

**Ad Hoc Campus Safety Committee
Report of Recommendations for Academic Senate
October 19, 2007**

Committee members:

Ken Baierl, (Chair) Director of Communications and Marketing
David Barton, Professor of Music, Area Coordinator of Music
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The ad hoc campus safety committee was appointed by Chancellor Reck to review current safety policies and procedures and make recommendations in four areas. The following checked recommendations have been approved for action by the Chancellor:

Purpose #1:

Review existing campus safety policies and protocols for reporting crimes and recommend any necessary changes.

Action Items:

- ✓ 1. Submit for approval the following policy for notifying the campus and providing information to the news media.

The campus should be informed in a timely manner of incidents under investigation using the following guidelines:

i.) Incidents that pose no potential threat to persons, such as isolated petty thefts, are reported in the monthly Clery reports posted to Safety and Security Web page and campus display cases. ii.) In cases, such as a cluster of thefts from one building, where informing the campus would help people protect their property, flyers are posted to the doors of relevant buildings and a notice will appear on the campus electronic Bulletin Board. iii). All incidents that are alleged to involve weapons, threats, physical assault, even where it is judged that there is no risk to others, are to be announced immediately, in a mass mail to the campus and an announcement on the electronic Bulletin Board using the following communication template:

An incident has been reported to campus police. The alleged [specify type of incident under Clery report category] is reported to have taken place at [give time, date] in [give place]. All necessary safety precautions have been taken [specify measures taken: extra patrols, locks changed....] and an investigation is underway. To ensure the integrity of the investigation and protect the rights of those involved, no further details can be released at this time.

- ✓ 2. Use the aforementioned communication template for releasing information to the news media.

3. (on hold) Install a public address system in the Administration Building, Northside Hall, Wiekamp Hall and student housing facilities (the SAC and the Library currently have P.A. systems).

- ✓ 4. Create a permanent Campus Safety Committee to review and resolve safety issues on an ongoing basis.

5. (on hold) Create a place (Wellness Center or Counseling Center, for example) and 24-hour hotline to report an incident that is an alternative to the police (“a softer place to fall”) for those who have been victimized or those who have information about an incident. Establish clear protocols for informing police as appropriate.

Purpose 2:

Develop awareness/education plan to ensure all members of the campus community are well informed about relevant policies and protocols, especially with regard to future student housing.

Action Items:

- ✓ 1. Use orientations and meetings to educate students, staff and faculty about how and where to report an incident properly. In addition to printed material, information should be presented in face-to-face venues (e.g., meetings, orientations, etc.).
- ✓ 2. Develop, produce, and post in every restroom on campus information that defines sexual assault, explains recommended ways to respond, and offers multiple contact numbers for reporting, counseling, etc. Information about HIV/AIDS and STDs should be included.
- ✓ 3. Recommend the campus Police Department be established as a separate and distinct department. Each department under the Safety and Security banner can then be independently identified (i.e., Campus Police, Environmental Health & Safety and Parking Services). Security then becomes an included function of the Campus Police Department.
- ✓ 4. Conduct emergency drills once per semester.
- ✓ 5. Ensure distribution of current Emergency Procedures handbooks
- ✓ 6. Improve signage across campus, and clarify the location of the Police Department and safety features on campus. Include campus maps on signs in parking lots, external signs labeling buildings and signage within buildings and stairwells. Also, ensure that maps of campus posted to web site are easily read on the screen and when printed off for reference.
- ✓ 7. Clarify to the campus what number to call to report an incident (911 or ext. 4239)

- ✓ 8. Invite the Academic Senate General Education Implementation Committee to consider whether and how information about healthy personal relationships could be integrated into General Education.

Purpose #3:

Examine current safety and security information presented at student orientation sessions and recommend any needed changes, especially with regard to future student housing.

Action Items:

- ✓ 1. Include face time with a campus police officer in student orientation, so students make a personal connection.
- ✓ 2. Give more information on personal safety and sexual/personal relationship issues.
- ✓ 3. Clarify resources available to those who are victimized, and who might be victimizers.
- ✓ 4. In addition to faculty, staff, and regular new student orientations, the committee believes the campus needs to ensure all transfer students, international and graduate students go through relevant orientations. For all orientations, we suggest regular review and update of handout materials explaining safety protocols.

Purpose #4:

Identify locations on campus that need security enhancements.

Action Items:

- ✓ 1. Designate and hold mandatory training for Floor Captains in each building. Training would include evacuation of building, lock-down of building, unwanted person in building, attack in building, safety equipment in building.
- ✓ 2. Test alarms, emergency telephones, and panic buttons in each facility.
- ✓ 3. Implement sequenced closing hours at Northside Hall to help clear computer labs, science labs and music rooms so the outside doors can be locked in an effective manner.
- 4. (on hold) Install swipe card locks on certain doors in basement levels of Northside Hall.
- 5. (on hold) Install doors to close off certain hallways in basement levels of Northside Hall.
- ✓ 6. (in conjunction with campus signage plan) Install more and clearer signage in Northside Hall and Greenlawn Hall.