I. Introduction – Campus Security

Itasca Community College (ICC) encourages all students and college community members to be fully aware of safety issues on campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, ICC monitors criminal activity and publishes this report and maintains a three year statistical history. The college will distribute electronic notification of availability of this report to each current student and employee. It will be posted on the ICC website, with a written copy provided upon request. ICC will notify prospective students and employees of its availability and will provide a copy of the report upon written request to the Director of Finance & Facilities located in Room 108 Backes Student Center (218-322-2403).

ICC currently has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

II. Crime Reporting Policies & Procedures

A. Reporting Policies:

1. The Director of Finance & Facilities, located in Room 108 of the Backes Student Center, (218-322-2403) is the office to which all criminal reports should be made. Everyone on campus (including students, faculty, staff and visitors) are encouraged to report immediately any and all potentially criminal activity to the Director of Finance & Facilities Office and/or the Itasca County Sheriff’s Dept. Individuals reporting to ICC who also wish to file a complaint with the Itasca County Sheriff’s Dept will be provided with assistance from ICC upon request.

2. ICC normally requires a written complaint from someone to begin the investigation process. ICC also usually needs the assistance of the complainant in the disciplinary process against the accused. ICC will make exceptions when necessary, including cases presenting clear danger to the victim and/or the college community.

3. ICC will issue an annual report of criminal reports made to the Director of Finance & Facilities and other law enforcement agencies for crimes occurring on college property or facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by ICC and/or recognized student organizations. It includes the following reports of crime:

   1. Murder;
   2. Sex offenses:
       a. Forcible: forcible rape; forcible sodomy, sexual assault with object, and forcible fondling
       b. Non-Forcible: incest and statutory rape
   3. Robbery;
   4. Aggravated assault;
   5. Burglary;
   6. Motor vehicle theft;
   7. Murders evidencing hate crime;
   8. Forcible rape evidencing hate crime;
   9. Aggravated assault evidencing hate crime;

   The report also includes arrests for the following:

   10. Liquor law violations;
   11. Drug abuse violations;
   12. Weapons possession.

4. The Director of Finance & Facilities serves as the primary liaison for Campus Security with all law enforcement agencies.

5. When reports are made to the Director of Finance & Facilities, the Director or other security personnel on duty will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

B. Reporting Procedures:

1. All criminal activity occurring on campus should be reported immediately to the office of the Director of Finance & Facilities (108 Backes Student Center) and/or to the Itasca County Sheriff’s Dept. College personnel will assist the complainant in completing criminal reports. These reports will also be forwarded to the Itasca County Sheriff’s Dept. In appropriate cases, reports will also be shared with the appropriate administrator. ICC will assist the Itasca County Sheriff’s Dept with investigations.

2. Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

3. If you are a victim of a crime or witness a crime:
III. Policies Concerning Safety of and Access to Campus Facilities:

A. Emergency Response

1. A Crisis Team was established at Itasca Community College for the purpose of establishing appropriate policies and procedures to assist in managing crises or unexpected tragedies that adversely affect students, their families, college employees, and community members.

2. College Administration, the Critical Incident Coordinator (CIC) or their designee is to be notified by any staff or faculty member who becomes aware of a crisis that affects our college. Please do not assume that he/she is aware of any situation.

3. Itasca Community College Administration or the CIC will make an immediate determination about the need for timely warning to the greater college community through our wireless emergency notification system (Star Alert).

4. Upon notification of the incident the CIC or designee will immediately prepare a response plan according to the following timeline: the first 10 minutes, the first hour, the first day, and thereafter.

5. The CIC or designee will coordinate and facilitate a meeting of the campus Crisis Team which includes the Provost,


Personal Security Recommendations:
1. Also notify a custodial parent or guardian within 24 hours of when the student is deemed missing. For students under the age of 18 years and not emancipated, the institution is required to be notified and if the student is determined to be missing the institution will notify the appropriate law enforcement agency within 24 hours.
2. Students have the option to designate a confidential contact person on their Emergency Information form in the event they are deemed missing. For students under the age of 18 years and not emancipated, the institution is required to also notify a custodial parent or guardian within 24 hours of when the student is determined to be missing.

B. Evacuation Procedures
1. A copy of the Critical Incident Postvention Manual created by the ICC Crisis Team is distributed to all faculty and staff. It is the responsibility of all college employees to be familiar with the evacuation procedures on campus.
2. Each room on campus has an Emergency Evacuation Plan posted by the door that provides a detailed evacuation route from the building, a campus map, and emergency contacts and phone numbers. Crisis Team members and faculty and staff will assist in evacuation following procedures outlined in the CIP manual.
3. A test of evacuation procedures is conducted annually.

C. Missing Person Notification Policy
In the event that a resident student has not been seen on campus for more than 24 hours and acquaintances have no knowledge of the students whereabouts the Director of Residential Living should be notified. The ICC Provost will be notified and if the student is determined to be missing the institution will notify the appropriate law enforcement agency within 24 hours.

Students have the option to designate a confidential contact person on their Emergency Information form in the event they are deemed missing. For students under the age of 18 years and not emancipated, the institution is required to also notify a custodial parent or guardian within 24 hours of when the student is determined to be missing.

D. Personal Security Recommendations:
1. Designated campus security staff are available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.
2. Call for an Escort! The Facility Services Dept is open from 5:30 a.m. to 2 a.m. Monday-Thursday when night classes are in session. They are available for escort services from 6 to 11 p.m. Call 322-2470 or 244-3191 to request assistance. Campus security is available for escort services from 8 p.m. to 1 a.m. Sunday through Thursday; and from 10 p.m. to 2 a.m. Friday and Saturday. You can reach them at 244-3191.
3. Be aware of when patrol is on duty. Security staff normally patrol campus between the hours of 8 p.m. to 1 a.m. Sunday through Thursday and 10 p.m. to 2 a.m. Friday and Saturday. They are equipped with two-way radios.
4. Protect your room or apartment:
   a. Lock your door— even if you are only going out for a short time. It only takes 8 seconds to walk into an open room and steal your valuables.
   b. Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.
   c. Do not prop open locked exterior building doors. These doors are locked for your protection and protection of other residents.
   d. Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the main entrance doors.
   e. Do not loan your keys to anyone— even a classmate or friend. They may not be careful with them and may misplace them, giving the wrong person access.
   f. Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.
   g. Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
5. Protect your property:
   a. Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom or your residence.
   b. Lock your door whenever you leave your room or office. Always lock your car doors.
   c. Never open the exterior doors of the building to strangers or non-residents. Always escort your guests to and from the main entrance doors.
   d. Protect all valuables in your room or office. Do not leave valuables in plain view.
   e. Take valuables home with you during vacations.
f. You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.

g. Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

6. Protect your automobile:
   a. Always lock your car doors and never leave your keys in the vehicle.
   b. Try to park your car in a well-lit area.
   c. Avoid leaving property where it is visible.

7. Protect yourself at night:
   a. Avoid walking alone at night.
   b. Refrain from taking shortcuts; walk where there is plenty of light and traffic.
   c. Call for an escort in advance (322-2470 from 8 a.m. to 4:30 p.m. or the Facility Services Dept cellular phone at 244-3191 after 4 p.m.).

8. Protect yourself walking and jogging:
   a. Avoid walking and jogging alone after dark. If you must travel alone at night, use the ICC Escort Service (322-2470 from 8 a.m. to 4:30 p.m. or the Facility Services Dept cellular phone at 244-3191 after 4 p.m.) to escort you to your on-campus destination.
   b. Walk along well-lit routes.
   c. Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
   d. Have your keys ready when returning to your residence or apartment, and keep your personal or valuable items concealed and close to your body.

9. Help us protect you:
   a. Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them. Call campus security immediately. Call campus security or the Itasca County Sheriff’s Dept if you should enter your room and find a stranger, regardless of the "cover story" supplied.
      1. Suspicious activity:
         (a) If you see any suspicious activity or people on or near campus, call the Itasca County Sheriff’s Dept immediately (911 for emergencies or 326-3477 for non-emergencies). Do not assume that you observe is an innocent activity or that it has already been reported.
         (b) Do not assume the person is a visitor or college staff member that you have not seen before.
      2. Suspicious people may be:
         (a) Loitering about at unusual hours and locations; running, especially if something of value is being carried.
         (b) Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
         (c) Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
   b. Report all thefts and property loss immediately to the Director of Finance & Facilities.
   c. Be security conscious at all times.

E. Security Considerations of Campus Facilities:

1. Building access and maintenance:
   a. The ICC campus is for the use of the students, faculty, staff and their escorted guests and those on official business with ICC. All others are subject to being charged with trespassing.
   b. Access to campus buildings is usually limited to normal business hours.
   c. Students, faculty, staff and visitors are encouraged to report needed repairs for all academic areas to the Facility Services Department.

2. Policies and procedures for safe access to buildings:
   a. Keys are issued to authorized faculty, staff and students only.
   b. Exterior building doors should NOT be blocked open when the doors are locked.
   c. Building evacuation is mandatory for all fire alarms.
   d. Individual academic buildings are normally open from 7 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have a picture I.D. in their possession and present the I.D. when requested.
   e. Faculty or staff who appear to be the last persons in a building should ask unauthorized people to leave the premises or contact Campus Security (244-3191). The building should be secured when the last employee leaves. In buildings that have outside windows, employees should close and lock them before leaving the building.
f. For emergency 911 calls to the Itasca County Sheriff's Dept, one on-campus pay telephone can be found near the outside entrance to the Backes Student Center Building. In addition, emergency/courtesy telephones are located in each building on campus. These phones are designated with signage and are visually cued by their “red” color. With the exception of Itasca Hall, there is at least one of these phones on each floor of each building. Itasca Hall has a single phone located in the main lobby. Local phone calls from these phones may be made free of charge. *Note:* You must first dial 9 to get an outside line.

g. Problems related to people in buildings after hours should be reported immediately to the Itasca County Sheriff's Dept (911 for emergencies or 326-3477 for non-emergencies).

**IV. Policies Concerning Law Enforcement:**

A. Campus security staff are employees of ICC; they are not certified or sworn peace officers. Campus security staff are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of a Minnesota police officer.

B. Campus Security works closely with the Itasca County Sheriff's Dept and State and Federal law enforcement agencies to track and respond to campus criminal activity.

C. Report all crime immediately! All criminal activity on campus should be reported immediately to Campus Security (322-2403 or the Facility Services Dept. cellular phone at 244-3191 after 4 p.m.) and/or the Itasca County Sheriff's Dept (9-911 for emergencies or 326-3477 for non-emergencies).
   1. ICC will assist the complainant in completing criminal reports.
   2. ICC will accept third party reports in certain cases, like sex offenses. ICC prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.
   3. Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.

D. Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:
   1. Gender;
   2. Approximate age;
   3. Height;
   4. Weight/build;
   5. Description of face including eye color, hair color, hair style (short, curly, etc.), jaw, nose;
   6. Dress/clothing;
   7. Facial hair;
   8. Glasses;
   9. Distinguishing marks, including scars;
   10. Distinguishing gait;

**V. Programs to Educate the ICC Community Regarding Security:**

A. Educational Programming on Campus:
   1. ICC encourages students and employees to be responsible for your own security and the security of others.
   2. ICC develops and presents educational programs in the area of crime prevention, sexual assault awareness, personal safety, fire prevention, etc.
   3. ICC works with the Grand Rapids Police Dept, the Itasca County Sheriff’s Dept and Itasca Alliance Against Sexual Assault (Support Within Reach) to establish opportunities of education for the CC community members on related topics.
   4. ICC has available, at no cost, brochures, flyers, pamphlets, and posters concerning various safety and security issues.
   5. The ICC Counseling Center can provide referrals for students in coping with alcohol and drug abuse.

**VI. Programs to Inform the ICC Community Regarding Prevention of Crimes:**

A. ICC representatives will present a safety seminar at the beginning of the academic year to educate the campus population on what steps can be taken to ensure personal safety both on campus as well as in the Grand Rapids community. At these seminars, all aspects of safety, including the presentation of crimes, will be discussed. ICC will invite various speakers, including members of city and county law enforcement, to discuss the prevention of crime. As crime can occur both to you (your person) and your property, both areas of prevention will be discussed. This seminar will be presented at the beginning of the academic year, and all members of the ICC community are encouraged to attend.

B. ICC also has available, at no cost, brochures, flyers, pamphlets, and posters regarding the prevention of crime.

**VII. Crime Statistics:**

This information is being provided to you as in compliance with the Federal Crime Awareness & Campus Security Act of 1990 (Clergy Act). This report is also posted on the ICC website (http://www.itascacc.edu/about/iccsecurityreport.pdf) and the department of education website (http://ope.ed.gov/security). A hard copy of this report is available upon request in 104 Backes Student Center.
The college recognizes the reality of chemical dependency and is aware of its occasional presence in the college community. Free Workplace information is available in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-203) and the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace Act is available in the student handbook and may also be obtained as a stand-alone document from Student Services in 104 Backes Student Center.

The college recognizes the reality of chemical dependency and is aware of its occasional presence in the college community. As a safeguard against this dependency, Residential Life may provide prevention programs to Itasca Community College.
The college encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency.

XII. Policy Regarding Carrying and Concealing of Handguns

The “conceal and carry” law is officially known as the Minnesota Citizens’ Personal Protection Act of 2003, Minnesota Statutes section 624.714 (“MCPPA”). The section of the law most directly affecting MnSCU states:

Subd. 18. [Employers; Public Colleges and Universities.]

(a) An employer, whether public or private, may establish policies that restrict the carry or possession of firearms by its employees, while acting in the course and scope of employment. Employment related civil sanctions may be invoked for a violation.

(b) A public postsecondary institution regulated under chapter 136F or 137 may establish policies that restrict the carry or possession of firearms by its students while on the institution’s property. Academic sanctions may be invoked for a violation.

(c) Notwithstanding paragraphs (a) and (b), an employer or a postsecondary institution may not prohibit the lawful carry or possession of firearms in a parking facility or parking area.

XIII. Policy Regarding Sexual Assault Programs and Procedures:

A. Policy

1. ICC’s policy on sexual abuse and harassment is governed by the Minnesota State Colleges and Universities System's policy. In support of the system policy, ICC reaffirms the policy that sexual abuse and harassment will not be tolerated. Every effort will be made to assure that all members of the college community are provided an atmosphere free from sexual abuse and harassment. To prevent sexual abuse and harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and harassment and what steps can be taken if instances of sexual abuse and harassment are experienced.

2. ICC conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include nightly security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas and implementing programs to inspect campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided by Residential Life staff and counseling offices. The college also addresses sexual harassment issues during registration sessions.

3. A collaboration with Itasca Alliance Against Sexual Assault (Support Within Reach), provides one-on-one free and confidential on-campus services two days a week.

4. A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several ICC departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

Emergency Numbers:

ICC Crisis Team
Shane Holm, ICC Faculty .................................. 246-8094 (evening) ...............322-2396 (office)
256-0580 (cell)
Richard Kangas, Director of Student Services ................. 838-3803 (evening) ...............322-2321 (office)
Mike Johnson, Provost........................................... 326-3237 (evening) ...............322-2401 (office)
259-5495 (cell)................. 1-888-956-0807 (pager)
Patricia Leistikow, Director of Residential Life ................. 327-1921 (evening) ...............322-2403 (office)
Finance & Facilities ........................................... 259-0268 (cell)
Chad Haatvedt, Services Supervisor .................................. 322-2470 (office).................651-252-1722 (cell)
Justin Lamppa, ICC Faculty ........................................ 322-2394 (office).................259-5264 (cell)
Trikia Smith, ICC Faculty ........................................... 322-2418 (office)

Off Campus Agencies
Itasca County Sheriff’s Department .................... 326-3477
Emergency Services ........................................... 911
First Call for Help ............................................. 326-8565
Itasca Alliance Against Sexual Assault ............... 326-5008

B. Procedure

1. Contact Campus Security (322-2403 until 4 p.m. or the Facility Services Dept cellular phone at 244-3191 after 4 p.m.) as soon as possible after the offense. Please remember it is most important to preserve evidence. Do not bathe,
douche, use the toilet, or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.

2. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless requested by the sexual assault survivor, names and addresses of survivors are released to the Itasca County Sheriff's Dept. Campus Security will attempt to provide support and advice for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the college community. Sexual assault survivors should be aware of the need of the college to release information (for the protection and safety of others) regarding the fact that an assault has occurred.

3. The Director of Finance & Facilities will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty and staff are encouraged to contact the Director of Finance & Facilities to report any information regarding assaults.

4. Sexual assault survivors have the right to have reports made anonymously (third party) to the Itasca County Sheriff's Dept. Campus Security will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third party reports may prevent the college and the Itasca County Sheriff's Dept from actively investigating the criminal activity.

5. Counseling and medical services are available both on and off campus. If you are the victim of a sexual assault, ICC encourages you to contact one or more of the following:

   ICC Counseling Center 322-2320
   Itasca Alliance Against Sexual Assault 326-5008

6. If the Director of Finance & Facilities (or a designee) determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location, date and time of the assault, and any information which might help identify the assailant will be reported. The method(s) of communication may be in the form of posters, appropriate notices, campus newsletter, radio station, local media, etc.

7. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by the Itasca County Sheriff's Dept personnel.

8. The college will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the college will attempt to provide, if reasonably available, accommodations for students as well as a change in classes.

9. The college will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the college determines there is a clear danger to the victim or the college community.

C. Procedure for Campus Disciplinary Action for Sex Offenses:

   1. The college disciplinary process is an option for any person wishing to report a case of student misconduct. In order for ICC to proceed, a written complaint (whether by the victim or a third party) must be filed with the Director of Finance & Facilities or designee. If the complaint is criminal in nature, it will be forwarded to law enforcement.

   2. There are different standards of proof in the college conduct proceeding than in the possible criminal action. The college conduct proceeding determines whether the person's status as a student will be altered, whereas the criminal process determines if there will be limitations on the person's liberty. As there are different standards and the purpose of each proceeding is different, ICC encourages students who are the victims of sexual assault to go forward with the college process.

   3. Please refer to the ICC Student Handbook for procedures and policies regarding the disciplinary process.

D. Location of Law Enforcement Agency Information Regarding Registered Sex Offenders

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Information regarding this program can be found at the following website:

http://www.dps.state.mn.us/bca/invest/documents/page-07.html

Any questions regarding the program may be directed to the Criminal Assessment Program at 1-888-234-1248 or 651-603-6748.
Information about level 3 sex offenders can be found at the Department of Corrections website at www.corr.state.mn.us/level3/level3.asp or by calling 651-642-0200. An offender locator, for offenders that have the highest risk of re-offence, can be accessed at this website also.

Information about sex offenders can be obtained from the Itasca County Sheriff’s Dept at 326-3477 or the Grand Rapids Police Dept at 326-3464.

XIV. Fire Safety Reporting

A. Residential Facility Fire Safety Systems

Itasca Community College has two residential facilities. Each facility has a fire alarm system that is inspected and tested annually with Nardini Inspection Company. The inspection report is kept on file with the Facility Services Dept. and is available upon request. All campus fire extinguishers are certified annually by a contractor and inspected monthly by the ICC Facility Services Dept staff.

1. The fire alarm system for Wenger Hall is a Simplex Model 4005 fire alarm panel. Alarm initiating devices for this system include 5 manual pull stations, 3 photocell detectors, and 8 duct detectors. There are 26 alarm notification devices (horns/strobes) as a part of this system. The Patterson sprinkler system is a fire pump system.

2. The fire alarm system for Itasca Hall is a Simplex Model 4008 fire alarm panel. Alarm initiating devices for this system include 7 manual pull stations, 31 photocell detectors, and 3 heat detectors. Alarm notifications devices consist of 55 horns, 2 strobes, and 12 combination horn/strobes. The sprinkler system is a wet system.

B. Fire Drills

Two “announced” fire drills are conducted each year. The “announced” fire drill is designed to give residents an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill. Specific meeting spots will be assigned to residents before the drill is administered. There are also two “unannounced” fire drills each year. A total of 4 fire drills (2 announced/2 unannounced) were conducted in 2011.

Any person who willfully tampers with fire alarm equipment resulting in a false fire alarm is subject to criminal punishment.

C. Policy/Rules on Items Posing Potential Fire Threat in On-Campus Housing

Residential Life provides each student living on campus a copy of their housing handbook which clearly states that:

1. Any type of candle, incense or any flammable or slow-burning substances are strictly prohibited in all on-campus housing facilities and resident rooms. Residents who are in possession of any of these substances will receive a written warning to remove items within 24 hours and/or may be subject to disciplinary actions.

2. Microwaves are allowed in rooms; however, they must be tended while in use. Cooking appliances such as toasters, popcorn poppers, pizza ovens, warming plates, or any other appliances which have either exposed heating elements or produce excessive heat can only be used in kitchenette/commons areas. Any residents who exhibit negligence while cooking or using ovens and sets off the room fire alarm may face disciplinary action.

D. Evacuation Procedures

1. Loud, intermittent beeps will sound when a fire alarm is in progress. All residents must follow fire exit routes posted on the inside of all suite doors. In accordance with Minnesota State Law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until notified by official campus personnel.

2. Electrical devices and lights should be turned off before exiting the building and windows should be kept open. Residents should wear shoes and clothes appropriate for the weather. Residents should lock and close bedroom and suite doors taking keys and fob devices with them.

3. Once outside move away from the building and keep streets, fire lanes, hydrant areas, and walkway areas clear for emergency vehicles and personnel.

4. In the event of limited or poor evacuation, the Director of Residential Living is authorized to direct residence hall staff to enter student rooms to ensure evacuation. Any violations of evacuation procedures by residents will be handled through conduct proceedings.

E. Policy Regarding Fire Safety Education and Training

Fire safety education and training is currently limited to Resident Assistants and Facility Services staff. Fire Safety is a topic of discussion with all resident students at their Orientation session. Beginning with the 2011 academic year plans are to include a more comprehensive program to resident students.

F. Procedures on Reporting a Fire

1. When a fire is discovered, the nearest fire alarm should be pulled and all building occupants begin evacuation.
2. Call 911 (9-911) if using campus phones to report to Grand Rapids Fire Dept.
3. Notify Provost, Facilities Service staff, or Director of Residential Living. They will contact fire alarm system management company and Grand Rapids Fire Dept to confirm actual fire or false alarm.
2. The Provost and/or Dean of Academic Affairs or Director of Facility Services must report the incident (even if a false alarm) to the State Fire Marshal as required by state law [Minn. Stat. 299f.452(1998)].

G. Current Student Housing Fire Statistics

<table>
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<tr>
<th>Number of Fire Calls in Residence Halls</th>
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<td>0</td>
</tr>
<tr>
<td>Undetermined</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Injuries Requiring Treatment: 0
Injuries Resulting in Death: 0
Damaged Property Value: 0

1Cooking Fire in Itasca Hall