

VALPARAISO UNIVERSITY
2010 CAMPUS SECURITY REPORT
2010 FIRE SAFETY REPORT

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Overview

Institutions of postsecondary education that participate in Federal student financial assistance programs are required by the Higher Education Opportunity Act to provide annual security and fire safety reports that disclose campus crime and fire statistics, as well as certain statements of policy. The following disclosure report details all information required by this law as it relates to Valparaiso University for the calendar year ended December 31, 2010.

2010 CAMPUS SECURITY REPORT

Campus Law Enforcement

The Valparaiso University Police Department (VUPD) and its officers have full law enforcement authority. This authority is granted by the State of Indiana. VUPD maintains an emergency 911 dispatch center that is staffed 24 hours a day and 7 days a week. VUPD has full radio compatibility with surrounding law enforcement agencies including the Porter County 911 dispatch center. VUPD serves as the lead agency in investigating crimes which occur on the University's campus and will utilize support from other agencies if/as needed. VUPD has ongoing working relationships with the Valparaiso City Police, the Porter County Sheriff's Department, the Indiana State Police, and various Federal law enforcement agencies. Campus constituents are encouraged to report all crimes to VUPD by calling 911 from a campus phone in an emergency situation, or by calling 219-464-5430 for non-emergencies. Reporters who wish to remain anonymous may use the VUPD confidential tip line by calling 1-888-988-8477. The confidential tip line is not to be used for emergencies or in cases where immediate assistance is needed. VUPD contact information and additional emergency resource information can be found on the University's web-site at www.valpo.edu/vupd/ and is also available in printed copy format via an emergency information flip chart that is posted in campus buildings.

2008 – 2010 Crime Statistics

Offense	On Campus			Residential Facilities			Non Campus			Public Property			Total		
	08	09	10	08	09	10	08	09	10	08	09	10	08	09	10
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	5	0	1	4	0	1	1	0	0	0	0	0	6	0	1
Sex Offenses Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1
Burglary	21	3	12	14	3	11	3	0	0	0	0	0	24	3	12
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	2	1	0	1	0	0	0	0	0	0	0	0	2	1
Liquor Law Arrests	9	20	23	8	12	12	1	8	3	0	5	1	10	33	27
Liquor Law Violation Referred For Disciplinary Actions	96	115	132	96	115	132	0	0	0	0	0	0	96	115	132
Drug Law Arrest	9	7	11	4	4	6	0	0	0	0	0	2	9	7	13
Drug Law Violations Referred For Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
Illegal Weapons Possession Violations Referred For Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2008 – 2010 Hate Crime Statistics

Offense	On Campus			Residential Facilities			Non Campus			Public Property			Total		
	08	09	10	08	09	10	08	09	10	08	09	10	08	09	10
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft			0			0			0			0			0
Intimidation			0			0			0			0			0
Destruction/Damage/Vandalism of Property			0			0			0			0			0

Missing Student Statement of Policy

Any person who believes a Valparaiso University student is missing should immediately notify Valparaiso University Police Department (VUPD). In the event another University office receives a report of a missing student or believes that a student is missing, that office is responsible for notifying VUPD. VUPD will make the determination as to whether a student is missing. Upon receiving a report and determining that the student has been missing for 24 hours or more, VUPD will initiate emergency contact procedures, and may initiate emergency contact procedures if a determination is made that the student has been missing for less than 24 hours.

All students are required to provide the University with a telephone number (cellular phone or land line) at which they may be reached during the academic year and for any summer terms in which they are enrolled. All students are required to provide the University with emergency contact information, including the name, address, and phone number (including a cell phone number if available) of a parent, guardian, spouse, domestic partner, or other person to contact in the event of an emergency.

Students who do not reside on campus are required to provide the University with the street address of the residence in which they are physically residing during the academic year and any summer terms in which they are enrolled

Students living on campus have the option to provide the University with a confidential contact person(s) to be notified in the event the student is determined to be missing. Only authorized campus officials and law enforcement officers may have access to this information. Unless the University is advised in writing to the contrary, the confidential contact will be the same person(s) as the Emergency Contact information. The University is required by law to notify the parents/guardians of any student who is under the age of 18 years and not emancipated within 24 hours if the student is determined to be missing. For purposes of this policy, a student is living on campus if they live on property owned or leased by the University and within the same contiguous geographic area.

Pursuant to a missing person investigation, and whether or not the student has provided emergency contact information, VUPD will notify and consult with other law enforcement agencies as needed.

Emergency Response and Evacuation Procedures Statement of Policy

Emergency Response

Valparaiso University is committed to the safety of the campus community and has established emergency response protocols and evacuation procedures to ensure safety during natural or man-made emergencies. The University's response protocols include timely notification and messaging. The University will, without delay, determine the appropriate messaging, and initiate the notification system, unless the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

All emergencies should be reported to the Valparaiso University Police Department (VUPD), which maintains an emergency 911 dispatch center that is staffed 24 hours a day and 7 days a week. Upon receipt of an emergency call or a report made in person to the dispatch center, VUPD will collect pertinent information and initiate the appropriate steps to confirm the emergency situation. Officers may respond to calls and reports via patrol unit(s), or may call upon other emergency resources, including the University's Executive Emergency Group and/or Incident Command (IC) team.

The Executive Emergency Group is comprised of the University's President and members of the President's Council. The Executive Emergency Group's focus is on questions of policy during an emergency situation; they are supported by and work in conjunction with the IC team.

The IC team is led by an incident commander who has the responsibility and authority to make emergency decisions using an all-hazards approach. The IC team consists of 9-10 members representing various support functions including: VUPD, Safety, Facilities Management, Information Technology, Public Relations, Residential Life, and Counseling Services. In addition, each IC team member will identify at least one back-up person to serve in his/her role if needed. IC team members receive National Incident Management System (NIMS) training and the team meets regularly to engage in training, review the University's and/or other campus or national incidents, update emergency plans and resource information, identify emergency training needs and drills for the general campus, and establish and maintain a campus emergency corps.

The University has an Emergency Notification System (ENS) which uses multiple forms of communication in the event of an emergency. The University's e-mail system currently serves as the official form of communication. This system is supplemented by various other forms of communication including building alarms, outdoor sirens, message boards, personal computer alerts, telephone, Twitter, local media, and public address messaging. An emergency resource information guide is also posted in each building and available electronically at www.valpo.edu/alert. Note on Twitter Alerts: To receive emergency alerts via Twitter as a supplemental resource to e-mail notification, individuals must become a follower of <http://twitter.com/#!/valpoalert> at <http://twitter.com/>. Make sure that the box to allow text postings to forward to your phone is checked.

The IC team will make all necessary notifications to the larger community via established protocol. The IC team Public Relations representative, in conjunction with the Executive Emergency Group, will identify the appropriate messaging.

Emergency response and evacuation procedures are tested on at least an annual basis. These tests are publicized and documented with a description of the exercise including the date and time of the test and whether the test was announced or unannounced.

Emergency Evacuation Process and Policy for Certain Disabled Members of the University Community

Valparaiso University strives to protect the safety of its students, employees, and visitors with disabilities. This includes the safety of those people who are unable to evacuate a building on campus in the event of an emergency or to receive notice of that emergency because of their disability (whether permanent or temporary). Such disabilities usually include those related to physical mobility, vision, or hearing. In certain situations, they may also include mental disabilities that trigger severe anxiety in an emergency evacuation situation. This policy and process is primarily directed towards anyone who will be on campus for a long-term period of time and has a disability that will interfere with their ability to evacuate a building on campus in the event of an emergency or prevent them from receiving notice of that emergency.

The University uses various means to alert people of an emergency that requires evacuation of a building. The most common is a fire alarm, which, when activated, shuts off the building's elevators. Other means may be text messaging, e-mail, or the internet. These means will change as technology progresses. Upon the request of students or employees with a hearing disability, the University will equip a dorm room or office with a device or devices designed to alert the hearing impaired of an emergency.

A person with a disability who thinks they might be unable to evacuate a building in the event of an emergency must have a working cell phone on them at all times. Upon request, the University will supply a limited use cell phone to such disabled students and employees who do not have one. In the event of an emergency evacuation, if possible, consult the building's posted emergency evacuation map and move to the nearest location of safety. Use your cell phone and contact the Valparaiso University Police directly at 219-464-5430. If you call 911 from a cell phone, your call will be directed through the county then redirected to the VUPD and slow down your evacuation process. Announce your exact location and remain in place. A VUPD officer, officers, or other emergency personnel will arrive as soon as possible to aid in your evacuation. In the event you evacuate with the help of others in the interim, call the VUPD back to inform them that you no longer need assistance.

In order to assure you are covered by this policy and process, you must notify the proper person on campus and apprise them of your disability and need for any aid in or notification of an emergency evacuation. It would be preferable if this were done before you arrive on campus. Students or potential students must notify Disability Support Services and the Residential Life Office (if residing on campus). Employees must notify the Human Resource Office. Long term visitors must notify the person in charge of orchestrating their visit on campus. Those contacts will further educate you on this policy and process and make sure you are adequately prepared in the event you encounter an emergency evacuation while you are on campus.

General Evacuation Procedures

Following are evacuation procedures that should be followed during an emergency situation:

- All are to evacuate a building when a fire alarm sounds and/or upon notification by the Emergency Notification System, the building contact person, or VUPD.
- Be aware of all marked exits from your area and building. Know the routes from your work area.
- If necessary, or directed to do so by VUPD or the building contact person, activate the building's fire alarms. You must also call VUPD at 911 via a campus phone or 219-464-5430 via a cell phone and inform them of the emergency.

- When the building's fire alarm is sounded, or when told to leave by VUPD or building contact person, quickly walk to the nearest exit and ask others to do the same.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- If necessary, an Emergency Operations Center (EOC) will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD, fire department personnel, or the building contact person.

Tornado and Severe Storm

Following are procedures that should be followed during a tornado and/or severe storm:

- If indoors, seek shelter in the lowest level of the building. Interior hallways or rooms are preferable. Stay away from windows.
- If outdoors, take cover in the nearest ditch or depression and away from power lines, buildings, trees and metal objects. Do not stay in a car or attempt to outrun the tornado.
- Assist people with disabilities and get them to safety. Do not use elevators in case of fire.
- After the tornado has passed, evaluate the situation and, if emergency help is necessary, contact VUPD at 911 via a campus phone or 219-464-5430 via a cell phone and the building contact person. Be aware at all times of dangerous structural conditions around you.
- Damaged facilities should be reported to VUPD. Note: Gas leaks and power failures create special hazards; refer to Major Utility Failure instructions section.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or the building contact person.
- If necessary, an EOC will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD, fire department personnel, or the building contact person.
- Stay calm. Emergency response efforts require clear thinking and cooperation from all members of the campus community.

Winter Weather

A winter weather advisory means that periods of snow will cause travel difficulties. Be prepared for slippery roads, limited visibility, and use caution when driving. When a winter weather advisory includes extreme cold temperatures, outside activities should be limited.

The following terms are used in connection with winter weather:

- Freezing rain –creates a coating of ice on roads and walkways.
- Sleet –is rain that turns to ice pellets before reaching the ground. Sleet can cause roads to freeze and become slippery.
- Frost/Freeze Warning –means below freezing temperatures are expected.

- Winter Weather Advisory –means cold, ice, and snow are expected.
- Winter Storm Watch –means severe weather, such as heavy snow or ice, is possible. When a Winter Storm Watch is issued:
 - Listen to NOAA weather radio, local radio, and television/cable stations, such as The Weather Channel, for further updates.
 - Be alert to changing weather conditions.
 - Avoid unnecessary travel.
- Winter Storm Warning and/or Blizzard Warning–means severe winter conditions have begun or are imminent. Blizzard Warnings are issued when it is expected that heavy snow and strong winds will produce a blinding snow, near zero visibility, deep drifts, and dangerous wind chill temperatures. When a Winter Storm or Blizzard Warning is issued:
 - Stay indoors during the storm.
 - If you must go outside:
 - Dress in several layers of lightweight clothing, gloves and a hat to will help prevent loss of body heat.
 - Cover your mouth to protect your lungs.
 - Walk carefully on snowy, icy walkways.
 - Watch for signs of frostbite. These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
 - Watch for signs of hypothermia. These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. If symptoms of hypothermia are detected, get the victim to a warm location, remove wet clothing warm the center of the body first, and give warm, non-alcoholic beverages if the victim is conscious. Get medical help as soon as possible.
 - If water pipes freeze during regular University business hours, make a report by calling Facilities Management at 464-6864; after hours, call VUPD at 464-5430.
 - Do not use electric or kerosene heaters as they can be a fire hazard and build up toxic fumes.
 - Avoid traveling by car in a storm, but if you must :
 - Carry an emergency supply kit in the trunk.
 - Keep the gas tank full.
 - Let someone know your destination, your route, and when you expect to arrive.
 - Eat regularly and drink ample fluids, but avoid caffeine and alcohol.

Medical and First Aid

Following are procedures that should be followed when medical/first aid is needed:

- If a serious injury or illness occurs on campus, immediately call VUPD at 911 via a campus phone or 219-464-5430 via a cell phone. Give your name, describe the nature and severity of the medical problem, and give the campus location of the victim. VUPD has a direct line to Emergency Medical Services. Officers can render First Aid and CPR. Automated External Defibrillators (AED's) are also available at some campus locations.
- In case of serious injury or illness:
 - Keep victim still and comfortable. Do not move victim.
 - Ask victim, "Are you okay?" and "What is wrong?"
 - Check breathing and give rescue breathing if necessary (if trained).
 - If victim is experiencing a heart attack or cardiac arrest, give chest compressions with minimal interruptions. Use AED if available and if trained.
 - Control serious bleeding by direct pressure on the wound.

- Continue to assist the victim until help arrives.
- Look for emergency medical identification (ID) on the victim, question witnesses, and give all information to VUPD.
- In case of minor injury or illness, provide first aid care. Use first aid materials located in the building. Be sure to restock the first aid supply kits as materials are used.

First Aid Instructions

Following are instructions that should be followed for first aid:

- In all cases, notify VUPD at 911 via a campus phone or at 219-464-5430 via a cell phone.
- Poisoning Overdose
 - Determine what substance is involved and how it was ingested
 - Stay with the victim and assist as necessary
- Fainting, Unconsciousness and Shock
 - Have the victim lie or sit down and rest
 - Keep the victim comfortable, not hot or cold
 - Ask or look for an emergency medical ID. for the victim
 - Treat other injuries as necessary
- Burns, Thermal and Chemical
 - If burns are caused by dry chemicals, brush off chemicals and remove clothing
 - Flood the burn with tepid water
 - Cover the burn with dry sterile bandage
 - Keep the victim quiet and comfortable
- Severe Bleeding and Wounds
 - Use a clean cloth or gloved hand
 - Apply direct pressure on wound
 - Apply pressure to a blood vessel, if necessary
 - Elevate the body part that is bleeding
 - Add more cloth if blood soaks through
 - Keep pressure on the wound until help arrives
 - If the patient loses consciousness, open the patient's airway and elevate his/her legs
- Choking
 - If patient is lying down:
 - Check the victim's mouth and clear of foreign matter
 - Use abdominal thrusts
 - If patient is standing:
 - If patient is coughing and breathing stay with them
 - If the patient is unable to speak, perform abdominal thrusts
- Heart Attack
 - Place victim lying on his/her back
 - Give resuscitation or CPR as necessary; if available use AED
 - Keep the victim comfortable, not hold or cold
 - Ask or look for an emergency medical ID for the victim
- Fractures and Sprains
 - Keep the victim still
 - Keep the injured area immobile
 - Use an ice pack if available to reduce swelling

Explosion, Aircraft Crash, or Similar Incident

Following are procedures that should be followed during/after an explosion, aircraft crash, or similar incident:

- Immediately take cover under tables, desks and other such objects that will give protection against falling glass or debris.
- After the effect of the explosion and/or fire has subsided, notify VUPD at 911 via a campus phone, or at 219-464-5430 via a cell phone, and the building contact person. Give your name and describe the location and nature of the emergency.
- When appropriate, or you are told to leave by VUPD or building contact person, walk quickly to the nearest marked exit and alert others to do the same.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- If necessary, an EOC will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD, fire department personnel, or the building contact person.

Chemical or Radiation Spill

Following are procedures that should be followed during/after a chemical or radiation spill:

- Any spillage of a chemical or radioactive material is to be reported immediately to VUPD at 911 via a campus phone, or at 219-464-5430 via a cell phone.
- When reporting, be specific about the nature of the involved material and the location. VUPD will contact the necessary specialized authorities and medical personnel.
- Risk assessment should be conducted immediately. All persons not trained in spill containment techniques should immediately evacuate the area and contact VUPD at 911.
- While persons trained in chemical spill containment techniques begin spill containment procedures, no one should be allowed to enter the affected area.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. Required first aid and clean up by specialized authorities should be started at once.
- If necessary, or if directed to do so by VUPD or building contact person, activate the building's fire alarm. In addition, you must call VUPD or building contact person.
- If necessary, or you are told to leave the building by VUPD or building contact person, walk quickly to the nearest marked exit and alert others to do the same. If the spill is outdoors you may be directed to shelter in the building.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- If necessary, an EOC will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD or the building contact person.

Bomb Threat

Following are procedures that should be followed during a bomb threat:

- If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT. Clear the area and immediately call VUPD at 911 via a campus phone or at 219-464-5430 via a cell phone.
- Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- Keep talking to the caller as long as possible and record the following:
 - Time of call
 - Age and sex of caller
 - Speech pattern, accent
 - Background noise
- Immediately notify VUPD by dialing 911 via a campus phone or at 219-464-5430 via a cell phone and supply them with information outlined above.
- VUPD will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to VUPD. DO NOT TOUCH THE OBJECT.
- If necessary, or if directed to do so by VUPD or building contact person, activate the building's fire alarm. In addition, you must call VUPD or building contact person.
- When the building fire alarms are sounded or when told to leave by VUPD or building contact person, walk quickly to the nearest marked exit and alert others to do the same.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD or the building contact person.

Fire

Following are procedures that should be followed during/after a fire:

- Know the location of fire extinguishers in your area and know how to use them. Training and information are available through Campus Safety.
- For a minor fire that appears controllable, IMMEDIATELY contact VUPD. Promptly direct the charge of the fire extinguisher towards the base of the flame.
 - Remember "PASS"
 - Pull
 - Aim
 - Squeeze
 - Sweep
- If necessary, or if directed to do so by VUPD or building contact person, activate the building's fire alarm. In addition, you must call VUPD at 911 using a campus phone or at 219-464-5430 via a cell phone, or the building contact person.

- For large fires that do not appear controllable, IMMEDIATELY contact VUPD and the building contact person. Evacuate all affected rooms closing all doors to confine the fire and reduce oxygen. Do not lock doors.
- When the building fire alarm is sounded or when told to do so by VUPD or the building contact person, walk quickly to the nearest marked exit, and alert others to do the same.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist VUPD and/or building contact person.
- If necessary, an EOC will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
- Do not return to an evacuated building unless directed to do so by VUPD or the building contact person.
- If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor, where the air will be more breathable and shout at regular intervals to alert emergency personnel of your location.

Major Utility Failure

Following are procedures that should be followed during a major utility failure:

- In the event of a major utility failure (gas leak, electrical problem, etc.) immediately notify VUPD at 911 via a campus phone or at 219-464-5430 via a cell phone. For failures during regular business hours, also call Facilities Management at (219- 464-6864.
- If there is potential danger to people, buildings, and/or equipment, or if the utility failure occurs after hours, on weekends or on holidays, notify VUPD.
- Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
- Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless directed to do so by VUPD or the building contact person.
- Electrical/Light Failure
 - At present not all building are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. It is therefore, advisable for each campus department to have flashlights available.
- Elevator Failure
 - If you are trapped in an elevator, use the emergency phone in the elevator to notify VUPD. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal your need for help. If you find someone trapped in an elevator, call 911 and report it to VUPD. Elevator safety is governed by code and rescues are to be made by firefighters.
- Plumbing Failures/Flooding
 - Cease using all electrical equipment. If necessary, vacate the area. Notify VUPD at 911 or 219-464-5430.
- Serious Gas Leak
 - Cease all operations. Do not switch on lights or any electric equipment. Electrical arcing can trigger an explosion. Vacate the area and notify VUPD at 911 or 219-464-5430.

➤ Ventilation Problems

- If smoke or odors come from the ventilation system, and it becomes necessary, cease all operation and vacate the area. Notify VUPD at 911 or 219-464-5430.

Civil Disturbance or Demonstrations

Following are procedures that should be followed during a civil disturbance or demonstration:

- Most campus demonstrations will be peaceful and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.
- Should a disturbance occur, call VUPD at 911 using a campus phone or at 219-464-5430 using a cell phone. To avoid causing additional trouble, make the call in private.
- A threatening disturbance should be reported immediately to VUPD and the building contact person. The following actions also should be taken:
 - Remain on the line with VUPD to share information and to receive additional instruction.
 - Direct someone to alert all individuals in the area of the situation.
 - Direct someone to lock interior doors and secure all files, documents, and equipment.
 - If necessary, cease operation and evacuate.
- VUPD will assess the situation. Participants who refuse to disperse may be subject to prosecution if any campus rules and/or state laws are violated.
- If a class is disrupted, call VUPD at 911 or at 219-464-5430.

Violent or Criminal Behavior

Following are procedures that should be followed during violent or criminal behavior:

- Everyone is asked to assist in making campus a safe place by being alert to suspicious situations or persons and by reporting them as outlined below.
- If you are the victim of, or witness to, any criminal acts and/or violations of the law such as assault, robbery, theft, overt sexual behavior, etc., immediately contact VUPD at 911 or 219-464-5430 as soon as possible and supply them with the following information:
 - Nature of incident
 - Location of incident
 - Description of person(s) involved
 - Description of property involved
- If you witness a criminal act or whenever you notice a person(s) acting suspiciously on campus, immediately notify VUPD at 911 or 219-464-5430 and give the information outline above.
- Assist VUPD when they arrive by supplying them with all additional information and ask others to do the same.

Sexual Assault

Everyone can and should take precautions to prevent victimization. This includes increasing your knowledge of potentially dangerous situations, avoiding them when possible, and being prepared to deal with them as they are recognized. Some suggestions or improving personal safety are:

- At Home
 - Make sure hallways, garages and grounds are lighted. Have a key ready to open doors.
 - Leave a spare key with a friend rather than leaving it under the doormat or over the door.

- Lock window and doors that are easily accessible. Pull shades or curtains after dark so it is not easy to advertise that no one else is home.
- List only last name and initials on the mailbox and door and in phone book.
- Do not give out information or make appointments with strangers over the phone or internet.
- Do not admit strangers to your home. If an unexpected person approaches your door, determine identification before opening the door.
- At the Office
 - The office environment is unique. Each department, depending upon working habits, public commitments and style of operation, will differ. A safety system can be developed that will complement the particular environment in which you work. VUPD should be contacted as a resource for information and assistance in the design of a personal protection program for your office.
- In the Car
 - Park in well-lighted areas.
 - Walk back to your car with key ready.
 - Check the back seat before getting into your car and make sure no one is hiding.
 - Keep doors locked at all times.
 - If the car breaks down, raise the hood, put on emergency lights, return to your car, and lock the doors. Wait for someone to stop and offer help; stay in your locked car and ask them to call the police or a tow service.
 - Avoid hitchhiking and hitchhikers due to high risks involved.
- If You Are the Victim of a Sexual Assault
 - Attempt to stay calm and remain alert. Look for situations that you can exploit to your advantage. Your primary objection should be to survive the attack, and if possible, avoid serious injury to yourself.
 - If possible, try to get away as fast as you can. If necessary, fight back. If, however you are immediately threatened, attempting to escape or fight back initially may not be possible or advisable. In such a case, it may be necessary to cooperate somewhat until a safer opportunity for escape presents itself, but never leave the location with an attacker. Remember staying alive is your most important concern.
 - Take notice of the characteristics of your assailant and try to talk your way out of a rape situation, or identify a means of escape. Information you recall about your attacker is invaluable to the police in trying to apprehend the criminal.
 - If you are on campus, notify VUPD at 911 via a campus phone or at 219-464-5430 via a cell phone as soon as possible.
- Referral Service
 - Education on rape prevention is available through VUPD, the Sexual Assault Awareness Facilitative Education Office (S.A.F.F.E.), the Student Counseling & Development Center and the Dean of Students office.

Hostage

Suggested conduct while being held hostage:

- Under all circumstances, attempt to stay calm and be alert to situation that you can exploit to your advantage. Remember that the primary objective of law enforcement officials will be to secure your safe return as quickly as possible.
- No matter how “reasonable” your captors may appear on the surface, they cannot be trusted to behave normally and their actions may be unpredictable.
- Comply with the instructions of you abductors as well as you can.

- Do not discuss what action your family, friends or employer may take.
- Make a mental note of all movements including time in transit, direction, distance, speed, landmarks along the way, special odors and sounds.
- Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms, and the contacts they make. Such information can be of great value in their ultimate apprehension.
- Generally, you cannot expect to have a good opportunity to escape; any attempt to escape, however, should not be made unless it is indicated that your life is in imminent danger. Carefully calculate the best possible odds for success.
- Avoid making provocative remarks to your abductors. As noted, they may be unstable individuals who react explosively and are likely to be violent and abusive.
- Try to establish some kind of rapport with your captors.

Active Shooter on Campus

The National Tactical Officers Association defines an active shooter as one of more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. An active shooter's overriding objective appears to be that of mass murder, rather than criminal conduct such as robbery, kidnapping, etc. The definition also can include any assault with a deadly weapon causing a mass homicide.

- In a Classroom or Office
 - If you are in a classroom, room, or office, STAY THERE, and secure the door.
 - If the door has a lock, use it. If the door opens in, barricade it closed with heavy furniture or any items located in the area. You may also use something to wedge under the door to help barricade it.
 - If the door opens out, tie a belt or other items to the door and then to a heavy piece of furniture that cannot be pulled through the doorway. This will help to keep the door from being opened from the hallway. Again, cover the door with furniture or other items in the area.
 - If the door has window, cover it if you can.
 - Depending on the gunman's location, consideration may also be given to exit through ground floor window openings. Have someone watch as you get as many people out of the window as calmly and as quietly as possible.
 - If the windows don't open, or you can't break them, or you are not on a ground floor, get out of sight from the door, stay away from windows, take cover behind or under furniture, stay low, keep quiet, and act as if no one is in the room. Silence your cell phone.
 - Do not answer the door.
 - Stay calm.
- Exiting the Building
 - If it is possible to exit the building safely, move away from the immediate path of danger.
 - Do not run in a straight line (do zigzag).
 - Notify anyone you may encounter to exit the building immediately.
 - Do not signal an evacuation by pulling the fire alarm; this may cause those that are in secure places to exit into view of the shooter.
- After Exiting the Building
 - Try to keep as many large objects such as parked vehicles, large trees, brick walls, retaining walls, and any object which may stop firearm ammunition penetration, between you and the shooter as you run.

- Run to a police officer, keeping your hands in the air or on your head, and follow the orders that the police give you.
- Don't leave the area entirely; you may have information that responding police officers will need. Once in a safe place stay put.
- In Hallways, Lounge Areas, or Corridors
 - If you are in a hallway, get in a room that is not already secured and secure it.
 - Unless you are very close to an exit, don't run through a long hall to get to one, you may encounter the shooter or hostage taker.
 - If you are trapped in these areas, do your best to hide.
- In Large Rooms or Auditoriums
 - If in a gym or theater area and the shooter or hostage taker(s) are not present, move to and out the external exits.
 - If you are trapped in these areas, do your best to hide.
- Trapped With the Gunman
 - If you are trapped with the gunman, don't do anything to provoke him/her. If there is no shooting, do what the gunman says and don't move suddenly. Only you can draw the line on what you will or will not do to preserve your life or the lives of others.
 - If you are in the area where there are victims, pretend to be dead.
 - If the gunman starts shooting people, you need to make a choice. At this point, it is your choice of whether to stay still, run for an exit while zigzagging, or attack the shooter. Attacking the shooter is very dangerous, but certainly no more than doing nothing and being shot. A moving target is much harder to hit than a stationary one and the last thing that the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.
 - If fighting is your only option, fight in a group (swarm) and use any available items to attack or secure the shooter. Again this is not a recommendation to attack the shooter but rather a choice to fight when there is only no other option.
 - If the shooter leaves the area, attempt to lock or barricade the door, or proceed to a safe location.
- Notifying the Police
 - Call VUPD at 911 using a campus phone or at 219- 464-5430 via a cell phone as soon as it is safe to do so. Stay calm and give the dispatcher as much information about the shooter(s), victim(s), and location(s) as you possibly can.
- Individuals On Campus But Away From The Active Shooter Building Or Location
 - Take protective cover within your shelter-in-place location, staying away from windows and doors until notified otherwise.
 - Seek a location where you can secure the door by locking and /or barricading with furniture.
- VUPD officers are trained and equipped to respond to an incident of this nature. Obey all orders of the police. This may involve being handcuffed or told to put your hands in the air as you exit the building. This is done for your safety, the safety of others, and the safety of the police. If you have locked yourself in a safe area, wait for the police department or a campus administrator to give an all-clear directive before leaving the area.
- These safety tips and guidelines are not all inclusive. No two emergency incidents are the same. The incident itself will dictate your choices to make yourself safe. Periodic reminders and training when feasible can increase your chances of surviving an active shooter incident.

2010 CAMPUS FIRE SAFETY REPORT

2010 Fire Statistics

Facility	2010					
	Fires	Injuries	Deaths	Category	Cause	Damage
Alumni Hall	0	0	0	N/A	N/A	N/A
Brandt Hall	0	0	0	N/A	N/A	N/A
Guild Hall	0	0	0	N/A	N/A	N/A
Kade German Cultural Center	0	0	0	N/A	N/A	N/A
Lankenau Hall	0	0	0	N/A	N/A	N/A
Memorial Hall	0	0	0	N/A	N/A	N/A
Mound Street Residence Hall	0	0	0	N/A	N/A	N/A
Scheele Hall	0	0	0	N/A	N/A	N/A
Uptowne East Apartments	0	0	0	N/A	N/A	N/A
Wehrenberg Hall	0	0	0	N/A	N/A	N/A

2009 Fire Statistics

Facility	2009					
	Fires	Injuries	Deaths	Category	Cause	Damage
Alumni Hall	0	0	0	N/A	N/A	N/A
Brandt Hall	0	0	0	N/A	N/A	N/A
Guild Hall	0	0	0	N/A	N/A	N/A
Kade German Cultural Center	0	0	0	N/A	N/A	N/A
Lankenau Hall	1	0	0	Intentional	Fire crackers	\$200
Memorial Hall	0	0	0	N/A	N/A	N/A
Mound Street Residence Hall	0	0	0	N/A	N/A	N/A
Scheele Hall	0	0	0	N/A	N/A	N/A
Uptowne East Apartments	0	0	0	N/A	N/A	N/A
Wehrenberg Hall	0	0	0	N/A	N/A	N/A

Fire Log

Fire log statistics for Valparaiso University are reported with the Clery Act crime log. The statistics include the nature of the fire, the date the fire occurred, the time of day the fire occurred, and the location of the fire. A printed copy of the log is accessible at the Valparaiso University Police Department. The fire log for the most recent 60-day period is open to public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days is made available within two business days of a request for public inspection.

Fire Safety Systems Student Housing Facilities

All campus residence halls are equipped with Siemens MXL fire systems which consist of pull stations, smoke and fire detectors, alarm horns, and built-in water hoses. These systems are tied directly to University police alarm systems, with a back-up link to the University's Facilities Management Services alarm system. In addition to the Siemens system, all residence halls have fire extinguishers located throughout the building.

Uptown East residences have Firelite fire systems which consist of pull stations, smoke and fire detectors, and alarm horns. Fire department connections and stand pipe connections are located around and in each building. The entire property also has full sprinkler capability with sprinklers in all common areas, hallways, and suite units. All systems are monitored by A.B.C. Burglar & Fire Alarm Corporation with emergency response provided by the City of Valparaiso.

Fire Drills Student Housing Facilities

Planned fire drills are held once each spring and fall semester, for a total of two drills per residence hall during the academic year.

Residential Life Policies Student Housing Facilities

Residential Life has adopted the following policies which are included in the Valparaiso University *Student Guide to University Life*.

Electrical Appliances - High-load, heat-producing appliances, such as space heaters, hot plates, electric fry pans, etc.; and “octopus” electrical outlets are not permitted in residence hall rooms. Microwaves are allowed only in Wehrenberg, Guild, and Memorial Halls. Students are restricted to cooking and preparing food in floor lounges and kitchenette areas of the residence halls, unless prepared in a microwave in approved rooms. One small refrigerator per room may be used. It must be energy efficient, be no more than 3 cubic feet in size, and draw no more than 5.0 amperes of electricity. Due to their high heat production, halogen floor lamps and 104 light bulbs are prohibited. Halogen desk lamps may not exceed 50 watts, and must have a protective glass lens over the bulb.

Smoking - All residence hall and University operated apartment facilities are designated non-smoking including student rooms and common areas of the building. Common areas include restrooms, kitchens, lounges, computer labs, recreation rooms, and lobbies, etc. Violations of this policy will be subject to disciplinary action.

The Valparaiso University campus has been a tobacco-free campus since July of 2008.

Open Flames - The burning or possession of burnt candles and incense is not allowed in residence halls. Candles or incense that have burnt residue will be confiscated. Students residing in University-operated apartments may use outdoor grills on the ground at a minimum of 5 feet from the building. Grills may not be used on decks or landings. Storing of charcoal and other flammable products is not permitted in University-operated residence halls and apartments.

Building Evacuation Policy and Procedure

Per University policy, following are procedures that should be followed during/after a fire:

- Know the location of fire extinguishers in your area and know how to use them. Training and information are available through Campus Safety.
- On a minor fire that appears controllable, IMMEDIATELY contact VUPD. Promptly direct the charge of the fire extinguisher towards the base of the flame.
 - Remember “PASS”

- Pull
 - Aim
 - Squeeze
 - Sweep
- If necessary, or if directed to do so by VUPD or building contact person, activate the building's fire alarm. In addition, you must call VUPD or building contact person.
 - On large fires that do not appear controllable, IMMEDIATELY contact VUPD and building contact person. Evacuate all affected rooms closing all doors to confine the fire and reduce oxygen. Do not lock doors.
 - Assist people with disabilities in exiting the building. Do not use elevators in case of fire.
 - Once outside, move to a clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel.
 - If requested, assist VUPD and/or building contact person.
 - If necessary an EOC will be activated by VUPD. Keep clear of the EOC unless you have important information to report. All emergency procedures will be directed through the EOC. Building contact persons will be in contact with the EOC and communications will flow through the building contact person.
 - Do not return to an evacuated building unless directed to do so by VUPD or the building contact person.
 - If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor, where the air will be more breathable and shout at regular intervals to alert emergency personnel of your location.

System Tests

The University's Incident Command (IC) team is responsible for the testing of emergency systems. The tests are conducted in whole or in part by using table top exercises or live drills. In addition, the emergency siren is tested on the first Tuesday of each month and planned fire drills are conducted in each of the student residence halls twice a year.

Fire Safety Education and Training Programs

The Student Affairs professional staff, residential learning coordinators, and resident assistants participate in live fire extinguisher training each year, prior to the beginning of the fall semester.

Facilities Management Services staff receive fire extinguisher, fire watch, personal protective equipment, and ladder safety on an annual or bi-annual basis.

Each IC team member receives National Incident Management System (NIMS) training. NIMS training provides a systematic, proactive approach to prevent, protect against, respond to, recover from, and mitigate the effects of incidents