

Annual Fire and Safety Report

For emergencies, call:

On **Beebe** campus, University Police: 501-882-8851
On **Heber Springs** campus, University Police: 501-362-1234
On **Searcy** campus, University Police: 501-207-6240

Off campus, Local Police/EMS: 911

(All campus phone numbers use the 501 area code.)

The Campus Security Act (Clery Act)

The Campus Security Act requires colleges and universities to meet the following guidelines:

- Geography - The institution must disclose statistics for Clery Act crimes that occur on campus, in or on non-campus buildings or property controlled by the university and surrounding public property.
- Crime Statistics - The institution must collect statistics for reported crimes on our Clery geography and disclose the statistics in the annual security report and the annual Web-based data collection.
- Campus Security Authorities - In addition to campus police or security personnel, if the institution has any, the institution must identify other individuals or offices with significant responsibility for student and campus activities. Alleged crimes reported to these campus security authorities are then reported by these campus security authorities to someone designated by the institution to collect such reports, such as the campus police or security department.
- Statistics from Local Law Enforcement Agencies - The institution must make a good-faith effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations from all law enforcement agencies with jurisdiction of our institution.
- The Daily Crime Log - The institution must record all alleged criminal incidents, including non-Clery Act crimes, reported to the campus police or security department regardless of how much time has passed since the alleged incident occurred. Crimes are recorded by the date they are reported.
- Emergency Response and Evacuation Procedures - The institution must immediately notify the campus community (or a segment or segments of the campus community) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- Timely Warnings - The institution must alert the campus community regarding any Clery Act Crime that is reported to campus security authorities or local police agencies and is considered to represent a serious or continuing threat to students and employees.
- Annual Security Report - The institution must publish and distribute an annual security report by October 1st to all enrolled students and all employees. The institution must provide notice, as appropriate, to all prospective students and employees. The report must contain crime statistics and various policy statements. The statements must accurately reflect how the policies are implemented.
- Report to ED via the Web-Based Data Collection - The institution is required to submit the crime statistics from the annual security report to ED via an annual Web-based data collection. If the institution has one or more on-campus student housing facilities, the fire statistics from the annual fire safety report must be submitted as well.
- Missing Student Notification Procedures - If a student who lives in on-campus student housing is determined to have been missing for 24 hours, the institution has only 24 hours in which to initiate specific notification procedures. The missing student notification policy and procedure must be in the annual security report.
- Fire Safety Log - The institution must maintain a written, easily understood fire log that records, by the date reported, any fire that occurs in an on-campus student housing facility. Fires are recorded by the date they are reported.
- Fire Safety Statistics - The institution must collect statistics for reported fires in on-campus student housing facilities. These statistics must be disclosed in the annual fire safety report and the annual Web-based data collection.
- Annual Fire Safety Report - The institution is required to publish and distribute an annual fire safety report by October 1st to all enrolled students and all employees. The institution shall provide notice, as appropriate, to all prospective students and employees. The report must contain fire statistics and various policy statements. The statements must accurately reflect how the policies are currently implemented.

The UPD is responsible for preparing and distributing the annual report. The department works with other administrative departments and law enforcement agencies, such as the offices of the Admissions and Academic Affairs, the Beebe Police Department, and the White County Sheriff's Department, to compile the information incorporated into the report. We encourage members of the University community to use this report as a guide for safe practices on and off campus.

Annual Security Report

This report contains important information about safety and security on the ASU-Beebe campus. In addition to describing the University's crime prevention and security programs, the report provides statistics about crime on the University's campuses.

Safety is a shared responsibility. We rely on each member of our community to contribute to the security on our campuses by reporting suspicious activities and using common sense when carrying out daily activities.

The University Police Department (UPD) is responsible for developing services, programs, and strategies for maintaining a safe campus. The department focuses primarily on four functions:

1. A strong partnership with the community: We are committed to the philosophy of community-oriented public safety and problem solving.
2. The emergency management functions: The University has a proactive approach to planning for emergencies; these efforts are led by the Emergency Management Committee.
3. Leveraging security technology: The University has invested in several systems to enhance on-campus safety through technology, such as, automated card access, security cameras in select areas, and a public safety command "center" that serves as the hub for emergency response.
4. Enforcement of University regulations and state and local laws: We strive to maintain a safe environment that supports our educational mission by ensuring that community members comply with local, state, and federal laws and University policies.

For further information about safety and security at Arkansas State University-Beebe campuses, please visit us online at www.asub.edu/university-police or call us at 882-8851.

The University Police Department

Who We Are

Our main office is located in the State Hall building, Room 127. The telephone number for the University Police Department is 501-882-8851. However, if you have a true emergency please dial 911.

The department consists of professional police officers dedicated to providing best-in-class service to the community. Officers patrol the campus on foot, by bicycle, and in vehicles. Several officers and a supervisor are on duty. The department may also employ students to carry out a variety of roles, including operating the campus safety escort program.

Our Mission and Values

The University Police Department's mission is to protect and serve the campus populace by enforcing University rules and regulations, federal and state laws, and to foster an atmosphere that is conducive to education and personal safety. Our core values guide us in this mission.

Organizational Values

The protection, defense, and preservation of human life are our most sacred responsibility. The Constitution and laws of the United States and the state of Arkansas are the foundation of the greatest society and must be followed in act and spirit. The actions taken by the University Police must be tempered with compassion for the education of the future leaders of our society.

It is our purpose to preserve, not deny, the liberties of the members of the university community. The most basic police responsibility is to protect those who cannot protect themselves. All people should be treated with respect, dignity, fairness and equality.

All people are equal under the law and police services. Actions must be administered in this regard without discrimination.

Courage, integrity and character are the foundations of a police officer. Personal and professional growth must be continual and never-ending; requiring the courage to risk failure.

We expect truth, honesty and ethical behavior from all members.

We are committed to the mission, principles and values of the organization and to the ideas of professional policing. We recognize and accept our responsibilities of leadership in the university community and within our organization. We believe in teamwork and recognize that our success results from the combined efforts of many people: co-workers, students, faculty and staff. We strive for excellence and refuse to settle for less.

We value a solid work ethic with a commitment to cooperation, dependability and flexibility.

We believe that our members are our greatest asset and we recognize that individuality and diversity are strengths.

We are honored to be members of Arkansas State University and recognize our responsibilities in promoting and protecting the honor of the university and our organization.

Our Police Authority and Jurisdiction

The UPD is made up of officers who are fully certified by the Arkansas Commission on Law Enforcement Certifications Standards and Training.

An institutional law enforcement officer appointed under the authority of Arkansas Code Annotated 25-17-304, except to the extent otherwise limited by the executive head of the state institution or department appointing him or her, shall protect property, preserve and maintain proper order and decorum, prevent unlawful assemblies and disorderly conduct, exclude and eject persons detrimental to the well-being of the institution, prevent trespass, and regulate the operation and parking of motor vehicles upon and in all grounds, buildings, improvements, streets, alleys, and sidewalks under the control of the institution employing him or her, which is the institutional law enforcement officer's primary jurisdiction.

UPD Officers shall have and exercise police supervision on behalf of the institution and is authorized as a law enforcement officer to arrest any person upon or in the institutional law enforcement officer's primary jurisdiction who is committing an offense against any law of the State of Arkansas or against the ordinances of the city wherein the institution is located and to deliver that person before any court of competent jurisdiction to be dealt with accordingly.

Interagency Cooperation

The department works closely with all local, county, and state departments adjacent to our campuses such as the White and Cleburne county sheriff's offices, the city police departments of Beebe, Searcy, and Heber Springs, and the Arkansas State Police. We rely on these relationships for support on a variety levels. In addition to sharing critical information, UPD has immediate contact with the 911 centers. This arrangement gives us immediate access to mutual aid and support from all of these departments. In addition, the UPD maintains memorandums of understanding with all of these departments.

Crime Reporting Procedures

All students, employees, and visitors of the University are encouraged to promptly report criminal incidents, accidents, and other emergencies to UPD and the appropriate law enforcement agency. (Individuals dialing 911 from a cell phone or non-campus phone may be put in contact with the city police department or the county sheriff's department.) Individuals also may report incidents in person at the University Police Department's headquarters located at State Hall, Room 127. Immediately upon receiving a report of criminal activity, UPD will begin investigating the claim.

Confidential Reporting of Crime and Other Serious Incidents

ASU-Beebe has several methods for individuals to report crimes and other serious incidents, including the ability to report on a confidential basis:

- By Phone: Individuals can provide information confidentially by contacting an investigator at 501-882-8851.
- Confidential e-mail: Individuals can send an e-mail to any officer listed in the University Directory.

Campus Facilities Security and Access

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The University encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. General guidelines about University policies are outlined in the Student Handbook. Most campus facilities (Except Residence Halls) are open during weekday business hours. Individuals who wish to access campus facilities during non-business hours or for special events should contact the appropriate department administrator, Student Life, or the UPD.

Special Procedures for Residence Hall Access

All residence halls are equipped with an automated card access control system. Residence halls are accessible to current students and authorized staff and faculty via the system. Guests and other visitors may visit residence halls provided they have been authorized by a member of the community. The doors to student residence areas remain locked 24 hours a day. In addition to the automated card access control system, exterior doors in the residence halls are equipped with a centrally monitored electronic alarm system. The offices of Student Life and the UPD maintain this system and work with the office Vice Chancellor for Student Services for policy guidance.

Security Considerations in the Maintenance of Campus Facilities

The University Police Department is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. UPD conducts routine checks of lighting on campus during regularly assigned patrol duties. If lights are not working, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office. We encourage community members to report any instances of inadequate lighting to the UPD. Any community member who has a concern about physical security should contact the UPD as well.

The UPD and Physical Plant representatives work together to identify inoperative locking mechanisms. We encourage community members to promptly report any locking mechanism deficiency to the UPD. The maintenance staff is available to respond to calls for service regarding unsafe facility conditions, or for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

Timely Warning Notices/Campus Safety Alerts

In the event that a situation arises, either on or near campus, that in the judgment of the UPD, in consultation with other administrative offices, (i.e. Student Services, Chancellor's Office, etc.) as appropriate, constitutes an ongoing or continuing threat to members of the University community, the department will issue a "timely warning" notice, commonly referred to as a "Campus Safety Alert." Members of the community who witness or learn of a crime or other serious incident on or near campus should file a report as soon as possible with the UPD so the department can issue a Campus Safety Alert, if warranted.

If community members report crimes or serious incidents to any University employee, that employee should notify the UPD. The department will issue a Campus Safety Alert, if warranted.

Distribution of Campus Safety Alerts

The UPD distributes Campus Safety Alerts in various ways. Once the UPD determines that an alert will be issued, the department e-mails the announcement and posts it on its website. The department also posts alerts on bulletin boards throughout campus.

Clery-required Daily Crime Log

Consistent with the Clery Act requirements, the UPD maintains a Daily Crime Log that records, listed by the date the incident was reported, all crimes and other serious incidents that occur on campus; in non-campus buildings or property owned or operated by the University or its students "in a reasonably contiguous geographic area;" on public property within, adjacent to, or immediately accessible from the campus; or within the department's patrol jurisdiction.

The Daily Crime Log is available for public inspection at the department's headquarters. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as its disposition if this information is known at the time. The department posts incidents in the Daily Crime Log within two business days of receiving a report of an incident, and, in accordance with the Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation.

Emergency Preparedness

ASU-Beebe recognizes the need to be prepared for critical incidents. Under the guidance of the Emergency Preparedness Committee, several departments and offices work together to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local government first responders, such as the city police, county sheriff's department, and city fire department, the University Police Department is well prepared to respond to a full range of critical incidents.

Emergency Response

The Emergency Response document includes information about Emergency Guidelines for the Campus Community; University emergency procedures; pre-emergency planning and performance expectations; "shelter in place" and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

The University conducts numerous emergency response exercises each year, such as table-top exercises and tests of its emergency notification system. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Our officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually UPD, city police, and the city fire department. All departments typically respond and work together to manage the incident. Depending on the nature of the incident, other University departments and other local, county, or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for ASU-Beebe is publicized each year as part of the institution's Clery Act compliance efforts.

Emergency Response Procedures

Arkansas State University-Beebe provides copies of the Emergency Response Guide to each office. The guide is designed to provide a quick reference for various emergencies, addressing the first actions that should be taken and how to obtain assistance. Please become familiar with the contents of this guide. In the event of an emergency, it will serve as an outline for effective action.

Knowing what to do and who to contact when an emergency arises is a responsibility each of us must take seriously to maintain a safe environment. This guide should be kept on the desks of administrators, faculty, and staff members and openly displayed in office areas and residence hall rooms where it will be immediately available should one of the identified emergencies occur.

ASU-Beebe Emergency Alert

ASU-Beebe has implemented the emergency alert system, to increase the safety of our campuses. The system uses telephones, cell phones, text, Facebook, Twitter, and e-mail to notify students, faculty, and staff of emergency situations. Students will only receive alerts automatically if they are enrolled at ASU-Beebe.

Disturbance – Criminal Behavior – Bomb Threat

Physical Disturbance or Fight. Notify University Police.

Gunfire. Take cover or evacuate? *Stay calm and make the right decision.* Notify University Police or local police, if possible.

Hostage. Make mental notes of captor's characteristics and sights and sounds if you are taken from campus.

University Police will involve other law enforcement agencies as necessary.

Suspicious Object. Do not touch – Clear immediate area and call University Police.

Beebe Campus: 501-882-8851

Heber Springs Campus: 501-362-1234

Searcy Campus: 501-207-6240

If there is no answer at University Police, call the local Police Department:

Beebe: 501-882-3365

Heber Springs: 501-362-8291

Searcy: 501-268-3531

Refer to items below.

Bomb Threat -- Remain Calm -- Keep Caller on the Phone.

Ask the Caller: When is the bomb to explode?

Where is the bomb located?

What kind of a bomb is it?

What does it look like?

Observe: Age and sex of caller.

Speech pattern and accent.

Background noise.

Ranking University Police Officer on duty may order evacuation. Evacuation alarm is by use of fire alarm and/or ASU-Beebe Emergency Alert. University Police will conduct a search and announce the "All Clear." Do not return to building until the "All Clear" is given.

ASSIST PERSONS WITH DISABILITIES -- ELEVATORS MAY BE USED.

Earthquake

Indoors - Seek refuge in a doorway or under a desk or table.

Outdoors - Move away from buildings and utility poles. Avoid downed utility lines.

When shaking stops - evacuate buildings and do not re-enter due to danger of after-shocks. Assist the disabled and injured. Stay away from buildings. Do not block streets as a pedestrian or with your car. Streets must remain open for emergency vehicles.

Utilities- Physical Plant will shut off gas and electricity.

Fire and Rescue- Physical Plant and University Police are responsible for extinguishing fires and directing rescue operations. (See "Reporting Emergencies" page).

Explosion, Chemical Leak, Campus Evacuation

EXPLOSION or CHEMICAL LEAK:

Evacuate Building – Sound Fire Alarm

Assist persons with disabilities or injuries in evacuation.

Notify department faculty for assistance with chemical leaks.

Do not re-enter building until the "All Clear" has been issued by University Police or the ASU-Beebe Emergency Alert System.

CAMPUS-WIDE EVACUATION:

A campus-wide evacuation may be ordered by off-campus authorities or ranking University Police officer on duty.

Commuters and non-emergency staff shall use personal vehicles to go home unless in the danger zone.

University or local police will dispatch an officer to selected evacuation site for control and communication.

Student Services will send representatives to evacuation site. University Police will maintain on-campus security as long as personal safety allows.

The "All Clear" will be announced by University Police and the ASU-Beebe Emergency Alert system.

Report Emergencies To:

Beebe: Fire Department: 501-882-5600
University Police: 501-882-8851
Beebe Police: 501-882-3365
Physical Plant: 501-882-4523

Heber Springs: Fire Department: 501-362-8291 – OR Dial - 911
University Police: 501-362-1234
Heber Springs Police: 501-362-8291 - OR Dial - 911
Physical Plant: 501-362-1220

Searcy: Fire Department: 501-279-1066 OR Dial 911
University Police: 501-207-6240
Searcy Police: 501-268-3531 OR Dial 911
Maintenance: 501-207-6209

When calling, stay calm and carefully explain the problem and location. *Do not hang up until told to do so.*

Statements to media should be made by the Public Information Office. Responses to family members should be made only by the Human Resources Office for staff and by the Student Services Office for students.

Fire

Activate Fire Alarm. Alarm sounds **only** in the building. **Call 911 First.** *Then, University Police must be called.*

REPORT TO:

Beebe: Fire Department: 501-882-5600
University Police: 501-882-8851
Beebe Police: 501-882-3365
Physical Plant: 501-882-4523

Heber Springs: Fire Department: 501-362-8291 – OR Dial - 911
University Police: 501-362-1234
Heber Springs Police: 501-362-8291 - OR Dial - 911
Physical Plant: 501-362-1220

Searcy: Fire Department: 501-279-1066 OR Dial 911
University Police: 501-207-6240
Searcy Police: 501-268-3531 OR Dial 911
Maintenance: 501-207-6209

Minor fire that appears controllable -- direct fire extinguisher toward base of flame.

Major fire that does not appear controllable -- evacuate in accordance with building procedures.

Do not use elevators. Assist persons with disabilities or injuries.

Close but do NOT lock doors.

Do not return to building until cleared by Fire or Police Departments.

Lockdown

Lockdown covers the situation in which there is an active shooter on campus or some other type of security threat. Notification of the need for lockdown will be issued via the ASU-Beebe Emergency Alert system.

Individuals may also choose to go into lockdown if he/she hears a gunshot nearby and perceive that a threat may be at hand.

After receiving the notification of lockdown status,

If in a classroom or other securable area:

- Stay in the room.
- Immediately lock the door.
- Stay away from doors and windows.
- Stay as close to the floor as possible.

If in a hallway or other public area:

- Try to get to a secure area or an area that can be locked.

If near the shooter:

- Leave the area as quickly as possible.
- Avoid running in a straight line.

Medical Emergency

CALL FOR HELP!

Beebe: University Police: 501-882-8851
Beebe Police Department: 501-882-3365
White County Emergency: 911

Heber Springs: University Police: 501-362-1234;
Heber Springs Police Department: 501-362-8291
Cleburne County Emergency: 911

Searcy: University Police: 501-207-6240
Searcy Police Department: 501-268-3531, White County
Emergency: 911

Personal injury or illness.

1. Tap the person's shoulder and ask, "Are you OK?" to judge responsiveness.
2. If responsive (answers questions and able to make rational decisions), let him/her decide on whether or not to seek emergency care.
3. If unresponsive, call 911 and University Police.
4. Assess the person's breathing by looking at the rising and falling of the chest.
5. If not breathing or having difficulty breathing, position head in a slightly tilted back position and clear the mouth if needed.
6. Assess pulse. If there is no pulse and the person is not breathing, start CPR if qualified or utilize defibrillator (AED) if available.

Laboratory Emergencies. Utilize procedures established by academic department. Procedures are posted in each lab.

Shop Accidents. Utilize procedures established by responsible department. Procedures are posted in each shop.

Documentation. Document name of injured, time of accident/injury, cause of accident/injury, names of witnesses and other pertinent information. Turn in to University Police.

ASU-Beebe Employee Procedures. Should an employee become ill or injured arising out of and in the course of their employment, they are required to notify direct supervisor.

Tornado

WATCH means that a tornado is possible.

WARNING means that a tornado has been sighted.

SIRENS. The Beebe Police Department sounds warning sirens when a tornado has been detected in our area. In an actual warning situation, the siren will sound twice for one minute intervals. The siren system is tested each Wednesday at 12:00 noon.

SHELTER. Upon hearing the warning siren, all campus personnel should move in a calm and orderly fashion to interior hallways and interior rooms on the lower levels of major buildings as directed in the designated tornado shelter areas list. This list is available on the ASU-Beebe website <http://www.asub.edu/university-police/emergency-procedures/tornado>.

ALL CLEAR. The "all-clear" will be sounded by the Beebe Police Department by use of three short blasts of the siren.

Students will also receive notification from the ASU-Beebe Emergency Alert system when the "All Clear" has been declared. *Classes and normal activities are to resume once notification of the "All Clear" is received.*

General Emergency Procedures

Emergency & Resource Numbers:

Beebe:

Ambulance: 501-882-3365 or 911
Beebe Municipal Water: 501-882-6438
Beebe Police: 501-882-3365
White County Judge: 501-279-6200
White County Sheriff: 501-279-6231
Entergy: 1-800-968-8243
Fire Department: 501-882-5600
Highway Department: 501-268-2652
National Guard: 501-882-5417
Reliant/Arkla Gas Co.: 1-800-844-7440
State Police: 870-523-2701

Searcy:

Ambulance: 501-268-2323 or 911
County Judge: 501-279-6200
County Sheriff: 501-279-6231
Entergy: 1-800-968-8243
Fire Department: 501-279-1066
Highway Department: 501-268-2652
National Guard: 501-268-2881
Reliant/Arkla Gas Co.: 800-844-7440
Searcy Police: 501-268-3531
Searcy Water: 501-268-2481
State Police: 870-523-2701

Heber Springs:

Ambulance: 501-362-8291 or 911
Heber Springs Water: 501-362-5501
Heber Springs Police: 501-362-8291
Clebune County Judge: 501-362-8141
Clebune County Sheriff: 501-362-8143
First Electric: 501-362-3166
Power Outage: 888-827-3322 or 1-800-489-4807
Fire Department: 501-362-8291
Highway Department: 501-362-3494
Clebune County OES: 501-362-2911
CENTERPOINT Gas Co.: 1-800-844-7440
State Police: 870-523-2701

Crime Prevention Education and Awareness

Preventing crime through collaboration and cooperation

Crime prevention is a top priority of the department. Together with other campus offices, the department provides programs to enhance personal safety and teach proactive crime-reduction strategies. The campus's crime-prevention strategy involves a proactive area patrol of the campus, crime prevention education and training to members of the University community at irregular times throughout the regular fall and spring semesters as well as during pre-session, and by building and area security surveys. This approach relies on the dual concepts of eliminating or minimizing criminal opportunities and encouraging community members to take responsibility for their own and each other's safety. Members of the department are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern.

Emergency Evacuation Procedures

An evacuation drill is coordinated by the Office of Student Life and the UPD each semester for all residential facilities. Thus, the emergency response and evacuation procedures are tested at least twice each year. Students learn the locations of the emergency exits in the buildings, receive guidance about the direction they should travel when exiting each facility for short-term building evacuation, and instructed where they should assemble. UPD does not tell residents in advance about the designated locations for evacuations because those decisions are affected by the time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In either cases, drill or actual emergency, staff from both the UPD and the housing office on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of these evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At ASU-Beebe, evacuation drills are used as a way to educate and train occupants on fire-safety issues specific to their building. During the drill, occupants "practice" drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. The process also provides the University an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by UPD and the University's housing staff to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements also are submitted to the appropriate departments/offices for consideration of its emergency response and evacuation procedures.

Shelter-in-place procedures: What it means to "shelter in place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors,-because leaving the area may expose you to that danger. Thus, to "shelter in place" means to make a shelter of the building that you are inside. In a longer-term emergency, this location can be made even safer and more comfortable with a few adjustments until it is safe to go outside.

Basic "shelter in place" guidance

If an incident occurs and the building you are inside is not damaged, stay in an interior room until you are told it is safe to exit. If your building is damaged, take your personal belongings (purse, wallet, ID, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). After you have evacuated, seek shelter in the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How you will know to "shelter in place"

A shelter-in-place notification may come from several sources, including UPD, housing staff members, and other University employees utilizing the University's emergency communications tools.

How to "shelter in place"

No matter where you are, the basic steps of "shelter in place" will generally remain the same. Should the need ever arise, follow these steps unless instructed otherwise by local emergency personnel:

- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency.
- Locate a room to shelter inside. It should be:
 - An interior room;
 - Without windows or with the least number of windows.
 - If there is a large group of people inside a particular building, several rooms may be necessary.
- Close and lock all windows and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able (University staff will turn off the ventilation as quickly as possible).
- Make a list of the people with you and ask someone (another faculty or staff member) to call and provide the list to UPD so officers know where you are sheltering. If only students are present, one of the students should call and provide the list.

- Turn on a computer, radio, smartphone, or TV and listen for further instructions.
- Make yourself comfortable.

Fire and Security Measures Education

Campus security and fire safety procedures are discussed during new student orientation. UPD, in addition to staff in the housing department, participate in forums and programs in residence halls to address students and to explain University security, public safety, and fire safety measures and procedures at ASU-Beebe. Members of UPD conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the University. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime; fire safety information; and information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety of others on campus. In addition, UPD organizes and sets up crime prevention and education display tables, which are staffed by an officer(s) at various locations throughout the year. This activity provides an opportunity for UPD staff to hand out safety related information, as well as to answer individual questions.

Missing Student Notification

Missing Persons Procedure for the Residence Student

Section 485(j), Missing Persons Procedures, of the Higher Education Opportunity Act – 2008, requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to students to establish both a Missing Persons Notification Policy and Official Notification procedures for handling missing persons that apply to missing student reports of students who reside on-campus.

The missing person notification policy must:

1. Notify all students who reside in on-campus housing that they have the option to designate another individual as a contact who will be contacted by the institution no later than 24 hours after the student is determined to be missing and how to register confidential information about the designated contact.
2. Advise all emancipated students (students who have not reached their 18th birthday at the time they are reported missing), who reside on campus that, in event that they are determined to be missing, the student's custodial parent or guardian must be notified within 24-hours.
3. Notify students of any age who reside on campus that if they are determined to be missing for more than 24-hours, the institution must initiate emergency contact procedures described in its Official Notification Procedures and notify the appropriate law enforcement agency, if applicable.

Information about the missing person's notification policy has been added to the residence hall handbook and the student handbook.

Students will have the option to designate another individual as emergency contact when they check in to the university residence halls.

The statute leaves it to the institution to determine the events that trigger a missing student report and to whom or how the report is to be made. The format in which it will be reported that will be used by ASU-Beebe Residence Life is listed below. If the student has not designated a contact and/or is not an emancipated minor under the age 18, the department must notify the appropriate law enforcement agency. The policy also clarifies circumstances where the institution may determine that law enforcement authorities should be contacted immediately, without following the official notification procedure.

Trigger Events

The report of a missing person is initiated when residence life staff are notified or become aware of a potential missing student—this is considered the trigger event that begins the Missing Person protocol. A housing incident report will be used to initiate a missing person report. The 24-hour period begins at the time of notification. Staff should follow missing person procedures to report and investigate the missing person.

Trigger events that would cause a person to be considered missing include contact from concerned individuals, including university officials, about an individual's absence or lack of contact that is contrary to his/her normal behavior and/or if unusual circumstances may have caused the absence.

Resident Assistant Response

1. Gather all the information from the reporting source:
 - a. Who is the reporting source: name, relationship to missing person and contact information
 - b. Missing person information: name, age, description (picture if possible)
 - c. Contact information
 - d. Last seen date/time/location
 - e. Change in behavior/stress/relationship
 - f. Reason for concern.
2. Complete an incident report form immediately after receiving notification of potential missing person. Use "Missing Student" incident type.
3. Notify the Hall Director of potential missing person. Notify On-call Hall Director, if weekend.

4. Perform routine checks within residence hall community.
 - a. Check with roommate to see when the missing person was last there.
 - b. Try to call (cell phone), email, or instant message the student.
 - c. Check with the missing person's friends to ask when they last saw/spoke with him/her.
 - d. If possible, check social network websites for information about student that may be useful. If you do not have access to the potentially missing student's page ask his/her friends to check and provide any information that may be useful.

Hall Director Response

1. Verify that an incident report has been completed, listing the incident as "Missing Student."
2. When a resident is reported missing, such information must be immediately communicated to the Director of Student Life.
3. The Hall Director will make internal checks within the university system and notify the Director of Student Life with updates.

Internal Checklist

- ☐ Determine whether the resident has used the dining facility. Dining room check stations should be alerted to watch for the person.
 - ☐ Determine whether the resident's mail has accumulated in his or her mail box.
 - ☐ Check Campus Connect to see if the resident has recently withdrawn.
 - ☐ Gather as much information as possible from the individual who has reported the student as missing (reasons why person is believed to be missing, last date/time of contact, actions the individual has taken to locate the student, etc.).
 - ☐ Check student room, send an email message, and leave a note in the student's room requesting the student to contact you as soon as possible.
4. Continue to update the incident report with information obtained from investigation, including if the student has been located. Provide an explanation, if possible, using whatever information can be gathered from the roommate and friends, and information obtained from internal and external checks.

Director of Student Life Response

1. Notify Vice Chancellor for Student Services (VCSS).
2. Director of Student Life will conduct external checks and work with Hall Director on conducting internal checks.
3. Cases believed to involve danger or difficulty for the missing person should immediately be communicated to the Director of Student Life who will expedite the investigations. Due to FERPA regulations, no parents or guardians will be contacted before consulting the Director of Student Life.
4. Serve as incident command of the situation, continuously monitor and communicate with all involved individuals, and insure that all appropriate parties are notified—including if the resident is located.
5. Possible communication with parents/guardians.

Internal Checklist

- ☐ Determine whether the resident's has used to the dining facilities. Dining room check stations should be alerted to watch for the person.
- ☐ Determine whether the resident's mail has accumulated in his or her mail box.
- ☐ Check Campus Connect to see if the resident has recently withdrawn.
- ☐ Gather as much information as possible from the individual who has reported the student as missing (reasons why person is believed to be missing, last date/time of contact, actions the individual has taken to locate the student, etc.).
- ☐ Check student room, send an email message, and leave a note in the student's room requesting the student to contact you as soon as possible.

External Checklist

- ☐ Check with University Police to determine if they have had any contact with the resident and to see if they may assist with the search.
- ☐ Check to determine if the student has an automobile which may have received some tickets during the timeframe in question
- ☐ Check any leads on the resident's whereabouts provided by other residents and friends.
- ☐ On the afternoon of the second day, if the resident is still missing, do the following:
 - o Inform and continually update the VCSS.
 - o Get the names of the student's classes and major department from Campus Connect.
 - o Contact the Vice Chancellor for Academic Affairs (VCAA). The VCAA can assist in contacting the department in which the student is enrolled.

Vice Chancellor for Student Services Response

1. Notify Chancellor.
2. Notify Public Information of incident.
3. Possible communication with parents/guardians.

While the above procedures are being followed, there should be an on-going check of other residents on the floor as well as a check for meal plan use and mail pick-up.

All investigating procedures should be completed within 24 hours of the report of a missing student. The completion of these steps will ensure that as much investigation as possible has taken place in attempting to locate the student, so that early contact can be made with the parents, if that is the action to be taken.

University Police Response

Procedures to notify law enforcement without following Missing Person Policy notification procedure:

- Circumstances include but are not limited to suspected foul play.
- Circumstances where the student has expressed suicidal ideology.
- Circumstances where a medical condition may place the student in a life threatening situation.
- Circumstances which are related to a natural disaster or other force of nature that has resulted in a catastrophic situation.
- Student reported missing has not designated an emergency point of contact.

Reporting Emergencies Media/Family Contact Phone Numbers

Emergency Employment, Purchasing, and Contracting

There are no provisions for suspension of state laws in an emergency. The ranking university official on the scene shall attempt to comply with laws if possible and shall maintain records where threat to life and property require extraordinary action.

Immediate Threat Notification

The UPD receives information from various offices/departments on campus. If there is a report of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the University community, UPD will, without delay and taking into account the safety of the community, determine the validity of the report and will initiate the alert by use some or all of the systems described below to communicate the threat to the campus community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. An alert will be issued unless issuing a notification will, in the judgment of the UPD compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the ASU-Beebe community, the University has various systems in place for communicating information quickly (such notification may be related to the aforementioned warning notice). Some or all of these methods of communication may be activated in the event of an immediate threat to the ASU-Beebe campus community. The University also will post updates during a critical incident on the University home page.

ASU-Beebe community members are encouraged to notify UPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The UPD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, UPD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

University Policies

Alcoholic Beverage Policy

Students at ASU-Beebe are expected to be acquainted with and abide by University regulations and applicable laws regarding alcohol, and be aware of the social, physiological, and psychological consequences of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol. The Student Success Center provides educational programs on alcohol use the week before Spring Break, and offers alcohol and other drug education and resources. ASU-Beebe policy prohibits the unlawful possession, use, or distribution of alcohol and controlled/ illegal drugs by any member of the University community. All community members are expected to fulfill their obligations and responsibilities pursuant to ASU-Beebe policy, as well as federal, state, and local laws including but not limited to, the Minor in Possession of Intoxicating Beverages statute. Disciplinary action imposed by the University may be in addition to criminal penalties. Both students and employees are subject to applicable state and federal laws.

Illegal drugs policy

The University prohibits the unlawful manufacture, dispensing, possession, use, or distribution of a controlled substance of any kind in any amount on University property, or while conducting University business away from the campus. Penalties for these acts will be administered by the appropriate office, and in accordance with rules and procedures administered by them. Penalties range from a warning to permanent separation from the University, depending on the seriousness of the infraction and the degree to which violation of the policy adversely affects the well-being of the community or the fulfillment of the University's educational mission. Violations of local ordinances or of state or federal laws regarding

controlled dangerous substances by members of the University community may prompt University disciplinary action regardless of where such violations occur if they are of a serious nature. The manufacture, sale, or distribution of illegal drugs, any involvement in illegal drug use or traffic with minors, and possession or use of the more dangerous or highly addictive drugs, are all considered serious offenses and will be handled accordingly. Depending on the particular circumstances, continued association with the University by violators of this policy may be made contingent upon satisfactory participation in a drug abuse assistance or rehabilitation program facilitated through the Student Success Center.

Sexual Discrimination

Arkansas State University-Beebe is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated.

Sexual harassment is defined as unwelcome, gender-based verbal or physical conduct that is severe, persistent or pervasive and occurs when:

1. Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities.
2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
3. Such conduct has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind altering substances such as drugs or alcohol.

Sexual violence includes sexual assault, but may also consist of an attempt to obtain a sexual act or sexual advances using coercion, which do not result in a completed sexual act.

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

Domestic violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Arkansas, or 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 State of Arkansas.

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

It is important to preserve all evidence of sexual discrimination, especially if the discrimination is also a criminal offense, such as sexual assault, sexual violence, stalking, domestic violence or dating violence.

Supervisors and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and staff members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

Arkansas State University-Beebe has a Title IX Coordinator who is charged with investigating allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator, who will conduct an immediate, thorough, and objective investigation of all claims. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

The Title IX Coordinator will notify the appropriate law enforcement agency of all reports of sexual assault, sexual violence, stalking, domestic violence, or dating violence. The person who has allegedly been subject to sexual discrimination may also contact law enforcement and may seek an order of protection, no contact order, or similar order. The Title IX Coordinator will assist the person alleging to have been subjected to sexual discrimination with locating resources for counseling, medical treatment, legal advice, victim advocacy, or other services.

Each campus within the Arkansas State University System provides educational materials and programs on sexual discrimination. Contact the Human Resources Department or Title IX Coordinator for information on awareness and prevention of sexual discrimination.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such measures include, but are not limited to, modification of campus living or employment arrangements, interim suspensions from campus, no contact or communications requirements, leave with or without pay, and reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Sexual Discrimination Grievance Procedure.

Retaliatory Actions Prohibited

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by law and Arkansas State University-Beebe. Any person who needs further explanation or who believes he or she has been retaliated against should contact the Title IX Coordinator.

Sexual Discrimination Grievance Issues

The Sexual Discrimination Grievance Procedure applies to all allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence.

Report of Sexual Discrimination

Any student, employee, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX Coordinator utilizing the grievance form available on the Human Resources or Title IX web pages. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the Office of University Counsel. In order to ensure timely investigation and remedy, a sexual discrimination grievance should be activated within sixty (60) days from the time the events leading to the complaint occurred.

All complaints are investigated; however, delay in reporting impedes the ability to achieve prompt resolution. All efforts will be made to honor a request for confidentiality but confidentiality cannot be ensured. Reports of sexual assault, sexual violence, stalking, domestic violence and dating violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agency or investigation conducted under the Faculty, Staff, or Student Handbooks may occur simultaneously with a sexual discrimination grievance and do not affect the grievance process.

Title IX Coordinator's Response

Within twenty (20) working days after receipt of a written grievance form, the Title IX Coordinator, or designee, will conduct a full and impartial investigation including interviewing the complainant, the accused, and any witnesses identified as well as reviewing any documentary evidence submitted by either party. As early as possible in the investigation, the Title IX Coordinator should determine whether temporary remedial measures are warranted such as suspension from employment with or without pay, suspension from classes, issuance of a no contact directive, reassignment of job duties, or changing class or classroom assignments. If immediate action is required to protect the complainant, the Title IX Coordinator shall work with the appropriate administrator to implement temporary remedial measures.

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or any subsequent hearing unless the party was found to be responsible, the previous incident was substantially similar to the present allegation, and the past actions indicate a pattern of behavior consistent with the current allegations.

After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either (1) propose an informal resolution to the parties which, if accepted, shall be documented in writing and shall conclude the investigation or (2) prepare a formal written report making a finding, based on the preponderance of the evidence, as to whether sexual discrimination occurred, and if so, recommending a remedy which will end the discrimination, prevent its recurrence, and remove its effects on the complainant and the university community. The report shall be transmitted simultaneously to the complainant and the accused and implemented immediately. If both parties agree with the report, the grievance shall be closed and the remedies continued.

If either party does not agree with the finding of the Title IX Coordinator and desires to appeal, that party must submit, within five (5) working days of the date of the report, a written request to the Vice Chancellor for Student Services (students) or Director of Human Resources (employees) for a hearing before the Sexual Discrimination Hearing Committee. The written request will detail the alleged error of the Title IX Coordinator and the requested remedy. The Vice Chancellor for Student Services (students) or Director of Human Resources (employees) will provide the party not appealing with a copy of the request. Within five (5) working days of the date of the letter, the party not appealing may submit a written response to the request for hearing countering any allegations in that document. Copies will be provided to the Title IX Coordinator for placement in the case file.

Timelines may be extended by the Title IX Coordinator in extenuating circumstances.

Sexual Discrimination Hearing Committee Composition

The Sexual Discrimination Hearing Committee is composed of members selected by the Chancellor from the Academic Hearing Committee, the Student Conduct Hearing Committee, and the Staff Hearing Committee for that campus. The Sexual Discrimination Hearing Committee is composed of seven (7) members. When a student is the complainant, three (3) members of the committee shall be students, two (2) members faculty, and two (2) members staff; when the complainant is a staff member the committee shall be composed of three (3) staff members, two (2) faculty members, and two (2) students; when the complainant is a faculty member the committee shall be composed of three (3) faculty members, two (2) students, and two (2) staff. The Sexual Discrimination Hearing Committee shall have specific training on sexual discrimination.

A member of Human Resources or designee sits as an ex-officio, non-voting member of the Sexual Discrimination Hearing Committee, offering technical assistance on procedural and policy matters.

Sexual Discrimination Hearing Committee Functions

The Sexual Discrimination Hearing Committee reviews the findings of the Title IX Coordinator to determine, based on the preponderance of the evidence, whether institutional error has occurred and, if so, to recommend an appropriate corrective action. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error.

The committee has twenty (20) working days to prepare a written response after it has received a complaint. All proceedings shall be in closed session. Because the committee will have received the entire file from the Title IX Coordinator including all witness statements, the hearing will not include the grievant, the party complained against, or other witnesses unless either (1) the Committee requests their oral testimony or (2) either party requests to testify and/or present witnesses.

In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. If the grievance is one alleging sexual assault, sexual violence, stalking, domestic violence or dating violence, the parties will not question the other. Instead, the party testifying before the committee shall be screened so that they may be heard by the other party but not seen. The non-testifying party shall have the opportunity to provide written questions to the committee to be asked of the testifying witness based on his or her testimony. The committee may also question any person testifying.

Each party may have an advisor present during the testimony that may provide personal consultation but may not actively participate in the hearing. The parties must disclose to the Chair of the Sexual Discrimination Hearing Committee, Title IX Coordinator, or Title IX Deputy Coordinator the identity of any testifying witness or any advisor at least two (2) working days before any hearing.

The Chair shall provide the list of witnesses to each party upon receipt. No audio or video recording is permitted.

In reviewing a case two options are open to the Committee:

1. It may find no institutional error has occurred and recommend that no further action be taken.
2. It may find that institutional error has occurred and recommend a remedy different than that proposed by the Title IX Coordinator.

Sexual Discrimination Hearing Committee Findings

In all instances the committee shall make a record of its findings, a statement of its conclusion, including the reason or policy criteria used in reaching a decision, and its recommendations for resolution of the grievance. The Committee decision shall be forwarded to the Chancellor of the campus for action. Copies will be filed with the Title IX Coordinator as a part of the complaint record and sent to the grievant and the accused.

Within ten (10) working days of receipt of the Committee recommendation, the Chancellor will accept or reject the Committee recommendation in writing after review of all file materials. The Chancellor's decision is final. A copy of the decision shall be provided to the Title IX Coordinator for distribution to both the complainant and the accused. The Department of Human Resources or Student Conduct (as appropriate) will coordinate the implementation of any remedies resulting from the grievance.

Document Collection

When a sexual discrimination grievance proceeding has been closed, all material relating to that case shall be retained on file by the Title IX Coordinator for seven years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file. Sexual discrimination grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required by law.

Additional information regarding Sexual Discrimination is found at <http://www.asub.edu/title-ix/>.

Students, who wish to report a concern or complaint relating to sexual discrimination or sexual harassment, may do so by reporting the concern to the University Title IX Coordinator or a Deputy Title IX Coordinator:

Title IX Coordinator

Teri Roper
Director of Human Resources
106 Orange Street
P.O. Box 1000
Beebe, AR 72012-1000
tloper@asub.edu
501-882-4465

Deputy Title IX Coordinator

Catherine Burton
Director of Advising & Learning
Student Services Specialist
610 N. Pecan St.
P.O. Box 1000
Beebe, AR 72012-1000
csburton@asub.edu
501-882-4431

Deputy Title IX Coordinator

Zachary Tucker
Dean of Students
610 N. Pecan St.
P.O. Box 1000
Beebe, AR 72012-1000
zatucker@asub.edu
501-882-4428

Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100 Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012 TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Title IX policy reviewed on March 18, 2014.

Educational Materials/Programming for Campus Community Members

Posters – Sexual Discrimination is NOT Okay

Title IX Resource Guide

Title IX Student Module Designed for use in all Principles of Academic Success 1 & 3 Courses

Title IX Talk – Monthly Newsletter

Monthly Title IX Officer Training

Case Study Analysis
Compliance Process
Date Rape & Sexual Assault Awareness
Determining if Sexual Misconduct Occurred
Domestic Violence 101
Psychology of the Accused Individual
Psychology of the Alleged Victim/Survivor
Questioning, Analysis & Deliberation
Sexual Assault Nurse Examiner's Role in the Investigative Process
Sexual Discrimination Grievance Procedure
Title IX Program Update

Seminars Open to all Campus Community Members

Alcohol & Substance Abuse Prevention
Bystander Intervention
Date Rape & Sexual Assault Awareness
Domestic Violence 101

New employee training provided by Human Resources Office.

Crime statistics

Definitions of Reportable Crimes in the Campus Security Act

(From the FBI's Uniform Crime Reporting Program)

Aggravated Assault

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

Arson

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

Burglary

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

Forcible Sex Offenses

- Forcible rape. The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental or physical incapacity.
- Forcible sodomy. Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object. The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible Sex Offenses

- Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Homicide

- Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another.
- Negligent manslaughter. The killing of another person through gross negligence.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

Robbery

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

Other Offenses

- **Liquor law violations.** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, or possession of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)
- **Drug abuse violations.** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

- **Weapon laws violation.** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

Hate/Bias Related Crime Definitions

(Statistics as per the UCR Hate Crime Reporting Guidelines)

Hate crimes include those based on race, gender, religion, sexual orientation, ethnicity, and disability, such as:

- Simple assault. An 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. 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.

How do we compile these statistics?

The University Police Department collects the crime statistics disclosed in the charts through a number of methods. Police officers enter all reports of crime incidents made directly to the department through the report management system. After an officer enters the report, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only).

Campus Fire Safety Report

Disclosure of Fire Safety Standards and Measures

Annual Fire Safety Report on Student Housing

ASU-Beebe reported no fires in student housing, Legacy Hall or Horizon Hall, for the calendar year 2013. There have been no injuries or deaths and no property damage due to fire in student housing.

On-campus Student Housing and Life Safety Systems

The University has 2 on-campus student housing facilities, Legacy Hall and Horizon Hall. Both Legacy Hall and Horizon Hall are equipped with fire detection systems, including sprinklers, fire alarm pull-box stations, and monitored smoke and heat detectors. The majority of the facilities are fully equipped with sprinklers for fire suppression. All buildings are equipped with fire extinguishers that are inspected yearly.

Mandatory Supervised Fire Drills

The Office Student Life conducts mandatory fire evacuation drills twice annually. One drill is conducted in the spring semester and one in the fall semester. The fire evacuation drills are supervised by the housing inspection manager and a team of University employees. The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing facility. In each student room there is a map of the building with a designated evacuation route and specific instructions for that area. All fire alarms should be reported to the UPD.

Fire safety policies and rules

The University's fire safety regulations are intended to prevent injuries to members of the University community and physical damage to facilities. Rooms are inspected periodically, at random times, to assure compliance with University regulations. Because of the seriousness of the regulations that govern fire safety, ASU-Beebe takes disciplinary action on the first offense. The University has the right, moreover, to require students who violate these safety rules to vacate their accommodations for the remainder of the semester.

The University has policies prohibiting candles, smoking, incense, halogen lamps, and fireworks in any on-campus housing facility.