



Western Oregon  
UNIVERSITY

# Annual Security and Fire Safety Report 2024

Western Oregon University Campus Public Safety  
503-838-8481 – Office 24/7  
503-838-9000 – Emergency 24/7  
[www.wou.edu/safety](http://www.wou.edu/safety)

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and the *Higher Education Opportunity Act*, this report includes the Clery security report and statistics for the Western Oregon University Main Campus and WOU:Salem locations.

## Table of Contents

Crime Reporting Resources and Reporting Options.....	3-4
Reporting Options for Sexual Misconduct/Confidential Reporting.....	4
Campus Public Safety Authority and Jurisdiction.....	5
Public Safety and Monmouth Police Department.....	5
Residence Hall Safety.....	5
Security and Access to Campus Facilities.....	5-6
Timely Warnings.....	6-7
-Emergency Notification	
-Evacuation Procedures	
Dating Violence, Domestic Violence, Sexual Assault, and Stalking.....	8-10
-Definitions	
-Consent	
If a Student Is Sexually Assaulted.....	10-12
Risk Reduction.....	12-13
-Crime Prevention Programs	
Sanctions Process.....	14
-Disciplinary Process	
Sex Offender Statement.....	14
Security Awareness.....	15
Drug Free Schools and Communities Act.....	15-21
- Campus Policy on Controlled Substances and Alcohol	
Missing Student.....	22
Emergency Contact Information.....	22
Annual Disclosure of Crime Statistic Definitions.....	23-26
Separate Campus: WOU:Salem.....	23
Clery Statistics by Geographic Location.....	27-34
-Main Campus	
-WOU:Salem	
Safety Systems.....	35-38
-Reported Fires in Residence Halls	
-Fire Drills	
-Policy on Smoking, Electric Appliances and Open Flames	
-Inspections and Code Violations	
Fire Evacuation Procedure.....	38-39
Fire Life Safety Equipment, PASS.....	39

## Purpose

This report has been prepared by Western Oregon University (WOU) Campus Public Safety (CPS) in conjunction with the Clery Compliance Team (CCT). These statistics are reported to the Department of Education on an annual basis. In compliance with the Clery Act, the Fire Safety Report is included with the annual Clery Report information to create the combined *Annual Security and Fire Safety Report*.

The report will be available no later than October 1st of each year. An email will be sent to the campus community with a one-click hyperlink to the report located on CPS website. In printed form, the report is available at Admissions, Human Resources, Division of Student Affairs, and Campus Public Safety. A public Crime Log is available for viewing at the Campus Public Safety office during normal business hours, Monday through Friday, 8:00 AM to 4:00 PM.

## Campus Security Authorities (CSAs)

The Clery Act designates members of the campus community as campus security authorities (CSAs). When these individuals become aware of a crime that occurred on or around campus, they have an obligation under federal law to report the information. CSAs play a key role in ensuring the safety of the WOU community by delivering information to the necessary offices, which in turn helps to ensure that the campus remains informed and that individuals have access to the support and resources they deserve.

CSAs do not need to investigate a crime but simply need to report information in an accurate and timely manner as our institution has a responsibility to notify the campus community about crimes that pose a serious or ongoing threat to the community.

WOU has determined that all employees are CSAs and have an obligation to report Clery crimes. However, WOU encourages the prompt reporting of all crimes, even minor crimes, incidents, and/or suspicious activity.

## Reporting

WOU encourages the prompt reporting of all crimes that one witnesses or has information about, even minor crimes, incidents and/or suspicious activity.

All reports will be investigated by the appropriate authorities. Reports made to Student Health and Counseling staff, campus clergy, and Abby's House, Center for Equity and Gender Justice confidential advocates are exempt from reporting requirements with the exception of statistics. Data is also collected from CPS, the dean of students, and Monmouth Police Department. Anonymous reports can be turned in to various offices such as the dean of students, Title IX, Abby's House, and Student Health and Counseling. These offices can submit these reports on your behalf. Western Oregon University has established procedures that encourage professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. In practice, students are encouraged to report at the locations listed below.

Reporting every crime as soon as possible is the most effective way to ensure the well-being of our campus community. Crimes can be reported at the locations below.

### Campus Public Safety (Call or Text)

Main phone	503-838-8481
Emergency Phone	503-838-9000

### Other Campus Departments

Office of Student Conduct	503-751-4057
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Dean of Students	503-838-8447
Abby's House, Center for Equity and Gender Justice	503-838-8219
Title IX	503-751-4039

Monmouth Police Department

Main Phone	503-838-1109
Emergency	911

Independence Police Department

Main Phone	503-838-1214
Emergency	911

Salem Police Department (WOU:Salem)

Main Phone	503-588-6123
Emergency	911

### **Reporting Options for Sexual Misconduct**

Anonymous reporting options:

Reports of unwanted sexual contact/misconduct can be filed using the Anonymous Reporting form available on the WOU website. This form is used to gather information regarding the incidences of sexual and dating violence involving students on or around campus and to help WOU staff plan a response to violence in the campus community. ([www.wou.edu/student/sexual\\_misconduct\\_anonymous\\_report.php](http://www.wou.edu/student/sexual_misconduct_anonymous_report.php)).

Confidential resources:

- Student Health and Counseling - 503-838-8313 or [www.wou.edu/health](http://www.wou.edu/health).
- Abby's House, Center for Equity and Gender Justice - 503-838-8219 or [www.wou.edu/abbyshouse](http://www.wou.edu/abbyshouse).

Other reporting options:

- CPS
- Title IX Coordinator
- Dean of Students
- Office of Student Conduct
- Local Law Enforcement

Students can explore reporting options with CPS at 503-838-8481 or 503-838-9000. A campus administrative investigation will be conducted based on the information received. If a student chooses to report to local law enforcement, CPS will assist them in making contact. Students can report a sexual assault any time, no matter how long ago it occurred. Students have the right to have someone present with them during a medical examination, police report, or meeting with CPS.

When reports are made relative to domestic violence, dating violence, sexual misconduct, and stalking, the Office of Student Conduct and/or Title IX work with CPS to investigate the incident, assign charges, invoke interim sanctions (including, but not limited to, removal from residence hall, reassigning classes, removal from campus and interim suspension) when necessary, conduct a hearing, and determine an outcome based on the preponderance of evidence standard. After a report of domestic violence, dating violence, sexual misconduct, or stalking, the reporting party is provided a letter from the Office of Student Conduct and/or Title IX that identifies campus and community resources and explains the student conduct process should a reporting party wish to participate in the process. The contact name and number of a person in the Office of Student Conduct and/or Title IX who will assist the reporting party through the process is also provided.

## **Campus Public Safety Authority and Jurisdiction**

CPS is generally considered the first responder to campus incidents. All uniformed officers at WOU CPS are state of Oregon employees. Under O.R.S. 164.205 and pursuant to O.A.R. Chapter 574, Division 80 WOU, all officers are designated as “lawful persons in charge” with authorization to direct unwanted persons off campus and initiate subsequent law enforcement intervention for crime and university violations.

The jurisdiction of WOU officers is limited to the land, structures, streets, roadways, parking facilities, and all other property and facilities under the control of and designated use by WOU.

The officers of WOU CPS are designated by O.R.S. 352.118 as Special Campus Security Officers with peace officer powers of probable cause arrest and investigations.

CPS can be contacted using the phone in any elevator on campus in addition to emergency phones in the following locations:

Ackerman Hall (north side)  
Landers Hall (southeast side)  
Lieuallen Administration (west side)  
Maple Hall  
McArthur Stadium  
Heritage Loop  
Peter Courtney Health and Wellness Center (west side)  
Public Safety  
Parking lots H, J, M, S

WOU CPS and the Monmouth Police Department have a long history of coordination and cooperation responding to crime on university property and the surrounding areas.

The Monmouth Police Department is the primary law enforcement agency in Monmouth. It has jurisdiction and will respond, upon CPS request, to all crimes against the state of Oregon Revised Statutes and Oregon Administrative Rules Violations. The department has sworn officers who patrol the city.

All major crime incidents on campus will generally be handled by or include the Monmouth Police Department in cooperation with CPS. As a general operating procedure, Monmouth Police will conduct all investigations or arrests as the responsible law enforcement jurisdiction. This response to calls for criminal investigation currently is handled by mutual agreement.

## **Safety and Access**

### **Residence Hall Safety**

CPS officers routinely patrol the residence halls with the student Resident Assistants (RAs), respond to requests, and assist students as needed. Public areas of the halls are accessible to hall residents and their visitors. Ackerman first floor is open 8 a.m. to 10 p.m.; all rooms and wings are locked 24 hours/day. All other residence halls are secured 24 hours a day. During these hours, doors are locked, and only people with keys to the halls can enter. However, all residents must be certain doors are locked and never prop a door open. Residents should always watch for unusual people or circumstances and report them immediately.

The halls have student RAs on duty in the evening. The RAs make routine rounds and hall checks and have someone on call at all times. Visitors and guests are to be escorted and checked pursuant to residence hall rules. Students should call CPS at 503-838-9000 whenever they observe unusual circumstances or need safety assistance.

## **Academic Building Security**

Most academic and administrative facilities are open to all members of the university community and public from 8 a.m. to 5 p.m. Monday through Friday, but they are closed on weekends. Some buildings can be open for longer periods to accommodate evening classes, research, or other special program needs. Each academic and administrative department is responsible for unlocking its respective area. CPS locks down the campus beginning at 5 p.m. except where evening classes or business are conducted. All buildings are locked after the evening activity is completed.

## **Building Access**

Unauthorized entry to or use of the university facilities, including buildings and grounds, is prohibited. Each building on campus property has a designated building manager. Use of any building and/or access for special use during non-business hours requires the building manager's approval. In the event someone is working alone or is going to be in the building after normal work hours, they should contact CPS to notify us of their time and location of entry. We encourage everyone to immediately report all strangers or suspicious activity in any building to CPS at 503-838-8481. After-hours access will require a photo ID to be shown before access is allowed.

## **Keys/Fobs**

Members of the university community are issued keys to help access their place of business on campus. If an issued key is lost, misplaced, or stolen, the owner is required to report it to CPS immediately. University keys may not be duplicated, transferred, or loaned to others and should be regarded as the highest level of university-wide security.

## **Exterior/Grounds/Doors**

The university maintains a strong commitment to the campus exterior safety and security. Maintenance of lighting, shrubbery, trees, and other vegetation is important to all security efforts. Parking lots, pedestrian walkways, high-traffic areas, exterior lighting, and grounds are checked regularly during routine foot patrols. Doors are locked and secured each evening, and shrubs, trees, and vegetation are trimmed regularly and surveyed annually by Facilities Services.

Members of the university community are encouraged to immediately report all hazards, exterior lighting deficiencies, or grounds problems to Facilities Services at 503-838-8239.

## **Timely Warnings**

In the event a situation arises either on or off campus, that, upon confirmation of a significant emergency, constitutes an ongoing or continuing threat to the campus community, a timely warning alert will be sent out campus wide. The alert may be disseminated by WOU Alert, an electronic medium (e-mail system) or inclusion in the campus news media, whichever is appropriate for the information. Emergency notifications shall be made without delay and take into account the safety of the community unless notification will compromise efforts to assist a victim, or contain, respond to, or otherwise mitigate the emergency.

## **Campus Emergency Notification and Emergency Preparedness**

- WOU is committed to maintaining a safe and secure environment for students, faculty, staff and visitors to enjoy the campus community. In order to maintain this safe environment, WOU has instituted an updated Emergency Procedures manual as well as an Emergency Notification System. A copy of the Emergency Response Guide and the WOU Alert System information can be found at [www.wou.edu/safety](http://www.wou.edu/safety).

- It is the intent of the WOU administration that the campus community shall be notified immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on campus. In the event issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, then the emergency notification will not be made until it is safe to do so. This notification shall be made using the most appropriate method, to include the regular campus email system, telephone trees, and the WOU Alert Emergency Notification System, which includes telephones, text messaging, and emails. Western Oregon University will withhold as confidential the names and other identifying information of victims when issuing a timely warning and will honor the victim's or witness's description of the suspect.
- Upon notice of a potential event or issue, CPS shall be notified and will make every effort to confirm that the event is occurring and that emergency notification should be considered. If the event is confirmed, CPS shall notify one or more of the following campus administrative offices: Office of the President, Office of the Vice President for Finance and Administration, Student Affairs, Academic Affairs (Provost) or Dean of Students. A decision will be made to initiate the emergency notification system and the alert sent out immediately, unless, as stated above, there are exigent circumstances that prevent the immediate notification being sent. Notification shall also be made to local law enforcement and fire services by CPS. Media outlets will be notified by WOU Strategic Communications & Marketing.
- If an incident requires a timely warning, the message will be drafted for the campus community and include a description of the incident, recommended protective measures, and relevant campus resources. The notification shall advise persons whether they should evacuate or remain in place, areas to avoid, and how to safely exit the campus. All building managers shall have posted in their facilities an evacuation map showing safe routes to take when exiting the building.
- Reasonable efforts will be made to provide follow up information on an active event using the WOU website in order to keep the campus community up to date. Upon the culmination of the event, an all-clear notice will be sent out using the same notification system as used to initiate the original alert.
- The university shall annually review the policies and procedures and make any changes necessary for the protection of the campus community. Annual drills and exercises are to be conducted and the results of these will be documented and assessed for changes and/or modifications of the policies and procedures.
- Quarterly fire drills at residence halls.
- Annual fire and earthquake drills for campus.

## **Building Evacuation**

- Students should familiarize themselves with evacuation procedures for the building; locate the nearest exits and fire extinguishers.
- Find the Emergency Assembly Point (EAP) for the building. Ask the building manager or resident assistant.
- Students who live off campus should set up a meeting place with housemates or fellow tenants.
- Participate in all drills when alarms ring in a university building.
- Exit the building quickly and safely.
- Wear shoes if possible.
- Never use elevators; always use the stairs.

- Help others evacuate; knock on doors and check bathrooms when leaving the building. Help those with a physical disability evacuate the building.
- Be alert for suspicious activity. An alarm may be part of a crime in progress.
- Call 503-838-9000 immediately and explain the situation if the alarm in a building has been set off by accident.
- Immediately report any vandalism or tampering with alarms.

## **Dating Violence, Domestic Violence, Sexual Misconduct, Stalking**

During PACK Welcome Week, information is provided to students on the prevention of and response to dating violence, domestic violence, sexual misconduct, and stalking in our campus community.

### **Dating Violence**

Dating violence is also referred to as intimate partner violence, domestic violence, and relationship violence.

The Code of Student Responsibility defines intimate partner violence as:

- Any act of violence or threatened act of violence against a person who is or has been involved in a sexual, dating, domestic or other intimate relationship by the other person in the relationship.
- One act or an ongoing pattern of behavior.

Intimate partner violence can encompass a broad range of behavior, including but not limited to physical violence, sexual violence, emotional violence, and economic abuse. Intimate partner violence may take the form of threats, assault, property damage, violence or threat of violence to oneself, one's sexual or romantic partner, and/or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities and expressions, sexual orientation, and racial, ethnic, social and economic backgrounds.

### **Domestic Violence**

Domestic Violence is a pattern of abusive behaviors that are used to gain or maintain power and control over an intimate partner. A charge of misconduct occurs when the domestic violence is perpetrated by:

- A current or former spouse or intimate partner of the victim
- An adult who is related to the victim by blood or marriage
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Oregon
- By any other person against an adult or youth victim who is protected from that person's acts under the Oregon Domestic Violence laws of the state of Oregon



## **Sexual Misconduct**

Sexual Misconduct is non-consensual sexual contact of any kind, the attempt to have non-consensual sexual contact or the threat of such contact. Sexual contact shall be considered non-consensual if no clear consent is freely given.

- Sexual contact: Includes but is not limited to touching of the genitalia, anus, buttocks, breast, or mouth, as well as any contact for the purpose of sexual gratification.
- Sexual behavior: Includes but is not limited to any action, short of sexual contact, done for the purposes of sexual gratification and may include but is not limited to voyeurism, exposing, masturbation, frottage, and audio/video recording.
- Force: Includes but is not limited to physical force, violence, abuse, threat of force (direct or implied), intimidation, extortion, harassment, coercion, fraud, duress or pressure.
- Sexual exploitation: Occurs when a person takes non-consensual, unjust or abusive advantage of another in a sexual or intimate context for their own advantage or benefit or to the benefit or advantage of anyone other than the person being exploited, and that behavior does not otherwise constitute non-consensual sexual misconduct. Sexual exploitation includes permitting or facilitating non-consensual viewing, taking of photographs, videotaping or audio taping of sexual or intimate activity, knowingly infecting another person with HIV or any sexually transmitted infection, inducing incapacitation of another person with the intent to facilitate sexual misconduct against that person, or compelling prostitution.

## **Stalking**

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. These acts include but are not limited to:

- Following or lying in wait for the victim, the victim's relatives, friends, or pets
- Repeated unwanted, intrusive and frightening contact from the perpetrator by phone, mail, electronically or otherwise
- Damaging the victim's property
- Making indirect or direct threats to harm the victim, the victim's relatives, friends or pets
- Repeatedly sending the victim unwanted gifts
- Harassment through the internet, known as "cyberstalking," "online stalking" or "internet stalking"
- Securing and accumulating personal information about the victim by accessing public records, using internet search engines, hiring private investigators, contacting friends, family, work, or neighbors, going through the victim's garbage, social media, etc.

## **Sexual Harassment**

Sexual harassment includes, but is not limited to, sexual advances, requests or suggestions to engage in sexual conduct, and other physical and expressive behavior of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual

- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating or hostile employment, educational or living environment.

## **Consent**

Consent for all sexual activity must be given free of force, threat, intimidation or coercion. At the time of sexual activity, actual words or conduct demonstrating freely given agreement must occur; silence or passivity do not imply consent. Activity of a sexual nature is considered non-consensual when:

- An individual is asleep, unconscious or otherwise physically unable to communicate their willingness or unwillingness to engage in sexual activity
- An individual lacks the ability, at the time of sexual activity, to be able to understand the nature or consequences of the activity, whether due to illness, impairment, the influence of alcohol, drugs, or medication or another cause
- An individual is not of legal age to give consent

Non-consensual is the absence of shared sexual permission. Shared sexual permission is clear, voluntary, non-coerced and clearly indicates a willingness to participate in sexual contact/behavior, whether through affirmative verbal response or non-verbal communication unmistakable in meaning and given by an adult (age 18 or older). Shared sexual permission to one form of sexual contact/behavior does not operate as permission to any other form of sexual contact/behavior or reoccurrence of the same form of sexual contact/behavior.

- Incapacitation is a mental or physical condition that renders a person unable to grant consent. Incapacitation may be a state or condition resulting from the use of alcohol or other drugs, lack of sleep, sleep and unconsciousness. Incapacitation may also be the result of a cognitive impairment, such as a developmental disability, brain injury or mental illness.
- Coercion is a direct or implied threat of force, violence, danger, hardship or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act that otherwise would not have been performed or acquiesce in an act to which one would not have submitted. Coercion can include unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. A person's words or conduct cannot amount to coercion unless the person wrongfully impairs another individual's freedom of will and ability to choose whether or not to engage in sexual activity. When an individual makes it clear that there is no interest to engage in sexual activity, that the person wants to stop, or that the person does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

## **If a Student Experiences Dating/Domestic Violence, Sexual Assault, or Stalking**

When a student reports to Western Oregon University that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the university will provide the student a written explanation of the student's rights and options which includes information about reporting and response options, protective measures, university and community resources and assistance, and investigation and resolution processes. Students can receive guidance on how to receive emotional support from victim assistance programs, request protective orders, receive medical care, financial support, and legal options.

If a student is impacted by any of these crimes, they can decide if they would like to share their experience and who they share it with. Friends and family members can be a great source of support, and staff at the university such as the Student Health and Counseling Center or Abby's House can help clarify the options and resources available.

If a student wants to report or speak to someone regarding any of these crimes, they can contact one of the following offices:

- Student Health and Counseling Center (Confidential) 503-838-8313
- Abby's House (Confidential) 503-838-8219
- Student Conduct 503-751-4057
- Title IX 503-751-4039
- Campus Public Safety (24-hour services) 503-838-9000
- Local Law Enforcement Agency (24-hour services)

Other organizations students may contact for 24-hour support:

- Local organizations include:
  - Sable House in Dallas 503-623-4033
  - Center for Hope and Safety in Salem 503-399-7722
  - Center Against Rape and Domestic Violence in Corvallis 541-754-0110
- National organizations include:
  - RAINN 800-656-4673
  - National Domestic Violence Hotline 800-799-7233
  - Suicide Prevention Lifeline 988

### **Sexual Assault Forensic Exams and Evidence Preservation**

Students should consider documenting information and/or preserving evidence which could include a confidential sexual assault forensic exam (SAFE), even if they want to report at a later date. Preserving evidence may assist in proving that the alleged conduct occurred or may be helpful in obtaining a protection order. As time passes, evidence may dissipate, become lost, or be unavailable, thereby making investigation, possible prosecution, student conduct proceedings, or obtaining an order of protection related to the incident more difficult.

It is recommended that students not wash, shower, douche, change, destroy or clean the clothes they wore during the assault. These provide vital evidence if they later decide to prosecute. Place items for evidence in a paper bag, not a plastic bag.

Contacting the police department does not mean a student must press charges. Ask about filing an "informational" (informal) report, which provides a record of the incident if a student later decides to file charges.

Regardless of whether criminal charges are filed, a campus administrative investigation can be conducted and handled through the Office of Student Conduct and/or the Title IX Coordinator and campus sanctions can be imposed regardless of the criminal investigation.

A sexual assault forensic exam (SAFE) provides treatment for exposure to sexually transmitted diseases and pregnancy. The exam can also include the collection of evidence to be used against an assailant(s) if someone chooses to report the incident to law enforcement. The nurse practitioners at the Student Health and Counseling Center are trained to perform the SAFE exam, and Abby's House confidential advocates are prepared to provide support before, during, and after the exam. A SAFE exam can be completed on campus between 8 a.m. to 2:00 p.m. Monday-Friday.

If a student would like a SAFE exam outside of those weekday hours or would like to have the exam off campus for another reason, an Abby's House advocate or Campus Public Safety can arrange for them to have the exam at another nearby location:

- West Valley Hospital Emergency Room in Dallas 503-623-8301

- Salem Hospital Emergency Room
- Sarah's Place in Albany

503-561-5200

541-812-4420

Students should also consider:

- Screenshotting or screen recording any text messages, emails, call records, social media contact, etc.
- Taking photos of any injuries or damage done to property.
- Documenting dates and details in situations with multiple incidents such as stalking or dating/domestic violence
- Creating a list of witnesses, including people who you have told about the incident and may not have been present.

## **Protection Orders**

There are a several types of protection orders (restraining orders) in Oregon. Below are the various types of protection orders, victim's rights, and how to obtain protection orders.

Types of Protection Orders:

- Extreme Risk Protection Order
- Sexual Abuse Protection Order
- Stalking Order
- Family Abuse Prevention Act (FAPA)
- Elder Abuse Protective Order

Abby's House and other community victim service agencies can provide resources and explain the differences to help you make the decision based on your specific circumstances.

## **24-hour Counseling Access**

WOU Student Health and Counseling Center at 503-838-8313 is open Monday through Thursday from 8 a.m. to 5 p.m. and Friday from 9 a.m. to 5 p.m. to schedule appointments. Contact CPS at 503-838-8481, and a CPS officer can contact after-hours services available through NW Human Services.

## **Risk Reduction**

Domestic violence, dating violence, stalking, and sexual assault are issues that impact everyone in our community. Since the largest percentage of all university related rapes, dating violence, and stalking are committed by acquaintances, it is important that students decide what they want to happen in intimate situations. Below is a list of risk reduction techniques. Risk reduction techniques are meant to help reduce or minimize the risk of someone becoming a victim.

Individuals should consider the following to protect themselves and others:

- Be aware of your environment. Stay in public places if you are with someone you don't know well. Avoid wearing headphones in both ears.
- Clearly communicate desires, boundaries, and intentions to a date, partner or friend.
- Be aware of your consumption of alcohol and drugs. Watch your drink and don't accept a drink from someone you don't know. Avoid drinking from open containers or punch bowls. Use a buddy system and pay attention to your friends.

- Look out for criticism, humiliation, loss of temper, threats, or controlling and possessive behavior.
- Trust your instincts. If something feels off, pay attention to that feeling. If you feel threatened, intimidated, or afraid, get out of the situation as soon as possible.
- Do not post too much personal information on social media. Make sure your privacy settings are set so your personal information is not being shared with people you don't know well or trust.
- Be an active bystander. Intervene and help out friends or strangers who may be in need of help.

Individuals should consider the following to minimize harm caused to others:

- Listen carefully to your date, partner, or friend. Pay attention to body language. Ask for clarification if you are getting mixed messages. Don't guess or assume what your partner may or may not want.
- If you are turned down for a date or sexual activity, do not take this harshly or try to pressure them. Respect their decision.
- Alcohol and other drugs impair judgment, and you may not be able to read the cues of consent, or if they withdraw consent. Err on the side of caution if either of you are under the influence.
- Previous sexual contact, regardless of frequency, does not constitute consent for sexual activity in the present or future. A current or previous dating relationship does not constitute the basis for implied consent.
- Do not assume that sexual intercourse is permissible if a person is dressed in a certain way or is incapacitated and does not give consent.
- Be an active bystander. Confront others who are becoming disrespectful or abusive. Speak out against jokes about sexual assault or derogatory comments that condone violence.
- Abusive or assaultive behavior is never acceptable.

## **Crime Prevention Programs**

Multiple departments host educational workshops and programs throughout the year. Through these programs and information provided to the campus community, WOU encourages all to become familiar with reporting options so each can make the reporting choices that are right for them. Presentations are made by Abby's House throughout the academic year, including Domestic Violence Awareness Month (October), Stalking Awareness Month (January) and Sexual Assault Awareness Month (April). They also host smaller workshops and events that focus on healthy relationships, consent, bystander intervention, sex education, and more. Several related programs are offered throughout the year by Residence Life. Additionally, Campus Public Safety offers self-defense, A.L.I.C.E classes, and a safety escort program from dusk to dawn.

## **Sanctions Process**

After an on-campus disciplinary procedure, university sanctions for domestic or dating violence, rape, acquaintance rape or other sex offenses include actions from probation up to and including expulsion from Western Oregon University. The disciplinary procedures in all alleged sexual assaults include the following:

- The complainant and the respondent are entitled to the same opportunities to have others present during a university disciplinary proceeding.
- Both the complainant and the respondent shall be informed of the outcome of any university disciplinary proceeding alleging a sexual assault, sexual harassment, domestic violence, dating violence or any sexual offense.
- Complainants have the option to request assistance in changing academic, working and living situations after an alleged sexual assault incident if these changes are reasonably available.

Possible sanctions or protective measures imposed can include, but are not limited to, any one or a combination of the following: written warning, disciplinary probation, removal from the residence halls, change in class schedule, reflection paper, research paper, counseling, mutual No Contact Order, deferred suspension, suspension or expulsion.

## **Institutional Disciplinary Process**

Procedures for adjudicating student conduct cases are outlined in the Code of Student Responsibility (available at <http://www.wou.edu/studentconduct/files/2017/10/CSR-09.01.17.pdf>). Hearings are conducted by hearing officers and/or hearing committees, which receive annual training on standards of conduct, adjudication procedures and on issues related to domestic violence, dating violence, sexual assault and stalking. Hearings are conducted in a manner that is fair, prompt and impartial, and protects the safety of the complainant. All hearings are closed to the public. What is stated in a hearing is confidential. The complainant has the option to attend the entire hearing with the exception of the committee's deliberation process and may attend the hearing accompanied by a support person or advocate. The respondent is afforded the same rights in terms of attending the entire hearing and being accompanied by an advisor of the respondent's choosing. Hearing results are provided to both the respondent and the complainant in writing. Both the respondent and the complainant have the right to appeal the results of a hearing involving charges of alleged sexual assault, sexual harassment, domestic violence, intimate partner violence, and stalking.

## **Procedures for On-Campus Disciplinary Action**

Any member of the university community may file a complaint against a student for violence and misconduct. Complaints shall be prepared in writing and directed to the Office of Student Conduct or the Dean of Students. Detailed filing and hearing procedures and regulations are listed in the Code of Student Responsibility. The complainant and the respondent have the right to be assisted by an advisor and to have that advisor present during the hearing. After the final decision of the hearing body, both the complainant and the respondent will be informed of the outcome and any recommended sanctions.

## **Sex Offender Statement**

The Federal Campus Sex Crimes Prevention Act of 2000 (CSCPA), which became law Oct. 28, 2000, but delayed certain provisions until Oct. 27, 2002, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act, an annual crime reporting law, and the Family Educational Rights and Privacy Act of

1974 to allow the disclosure of this information regarding students.

As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the state regarding each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student and must also alert the state of any change in enrollment or employment status.

Under current state law, computerized sex offender information can be obtained through local law enforcement agencies and the Oregon State Police through their Sex Offender Registration Information Line at (503) 934-1258. This computerized database can access sex offender information by name, address, ZIP code or county. The Oregon sex offender website is [sexoffenders.oregon.gov](http://sexoffenders.oregon.gov).

## **Security Awareness**

CPS staff is available as resources for questions or comments regarding domestic violence, dating violence, sexual assault, and stalking. The self-defense program is used to develop and enhance the options of self-defense, so they may become viable considerations to the person who is attacked. CPS has instructors for the program and offers courses in conjunction with the Peter Courtney Health and Wellness Center. Please contact CPS for more information.

## **Drug Free Schools and Communities Act**

Western Oregon University has committed itself to the education and development of healthy, productive and responsible individuals. Consistent with this commitment, WOU has established, and will enforce, institutional rules that uphold federal, state and local laws applicable to alcohol and other drug usage. The university prohibits illegal use of drugs or alcohol by students, faculty, and staff. Federal law does not allow the use of medical marijuana or recreational use of marijuana as legalized by some states. Because WOU must comply with federal law, marijuana use is strictly prohibited in all situations. However, while marijuana use is prohibited and not condoned by WOU, it is legal for adults over 21 years of age to possess and use marijuana within specified limits in Oregon (ORS 475C). The legal use of marijuana per state law will be considered a policy infraction and is no longer reportable under Clery.

In order to promote intelligent decision-making, WOU makes available to students, faculty and staff basic information and educational programs on the prevention of alcohol and substance abuse. WOU also offers counseling and assistance programs for individuals with problems related to alcohol and substance abuse. The university considers each member of the academic community a responsible participant in the health and welfare of the community. The university, therefore, expects each community member to adhere to this policy.

## Philosophy

The above policy statement reflects WOU's philosophy concerning the use of alcohol and other drugs as summarized below:

- The university discourages the abuse of alcohol and legal drugs.
- The university condemns the use of illegal drugs.
- The university values responsible decision-making concerning the use of alcohol and legal drugs.
- The university supports the choice not to drink and upholds that decision as socially acceptable within the academic environment.
- The university does not condone excessive drinking. The university, therefore, considers intoxication an insufficient excuse for misconduct or for infringing on the rights of others.
- The university believes alcohol to be an inappropriate focus of campus social activity.
- The university holds that any use of illegal drugs or the illegal use of alcohol is incompatible with the philosophy and values of the academic community.

## Procedures

### Standards of Conduct and Sanctions

#### A. General

Individual use of alcohol must comply with federal, state and local laws and with residence hall and institutional policies.

#### B. Students

##### 1. Standards of Conduct

The university will initiate disciplinary and/or corrective action in response to any student or recognized organization found committing, attempting to commit or intentionally assisting in the commission of the following forms of prohibited conduct:

- a) Possession, consumption or sale of alcoholic beverages on university-owned or-controlled property with the exception of approved events that follow the president's policy on use of alcohol at WOU functions, and including:
  - the furnishing of any controlled substance to a minor
  - being a minor in possession by consumption or otherwise
- b) Possession, consumption, manufacturing, or sale of illegal drugs or any other controlled substance on or off university-owned or -controlled property.
- c) Possession, consumption, sale, or distribution of alcoholic beverages or illegal drugs during the official portion of a university-sponsored off-campus event as defined by the faculty or staff advisor.

##### 2. Sanctions

For the purpose of enforcing the standard, this document defines a student as any officially enrolled person at the university. The following sanctions are consistent with the Code of Student Responsibility and changes in the Code apply to this section. The order of sanctions implies neither degree nor severity, nor appropriateness of the sanction(s) to the number or type of violations. Nothing in this section precludes assigning multiple or other sanctions. Possible sanctions include:

1. Mediation: When charges of theft, vandalism, harassment, assault or other harmful treatment are upheld through the adjudicative process, the student may be assigned to participate in a mediated meeting with the victim.
2. Counseling: A student may be assigned to participate in a counseling intake session and to follow the recommendations of the intake counselor for further counseling sessions.
3. Alcohol/Drug Assessments: A student may be assigned to complete an alcohol and/or drug evaluation and to follow the recommendations of the alcohol/drug counselor for treatment and/or education.
4. Warning: The student or group is given written or verbal warning that his/her/their acts violated specified university regulations or policies and is advised that further violations may result in the assigning of more severe sanctions.
5. Loss of Privileges: The student or group is denied specific privileges normally associated with student or group status, such as participation in recognized activities, use of university facilities or services, or living in university-owned student residences.
6. Community Service: The student or group must perform a designated number of hours in service to the community affected by his or her behavior.



7. Restitution: The student or group must replace, restore or pay for damaged, stolen or misappropriated property.
8. Disciplinary Probation: The student or group is placed on a probationary status, with or without loss of designated privileges, which may include the following: restriction on an individual's participation in co-curricular activities, receiving recognition through awards and eligibility for scholarships. Probation is a serious warning. Probation occurs for a specific period of time and/or before completion of certain specific activities.
9. Negative Notation on Transcript: There may be an entry of information onto the student's permanent academic record regarding his or her violation of the Code of Student Responsibility. The entry may be permanent or for a specific period and must be noted as such on the transcript. After the expiration of the period of time specified, the notation will be removed upon written request by the student to the coordinator of Campus Student Conduct.
10. Suspension: The student or group is excluded from the university for a specific period and during that period may not enjoy academic privileges, participate in any university-recognized function or group, or be allowed to reside in any university residence hall or building. If it is a group, the group may not function as a recognized group for a specific period of time.
11. Expulsion: The student or group is permanently excluded from the university and may not enjoy academic privileges, participate in any university recognized function, or be allowed to reside in any university residence hall or building.
12. Degree Revocation: The university may revoke a degree if a former student is found to have engaged in academic dishonesty in courses taken leading to the degree, or if the student is found to have engaged in actions that if known at the time the degree was awarded would have made the student unqualified for the degree.
13. Deferred Sanction: The execution of any sanction authorized under this code may be deferred. When deferring a sanction, the following will apply:
  - (a) Assignment of a time limit for the deferred period
  - (b) Notice given that subsequent violations of the code or failure to comply with an existing sanction will terminate the deferment and result in automatic imposition of the original sanction. In the absence of such violation(s), the original sanction will be deemed completed at the end of the deferred period.
  - (c) The coordinator of Campus Student Conduct or other hearing officer will hear allegations of a student's misconduct during the period of his or her deferred sanction within five business days during which the university is in session. The original sanction will take effect at the time the coordinator of Campus Student Conduct or other hearing officer receives notice of the allegations pending this hearing. The coordinator of Campus Student Conduct or other hearing officer may render a decision in the absence of the charged student. The original sanction will remain in effect unless the allegations are not upheld
  - (d) A student found in violation of the Code of Student Responsibility during his or her period of a deferred sanction may appeal the finding through this code's normal appeal process. The sanction will remain in effect until resolution of the appeal.
14. Sanction of Restraint: The student may not knowingly interact with another student or member of the university community specified by the sanctioning person or body. The restriction prohibits the restrained student from purposefully interacting with the protected person, over the phone, over any electronic source, in person, and through the mail. Unless specifically stated otherwise in the sanction, the restriction does not prohibit the restrained student from unintentionally, or out of necessity, being in the same building or vicinity as the protected student (e.g., eating in the dining hall, attending the same class). The sanctioning

person or body will determine the time limit for this sanction.

15. Suspension of Student Status for Medical or Mental Health Reasons Pending Hearing Procedures: When evidence is received from an appropriate health professional that indicates that a student has a medical or mental health condition that creates a serious and imminent threat to the university community, to the student, or to the educational processes of the institution, the vice president for Student Affairs will review that evidence and may suspend the student immediately pending a hearing. The hearing must occur within 10 business days during which the university is in session. The student may be required to submit to psychological or physical assessment and to authorize release of such records to the vice president for Student Affairs or other appropriate university officials in order to be re-enrolled in the university.

16. Interim Sanction for Emergency Reasons: The vice president for Student Affairs, the coordinator of Campus Student Conduct, or their designee can invoke an interim, pre-hearing sanction when it is deemed necessary for the health or safety of the individual, other students, or university staff or faculty. In such instances where a student is assigned an interim sanction, the student will receive a hearing within 10 working days in which the university is in session. Only when it is not possible to schedule necessary witnesses or obtain information significant to the case will the hearing be held more than 10 working days in which the university is in session after assignment of the interim sanction. Interim sanctions include the following: (a) Expulsion; (b) Suspension; (c) Restraint; (d) Removal from Residence Halls; or (e) Holding Records.

17. Placement of Vice President Hold or Judicial Hold: A VP Hold prohibits the student from conducting most forms of business with the university, including receiving grades and sending or receiving transcripts. A Judicial Hold prohibits the student from registering for classes at the university. Holds are intended to be used with a time limit determined by the coordinator of Campus Student Conduct or designee except in the case of expulsion when the VP Hold will be placed with no date of termination.

18. Other sanctions as assigned that are deemed appropriate to the educational/developmental nature of this code and the student(s) involved. Failure by a student to complete the sanctions imposed can result in further judicial action and sanctions being assigned to the student. Appeals of sanctions can be made through the appeal process in the Code of Student Responsibility.

## C. Faculty and Staff

### 1. Standards of Conduct

Western Oregon University has committed itself to maintaining a workplace free from the unlawful manufacture, use, dispensing, possession, or distribution of alcohol or controlled substances. Unlawful manufacture, use, dispensing, possession, or distribution of alcohol or controlled substances by WOU employees in the workplace is prohibited.

### 2. Sanctions

Any academic employee convicted of violating a criminal drug statute in the workplace must notify their supervisor and the provost no later than five (5) days after the conviction. Any unclassified academic employee convicted of violating a criminal drug statute in the workplace must notify their supervisor and the provost or vice president for Finance and Administration, as appropriate, no later than five (5) days after the conviction. Any classified service employee convicted of violating a criminal drug statute in the workplace must notify their supervisor and the vice president for Finance and Administration no later than five (5) days after the conviction.

If a federal agency supports an employee's work, the provost or vice president for Finance and Administration will notify the federal agency within 10 days after receiving notice of the criminal drug statute conviction. Within 30 days of receiving notification of an employee's conviction of a criminal drug statute, the university will take appropriate personnel action (e.g., require the employee to participate satisfactorily in a controlled substance assistance or rehabilitation program).

Employees found in violation of this policy may be subject to disciplinary sanctions consistent with applicable provisions of state laws and regulations, collective bargaining agreements, and Oregon State Board of Higher Education administrative rules, as well as penalties under federal, state and local law.

#### D. Standards during University-Sponsored Off-Campus Events

1. This type of event is defined as any event in which at least one of the following applies:

- a) The university plans the event
- b) The university pays all or a part of the cost of the event
- c) The university sponsors the event
- d) The university contributes any type of university owned or leased resources or equipment to the event
- e) A Western Oregon University student, faculty, or staff person represents the university at the event
- f) The event occurs within a university-owned or leased property, or upon or within university-owned or leased property, including any type of state vehicle
- g) The event occurs during the time frame specified on an approved sponsorship form

This policy (as described in II.D.2 and II.D.3 below) applies only when one or more of the above conditions occurs.

#### 2. Students and Student Groups

Students and student groups who are not accompanied by a faculty or staff advisor may not purchase, consume, possess, or distribute alcohol during any portion of a University-Sponsored Off-Campus Event if any of the conditions in II.D.1 apply to the event. During a University-Sponsored Off-Campus Event (see II.D.1), students who are accompanied by a faculty or staff advisor may purchase, possess, or consume alcohol only if the following conditions are met: 1) the individual student is of legal drinking age (this condition must also conform with state of Oregon policy and all federal, state and local laws) AND 2) the faculty or staff advisor has defined the official event portion of the off-campus event to be concluded OR the event is registered in accordance with the procedures outlined in the WOU Policy of Possession and Consumption of Alcoholic Beverages.

#### 3. Faculty and Staff Advisors

Faculty and staff advisors who accompany students or student groups may not purchase, consume, possess, or distribute alcohol during the official event portion of a University-Sponsored Off-Campus Event if any of the conditions in II.D.1 apply to the event. The official event portion of a University-Sponsored Off-Campus Event shall be defined by the faculty or staff advisor.

Faculty and staff advisors who accompany student groups have a unique responsibility to that student group. Though individual students are responsible for their own behavior, the faculty or staff advisor is responsible for informing the members of the student group of the policy pertaining to University-Sponsored Off-Campus Events and to report violations of this policy to the Office of Student Conduct.

### Alcohol and Drug Abuse Programs

#### A. For Students

Western Oregon University provides an environment for students which maximizes their potential for a drug and alcohol-free lifestyle. The university years often span a developmental period during which the establishment of individual coping strategies occurs related to academic, social, physical, and emotional pressures. To assist the student in finding success during this developmental period, and to assist any student concerned about their drug or alcohol use, the university provides the following resources:

### 1. Confidential Counseling

The Student Health & Counseling Center provides confidential services including:

- a) Basic assessment of use level
- b) Individual and group counseling
- c) Referral assistance for specific assessment or treatment when level of use is abusive
- d) Consultation on relationships with friends, roommates, family members, and others who abuse drugs or alcohol

Contact: Student Health and Counseling Center director at 503-838-8313

### 2. Advising and Support

Each student at the university works closely with a faculty advisor. This relationship often reaches a level of trust in which the student can seek assistance for concerns he or she would not reveal to others.

Contact: Assigned advisor or any faculty or staff member with whom the student feels comfortable. When possible, schedule appointments during faculty office hours.

### 3. Off-Campus Resources

Trusted family members, teachers, doctors, counselors or friends are excellent resources for students if the need arises. The university's Student Health and Counseling Center also can provide confidential referral information to students.

The university's surrounding community offers resources found in the yellow pages of the telephone book or online under the following headings:

- a) Alcohol and Drug Helplines 1-800-621-1646
- b) Counselors - See phone listing
- c) Social Service Organizations - See phone listing
- d) Polk County Mental Health 503-623-9289
- e) Alcoholics Anonymous groups meet regularly in the community. The university's Student Health and Counseling Center provides information on meeting times and locations of this and other support groups.
- f) Most health insurance policies, including student health insurance, have some coverage for assistance and rehabilitation.

### B. For Employees

The university supports programs for the prevention of alcohol and controlled substance abuse by university employees, as well as assistance programs for those with problems related to the abuse of alcohol and other drugs. Employees found in violation of this policy may be required to provide evidence of satisfactory participation in a substance abuse assistance or rehabilitation program. Employees can seek assistance for alcohol and controlled substance dependency problems through the university Employee Assistance Program. Evaluation, counseling and referral services are available to employees through this program. The program

provides assistance on a confidential basis. The health benefit packages available to all university employees provide at least partial reimbursement for treatment and rehabilitation associated with substance abuse problems. Contact Human Resources for more information 503-838-8490.

### Curricular and co-curricular activities, events and programs at WOU

#### A. Curricular

1. HE 445/545, Best Practice in ATOD (Alcohol, Tobacco and Other Drugs) and Sexuality Education, an upper division/graduate level course for health education majors.
2. Inclusion of a substance abuse component in PE 131, Individual Health and Fitness, a required course for all WOU undergraduate students.
3. Content of selected courses has been infused with information and experiences necessary to meet student needs.

For more information, contact the provost's office 503-838-8271.

#### B. Co-curricular

##### 1. Residence Life

a) Educational Programming - Resident assistants and hall government plan educational programs for their communities concerning alcohol and drug use. Examples include "mocktail" parties, videos with discussion, panel presentations, speakers, etc.

b) Alcohol Awareness Program- This program occurs every fall term on our campus to raise awareness about alcohol use and abuse. The residence hall staff and the Residence Hall Association plan residence hall and campus-wide programs focusing on alcohol/drug awareness and responsible social interaction for students. Examples include student speakers who have gone through alcohol or drug treatment, speakers from Alcoholics Anonymous, films, and videos.

For more information, contact University Housing at 503-838-8311.

### Applicable Legal Sanctions Under Federal, State, or Local Law for Unlawful Possession, Use, or Distribution of Drugs and Alcohol

A. Federal, state and local laws are complex regarding penalties for possession, distribution and use of controlled substances. However, the absolute minimum penalty is a \$500 fine for possession of some "less dangerous" drugs. From that minimum, as the severity of the offense increases, the penalties increase up to a \$375,000 fine and life in jail.

B. A conviction for a minor in possession of alcohol carries with it a fine up to \$250 with more serious offenses, such as providing alcohol to minors, carrying more severe penalties. The penalty for providing alcohol to minors can range from a \$350 to a \$1,000 fine, a year in jail and community service. The most severe penalties result from accidents or incidents which involve intoxicated participants. This category also includes those who may have supplied the alcohol to participants. (Reference: ORS 471.410, ORS 471.430)

For health risks associated with drug and alcohol abuse, see relevant documents and links section.

#### Exceptions

The president of the university may permit the service of alcohol on university property or authorize consumption by an employee for purposes of employment (e.g., WOU Foundation events). Exceptions are for specific purposes and do not release the event sponsor from conforming to all other aspects of the WOU Policy of Possession and Consumption of Alcoholic Beverages and all federal, state and local laws. A request for an exception should be submitted to the president a minimum of 30 days in advance of the event after the procedure outlined in the Possession and Consumption of Alcoholic Beverages policy.

## **Missing Student**

Recent changes to the Higher Education Opportunity Act (2008) provide that any student residing in on-campus housing who is believed to be missing, regardless of age, must be reported immediately to Campus Public Safety as a missing person and an investigation into their disappearance will be made.

If a member of the university community has reason to believe that a student has been missing for 24 hours or more, they should report this to CPS, the Dean of Students office, the Office of the Vice President for Student Affairs, or the local law enforcement agency where the student resides. All possible efforts will be made to locate the student to determine their state of health and well-being through the collaboration of CPS, Student Affairs, University Housing and the Monmouth Police Department. If the student is an on-campus resident, CPS will secure authorization from University Housing officials to make a welfare entry into the student's room. If it's an off-campus student resident, CPS will informally enlist the aid of the police agency having jurisdiction. Concurrently, university officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Personnel will make every effort to determine whether the student has been attending classes, labs, recitals, scheduled organizational or academic meetings, or appearing for scheduled work shifts.

If located, verification of the student's state of health and intention of returning to the campus is made. When and where appropriate, a referral will be made to Student Health and Counseling Center.

If it is determined that a student is indeed missing by CPS or local law enforcement, notification will be made to the listed emergency contact person and if none listed, the family will be notified within 24 hours. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the local law enforcement agency. CPS will cooperate, aid and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, CPS will open an official investigation and notify the Monmouth Police Department.

Suzanne's Law requiring local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing was signed into law in the spring of 2003 as part of the national "Amber Alert" bill. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998.

Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

## **Emergency Contact Selection**

Each student residing in an on-campus residential facility has the option to select an emergency contact person for notification in the event the student should become missing. The university will notify the emergency contact within 24 hours if the student is determined to actually be a missing person by CPS or the local law enforcement agency.

At the time the emergency contact will be noted on the emergency contact form that is maintained by University Housing and accessible only to the residential staff, CPS or the law enforcement agency investigating the missing person report. In the event the missing student is under 18 years of age and not emancipated at the time the student is reported missing, the university must notify a custodial parent or guardian. The university will also notify the local law enforcement agency of jurisdiction if it is determined that the student meets the missing person criteria and is under 18 years of age.

## Annual Disclosure of Crime Statistics

The Clery Act requires institutions to include statistics for Clery reportable geography: On Campus, On Campus Student Housing, Public Property and Non-campus Buildings and Property. The Clery Act requires institutions to include statistics for four general categories of crime, including Criminal Offenses, Hate Crimes, Violence Against Women Act (VAWA) Offenses, and Arrests and Referrals for Disciplinary Action.

The Clery Act requires universities to disclose statistics for all reported Clery Act offenses. Therefore, even if a local law enforcement agency or district attorney chooses not to charge an individual because they believe there is insufficient evidence to reach a conviction, the reported Clery Act offense(s) will still be counted in the crime statistics, as long as it occurred within the Clery Act geography of the university. If sworn law enforcement personnel determine that an incident could not have occurred or did not occur, the crime may be “unfounded” and will be included in the unfounded crime category of the annual report.

### Separate Western Oregon University Campuses

Western Oregon University has one separate campus, listed below. For the purpose of the Clery Act requirements, an additional location is a separate campus if it meets all of the following criteria:

- The University owns or controls the site;
- It is not reasonably geographically contiguous with the main campus (farther than 1 mile away);
- It has an organized program of study; and
- There is at least one person on site acting in an administrative capacity.

All information regarding policies and procedures are the same for the separate campus as they are for the main campus except where otherwise noted below. Western Oregon University does not own or operate any student housing on a separate campus.

#### **WOU:Salem**

WOU:Salem is located at 525 Trade St SE in downtown Salem, Oregon. WOU:Salem now houses organized programs of study, such as graduate programs in Organizational Leadership and Rehabilitation Counseling. Previously, Clery statistics for WOU:Salem were gathered under the main Monmouth campus' noncampus geography.

The university maintains the same strong commitment to the Salem campus exterior safety and security as it does for the Monmouth campus. Maintenance of lighting, shrubbery, trees, and other vegetation is vital to security efforts. The university-controlled parking lot, pedestrian walkways, exterior lighting, and grounds are checked regularly during routine foot patrols. Shrubs, trees, and vegetation are trimmed regularly and surveyed annually by Facilities Services. Members of the university community are encouraged to immediately report all hazards, exterior lighting deficiencies, or grounds problems to Facilities Services at 503-838-8239.

Unlike the Monmouth campus, WOU:Salem is secured during business hours. Members of the university community are issued fobs to allow access into the building. If an issued fob or key is lost, misplaced, or stolen, the owner is required to report the loss to CPS immediately. Unauthorized entry to or use of university facilities, including buildings and grounds, is prohibited.

There are regular inspections of fire safety equipment and Campus Public Safety provides regular patrols of the campus. Members of the campus community are encouraged to report any criminal or suspicious activities that occur to CPS at 503-838-8481. Dial 911 for emergencies. The Salem Police Department provides law enforcement services to the Salem campus.

## Definitions of Reportable Geography and Crimes

### Geographic Definitions

**On-Campus Property** is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**On-Campus Student Housing Facilities** is defined as any student housing facility that is owned, or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

**Public Property** is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Noncampus Buildings or Property** is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### Hierarchy Rule

Reporting and Counting Criminal Offenses includes applying the FBI's Uniform Crime Reports (UCR) Hierarchy Rule. Under this rule, when more than one criminal offense was committed during a single incident a person should only count the most serious offense. With few exceptions, this rule is applied when reporting criminal offenses. This rule only applies to the counting of criminal offenses and does not apply to the reporting of hate crimes, VAWA offenses or arrests, or disciplinary referrals for Clery-reportable law violations.

### 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. Under the Clery Act, only the following eight categories of covered classes are reported: race, religion, gender, gender identity, disability, sexual orientation, ethnicity or national origin.

Categories of bias included in the annual statistical disclosure are:

- **Race** - A preformed negative 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 and heredity that distinguish them as a distinct division of humankind (e.g., Asian, black or African-American, white individuals).
- **Religion** - A preformed negative opinion or 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).
- **Sexual Orientation** - A preformed negative opinion or 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 and/or opposite sex (e.g., lesbian, gay, bisexual, heterosexual individuals).
- **Gender** - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived gender (male or female).
- **Gender Identity** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (bias against transgender or gender non-conforming



individuals).

- **Ethnicity** - A preformed negative opinion or attitude toward a group of persons whose members identify with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stresses common ancestry.
- **National Origin** - A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Disability** - A preformed negative opinion or 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.

### **VAWA Offenses - Dating Violence, Domestic Violence, & Stalking**

For the purposes of the annual security report, the following definitions apply for Clery classification:

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed

- by a current or former spouse or intimate partner of the victim
- by a person with whom the victim shares a child in common
- by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress. Course of Conduct is defined as two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

## **Criminal Offense Definitions**

### **Criminal Homicide**

- a) **Murder/Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
- b) **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

**Sexual Assault (Sex Offenses)** is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a) **Rape** is 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.
- b) **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without consent from the victim, including incidents where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- c) **Incest** is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- d) **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

**Robbery** is 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.

**Aggravated Assault** is 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.

**Burglary** is the unlawful entry of a structure to commit a felony or theft.

**Motor Vehicle Theft** is 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 joyriding).

**Arson** is any willful or malicious burning or an attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

*For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable criminal offense (listed above) and the following additional offenses:*

**Larceny-Theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

**Simple Assault** is the unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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.

**Intimidation** is 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.

**Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

## **Arrests and Disciplinary Referrals**

Arrests and disciplinary referral statistics include the number of persons arrested and/or referred for disciplinary action for the following violations:

**Weapons: Carrying, Possessing, Etc.**, is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Drug Abuse Violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful 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, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

A part of the Jeanne Clery Act requires that campuses report the last three calendar years of their crime statistics. Listed below are the stats for 2021, 2022, and 2023.

### Western Oregon University Main Campus

Criminal Offenses	Year	GEOGRAPHIC LOCATION			
		On Campus	Residential	Public	Non Campus
Murder or Non-negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	2	1	0	0
	2022	5	4	0	0
	2023	5	5	0	0
Fondling	2021	2	1	0	0
	2022	3	3	0	0
	2023	5	4	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Burglary	2021	0	0	0	0
	2022	0	0	0	0
	2023	1	1	0	0
Motor Vehicle Theft	2021	1	0	0	0
	2022	3	0	0	0
	2023	2	0	0	0
Arson	2021	0	0	0	0
	2022	1	1	0	0
	2023	0	0	0	0

<b>Violence Against Women Act</b>	Year	On Campus	Residential	Public	Non Campus
Domestic Violence	2021	1	1	0	0
	2022	1	1	0	0
	2023	2	2	0	0
Dating Violence	2021	1	0	0	0
	2022	0	0	0	0
	2023	5	5	0	0
Stalking	2021	0	0	0	0
	2022	1	0	0	0
	2023	8	2	0	0

<b>Alcohol, Drugs, and Weapon Offenses</b>	Year	On Campus	Residential	Public	Non Campus
Liquor Law Violations	2021	27	19	0	0
	2022	31	12	3	0
	2023	43	40	0	0
Alcohol Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Abuse Violations	2021	26	25	0	0
	2022	51	23	4	0
	2023	20	18	0	0
Drug Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Weapons; carrying, possessing, etc.	2021	0	0	0	0
	2022	2	0	0	0
	2023	0	0	0	0
Weapons Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

<b>Bias Offenses</b>	Year	On Campus	Residential	Public	Non Campus
Race	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
National Origin	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Gender Identity	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Religion	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Sexual Orientation	2021	0	0	0	0
	2022	0	0	0	0
	2023	1	1	0	0
Ethnicity	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Disability	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

<b>Hate Crimes</b>	Year	On Campus	Residential	Public	Non Campus
Murder or Non-negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Fondling	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

<b>Hate Crimes Continued</b>	<b>Year</b>	<b>On Campus</b>	<b>Residential</b>	<b>Public</b>	<b>Non Campus</b>
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Burglary	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Larceny/Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Simple Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Intimidation	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Destruction/Damage/Vandalism of Property	2021	0	0	0	0
	2022	0	0	0	0
	2023	1	1	0	0

**Unfounded Reports:**

There were 0 unfounded offenses during the calendar year of 2021.

There were 0 unfounded offenses during the calendar year of 2022.

There were 0 unfounded offenses during the calendar year of 2023.

**Western Oregon University WOU:Salem Campus**

<b>Criminal Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Public</b>	<b>Non Campus</b>
Murder or Non-negligent Manslaughter	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Negligent Manslaughter	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Rape	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Fondling	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Statutory Rape	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Incest	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Robbery	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Aggravated Assault	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Burglary	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Motor Vehicle Theft	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Arson	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0

<b>Violence Against Women Act</b>	Year	On Campus	Public	Non Campus
Domestic Violence	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Dating Violence	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Stalking	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0

<b>Alcohol, Drugs, and Weapon Offenses</b>	Year	On Campus	Public	Non Campus
Liquor Law Violations	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Alcohol Arrests	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Drug Abuse Violations	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Drug Arrests	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Weapons; carrying, possessing, etc.	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Weapons Arrests	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0



<b>Bias Offenses</b>	Year	On Campus	Public	Non Campus
Race	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
National Origin	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Gender Identity	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Religion	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Sexual Orientation	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Ethnicity	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Disability	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0

<b>Hate Crimes</b>	Year	On Campus	Public	Non Campus
Murder or Non-negligent Manslaughter	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Negligent Manslaughter	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Rape	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Fondling	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0
Statutory Rape	2021	N/A	N/A	N/A
	2022	N/A	N/A	N/A
	2023	0	0	0

<b>Hate Crimes Continued</b>	<b>Year</b>	<b>On Campus</b>	<b>Public</b>	<b>Non Campus</b>
Incest	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Robbery	2023	0	0	0
	2022	0	0	0
	2023	0	0	0
Aggravated Assault	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Burglary	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Motor Vehicle Theft	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Arson	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Larceny/Theft	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Simple Assault	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Intimidation	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Destruction/Damage/Vandalism of Property	2021	0	0	0
	2022	0	0	0
	2023	0	0	0

Unfounded Reports:

There were 0 unfounded offenses during the calendar year of 2021.

There were 0 unfounded offenses during the calendar year of 2022.

There were 0 unfounded offenses during the calendar year of 2023.

## Descriptions of WOU Fire Safety Systems for Residence Halls and Family Housing

### Residence Halls

	On-site fire alarm monitoring	Full sprinkler system	Partial sprinkler system	In-room/unit smoke detection	Corridor smoke detection	Fire Extinguisher checks
Ackerman Hall 470 Church St. W	X	X		X	X	X
Barnum Hall 695 Stadium Dr. N	X			X		X
Butler Hall 460 Church St. W	X			X		X
Gentle Hall 625 Stadium Dr. N	X			X		X
Heritage Hall 875 Stadium Dr. N	X	X		X	X	X
Landers Hall 735 Stadium Dr. N	X		X	X		X
Arbor Park Apartments 760, 770, 790 Stadium Dr. N	X	X		X	X	X

### Family Housing

#### Alder View Townhouses

650 Stadium Dr. N Apt A-D	X	X		X		X
660 Stadium Dr. N Apt A-D	X	X		X		X
670 Stadium Dr. N Apt A-D	X	X		X		X
680 Stadium Dr. N Apt A-D	X	X		X		X
690 Stadium Dr. N Apt A-D	X	X		X		X
700 Stadium Dr. N Apt A-D	X	X		X		X
710 Stadium Dr. N Apt A-D	X	X		X		X
720 Stadium Dr. N Apt 1-D	X	X		X		X
730 Stadium Dr. N Apt A-D	X	X		X		X
740 Stadium Dr. N Apt A-D	X	X		X		X

#### Knox Street Apartments

584 N Knox Apt 1-4				X		X
586 N Knox Apt 1-4				X		X
608 N Knox Apt 1-4				X		X
610 N Knox Apt 1-4				X		X

### Reported Fires in WOU Residential Halls for 2023

	Date	Time	Cause of fire	Number of injuries requiring treatment	Number of deaths related to fire	Estimated value of property damage
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#### Residence Halls

Ackerman Hall 470 Church St. W						
Barnum Hall 695 Stadium Dr. N						
Butler Hall 460 Church St. W						
Gentle Hall 625 Stadium Dr. N						
Heritage Hall 875 Stadium Dr. N						
Landers Hall 735 Stadium Dr. N						
Arbor Park Apartments 760, 770, 790 Stadium Dr. N						

#### Family Housing

##### Alder View Townhouses

650 Stadium Dr. N Apt A-D						
660 Stadium Dr. N Apt A-D						
670 Stadium Dr. N Apt A-D						
680 Stadium Dr. N Apt A-D						
690 Stadium Dr. N Apt A-D						
700 Stadium Dr. N Apt A-D						
710 Stadium Dr. N Apt A-D						
720 Stadium Dr. N Apt 1-D						
730 Stadium Dr. N Apt A-D						
740 Stadium Dr. N Apt A-D						

##### Knox Street Apartments

584 N Knox Apt 1-4						
586 N Knox Apt 1-4						
608 N Knox Apt 1-4						
610 N Knox Apt 1-4						

Campus Public Safety maintains a fire log that records any fire that occurs in an on-campus housing facility. The fire log includes the date and time the fire was reported, the nature of the fire, and the general location. Entries will be made within two business days of the event and are available for public inspection during normal business hours, 8 a.m. to 5 p.m. Monday through Friday at the CPS Office.

### **Fire Drills**

CPS and University Housing staff schedule and conduct fire drills in all university housing areas quarterly throughout the academic year. All residents are reminded that in the event of an alarm, they are to immediately evacuate the residence hall or at any other time when advised by either an RA or another university official. Additional fire drills may be scheduled or unscheduled throughout the term.

### **Residential Policy on Smoking, Electrical Appliances, Open Flames**

Each student who occupies one of the on-campus residential units enters into an agreement with University Housing in which the following items and policies are included. A full copy of the Guide to Residential Living is available at <https://wou.edu/housing/printed-documents/>

- Use of tobacco products (smoking, smokeless, personal vaporizers/electronic cigarettes) is not allowed in any campus building or on campus grounds.
- Cooking in any of the residential rooms on campus, excluding those residential facilities which have kitchen or kitchenette spaces, is not allowed.
- Cooking/Electrical Appliances/Equipment/Open Flames/Flammable Materials and items that are prohibited include but are not limited to:
  - a) Possession or use of a blender (excluding personal-size blenders), rice cooker, toasters, pressure cooker or any appliances with open heating surfaces or single-element burners and/or the possession of knives, excluding those residential facilities that have kitchen or kitchenette spaces. Students living in spaces without kitchen facilities may petition to have kitchen knives.
  - b) Electrical Appliances
  - c) Possession of a personal-size refrigerator excluding apartments.
  - d) Use of a microwave greater than 900 watts.
  - e) Use of power strip/extension cord to plug in microwave (microwaves must be plugged directly into wall outlet).
  - f) Possession or use of appliance without a built-in shutoff (e.g., a coffee maker)

### **Fire Inspections and Fire Code Violations**

Fire safety inspections are conducted during fall term by the Oregon State Fire Marshal or a person acting on their behalf, who will do a fire inspection of every residence hall room. Residents will be notified as to when these inspections will take place and will be required to allow the fire marshal or their designee (residential staff) entrance to the room for inspection. If the residents are not home, the room will be inspected without their presence and a note will be left indicating the status of the room.

Fire/Life Safety violations are as follows:

- a) The use of open flame devices including but not limited to candles and incense in or around the residence halls
- b) Use of unapproved multi-tap device (including power strips without circuit protection)
- c) Use of unapproved extension cords (including uninsulated and ungrounded)
- d) Possession or use of halogen light
- e) Possession or use of an electric blanket and or heating pad
- f) Possession or use of a space heater
- g) Hanging and/or attaching combustibles to ceiling
- h) Excessive use of combustibles on walls (>50%), windows (>10%), and doors (>75%)
- i) Untreated (not fire-retardant) flags, tapestries and blankets displayed on wall/ceiling
- j) Fire egress (e.g., blocking doorway, inaccessible pathways, items hanging over windows and/or doors.)
- k) Storing combustibles too close to sprinkler heads. Must be a minimum of 18" below sprinkler head in Ackerman, Arbor Park, Alder View and Heritage.
- l) Storing combustibles too close to the ceiling. Must be a minimum of 32" below ceiling in Barnum and Landers Halls.

Violation of the fire code or rules pertaining to fire and life safety that may involve the State Fire Marshal possible criminal action include:

- a) Tampering with, playing with, intentionally damaging, or accidentally damaging fire alarms, smoke detectors (including disconnecting or removing the battery in any smoke detector), extinguisher, or other fire and life safety equipment
- b) False alarms: setting off a general and/or smoke alarm in a residence hall for false reasons
- c) Failure to evacuate a residential facility under a general alarm or whenever directed to do so by a university official (including resident assistants) or unauthorized use of a fire escape at times other than during an evacuation or emergency.
- d) Intentionally or accidentally leaving residence hall room door propped or open while room is not occupied.
- e) Storage of flammable liquids/gases and other materials (propane, gasoline, etc.)

**IN CASE OF FIRE, SOUND THE NEAREST FIRE ALARM AND EVACUATE THE BUILDING!**

**Evacuation procedures are as follows:**

- Put on coat and shoes. Make sure to have keys or a fob.
- Check to see if the door is hot or has smoke around it. If so, stay in the room and wait to be evacuated by firefighters (*call 911 and advise them someone is trapped in a room, and give them the residence hall name and room number*).

- Keep head low and move quickly to the nearest exit.
- Do not breathe the smoke; cover the mouth and nose with a cloth, and, if the smoke is heavy, drop to the knees and crawl to the nearest exit
- Shut the door tightly upon departure.

**Exit buildings as follows:**

- Barnum: exit across the J Loop parking lot to the west side of the fire lane.
- Landers: exit and proceed north towards Campus Public Safety.
- Heritage: exit and proceed north towards Campus Public Safety.
- Arbor Park and Alder View: exit and proceed to Parking Lot J.
- Knox Street Apartments: exit and proceed east (away from campus) across Knox St.
- Ackerman Hall: the east half of the facility goes to Lot H and the Werner University Center, the west half will exit to Lot J.

*DO NOT remain in the courtyards or in close proximity to the buildings. Remain in designated locations until cleared for re-entry by a University Housing professional staff member.*

*Always be alert for the arrival of emergency services apparatus and equipment, do not stand in driveways or roadways.*

**Fire Life Safety Equipment**

Fire extinguishers are placed throughout the campus and the residence halls for the protection and use by the campus community. The residential staff (RAs and RDs) are all trained yearly on fire life safety and on the proper use of the extinguishers. In the event someone comes across a small fire (never attempt to fight a large fire or one that blocks the escape route) and an extinguisher is available, remember the proper use is: **P A S S**

- Pull - Pull the pin
- Aim - Aim at the base of the fire
- Squeeze - Squeeze the handle
- Sweep - Sweep slowly from side to side

Smoke detectors and alarms are installed in each residential room as well as hallways and common areas for the safety and protection of the residents. The devices are inspected annually as well as on an as-needed basis. In the event the smoke detector in the room begins to “chirp,” contact University Housing maintenance or CPS immediately so that the device can be checked and serviced. In the event the detector activates, leave the area immediately and call CPS (503-838-9000) and report the activation.