud, unauthorized representation.**

- (a) Knowingly furnishing false information to the university.
- (b) Forgery, alteration, or misuse of university documents, records, or instruments of identification. This includes situations of identity theft where a person knowingly uses or transfers another person's identification for any purpose.
- (c) Forgery or issuing a bad check with intent to defraud.
- (a) Unauthorized representation. The unauthorized use of the name of the university or the names of members or organizations in the university community.

**(8) Safety.**

- (a) Intentionally activating a false fire alarm.
- (b) Making a bomb threat.
- (c) Tampering with fire extinguishers, alarms, or safety equipment.
- (d) Tampering with elevator controls and/or equipment.
- (e) Failure to evacuate during a fire, fire drill, or false alarm.

**(9) Alcohol, drugs, and controlled substances.**

- (a) Alcohol and substance violations. Use, possession, distribution, or sale of alcoholic beverages (except as permitted by university policy and state law) is prohibited. Under no circumstances may individuals under the age of twenty-one use, possess, distribute, manufacture or sell alcoholic beverages. Public intoxication is also prohibited.
- (b) Illegal drugs and paraphernalia. Use, possession, distribution, manufacture, or sale of drug paraphernalia and/or illegal drugs, including marijuana, narcotics or other controlled substances, is prohibited except as authorized by federal or state law. Being under the influence of an illegal substance, while on property owned or operated by the

university, is prohibited. Being under the influence of a controlled substance is also prohibited while on property owned or operated by the university, except when legally prescribed by a licensed medical practitioner.

**(10) 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 participant(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.

**(11) Disruptive conduct/obstruction.**

- (a) Disruptive conduct. Conduct which disrupts or obstructs teaching, research, administration, disciplinary proceedings, freedom of movement or other lawful activities.
- (b) Disorderly conduct. Conduct that is disorderly, lewd, indecent or a breach of peace.
- (c) Obstruction. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or university-supervised events.
- (d) Demonstration. Participation in a campus demonstration which violates the university regulations governing campus assembly and peaceful demonstration.

**(12) Violations of other laws, regulations and policies.**

- (a) Violation of a local, county, state, or federal law.
- (b) Violation of other university policies or regulations.

**(13) Assisting.** Soliciting, aiding, abetting, concealing, or attempting conduct in violation of this code. Conduct involving being an accessory to any person who violates this code.

**(14) Acts against the administration of this code.**

- (a) Initiation of a complaint or charge knowing that the charge was false or with reckless disregard of its truth.
- (b) Interference with or attempt to interfere with the enforcement of this code, including but not limited to, intimidation or bribery of hearing participants, acceptance of bribes, dishonesty, or disruption of proceedings and hearings held under this code.
- (c) Knowing violation of the terms of any disciplinary sanction or attached conditions imposed in accordance with this code.

**(15) Other provisions:**

- (a) Responsibility for guests. A student, student group or student organization is responsible for the conduct of guests on or in university property and at functions sponsored by the university or sponsored by any recognized university organization.
- (b) Students studying abroad. Students who participate in any university sponsored or sanctioned foreign country study program shall observe the following rules and regulations:
  - (i) The laws of the host country;
  - (ii) The academic and disciplinary regulations of the educational institution or residential housing program where the student is studying; and
  - (iii) Any other agreements related to the student's study program in the foreign country.
- (c) Student organization and/or group offenses. 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 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.

## **Missing Student Notification**

### **Purpose**

This policy establishes university standards and procedures for notifying law enforcement, parents or guardians, and student identified contacts when a student, who resides in university housing, is reported as missing or has been determined to be missing. This policy applies to students who reside in campus housing, including off-campus apartment units leased by the university for student residents. The statutory authority for this policy is Section 488 of the Higher Education Opportunity Act of 2008.

### **Missing Person**

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

### **Student Disclosures**

Prior to occupying university housing, students will be informed of the following:

- (1) students may identify a person to be contacted if they are determined to be missing (section 1-4);
- (2) the university will notify the University Police Department if a student is reported missing (section 2-1b); and,
- (3) the university is required to notify a custodial parent or guardian if a student, who is under 18 years of age and not an emancipated individual, is determined to be missing (section 2-3).

### **Confidential Contacts**

Students may register an individual to be contacted if the student is determined to be missing. Prior to occupying university housing, students will be given the opportunity to designate an individual or individuals to be contacted by the university in the event that the student is determined to be missing (per chapter 2). A designation will remain in effect until changed or revoked by the student. The emergency contact information provided will be treated as confidential. Only authorized campus officials, and law enforcement officers in furtherance of a missing person investigation, may have access to the confidential contact information and it may not be disclosed to others.

EWU Policy 603-07 • January 29, 2010

### **Reporting**

a. Any individual on campus who has information that a residential student may be a missing person should immediately notify a university official from the list below:

- (1) University Police Officer / Department
- (2) Dean of Students
- (3) Professional Residential Life Staff Member
- (4) Academic Department Chair
- (5) College Dean
- (6) Office of Student Affairs
- (7) Office of Academic Affairs
- (8) Human Resources Department
- (9) University President's Office
- (10) Director of Housing

b. Any university official receiving such a report must immediately notify the University Police Department. The University Police Department must be notified regardless of whether the student has registered a contact person.

### **Investigation and Response**

Upon receipt of a report that a student may be missing, the University Police Department will investigate. If University Police determine that the student has been missing for more than 24 hours and has not returned to campus, they will initiate the notification procedures described in section 2-3. University Police will also initiate the notification procedures when a student has been missing for less than 24 hours, if circumstances clearly indicate that the student is a missing person (e.g., witnessed abduction).

### **Notification**

Within 24 hours after determining that a student is missing, the University Police Department will notify the registered contact(s) for the student. If the student is under 18 years old and not emancipated, the University Police Department will also notify the student's custodial parent or guardian within the same 24 hours.

### **Campus Communications**

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by the University Police Department, who may consult with the university's Marketing and Communications department. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing student, shall be referred to the University Police Department. Prior to providing the community with any information about a missing student, the Marketing and Communications department shall consult with the University Police Department to ensure that communications do not hinder the investigation.

### **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: <http://scso.spokanesheriff.org/>

For information on registered sex offenders located at Eastern Washington University: <http://access.ewu.edu/Police/Student-Guidelines/Sex-Offenders.xml>

### **Emergency Management Plan/Procedure/Training**

EWU has a comprehensive Emergency Management Plan in place. This is a living document that changes and conforms to each individual event. It addresses a wide spectrum of possible emergencies, ranging from medical events to natural disasters. The plan includes evacuation procedures for the university depending on the type of emergency. EWU Police Department conducts an annual training exercise that simulates a real event. During this exercise we test and evaluate most functions of our emergency management plan which includes our mass notification system.

### **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://access.ewu.edu/Police/Annual-Safety-and-Fire-Report--Clery-Act.xml>.

## **Fire Report**

### **Fire – On-Campus Student Housing Facilities**

	<b>2007</b>	<b>2008</b>	<b>2009</b>
Anna Maria Apartments 922 Washington Street	0	0	0
Dressler Hall 1128 Elm Street	0	0	0
Dryden Hall 106 N. 9 <sup>th</sup> Street	0	0	0
Louise Anderson Hall 905 Elm Street	0	0	0
Morrison Hall 218 N. 10 <sup>th</sup> Street	0	0	0
Pearce Hall 1112 Elm Street	0	0	0
Streeter Hall 202 N. 10 <sup>th</sup> Street	0	0	0
Student Family Housing 620 W. 7 <sup>th</sup> Street	0	0	1
Holter House 635 G Street	0	0	0

### **Fire Details**

There was one reported fire in 2009. The fire was in the Student Family Housing located at 620 W. 7<sup>th</sup> Street, Cheney, WA 99004, on 11/21/09. The cause of the fire was a grease fire with \$1,200.00 worth of damage with no deaths and no injuries to report.

### **Fire Safety Systems**

All EST3 systems are networked through the campus Fireworks life safety system and monitored 24 hours a day by a local dispatch center.

AMA	Single Station Detectors
HOL	Single Station Detectors
THA	Single Station Detectors Partial Sprinklers (sleeping rooms)
DRE	EST3 Signature Fire Alarm System (common areas) Single Station Detectors (sleeping rooms)
PRC	EST3 Signature Fire Alarm System (common areas) Single Station Detectors (sleeping rooms)

STR	EST3 Signature Fire Alarm System w/audio Partial Sprinklers (mechanical rooms)
MOR	EST3 Signature Fire Alarm System w/audio Partial Sprinklers (mechanical rooms)
DBH	EST3 Signature Fire Alarm System (common areas) Single Station Detectors (sleeping rooms) Full Sprinklers
DRY	EST3 Signature Fire Alarm System w/audio Partial Sprinklers (mechanical rooms)
LAH	EST3 Signature Fire Alarm System (common areas)

### Fire Alarms and Drills

Fire drills are conducted at least twice each quarter. The drills are to familiarize each resident with the safe and proper exiting procedure and route to evacuate the building promptly. All occupants will leave the building. Anyone not exiting will be referred for disciplinary action.

### Fire Drills Held

	2007	2008	2009
Anna Maria Apartments 922 Washington Street	0	0	0
Dressler Hall 1128 Elm Street	6	6	6
Dryden Hall 106 N. 9 <sup>th</sup> Street	6	6	6
Louise Anderson Hall 905 Elm Street	6	6	6
Morrison Hall 218 N. 10 <sup>th</sup> Street	6	6	6
Pearce Hall 1112 Elm Street	6	6	6
Streeter Hall 202 N. 10 <sup>th</sup> Street	6	6	6
Student Family Housing 620 W. 7 <sup>th</sup> Street	0	0	0
Holter House 635 G Street	0	0	0

### Fire Policies and Procedures

#### 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 light fixtures and fire exit signs. Posters and flyers should not be posted in the elevators.<sup>86</sup>

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 flame devices in the residence halls. 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.

### **Student Housing Evacuation Procedures**

When the fire alarm sounds, follow these instructions:

- Wear a coat and shoes.
- Leave lights on.
- Close window.
- Close and lock door.
- Exit by emergency stairway only. If you encounter smoke, stay low. Oxygen is near the floor.
- Knock on doors on your way to the fire exit to alert neighbors.
- Do not use the elevator.
- 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 any doors may result in a fine.

### **Reporting a Fire**

All fires or possible fires must be reported to the Eastern Washington University Police Department. This can be done by calling 911 in the event of an emergency or dispatch at 509.535.9233.

### **Future Plans for Improvements of the Fire Safety Systems**

The university takes the welfare of its students very seriously and wherever possible the best fire and life safety systems are implemented. As EWU moves forward, systems are installed that meet and exceed current code requirements. Currently, there are five buildings undergoing system upgrades to include perimeter locking, fire alarm detection and notification, and emergency mass notification. The university standards are constantly being raised and with each new construction project the welfare of our populace is improved.

### **Notes and 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**

<b>Emergency</b>	<b>911</b>
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 24-hour Crisis Line	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/CARE/Student Health	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 may need assistance. Check the EWU website for the contact information.