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I. INTRODUCTION

The University of Montana is committed to promoting the safety and security of the campus community and providing an open, accessible environment conducive for living, learning and working for our students, faculty, staff and guests. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") is a federal law applicable to all universities in the country that sets forth certain expectations and requirements for promoting safety on campuses; collecting and reporting data about certain crimes that occur on or within certain defined areas on or nearby University of Montana’s campus or at locations off-campus used for certain educational activities; and about fires reported in our residential buildings. The purpose of our policy is to provide guidance to the University community about certain duties, rights and responsibilities they may have in connection with the Clery Act.

The University of Montana shall comply with the requirements of the Clery Act. The Clery Act Compliance and Reporting Guide (Guide) shall inform and guide members of the University community concerning duties, rights and responsibilities they or the University may have with regard to this law.

The University will review, and revise if necessary, this Guide no less than annually to take into account changes in applicable law and developments in best practices. This Guide addresses the following items:

- Definitions
- Collecting, classifying and counting Clery crime and fire statistics
- Identifying the Geographic Locations Relevant to Clery Reporting
- Issuing Campus Alerts (Timely Warnings, Emergency Notifications, Other)
- Maintaining the Daily Crime and Fire Logs
- Publishing an Annual Campus Security and Fire Safety Report
- Describing protocols in the case of missing residential students
- Setting forth certain fire safety information
- Sexual Misconduct Policy
- Appendices
II. DEFINITIONS

The purpose of this Guide is to standardize the efforts of the University of Montana (UM) to comply with the Clery Act and other federal mandates. This Guide applies to each campus and facility where UM offers instructional courses of higher education, or other location that requires statistical disclosure. Definitions of Clery-related terms are in Appendix A of this Guide (p.10).

III. COLLECTING, CLASSIFYING AND COUNTING CLERY CRIME AND FIRE STATISTICS

What crimes must be reported?

All Clery-reportable crimes must be disclosed in the Annual Security Report and reported to the U.S. Department of Education. See Appendix B (p.12) of this Guide for Clery crime definitions.

In what circumstances should a crime be reported?

Crimes must be reported as described below and included in the Annual Security Report if the individual receiving the report believes it was provided in good faith, meaning there is a reasonable basis for believing that the information is not simply rumor or hearsay.

A report may be made by a victim, a witness, or any third party, even if they did not witness the reported crime. For example, a student reports to another student that he was the victim of a Clery crime, even if only that second student (the non-victim) reports to a CSA, there is a responsibility to have that crime reported in the Annual Security Report.

If there is doubt about whether to report to UMPD, the matter should be reported and UMPD will determine whether to include it in the Annual Security Report.

Crimes in the Annual Security Report are categorized as of the date the report was made, which in some instances will be after the date the crime occurred. The crimes included in the Annual Security Report must have occurred within the geographic boundaries of locations described in Section IV below.

The University is required to include a reported crime in the Annual Security Report even if the victim wants the incident or report to remain confidential and/or requests that no police investigation take place. [Note: the Annual Security Report does not identify any parties, and reports aggregated data only, so confidentiality can be substantially preserved.]

What should be included in a report?

Those who report crimes should provide as much detail as possible and UMPD will determine what is included in the Annual Security Report or the Crime Log. The Clery Act requires only that the year, location, and type of crime be reported in the Annual Security Report. The Crime Log maintained by UMPD may cover more information. The names of the alleged perpetrator and the victim are not included in either document.

Who is required to collect and report crimes?

The Clery Act requires that all individuals and offices with “significant responsibility for student and campus activities” may be classified as Campus Security Authorities (a “CSA”) and have specific

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crime reporting obligations under the law. **Appendix C** of this Guide (p.16) contains the Campus Security Authorities Policy. The policy discusses identifying, notifying and training CSAs, and procedures for CSAs to report crimes to UMPD.

**Who receives reports and classifies and counts crimes?**

Collecting reports, classifying crimes, and counting crimes is the responsibility of UMPD. CSAs must forward any reports to UMPD immediately after receiving the reportable information by phone at (406) 243-4000 (emergency) or (406) 243-6131 (non-emergency), or online at [www.umt.edu/police](http://www.umt.edu/police). CSAs are required to immediately report crimes to UMPD so the report can be assessed for issuing a Timely Warning notice if officials determine there is a potential serious or ongoing threat posed against the UM community.

**Who will obtain crime information from internal departments?**

UMPD, the Title IX Office, the Dean of Students, and other Senior CSAs will meet at least quarterly to review their records of campus crimes. All departments will construct an audit trail for their records and keep a copy of the audit trail in the annual compliance file. A statement of policy concerning the collection of crime information is in **Appendix E** of this Guide (p.22).

**Who will obtain crime information from outside law enforcement?**

The Clery Compliance Officer will send a written request to the appropriate local law enforcement agencies requesting crime statistics for all locations described in Section IV below in January of each year, and at other time throughout the years as determined by the Officer. The Officer should include a listing of noncampus / separate campus locations with each letter sent to local law enforcement to request crime statistics for those locations.

**What Fires must be reported?**

With regard to Fires, the **Clery Act** only applies to Fires that occur on UM campus student housing. Reported fires should include those already extinguished as well as those discovered while still burning. Residence Life makes an informational report of all Fires to UMPD.

The Office of Residence Life will maintain the Fire Log. The Office of Residence Life maintains a written and easily understood Fire Log that records by date any fire that occurs in an on campus student housing facility. Residence Life prepares the Fire Log and the Fire Statistics for inclusion in the Annual Security Report.

**IV. Identifying Geographic Locations Relevant to Clery Reporting**

**Geography Defined**

The Clery Act reporting requirements are triggered based on where the reported crime occurred. Crimes are only reported if the crime occurred on Buildings and Property that are part of UM’s On-campus and Non-campus Buildings and Property, On-campus Student Hosing, and the Public Property within or immediately adjacent to and accessible from the UM main campus. See Clery-related definitions in Appendix A. Geography definitions include:

1. **On-Campus Property:** The entire UM-Missoula main campus, the Missoula College Campus, and the Bitterroot College campus.
2. **On-campus Student Housing Facility:** Any student housing facility that is owned or controlled by UM, or is located on property that is owned or controlled by UM, and is within the reasonably contiguous geographic area that makes up the campus.

3. **Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by UM; or any building or property owned or controlled by UM that is used in direct support of, or in relation to, UM’s educational purposes, is frequently used by students, and is not with the same, reasonably contiguous geographic area of the University. Non-campus property is listed in Appendix F of this Guide (p.24), is updated annually, and forwarded to UMPD.

4. **Public Property:** All public Property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, immediately adjacent to and accessible from the campus. Public property is listed in Appendix F of this Guide (p.24) and is updated annually.

V. **Issuing Campus Alerts**

The **Clery Act** provides specific requirements designed to keep members of the campus community informed about immediate threats to their safety and health so they may take efforts to protect themselves. Immediate notifications only apply to “On-campus” and “Public Property” locations described in Section IV above. Timely Warnings apply to all locations in Section IV above. Timely Warnings are required to be distributed in a manner that is likely to reach the entire campus community. The Timely Warning, Emergency Notification and UM Campus Alerts Policy is in Appendix G of this Guide (p.26).

VI. **Maintaining the Daily Crime and Fire Logs**


VII. **Publishing an Annual Campus Security and Fire Safety Report**

The UM statement concerning the preparation of the Annual Security Report and required disclosures is located in Appendix H to this Guide (p.32).

VIII. **Describing protocols in the case of missing residential students**

Federal law requires all higher educational institutions to have a statement of policy regarding missing student notification procedures for students who reside in On-Campus residential housing facilities. This policy and accompanying procedures establish a framework for cooperation among members of the University community, including students, employees and other individuals, to locate and assist currently enrolled students residing in on-campus housing who are reported missing.
Statement of Policy for Missing Residential Students

When a member of the University community has reason to believe that a student who resides in On-campus Housing may be missing, he or she should immediately alert the UM Residence Life Office at (406) 243-2611. The UM Residence Life Office will immediately refer the missing student report to the University of Montana Police Department (“UMPD”) for investigation. The UM Residence Life Office will notify emergency contacts of the missing student in accordance with the Missing Student procedures.

Students residing in University of Montana on-campus housing have the option to provide the Residence Life Office with Missing Person Contact information. This information may be, but is not required to be, identical to Emergency Contact information the student provided to the University at the time of registration. Missing Person Contact information will be registered confidentially and will be accessible only to appropriate University personnel or law enforcement for the purpose of a missing person investigation. Students may change or update their Missing Person Contact information at any time by contacting the Residence Life Office at (406) 243-2611. Missing Student Procedures are included in Appendix I of this Guide (p.34).

IX. FIRE SAFETY POLICY AND PROCEDURES

Statement of Policy for Fire Safety

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

The Residence Life Office on the Mountain Campus is responsible for the overall management and administration of nine residence halls on campus as well as University Villages and Lewis & Clark Village, which are apartment complexes. Although some Missoula College students live in University housing on the Mountain Campus, there are no on-campus housing facilities at Missoula College or at Bitterroot College. Details on the University’s fire safety procedures for residential housing is in Appendix J of this Guide (p.35).

X. SEXUAL MISCONDUCT POLICY

Programs to prevent Sexual Assault, Domestic Violence, Dating Violence, and Stalking

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end Dating Violence, Domestic Violence, Sexual Assault and Stalking. For detailed information on the University’s past prevention programs, see the University’s 2016 Annual Security And Fire Safety Report http://www.umt.edu/police/docs/AnnualSecurityFireSafetyReport.pdf, pages 33-40. For current programming efforts, contact the Title IX Office at eoaa@umontana.edu.

University policies and procedures when Sexual Assault, Domestic Violence, Dating Violence, and Stalking is reported

The University has comprehensive policies and procedures in place to handle reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. The full policies can be found on the University website http://www.umt.edu/policies/browse/personnel/discrimination-harassment-sexual-misconduct-stalking-and-retaliation.
XI. DOCUMENT RETENTION

All records and reports, included but not limited to Police Incident Reports, the Crime Log, and reports from CSAs will be retained by UMPD for seven (7) calendar years. Each year UMPD will develop an annual compliance file that contains that year’s relevant Clery Act compliance documents.

XII. DOCUMENT DESTRUCTION

All Clery documentation retained by UMPD will be maintained in an annual compliance file for seven (7) calendar years. The documents will be destroyed in the beginning of the eighth (8) calendar year.

XIII. APPENDICES
APPENDIX A: Clery Policy Definitions

The following definitions are informed by legislation and the Handbook for Campus Safety and Security Reporting, and established for the purposes of facilitating the reader’s understanding of federal law, and their role and responsibilities as delineated by the Clery Act, its regulations, and 34 C.F.R. § 668.49:

1. **Annual Fire Safety Report (AFSR):** An annual report required for institutions that maintain any on-campus student housing facilities. The report, which must be published and distributed to students and employees by October 1 each year, shall disclose current fire safety policies and fire statistics related to on-campus student housing facilities. Notice of the report’s availability must also be provided to prospective students and prospective employees.

2. **Annual Security Report (ASR):** An annual report required for institutions that participate in any Title IV federal student financial assistance program. The report, which must be published and distributed to students and employees by October 1 each year, shall disclose the procedures, practices, and programs UM uses to keep students and employees safe and its facilities secure. The report shall also include Clery Crime statistics, by Clery Geography, for the three most recent calendar years. Notice of the report’s availability must also be provided to prospective students and prospective employees.

3. **Campus Security Authority (CSA):** A campus police department of an institution; any individual or individuals who have responsibility for campus security but who do not constitute a campus police department such as an individual who is responsible for monitoring entrance into institutional property; any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or any official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

4. **Clery-reportable Crimes:** Crimes that must be disclosed by UM in the Annual Security Report and reported to the U.S. Department of Education (ED) via the Campus Safety and Security Survey. These crimes are identified and defined in Appendix B. They are also referred to as “Clery Crimes.”

5. **Clery Geography:** Buildings and property that are part of UM’s On-Campus and Non-campus buildings and property, On-Campus Student Housing, and the Public Property within or immediately adjacent to and accessible from the UM main campus.

6. **Daily Crime Log:** A written, easily understood record of all criminal incidents and alleged criminal incidents reported to the UM Police Department (UMPD) as having occurred on or within UM’s Clery Geography or the UMPD’s patrol jurisdiction. The record must contain: 1) the date the crime was reported, 2) the date and time the crime occurred, 3) the nature of the crime, 4) the general location of the crime and 5) the disposition of the complaint, if known.

7. **Emergency Notification:** A notification provided to the campus community (or to an appropriate segment or segments thereof), upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus.
8. **Fire**: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

9. **Fire Log**: A written, easily understood record of any fire that occurs in an on campus student housing facility by the date on which it was reported to any University official to include fires that were already extinguished as well as those discovered while still burning. The log shall include the nature date, time, and general location of each fire.

10. **Non-campus Building or Property**: Any building or property owned or controlled by a student organization that is officially recognized by UM; or any building or property owned or controlled by UM that is used in direct support of, or in relation to, UM’s educational purposes, is frequently used by students, and is not with the same, reasonably contiguous geographic area of the University.

11. **Official**: Any person who has authority and the duty to take action or respond to particular issues on behalf of UM.

12. **On-campus Property**: Any building or property owned or controlled by UM within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the campus that is owned by UM but controlled by another person, is frequently used by students, and supports institutional purposes.

13. **On-campus Student Housing Facility**: Any student housing facility that is owned or controlled by UM, or is located on property that is owned or controlled by UM, and is within the reasonably contiguous geographic area that makes up the campus.

14. **Public Property**: All public Property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, immediately adjacent to and accessible from the campus.

15. **Test**: Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

16. **Timely Warning**: A message sent to all current students and employees when a Clery Crime occurs on or within UM’s Clery Geography, is reported to a Campus Security Authority or local law enforcement agency, and is determined by UM to pose a serious or continuing threat to students and employees. The intent of a Timely Warning is to aid in the prevention of similar crimes.

Effective: 3/15/2017
B. APPENDIX B: Definitions of Clery-Reportable Crimes

The following definitions will be used for reporting Clery crimes, which are derived from the Federal Bureau of Investigation’s Uniform Crime Reporting (FBI’s UCR) program and Department of Education regulations, as follows:


2. The definitions of Fondling, Incest, and Statutory Rape are excerpted from the “National Incident-Based Reporting System (NIBRS) User Manual” from the FBI’s UCR Program.

3. The definitions of Larceny-Theft (except Motor Vehicle Theft), Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property are from the “Hate Crime Data Collection Guidelines and Training Manual” from the FBI’s UCR Program.

4. The definitions of Domestic Violence, Dating Violence and Stalking are from the Department of Education’s Clery Act implementing regulations at 34 CFR §668.46.

Criminal Offenses/Primary Crimes

1. Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: attempts to kill, suicides, accidental deaths, and justifiable homicide are excluded.

2. Negligent Manslaughter: the killing of another person through gross negligence.

3. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

4. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.

5. Incest: Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

6. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

11. **Arson**: the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Arrest and Referrals for Disciplinary Action**

UMPD is also required to report statistics for the following categories of arrests and referrals for campus disciplinary action (if arrest was not made):

1. **Weapon Law Violation**: the violation of laws or ordinances prohibiting the manufacture, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

2. **Drug Abuse Violations**: The violation of law prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of certain controlled substances and the equipment or devices used in their preparation or use.

3. **Liquor Law Violations**: the violation of state or local laws or ordinance prohibiting: the manufacture, sale, purchase, transporting, furnishing, possession, or use of alcoholic beverages.

**Hate Crimes**

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Hate crimes include all of the above-mentioned offenses (with the exception of Manslaughter by Negligence and Weapons, Drug Abuse, and
Liquor Law Violations). In addition to those offenses, larceny-theft destruction/damage/vandalism of property, intimidation, and simple assault are also classified as hate crimes.2

1. **Larceny-Theft**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

2. **Destruction/Damage/Vandalism**: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

3. **Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

4. **Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Hate crimes must be reported by category of bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity.

a. **Race**: A preformed negative opinion attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent or heredity, which distinguish them as distinct division of humankind (e.g., Asians, Blacks, Whites)

b. **Religion**: A preformed negative opinion attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g. Catholics, Jews, Protestants, atheists.

c. **Sexual Orientation**: A preformed negative opinion attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same/opposite sex, including lesbian, gay, bisexual, or heterosexual (straight) individuals.

d. **Gender**: A preformed negative opinion attitude toward a group of persons based on their actual or perceived gender, e.g. male or female.

e. **Gender Identity**: A preformed negative opinion attitude toward a group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g. a woman dressed in traditionally male clothing.

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2 Larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property are not Clery-reportable crimes unless the crime was motivated by bias.
clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person by may be perceived as such.

f. **Ethnicity:** A preformed negative opinion attitude toward a group of persons whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

g. **National Origin:** A preformed negative opinion attitude toward a group of persons based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because that are married to or associate with people of a certain national origin.

h. **Disability:** A preformed negative opinion attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Intimate Partner Violence**

1. **Dating Violence:** violence committed by a person (a) is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship.

2. **Domestic Violence:** includes felony or misdemeanor crimes of violence committed by a current or former spouse or partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse or partner of the victim.

3. **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

**Note:** Reporting of statistics for reports of Dating Violence, Domestic Violence, and Stalking commenced on January 1, 2014, consistent with the requirements of the Violence Against Women Act.
C. APPENDIX C: Campus Security Authorities Policy

These procedures outline the process under which the University of Montana Campus Security Authorities (CSAs) are identified and notified of their responsibility. It also delineates the circumstances under which CSAs are responsible for reporting to the UMPD as part of the mandated reporting requirements of the Clery Act and outlines the procedures for reporting incidents.

Definitions

The following definitions are mandated by 34 C.F.R. § 668.46 and The Handbook for Campus Safety and Security Reporting, established for the purposes of facilitating the reader’s understanding of federal law, and their role and responsibilities as delineated by the Clery Act:

1. **Clergy Compliance Officer (Compliance Officer):** Reporting to the Chief of Police, the Clergy Compliance Officer ensures the institution’s compliance with the Clergy Act and associated regulations. The Compliance Officer position is typically held by the UMPD Police Captain.

2. **Clergy Compliance Coordinator (Compliance Coordinator):** Reporting to the Clergy Compliance Officer, the Clergy Compliance Coordinator works collaboratively with various offices at the University to ensure the institution’s compliance with the Clergy Act and associated regulations. The Compliance Coordinator position is typically held by a UMPD Police Officer.

3. **Campus Security Authority (CSA):** All individuals and offices with “significant responsibility for student and campus activities” may be classified as CSAs and have specific crime reporting obligations under the law.

4. **Senior CSA:** An individual in a leadership or supervisory position to whom CSAs would typically report crimes or incidents. Senior CSAs are part of the Clergy Compliance Team and are responsible for forwarding all Clergy-reportable crimes reported to them by CSAs to the UMPD or Title IX Office, as appropriate. For purposes of this policy, the term “CSA” and “Senior CSA” may be used interchangeably. The Senior CSA and CSA structure at the University of Montana is included in the Appendix D of these procedures.

5. **Clergy Compliance Team (CCT):** A team comprised of Senior CSAs responsible for regular case review and classification of Clergy reportable crimes. The Clergy Compliance Officer or designee will serve as chair of the CCT and may appoint a co-chair as needed. The CCT is responsible for compiling crime statistics for the Annual Security and Fire Safety Report.

At the University of Montana, the following persons are the officials and individual employees who are identified as CSAs:

- University of Montana Police Department (UMPD) and all of its officers and employees;
- Individuals designated to receive complaints or reports of actions or activities that violate policy or law such as the Dean of Students, the EEOC Officer/Title IX Coordinator, and EEOC/Title IX investigators;
- Any University official with “significant responsibility for student campus activities” including, but not limited to student activities, student housing, and student conduct.
If an individual has a question about whether he or she is a CSA in a particular situation, he or she should contact the Clery Compliance Officer to inquire.

Procedures for Identifying, Notifying and Training CSAs and Senior CSAs

Identifying CSAs. The CCT shall assess the personnel duties in various campus departments before the beginning of each academic year and all applicable personnel shall be defined as a CSA or Senior CSA. The updated list shall be forwarded to UM Human Resources who is charged with maintaining the list for purposes of tracking required annual training.

Notifying CSAs. No later than September 1 of every year, the Clery Compliance Officer shall notify CSAs and Senior CSAs via letter or email of their responsibilities under the Clery Act. The notification letter will explain the CSA’s responsibilities under the Clery Act, includes definitions of Clery-reportable crimes, and offers resources for the CSA’s recommended training. The Senior CSA notification letter is similar to the CSA letter, but also includes an explanation of the Senior CSA’s responsibilities for forwarding crimes reported to them by the CSAs, and identifies required annual training. Appendix B to these procedures includes sample CSA and Senior CSA notification letters. UMPD employees will be notified and trained in person upon initial employment and annually as part of professional development and program review.

Training CSAs. The University provides CSA training annually in the following ways:
   a. UM Human Resources schedules twice-yearly CSA training for all CSAs, and such training is available for Departments upon request;
   b. UMPD provides CSA training to CSAs in Residence Life annually at the beginning of fall Semester;
   c. UMPD provides CSA training to all UMPD officers annually through annual professional development training sessions;
   d. Clery Compliance Officer provides annual training to the President and Senior Administration officials at a President’s Cabinet meeting; and
   e. Any CSA can access available online CSA training through the CSA training link found on the UMPD webpage.

Training for Senior CSAs shall be mandatory. Training for CSAs is highly encourage, but not mandatory. Any CSA with questions about their responsibilities under federal mandates should contact their Senior CSA, or the Clery Compliance Officer for clarification.

Training Matter Content. The CSA training may include, but is not limited to:
   a. Identification of and the role of a CSA
   b. Provide reporting materials; identify information CSAs should gather on crimes reported to them
   c. Discuss when and how a CSA should report crimes and crime statistics to Senior CSA
   d. Discuss the importance of documentation
   e. Emphasize the need for timely report submission
   f. Offering services/resources to victims
Procedures for Reporting Clery Crimes

A. What To Report. CSAs shall submit to UMPD reports made of all crimes listed in the Policy on the Disclosure of Campus Safety Policies and Campus Statistics, Appendix B that occurred in or on the specified geographic locations, otherwise known as Clery Geography. CSAs shall submit a report to UMPD regardless as to whether the reporting property is a student, faculty or staff member, former campus affiliate, visitor or non-affiliate. If someone reports a Clery-reportable crime that occurred in UM’s Clery Geography, submit a reporting form to UMPD regardless as to when the incident occurred. CSAs shall also submit to UMPD reports of any fires in on-campus residential housing.

B. CSAs/Senior CSAs – Reporting Crimes. If there is an immediate threat or a crime in progress, the CSA or Senior CSA will notify UMPD immediately. If there is no immediate threat or crime in progress, the CSA will notify a Senior CSA as soon as possible. It is the responsibility of the Senior CSA to forward the Clery Crime report to UMPD. Report the crime by following these steps:

1. Ensure the safety of yourself and the reporting party/victim. If there is an emergency or imminent danger, call UMPD at 243-6131 or call 911 immediately.

2. Inform the victim that you are required to report the incident to a Senior CSA to be included in crime statistics, even if the victim chooses not to press charges or file a report with UMPD. If the victim prefers, you can report without disclosing the victim’s identity.

3. Listen to the reporting party. Collect information needed for reporting. The more complete the description, the better. Include the following information in your report:
   - Type of crime
   - Location of crime
   - Date and time the crime occurred
   - Date and time the person reported the crime to you
   - Name of victim
   - Identities of known suspects or witnesses
   - Description of the incident or crime

4. Inform the victim of the option for them to self-report the crime to UMPD and City Police for investigation.

5. Inform the victim of how to seek medical help and refer the victim to support services if needed. A list of resources may be found at http://www.umt.edu/eo/titleix/30202%20EOAA%20Sexual%20HARASSMENT%20Response%20Brochure%20INSERT%20for%20web.pdf.

6. If you are in doubt as to whether or not the incident needs to be reported, report it.

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3 For definitions of On-campus Property, On-campus Student Housing Property, Non-campus property and Public Property, see Section IV.
CSAs are required to report Clery Crimes of which they are aware to UMPD or a Senior CSA in a timely manner. Reports should be made “in good faith”, meaning that there is reasonable grounds to believe the crime was possible and not simply a rumor or hearsay. CSAs who witness a crime, become aware of a crime, or receive the report of a crime from someone else, must report the incident to UMPD or a Senior CSA.

For crimes that do not present an immediate threat and for crimes not in progress, the Senior CSA will advance all reports of Clery-reportable crimes to the CCT. The CCT shall meet regularly for case review and classification of all crimes listed in Appendix B that occurred in or on Clery Geography.

CSAs and Senior CSAs may also have Title IX reporting obligations as responsible employees of the University of Montana.

General Provisions

a. Pastoral counselors and professional counselors (which at University of Montana include licensed counselors and psychologists and their student interns) operating within the scope of their duties are not considered CSAs.

b. Members of the faculty, clerical, and cafeteria staff are not considered CSAs; however, if one of these individuals would, for example, organize or help lead a student trip or outing, he/she may become a CSA for such purpose.

c. If an individual with dual roles, one as a professional or pastoral counselor and the other as an official who qualifies as a CSA, and the roles cannot be separated, that individual is considered a campus security authority and is obligated to report Clery Crimes of which they are aware.

d. While CSAs are obligated to report Clery Crimes that are reported to them that occurred on Clery Geography, CSAs are encouraged to report all crimes reported to them to the UMPD.

e. CSAs should refrain from investigating a reported crime or to attempt to apprehend accused parties.

f. It should be stated to the reporting party that confidentiality cannot be ensured, as it is the University’s responsibility to weigh any request for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the campus community.

Continuous Renewal

These procedures shall be reviewed biannually from its effective date to determine its effectiveness and appropriateness; these procedures may be reviewed before that time as necessary.
CSA list by Position/Title and Department

CSAs → Senior CSAs → CCT
For Case Review

CO & CC for classification

Statistics for ASF SR

Effective Date: March 15, 2017
D. APPENDIX D: List of Current Campus Security Authorities

I. Senior CSAs: President and All Vice Presidents
   a. Senior CSA: UMPD Captain
      i. CSAs: Police Officers (all ranks)
         1. Dispatchers
         2. Parking Enforcement Officers
         3. UMPD Special Event Team
         4. GrizWalk
   b. Senior CSA: Dean of Students
      i. CSAs: Greek Life Advisor
   c. Senior CSA: Director of Residence Life
      i. CSAs: Associate/Assistant Directors of Residence Life
         1. Resident/Assistant Resident Directors
         2. Area Coordinators
         3. Resident Assistants
         4. Desk Attendants
   d. Senior CSAs: Director of Athletics and Senior Associate Athletic Director
      i. CSAs: Associate/Assistant Directors
         1. Head Coaches
         2. Assistant Coaches
   e. Senior CSA: Title IX Coordinator
      i. CSAs: Title IX Investigators
   f. Senior CSA: Director for Study Abroad and Student Exchanges
   g. Senior CSA: ASUM Office Manager
   h. Senior CSA: Missoula College Director
   i. Senior CSA: Bitterroot College Director
   j. Senior CSA: Director of Academic Advising

To be updated annually

Last Update: March 15, 2017
E. APPENDIX E: Collection of Crime Information Policy

The purpose of this Standard Operating Procedure (SOP) is to identify the departments responsible for the compliance with federal regulations and explicitly detail the compliance requirements that are not subject to flexibility as provided by the U.S. Department of Education.

Standard Procedures for Collecting Statistics in Preparation for Annual Disclosure

UM is required to collect and annually publish crime statistics concerning the occurrence of selected crimes on-campus to include student housing facilities, in or on non-campus buildings or property, or public property within or immediately adjacent to the core campus reported or known to the University of Montana Police Department (UMPD) either directly or from local law enforcement or any individuals identified by UM as Campus Security Authorities.

1. UMPD. Personnel assigned to compile statistical data may include, but is not limited to:
   a. Clery Compliance Officer (CCO)
   b. Clery Compliance Coordinator (CCC)

2. Local Law Enforcement Agencies. Annually, and more frequently as needed, UMPD must correspond with the appropriate law enforcement agencies that have jurisdiction over the institution’s Clery Geography. The department must correspond in order to:
   a. Request the appropriate Clery statistics on a documented good-faith effort. As the designated department, UMPD will request statistics by March 31 of every year as is responsible for documenting any follow-ups in the event the original request does not result in a response.
   b. Update other law enforcement agencies on changes to the status of On-campus and Non-campus property
   c. Inform local agencies of missing residential student reports

3. Campus Security Authorities
   a. CSAs are required to report incidents of Clery Crimes as outlined in the Procedures for Campus Security Authorities.
   b. The CCO is responsible for reminding CSAs of their responsibility annually. They shall also make a written request to all CSAs for any reports not previously submitted at least once a year.

Special Reporting Offices

UMPD may confer and if necessary meet with special offices including but not limited to Athletics, Residence Life, Dean of Students, Title IX Coordinator, Business Services, Human Resources, and others throughout the calendar year to assess timely warnings and to meet other Clery requirements (e.g. missing persons and Non-campus Building or property determinations) as needed.

The CCO will reconcile statistics on a case-by-case basis with the Dean of Students, Residence Life, and any other campus division or department that has a separate adjudication process regarding referrals for disciplinary action for drug abuse, liquor law, and weapons law violations for students and employees to ensure statistical accuracy.
UMPD Classification of Clery-Reportable Crimes

1. UMPD Sergeants, or designee in their absence, shall conduct daily reviews of the Automated Report Management System (ARMS), including Computer Aided Dispatch (CAD), for potential Clery-reportable crimes and incidents.

2. Sergeants, or designee, will report incidents posing a possible immediate community threat to UMPD Clery Compliance Officer for potential Clery Crime Warning or Emergency Notification. The report of a threat to community will be made to UMPD administration without delay, regardless of time of day.

3. UMPD Sergeants will classify potential Clery-reportable crimes and incidents with the corresponding Clery crime code.

4. The Clery Compliance Coordinator, or designee in their absence, will conduct a weekly review of all ARMS cases and CAD entries for correct and complete Clery coding.

5. The Clery Compliance Coordinator will bring all potential Clery-reportable cases to the CCT case review for cross-reference purposes and to ensure accurate counting.

6. The Clery Compliance Coordinator will review all cases with the Clery Compliance Officer monthly.

7. If needed, the Clery Compliance Coordinator or Clery Compliance Officer will correct or update any cases determined to be Clery-reportable with the correlating Clery crime code in ARMS.

8. The Clery Compliance Coordinator and Clery Compliance Officer will meet with the CCT annually for compilation of crime statistics and review of the ASFSR.

Effective Date: 3/21/2017
F. APPENDIX F: Listing of Non-Campus Properties

1. Fraternity and Sorority Houses: UM has four residential sororities, three residential fraternities, and one commuter fraternity located off campus.

2. The Boone and Crockett Club: UM rents several offices at the Boone and Crockett Club, located at 250 Station Drive in the City of Missoula.

3. MonTEC: MonTEC is a high-growth, technology focused business incubator that offers space, services and support for growth-oriented enterprises. The facility is located across the river from the Mountain Campus at 1121 E Broadway St.

4. Dornblaser Park and Ride: The Dornblaser Park and Ride lot, located at the intersection of South Avenue and Higgins Avenue, is a University property for people to park their vehicles and catch a ride on the City of Missoula’s Mountain Line bus.

5. President’s Home: The President’s home is located in the 1300 block of Gerald Avenue in the University District.

4. University-Owned Homes Adjacent to and near the Mountain Campus: The University owns and operates several houses adjacent to the campus as offices and residences, primarily in the vicinity of 5th and 6th streets.

5. spectrUM Discovery Area: The spectrUM Discovery Area is a hands-on science center that promotes a culture of learning and discovery for all, with the ultimate goal of inspiring young Montanans to pursue higher education and possibly careers in science, technology, engineering, and mathematics (STEM). SpectrUM is located in downtown Missoula in space rented by UM.

6. UM Property at Fort Missoula: Fort Missoula encompasses 170 acres and has a patchwork of ownership. UM property at Fort Missoula includes the Field Research Center/Aviary, Nature Center, Storage Facilities, and the Tank Traps. UMPD has jurisdictional authority on the UM properties listed and provides first responder law enforcement to these areas.

7. Lubrecht Experimental Forest Station: Lubrecht Experimental Forest is managed by the UM College of Forestry and Conservation as an outdoor classroom for our students and a recreational retreat for the public. The Lubrecht Experimental Forest is located about 30 miles east of Missoula along Highway 200.

8. Bandy Experimental Ranch: Bandy Ranch is 3,436-acre working cattle ranch deeded to the Montana Forest and Conservation Experiment Station at UM in 1990 by the estate of Ed Bandy for agricultural research and management. The ranch is located 18 miles northeast of the Lubrecht Forest.

9. Flathead Lake Biological Station: The Flathead Lake Biological Station is a UM field research and education facility located at Yellow Bay on Flathead Lake near Glacier National Park. Researchers work on environmental issues worldwide and a focus on the limnology of the Flathead River-Lake ecosystem. FLBS is about 90 miles north of Missoula at Yellow Bay.

10. Daly Mansion: Located just north of the City of Hamilton, this historic mansion and grounds are a state-owned property managed by the Daly Mansion Preservation Trust in partnership with
UM. The Ravalli County Sheriff’s Department provides first responder law enforcement to this location.

11. Space Leased for Educational Purposes:
   a. Peak Racquet Center, Indoor Tennis Facilities
      5000 Blue Mountain Road
      Missoula, MT 59804
   b. Palmer Street Offices, Suites D & E
      Palmer Street
      Missoula, MT 59808
   c. Maya Commercial Building
      218 East Front Street, Suite 100
      Missoula, MT 59802
   d. Biology Lab - Lab 129
      1121 East Broadway
      Missoula, MT 59802
   e. Ranch Club on Mullan Road
      690 SW Higgins, Suite B and Unit A
      Missoula, MT
   f. Westview School
      103S. 9th St.
      Hamilton, MT 59840

12. Public Property near the Mountain Campus: Jacob’s Island City Park and the Kim Williams trail are both owned by the City of Missoula and are located adjacent to UM’s main campus. UM works to report all crimes that occur one mile into the portion of the property that borders the campus. Jacob’s Island is a block toward the Clark Fork River from the main UM campus. It is right off the path of the Kim Williams Trail. Jacob’s Island is owned by the City of Missoula. MPD provides first responder law enforcement to this location.

The Kim Williams Trail runs alongside the Clark Fork River and this trail extends into Missoula County and U.S. Forest Service Land. UMPD, MPD, MCSO, and US Forest Service Law Enforcement may respond to a call for service, depending on availability, proximity, and the trail location of the incident. UMPD is made aware of calls for service in these areas and makes an effort to respond alongside other agencies.

Current as of March 15, 2017
APPENDIX G: Policy for Timely Warnings, Emergency Notifications, and Campus Alerts

This policy statement summarizes the University’s response and notification procedures for issuing alerts in response to specified situations. This policy statement complies with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations. 34 C.F.R § 668.46(e) and (g).

In any given situation, the University may issue three different types of alerts. The University will issue Timely Warnings in response to certain criminal activity that poses a serious or continuing threat to students or employees. The University will issue “Emergency Notifications” when a significant emergency or a situation that poses an immediate danger to the community occurs. Lastly, the University may provide other alerts, called “UM Alerts,” for non-Clerly reportable activity occurring on campus or non-campus property.

The university leadership will continuously and diligently work and coordinate with campus law enforcement and local law enforcement agencies to address public safety concerns affecting the campus community.

All emergencies should be immediately reported to the UMPD by calling 406-243-4000; or call 9-1-1 (Missoula County Emergency). Anyone with information warranting a Crime Warning should immediately report the circumstances to UMPD by calling 243-4000 or use the Crime Reporting Form online.

**Cell Phone Text Message Notification System.** Students and Employees may “OPT-IN” to UM’s cell phone text message notification system which is used to deliver Clery crime warnings, emergency notifications, and UM Alerts:

- Log into Cyberbear with your NetID
- Click “Personal Information” at the top of the page.
- Click “Update Emergency Text Messages Cell Phone.”
- Enter your phone number, choose your provider and click “Submit Changes.”

**Timely Warnings**

The University will issue Timely Warnings, called “Clery Crime Warnings,” in response to certain criminal activity that poses a serious or continuing threat to students or employees. The University must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims and that will aid in the prevention of similar crimes, report to the campus community all Clery-reportable crimes reported to campus security authorities identified by the University’s Campus Security Authorities policy or local law enforcement agencies and considered by the University to represent a threat to students and employees. These warnings provide prevention and safety tips, enable campus community members to protect themselves, and aid in the prevention of similar crimes.
A. Clery Crime Warnings are only issued for the following Clery-reportable crimes:

- Murder;
- Sex offenses, forcible or non-forcible;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Manslaughter;
- Arson;
- Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, drug-related violations, and weapons possession;
- Larceny-theft, Simple assault, Intimidation, and Destruction, damage, or vandalism of property only when conducted in conjunction with Hate crimes;
- Domestic violence;
- Dating violence; and
- Stalking

Clery Crime Warnings are issued only when the reported crime occurs on Clery geography, which includes:

- On-campus (including campus housing),
- Public Property bordering campus, and
- Non-campus locations owned or controlled by UM or recognized student organizations.

The University is not required to issue Clery Crime Warnings for crimes reported to a professional or pastoral counselor.

Making the Decision to Issue a Clery Crime Warning

The decision to issue a Clery Crime Warning shall be decided on a case by case basis in light of all the facts surrounding a crime including the nature of the crime and whether a crime is considered a serious or continuing threat to the campus community. Clery Crime Warnings will alert the campus community about criminal activity that may pose a continuing danger in a way that does not compromise law enforcement efforts.

Issuing a Clery Crime Warning

The UMPD Chief or designee may consult with any of the following administrators prior to issuing a Clery Crime Warning notice:

- University President
- Vice President for Administration and Finance
- Vice President for Enrollment and Student Affairs
- Title IX Coordinator
- Communications Director

If the UM Police Chief or designee decides a Clery Crime Warning is needed, the UM Police Chief and the Communications Director will jointly write the language of the Clery Crime Warning, and the
Communications Director will work with the UMPD dispatch office to issue the Clery Crime Warning in a manner that gets the word out quickly and effectively community-wide. The Clery Crime Warning will be made in one or more of the following ways: issue a broadcast email of the Clery Crime Warning to the “umontana.edu” accounts of all employees and students; send the Clery Crime Warning in a text message using the University’s text messaging notification system to all students and employees who have opted-in to such system; post the Crime Warning on the UM home page and UMPD website and other social media channels as the situation dictates. When appropriate to do so, UMPD may also post the Clery Crime Warning outside entry doors of residence halls, fraternity and sorority houses, and on bulletin boards in academic and residential buildings. Updates to the UM community about any particular case resulting in a Clery Crime Warning will be posted on the UM Safety website.

Determining the Content of a Clery Crime Warning

Because the intent of the Clery Crime Warning is to enable members of the campus community to protect themselves, the Clery Crime Warning will, as appropriate, include information that would promote safety and that would aid in the prevention of similar crimes. The content of a Clery Crime Warning generally consists of a brief summary of the incident, a physical description of a subject, if applicable, whether the case is under investigation, sufficient pertinent information to inform the community, resources, safety and prevention tips, and where to report additional information.

Student Privacy

Crime warnings include information about the crime that triggered the warning, but do not include personally identifiable information about the victim of the crime. When issuing a Crime Warning for sensitive matters, such as a sexual assault, UMPD makes every effort to not release specific incident details that may identify a crime survivor; but UMPD may need to release information such as a location that could lead to identification of a crime survivor. UM must balance the need to provide information of an ongoing or serious threat to the campus community while also protecting the confidentiality of the crime survivor to the maximum extent possible. If a Crime Warning is issued for a sensitive matter, the University makes every effort to notify the crime survivor before the warning is released.
**UMPD Timely Warning Determination Form**

<table>
<thead>
<tr>
<th>Date/Time of Incident</th>
<th>Date Reported to UMPD</th>
<th>Incident Case #</th>
</tr>
</thead>
</table>

Clery Crime Classification:

Short Description of Incident:

<table>
<thead>
<tr>
<th>Clery Crime Geography</th>
<th>On Campus</th>
<th>On Campus Residence Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Public Property</em></td>
<td></td>
<td><em>Non-campus Property</em></td>
</tr>
</tbody>
</table>

Is there a threat of ongoing or repeated danger? _YES_ _NO_
If no, why not?

Is the alleged offender known to authorities? _YES_ _NO_

Is the alleged offender in custody? (Suspension/trespass does not count) _YES_ _NO_

Timely Warning issued? Date: ___________ _YES_ _NO_
If Timely Warning was not issued, indicate reason(s):

__________________________________________

UMPD Police Chief (or designee) Signature and date:

__________________________________________

University of Montana Police Department
Feb. 16, 2017
Emergency Notifications

The Clery Act requires the University to include a policy statement regarding its emergency response and evacuation procedures. The policy statement must:

- Identify the persons, by title, responsible for carrying out an Emergency Notification;
- Identify the process the University will use to confirm the existence of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees;
- Identify the process the University will use to disseminate emergency information to the campus;
- Identify the University’s procedures for regularly testing the emergency procedures and systems.

Persons Responsible for Emergency Notifications

The University’s emergency response and evacuation procedures include protocols for Emergency Notifications for any significant emergency or dangerous situation involving an immediate threat to the health and/or safety of students and employees occurring on the campus, which may include Clery crimes.

The University has a detailed plan to promote public safety during emergencies. UM’s Emergency Management Advisory Committee (EMAC), including members of UMPD, Risk Management, Facilities, Student Affairs, the Provost’s Office, and Communications and other departments, maintain a flexible emergency response plan to enable the University to respond to potential crisis situations. The EMAC is responsible for the overall direction and planning for emergency situations on campus or those that occur in the local or regional area affecting the campus. Under the direction of this committee, the University has developed a comprehensive, all-hazards Emergency Operations Plan that outlines steps the University will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards the University may face. Included at this webpage is detailed information regarding the University’s emergency notification policy, including how to enroll in the Cell Phone Text Message Notification System to ensure you receive emergency notices on your cell phone.

A. Confirming the Existence of a Significant Emergency or Dangerous Situation and Determining the Content of the Notification.

An emergency is an event that poses an immediate threat to the health and safety of students and employees. Confirmation of an emergency is determined when UMPD in conjunction with other first responders, which may include Missoula Fire officials, Missoula Police Department, and the UM Environmental Health and Risk Management Office, and other local law enforcement agencies have assessed the situation to confirm that there is an emergency. The confirmation will be communicated to the UMPD Chief.

The UM Police Chief or designee and the Communications Director or designee will jointly write the language of the Emergency Notification, and the Communications Director or designee will work with the UMPD dispatch office to issue the Emergency Notification in a manner that gets the word out quickly and effectively.
UMPD Chief will take into account the safety of the campus community, consult with other officials as appropriate, determine what information to release about the situation, and begin the notification process without delay. The entire campus community will be notified when there is at least the potential that a very large segment of the campus community will be affected by a situation; or when a situation threatens operations of the campus as a whole. There will be a continuing assessment of the situation.

**Disseminating Emergency Information to the Campus**

The University has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation. UM has developed a comprehensive emergency notification system that allows for the use of text messaging, emails, social media, web pages, digital displays, and/or local media to immediately notify the campus community.

This communication strategy provides: (1) information about an emergency, (2) a location where more information can be obtained, and (3) a method to update or send an “All Clear” message.

Some or all of these methods of communication may be activated in the event for emergency notification to all or a segment of campus.

- **Email notification.** UMPD uses the Regroup Emergency notification system to send an email with emergency information to all “umontana.edu” email addresses. If UM wants to send an email to subgroups of employees or students, it may use the campus Infogriz notification system.

- **Cell phone text message notification.** UMPD uses the Regroup Emergency system to send a text message to those students and employees who have opted in to receive UM text messages.

- **Web page banner.** Using the Regroup Emergency system, UM can automatically place a UM Emergency notification on the University’s home page. Information can be changed and updated as needed.

- **Social media posts.** UMPD has a Twitter account and University Relations also can deploy UM’s Twitter and Facebook accounts as needed during an emergency.

- **LED mass emergency notification system.** Notifications in UM buildings. Buildings on the Mountain campus have an LED reader board for UMPD to post emergency messages. The LED system can also sound an audible alarm.

- **Residence life notification system.** Star Rez is the UM housing management system and allows Residence Life to reach all UM students living in residence halls and in UM apartments.

- **Communication with the larger community.** Other communication tools to reach segments of UM audiences are the UM Alumni Foundation Database, which allows the University to email alumni, donors, public officials, and other stakeholders; and UM’s email newsletter to parents of students.
Exceptions

UM will not issue an Emergency Notification when doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or mitigate the emergency.

Emergency and Evacuation Procedures

UM publicizes general emergency response and evacuation procedures to the broad campus community through an Emergency Preparedness website. This website includes an Emergency Quick Guide, the Emergency Operations Plan, an Active Shooter Immediate Response plan, and an Active Shooter Preparedness Guide. Additionally, evacuation maps are posted in every on-campus residence hall building and other buildings as required by fire code.
# Timely Warning and Emergency Notification Definitions

<table>
<thead>
<tr>
<th>What is an Emergency Notification?</th>
<th>“Any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health and safety of students and employees.” (Department of Education Clery Handbook, 2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is a Timely Warning?</td>
<td>“A timely notification for a Clery crime category that is considered by the institution to represent a serious or continuing threat to students and employees.” (Department of Education Clery Handbook, 2016)</td>
</tr>
<tr>
<td>What is “Timely”?</td>
<td>“The Clery Act does not define “timely”, the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves. This means that a warning should be issued as soon as pertinent information is available. This is critical; even if you don’t have all the facts surrounding a criminal incident that represents a serious and continuing threat to your student and employees you must issue a warning.” (Department of Education Clery Handbook, 2016)</td>
</tr>
</tbody>
</table>

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# Is the incident a Clery crime?

The Clery Act requires colleges and universities to issue a Timely Warning Notice to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated. This notification is required for certain specific crimes that are reported to campus security authorities or local law enforcement and are reported or believe to have occurred on campus, on campus residence halls, non-campus building or property, or public property contiguous to campus. Notices are not limited to violent crimes or crimes against persons, and can be issued for threats to persons or property.

Clery Act Crime Examples include, but are not limited to:
- Criminal Homicide
- Sex Offenses (Stranger or Acquaintance)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Emergency Situations that are life threatening (person(s) with weapon(s), threat of violence, etc.)
- Any act or immediate threat of interpersonal violence (consistent pattern of violent behavior, hate crimes, domestic situations)
Is there a threat of ongoing or repeated danger?

This decision should be made on a case-by-case basis in light of all the facts surrounding the crime, including such factors as:

After a Clery crime is reported, determine whether the students and employees are at risk of becoming victims of a similar crime.

1. Has the perpetrator been caught?
   Example: a rape is reported on campus and the alleged perpetrator has not been caught, the risk is there. (Department of Education Clery Handbook, 2011)

2. Does the incident appear to be a one-time occurrence or fall into a pattern of reported crimes?
   Example: a student sets some posters on fire after the homecoming football game, the arsons are probably a one-night event. However, if unknown person is randomly setting fires on campus, there is a continuing threat (Clery Handbook, 2011)

Timing, content, and decision for issuing a Timely Warning

The Clery Act does not define “Timely”, however, it should be decided on a case-by-case basis and issued as soon as the pertinent information is available – the intent is to alert the campus community of continuing threats allowing the community to protect themselves. You do not have time to review video footage, interview involved parties, complete an investigation, etc.

The Clery Act does not specify what information should be included in the Timely Warning, but should include all necessary information for the campus community to protect themselves.

The decision to issue a Timely Warning includes, but is not limited to:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

A general Timely Warning will include:

- Type of reported crime
- Time and location of reported crime
- Specific advice for campus regarding steps to take to avoid becoming a victim

Unless the following information will make an immediate, material difference for public safety, avoid:

- Descriptions of alleged suspects based on perceptions of ethnicity or race
- Wording that could lead members of the community to feel stereotyped, marginalized, or
What constitutes an “Immediate or imminent threat” for issuance of an Emergency Notification?

Emergency Notifications have a wide focus on any significant emergency or dangerous situation, which may include Clery crimes.

An Emergency Notification is triggered by an event that is currently occurring on or imminently threatening campus.

An Emergency Notification should be initiated for any significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus.

Examples of significant emergencies or dangerous situations include, but are not limited to:
- Approaching severe weather
- Medical outbreak (meningitis, norovirus or other serious illness)
- Earthquake
- Gas Leak
- Terrorist incident
- Armed Person(s)
- Bomb Threat
- Civil unrest or rioting
- Explosion
- Chemical or hazardous waste spill

FERPA and the Timely Warning Requirement

The Clery Act does not require confidential reporting of crime. Although personally identifiable information is generally precluded from disclosure, such information may be released in an emergency situation.

A May 1996 Dear Colleague Letter on Campus Security Issues reads in part:

“FERPA does not preclude an institution’s compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can, in case of emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA.”
UM Alerts

The University may, on occasion, issue “UM Alerts” in order to inform students, staff, and faculty of situations affecting the health and safety of the campus community that do not involve crimes or do not occur on campus property. The UM Police Chief will, in consultation with other UM officials as appropriate, decide when to issue the alerts.

System Testing

The University’s notification systems are tested on at least an annual basis. The test is an opportunity to remind the campus community about established evacuation procedures. Each test is documented and includes the date, time, and whether the test was announced or unannounced.

UM tests its emergency response and evacuation procedures at least annually through scheduled drills, exercises, and appropriate follow-up activities designed to assess and evaluate University emergency plans and capabilities. UM tests evacuation procedures in academic/office buildings, residence halls, and family housing facilities. The tests may be announced or unannounced. The tests are documented, including the date and time and whether it is announced or unannounced.

The University conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, the University will notify the community of the exercise and remind the community of the information included in the University’s publicly available information regarding emergency response procedures.

DATE ADOPTED: February 16, 2017
REVIEW DATE: February 16, 2020
APPENDIX H: Preparation of the Annual Security Report and Required Disclosures


UM shall disclose statistical data by publishing the Annual Campus Security and Fire Safety Report ("ACFRSR" or "ASR" within) for public review and by submitting those data to the Campus Safety and Security Survey through its designated Campus Safety Survey Administrator (which is otherwise the UMPD Clery Compliance Coordinator). The Clery Compliance Officer (CCO) shall work with the Vice President for Administration and Finance to disseminate the Annual Notices of Availability for current students and employees.

The Annual Campus Security and Fire Safety Report shall be available on the University website on the UMPD, Admissions and University Employment websites.

Statistical Data

The CCO shall work with UMPD to disclose Clery-reportable crimes for inclusion in the ASFSR as prescribed in federal mandate and guidance, and the CCO shall submit those statistics to the Department of Education. This should include the collection of confidential and anonymous reports through non-police Campus Security Authorities (CSAs), online submissions, etc.

UMPD, in concert with Residence Life, shall disclose fire statistical data for inclusion in the Annual Campus Security and Fire Safety Report as prescribed in federal mandate and guidance and submit those statistics to the Department of Education.

1. Information for each statistic shall be reported for each on campus residential facility (which shall be identified by name and street address) and will include:
   a. The number of fires and the cause of each fire
   b. The number of persons who received fire-related injuries that resulted in treatment at a medical facility
   c. The number of deaths related to a fire
   d. The value of property damage caused by a fire

2. Statistical data for fires and incidents of arson will be collected from the responding fire department and the designated personnel within as needed.

Annual Campus Security and Fire Safety Report

The CCO shall produce the ACSFSR in concert with the Residence Life Office and various campus departments, to include but not be limited to the following policy or procedure statements:

1. UMPD policies
2. Working relationships with local police departments
3. Security of and access to campus facilities
4. Security considerations used in the maintenance of campus facilities
5. Reporting procedures
6. Timely Warnings
7. Emergency notification, response and evacuation

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4 See Appendix A
8. Security awareness and crime prevention programs
9. Monitoring and recording of crimes by students at certain off-campus locations
10. Alcohol and drug policies
11. Missing residential student
12. Higher Education Opportunity Act victim notification
13. Policies and procedures related to dating violence, domestic violence, sexual assault, and stalking
14. Sex offender registry
15. A description of each on-campus student housing facility fire safety system
16. The number of fire drills held during the previous calendar year
17. Institutional policies and procedures on fire safety and prevention and evacuation
18. A description of all fire safety education and training programs
19. A description of future plans for improvements in fire safety
20. A list of titles or organizations for which a fire can be reported

If any changes need to be made to statistical disclosures or safety and security policy statements in the annual report after its publication, the CCO shall make those changes to the current report, and applicable previous versions, and to the Campus Safety and Security Survey as permitted. The CCO shall also work with Vice President for Administration and Finance to redistribute the Annual Notice of Availability to all current students and employees. All revised reports must be noted and caveats included explaining any changes.

Distribution of the Annual Notice of Availability of the Annual Campus Security and Fire Safety Report

On or before October 1st of each year, the Clery Compliance Officer will coordinate the distribution of the annual Notice of Availability of the Annual Campus Security and Fire Safety Report to all current students and employees using the UM email system. The link must be a direct link to the Annual Security Report on the UMPD website. The Notice of Availability will also be sent to all current students and employees at the beginning of Spring and Summer semesters to make sure no new student or new employee is missed.

Interdepartmental Standard Operating Procedures

Campus departments may develop interdepartmental SOPs that outline their procedures as they relate to collecting, classifying, counting and disclosing statistical date and/or policies for inclusion in either the Annual Security or Fire Safety Reports.

Effective Date: 3/21/2017
I. APPENDIX I: Procedure for Missing Students

A. WHERE TO REPORT: Reports of missing students should be directed to the UM Residence Life Office at (406) 243-2611.

B. RESIDENCE LIFE OFFICE: When a student residing in on-campus housing is reported missing by any source, the UM Residence Life Office will:
   1. Immediately refer the missing student report to UMPD;
   2. Notify the President, Vice President for Student Affairs and Dean of Students;
   3. If the student has designated a Missing Person Contact, notify the Missing Person Contact within 24 hours of UMPD making the missing determination;
   4. If the student is under 18 years of age and not legally emancipated, notify the student's custodial parent or guardian in addition to any other designated Missing Person Contact within 24 hours of a UMPD missing determination; and
   5. Regardless of whether the student has identified a contact person, if the missing student is 18 years or older or is a legally emancipated minor, designated Residence Life staff must inform the Missoula Police Department of the missing student within 24 hours.

C. UM POLICE DEPARTMENT: When the UM Residence Life Office refers a missing student report to UMPD, UMPD will:
   1. Investigate to determine the validity of the report;
   2. Attempt to determine the location and status of the missing student;
   3. Within 24 hours of receiving the referral, report to the UM Residence Life Office the results of its investigation; and
   4. Aid in any subsequent investigation conducted by the Missoula City Police Department.

D. DEAN OF STUDENTS: Upon receiving notification provided by these procedures, the Dean of Students may:
   a. Inform University officials that may have knowledge of the student's background or situation;
   b. Inform the student's major college Dean; and
   c. Notify the student's instructors of his/her absence.

E. STUDENT PRIVACY: All parties involved in the reporting and investigation of missing students must comply with the applicable provisions of the Family Educational Rights & Privacy Act (FERPA), the federal law that protects the privacy of student records.

F.

   Date Adopted/Revised:  
   Next Review Date: August 1, 2018
APPENDIX J: UM Fire Safety Procedures

On-campus Fire Evacuation Policy

Building fires are one of the most common emergency scenarios for all universities. Individual or multiple buildings can be affected and can cause a loss of life if a campus is not well-prepared in evacuation procedures. Fires may be more likely in buildings that contain flammable liquids, oxidizers and large amounts of combustible material. Life safety inspections are performed on an annual basis at a minimum for all UM buildings to ensure means of egress, firefighting systems, exit lights and emergency lighting units, fire doors and proper material storage are maintained to reduce the possibility of loss of life during a fire emergency.

General Guidelines:

If a fire or smoke is observed, the individual making the observation should call 911 and pull the nearest fire alarm if applicable. Notify UMPD at ext. 4000. The building will then be evacuated and occupants will be directed to the established evacuation point.

Shut doors to assure containment, if possible. **Immediately** leave the building by means of the nearest available exit, alerting others to do the same. Individuals with disabilities may require guidance, communications or assistance to areas of rescue assistance.

Before opening a door, see if it is hot by placing the back of your hand against it. If it is hot remain in the room. If you are on a ground floor, carefully exit through a window, if possible. If on an upper floor, call 911 and give the operator your location. Block entrance of smoke and heat. Open window. Do not exit onto ledges. **REMAIN CALM.** Fire fighters will get to you as soon as possible. If the door is cool, open slightly and check for smoke in corridor. If smoke-free proceed to nearest available exit (exterior door or stairwell). Stay low, near the floor, to avoid smoke and heat. Close doors on your way out. If corridor is too smoky to reach stairway or exit, remain in room and follow the previous instructions.

General Procedures:

- After receiving the alarm, UMPD will respond to the reported fire location to provide assistance to the arriving emergency vehicles.
- Departmental Emergency Plan Coordinators will activate their building emergency action plan.
- Emergency Management Team personnel will sweep their area of responsibility and direct individuals to the designated evacuation assembly area.
- Follow the established guidelines for evacuation of people with disabilities.
- Conduct critical shutdown operations where applicable for the affected building(s) if health and safety is not jeopardized.
- UMPD will provide access control and traffic control in the affected areas and assist in evacuation activities.
- In case of a Residence Hall fire, students in residence halls may be relocated by Residence Life to a designated shelter area.
- Fire officials will determine if the building is safe to re-enter.
Smoking & Tobacco Use
In accordance with UM’s tobacco free campus policy, called Tobacco Free UM, students, employees and the public may not smoke or use tobacco products outside on campus property. Additionally, all campus buildings are designated “No Smoking” in all areas, including residence halls and the rooms in which students reside. Smoking of any kind (including hookahs, e-cigarettes, and vape/vapor/vaporizer pens) and the use of all tobacco products (including chew, snuff, etc.) are not allowed in any campus buildings or residence halls. More information about Tobacco Free UM is available at http://www.umt.edu/tobaccofreeum.

On-Campus Residence Hall Fire Safety Policies
General Safety:

In case of a fire, call 911. Fires are potentially a serious problem in all shared living space communities due to the high concentration of individuals living in each building. Please use caution and common sense to avoid a disaster.

Prevention can save your life and the life of others. Explore your community and familiarize yourself with all exits. Keep exits and access areas clear of all debris and storage. Residence Hall staff will conduct fire drills twice annually in order for all residents to evaluate proper evacuation routes in case of a fire emergency.

Candles & Incense:
Candles and incense have been found to be a severe fire hazard and their use is prohibited in the residence halls. Wickless candles are an acceptable alternative and provide fragrance without the flame.

Cooking:
Cooking appliances are not allowed in the residence halls except for coffee pots, microwaves, and popcorn poppers. In residence hall kitchens, baking is allowed, but cooking meals that contain meat or cooking with oils is prohibited. Appliances such as toasters, toaster ovens, hot plates, appliances with open elements, and George Foreman-type grills are not allowed.

Decorations:
All natural trees and branches to be used as ornamentation in residence halls or rooms must first be fireproofed and all decorations must be nonflammable. Residents may not hang items from the ceiling or from sprinkler heads, or create holes in the walls.

Flammable Liquids:
Gasoline, kerosene, alcohol, cleaning fluids, etc., constitute a serious danger and are prohibited in residence halls, as are vehicles containing such fluids.

Halogen Lamps and Lights:
The Consumer Product Safety Commission issued a warning about the dangers of halogen lamps and the excessive operating temperatures of 970 to 1200 degrees F that they produce. Curtains, clothing, paper items, etc., burn quickly when they come into contact with 300W or 500W bulbs. Therefore, light bulbs greater than 150W, either incandescent or halogen, are not allowed.
Hoverboards, Swagways, IO Hawks, and Skywalkers

The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices is prohibited until safety standards for them can be developed and implemented. Recent information has revealed that the batteries in these devices are dangerous and prone to explosion, creating safety and fire risks. Until safety standards for these devices are improved, Residence Life has prohibited them from being in any of our residence halls or apartments.

Description of On-Campus Student Housing Fire Safety Systems

*Table 1: Campus Student Housing Fire Safety Systems*

<table>
<thead>
<tr>
<th>Facility *</th>
<th>Fire Alarm Monitoring On Site (By UMPD)</th>
<th>Full Sprinkler System **</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
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</thead>
<tbody>
<tr>
<td><strong>Residence Halls</strong></td>
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<tr>
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<td>Yes</td>
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</tr>
</tbody>
</table>

* Residence halls at the University of Montana do not have physical addresses. Resident mail is addressed to the building name, and emergency responders are directed to the building name.

** “Full Sprinkler System” is defined as having sprinklers in both the common areas and individual sleeping rooms.

In addition to the safety equipment listed in the table above, all UM residence hall floor and wing doors are connected to the fire alarm system. When the fire alarm is activated, the doors shut to help control the potential spread of fire and smoke. Passenger elevators are also connected to the fire system so they do not operate when the alarm is activated.

On-Campus Residence Hall Fire Drills and Evacuation Policy

Fire drills are planned, supervised, and evaluated annually for the residence halls. During floor meetings that are held the first week of each new semester, Resident Assistants explain fire safety policies and evacuation procedures to students living on the floor. Evacuation maps are posted on every floor to inform students and guests of the locations of the nearest exits. Fire drills are held in each residential building, once per semester to provide an opportunity for the residents and employees to practice an evacuation.
If a resident student, employee, or guest of the residence halls discovers a fire and the general fire alarm has not activated, activate the nearest pull station by lifting the plastic cover (a pre-alarm will sound) and pulling the handle down. When the general fire alarm for the residence hall sounds, everyone must evacuate the building immediately via the closest emergency exit. Residents must proceed in an orderly fashion by walking quickly to the nearest emergency egress routes and exit the building. Elevators cannot be used as emergency egress routes.

Students with disabilities who cannot leave the building via emergency egress routes should go to the nearest safe area of rescue and activate the area of rescue signal. Emergency personnel will come to this area and assist with the evacuation.

Once outside, people must move at least 25 feet from the building to allow room for emergency vehicles and personnel to work. During inclement weather, students will be moved inside to other buildings during an emergency. Do not re-enter the building until instructed to do so by a Residence Life staff member or on-scene emergency personnel.

Fire Safety Education and Training Programs for Students and Employees

All UM Residence Life staff members attend a fire safety equipment walk-through with a departmental electrician and/or the Associate Director of Residence Life for Facilities. The building walk-throughs educate staff members on the functionality of the sprinkler systems and fire alarm display panels.

During floor meetings that are held the first week of each new semester, Resident Assistants explain fire safety policies and evacuation procedures to students living on the floor. Evacuation maps are posted on every floor to inform students and guests of where the nearest exits are located. Fire drills are held in each residential building, once per semester, to provide an opportunity for the residents and employees to practice an evacuation.

Fire Incident Reporting

If you discover smoke or fire, or hear the fire alarm, do the following:

- Call UMPD at (406) 243-4000
- Pull the fire alarm if it is not already sounding
- Notify other people
- Immediately leave the building by the nearest available exit
- Before opening a door, see if it is hot by placing the palm of your hand against it. If the door is hot, remain in the room. If the door is cool, open the door slightly and check the corridor for smoke. If the corridor is free of smoke, proceed to the nearest exit (exterior door or stairwell). Stay low, near the floor, and close doors behind you. If the corridor is too smoky, remain in the room.

If you are on a ground floor, try exiting out a window. If you are on an upper floor, call 911 and let the operator know your location. Try blocking the entrance from smoke and heat. Do not exit onto ledges. Remain calm; emergency responders will assist you as quickly as possible.
Plans for Future Improvements in Fire Safety

The Residence Life Office is upgrading fire panels in all residence halls to provide specific information to emergency personnel on where a fire is originating. These panels are also maintained and upgraded to meet fire code regulations. The fire panel in Miller Hall was upgraded during the summer of 2015.

Residence Life completed an entire upgrade of the fire system in Aber Hall during the summer of 2016. Fire panels in Turner Hall, Knowles Hall, and Lewis & Clark Village were also replaced during the summer of 2016. Additional fire panels will be upgraded in the future as finances are available.

Residence Life has experienced several incidents of students hanging clothing items from sprinkler heads and inadvertently causing the sprinkler to activate. Residence Life staff are currently working to add labels to sprinkler heads in the residence halls to inform students that they are not to hang items from the sprinklers.

Residence Life staff conduct an annual check of the fire extinguishers located on the individual floors of the residence halls. Staff ensure that the extinguishers are charged and the inspection tags are attached. The Associate Safety and Emergency Manager also conducts an annual walk-through of all residence hall buildings to check for any safety issues. The most recent check was completed during the spring of 2016 and a report was provided to Residence Life for correction of any concerns.

Once a year, professionals from a local fire sprinkler company conduct a check of the fire sprinkler system to make sure the system is ready in case of fire. In conjunction with this check, the Residence Life electrician, who has fire safety certifications, also conducts smoke alarm checks twice a year in each of the individual rooms. The fire systems in all of the residence halls are continually monitored so they are in good working order and proper detection is activated in the event there is a fire.