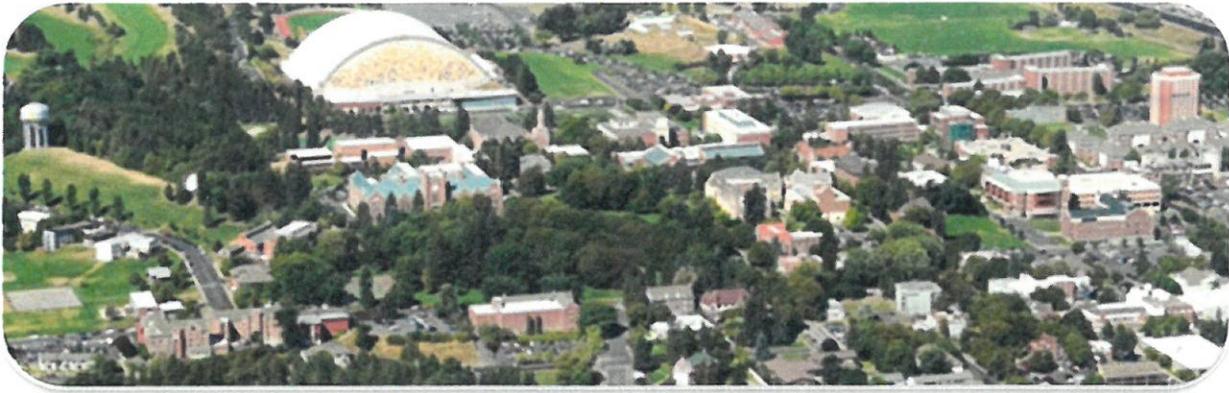


University of Idaho



# SECURITY AND SAFETY PLAN 2017

Office of Public Safety & Security

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## Security and Safety Plan

The University of Idaho has developed and implemented a broad range of safety and security policies. This plan provides an overview of the programs and policies that provide for the safety and security of the Vandal community. Safety and Security is a shared and collaborative effort at the University of Idaho.

The Office of Public Safety & Security (OPSS) consists of University Security, Risk Management, Emergency Management & Security Services, and Environmental Health & Safety. The Office of Public Safety is focused on creating and maintaining a safe environment for the UI Community and those who visit. We are engaged with internal and external stakeholders creating effective and efficient safety and security programs that enhance the living, learning and working experience at the University of Idaho.

## Table of Contents

<b>Security and Safety Plan</b>	<b>2</b>
Timely Warnings and Emergency Notifications	5
Emergency Notifications	5
Timely Warnings	5
Reporting Crimes and Other Emergencies Important Phone Numbers	6
Voluntary Confidential Reporting	6
Campus Security Authority Training	7
Emergency and Evacuation Procedures	7
Emergency Situations	7
Evacuation Procedures	8
Missing Student Notification Policy Statement	9
APM 95.34 - Missing Students	9
Security and Access Policy Statement	9
40.28 – Access Control Policy	9
Residential Buildings	9
Security Considerations in the Maintenance of Campus Facilities	10
Campus Law Enforcement Policy Statements Overview	10
95.15 - Crime Reporting and Programs and Campus Law Enforcement	10
Campus Security	11
Accurate and Prompt Reporting	11

Pastoral and Professional Counseling Reporting	11
Monitoring and Reporting of Criminal Activity	11
Crime Prevention Programs	12
Threat Assessment and Management Team	12
Safe Zone Training	12
<b>Sexual Assault, Domestic Violence, Dating Violence, Stalking</b>	<b>13</b>
Definitions	13
Sexual Assault	13
Sex Offenses	13
Consent	13
Domestic Violence	13
Dating Violence	14
Stalking	14
Procedures to Follow in the Event of Sexual Assault, Relationship Violence, Stalking	14
Resources	14
On-Campus	14
Off-Campus	15
Changes in Academic and Living Situation	15
Sexual Assault, Stalking and Substance Abuse Policies	15
Amnesty Policy	15
Student Code of Conduct	16
Proscribed Conduct	16
Assault and Sexual Misconduct	16
Stalking	17
Substance Abuse	17
Alcohol Policy	18
Substance Abuse Education Programs	18
The Disciplinary Process	18
Investigations	19
Hearings	20
Disclosure of Outcome	20

Sanctions	21
Sexual Harassment	22
Registered Sex Offenders	23
Student Disciplinary Hearing Results	23
<b>Boise</b>	<b>24</b>
Boise Center for Higher Education	24
Boise Center Law Enforcement	24
Important Phone Numbers	24
<b>Coeur d'Alene</b>	<b>26</b>
The Coeur d'Alene Center for Higher Education	26
Coeur d'Alene Center Law Enforcement	26
Important Phone Numbers	26
<b>Idaho Falls</b>	<b>28</b>
Idaho Falls Center for Higher Education	28
Idaho Falls Center Law Enforcement	28
Important Phone Numbers	28
<b>Fire Safety – Policies and Procedures</b>	<b>30</b>
University Housing Fire Safety Regulations	30
Student Responsibility	30
Evacuation Procedures	30
Fire Notification Reporting Procedure	31
Fire Safety Training	31

## Timely Warnings and Emergency Notifications

To report a crime, dangerous situation, or imminent threat on campus, during daytime business hours call the Office of Public Safety and Security at 208-885-2254 or Campus Security 24-7 at 208-874-7550.

### Emergency Notifications

In compliance with The Jeanne Clery Act, Emergency Notifications will be broadcast when the University receives a confirmed report from a cognizant authority (i.e. a law enforcement authority), that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff or visitors is occurring on campus. In those instances, the Executive Director of Public Safety or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and broadcast the notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Emergency Notifications will include instructions to the UI Community for protective action. When the threat no longer exists, an "all clear" alert will be broadcast. The Executive Director of Public Safety and Security or designee has the authority to broadcast Emergency Notifications to the University community using the Vandal Alert System.

In addition, the Vandal Alert system is tested at least once per year.

### Timely Warnings

In compliance with The Jeanne Clery Act, Timely Warnings will be broadcast when a report of murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson (Clery Act Crimes) is received by campus security authorities and, in the judgment of the institution, the crime at issue poses a serious or continuing threat to students and employees. The Executive Director of Public Safety or designee will broadcast Timely Warnings using the Vandal Alert system in a manner that is timely and will aid in the prevention of similar crimes, unless issuing a warning will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the threat. The intent of a timely warning is to enable people to protect themselves and/or their property. Timely Warnings will be issued as soon as pertinent information is available. Timely Warnings may also be made for other crimes (non-Clery) that pose a serious or continuing threat to the campus community.

When the OPSS becomes aware of criminal incidents that in the judgment of OPSS and the University's senior leadership constitute an ongoing or continuing threat to the campus community, the OPSS issues a timely warning to notify the community. Depending on the particular circumstances, a timely warning may be disseminated by using one or a combination of the following: Vandal Alert, which may include email, telephone message and/or text message; various campus publications; the Public Safety and Security and University websites; and/or press releases.

## Reporting Crimes and Other Emergencies

### Important Phone Numbers

- During an **EMERGENCY** (Fire/Medical/Accident/Hazardous Spill) always **CALL 911**
- To reach CAMPUS SECURITY in a non-emergency, call (208) 885-7054
- For University of Idaho Emergency Updates, (active only in an emergency) call (208) 885-1010
- National Poison Control call 1-800-222-1222
- Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
- Facilities Services (208) 885-6246
- Moscow Police Department (non-emergency (208) 882-COPS (2677)
- OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-2254
- Office of Civil Rights and Investigations (208) 885-4285 The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response.
- Office of Equity and Diversity (208) 885-2468 The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response.
- OMBUDS OFFICE Confidential, impartial and informal conflict resolution assistance, (208) 885-7668
- VIOLENCE PREVENTION PROGRAMS (208) 885-6757
- COUNSELING AND TESTING CENTER Free and confidential counseling services for students, call (208) 885-6716
- Dean of Students / Student Affairs (208) 885-6757
- HUMAN RESOURCES (208) 885-3638
- BEHAVIOR OF CONCERN *If you see something, say something!* If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from the Office of Public Safety and Security (208) 885-2254

### Voluntary Confidential Reporting

The University of Idaho's confidential hotline number is 800-775-1056. If anyone sees or suspects unethical or illegal behavior, they may report their concerns anonymously through this toll free number.

## Campus Security Authority Training

A Campus Security Authority (CSA) is a person who has significant responsibility for student and campus activities and to whom crimes are most likely to be reported.

Campus Security Authorities include, but are not limited to, student housing, student discipline, and campus judicial proceeding, Faculty Advisors to student organizations, Athletic Team Coaches, the Director of Athletics, Senior Associate Athletics Director, Chair of the Department of Movement Sciences, Assistant Vice President for Student Affairs, Dean of Students, Director of Greek Life, Campus Recreation Operations Supervisor, and Campus Security Department.

An online training program for all Campus Security Authorities is available online through the Office of Public Safety and Security's website. <http://www.uidaho.edu/infrastructure/pss/jeanne-clery-act/campus-security-authority>

## Emergency and Evacuation Procedures

### Emergency Situations

Emergencies may range from severe weather to building evacuations to campus closures, and the University has a variety of methods to communicate with students, faculty, staff, visitors, and the public in the event of these and other possible emergencies. Depending on the situation, the University may use some or all of the following tools.

**Vandal Alert** is used to contact the University of Idaho community by email, text messaging and/or voice in the event of an emergency. If a timely warning or an emergency notification is sent, the Office of Public Safety and Security will utilize the Vandal Alert system to communicate pertinent information which may include but may not be limited to a description of the incident, location, and appropriate protective action to take.

**The Office of Public Safety and Security website** is updated with information during actual emergency or campus closures. The University of Idaho website platform also includes a system-wide notification message at the top of every web page in the event of an emergency or campus closing.

**Facebook.** <https://www.facebook.com/UniversityOfIdahoEmergencyManagement> The University of Idaho Emergency Management Facebook page posts information about emergencies and safety concerns and is also two way communication from people who have "Liked" the page.

**University of Idaho Active in Emergencies update line:** (208) 885-1010. Students, faculty, and staff members may call this main number for information and status updates on emergencies and campus closures.

**Local News Media.** University Communications and Marketing sends press releases and communicates with local media. Because our students, staff, and faculty have varying schedules, the University depends greatly on broadcast media to communicate important emergency information to our campus community before or during their commutes.

**Telephone Trees.** The Office of Public Safety and Security, as well as all University Units, maintain and update telephone trees of contacts that are activated during emergencies.

The Office of Public Safety and Security primarily develops and disseminates emergency information in cooperation with University Marketing and Communications.

## Evacuation Procedures

**35.22 - Emergency Evacuation Procedures.** The Environmental Health and Safety Office has developed general emergency evacuation procedures and each department supplements these procedures with departmental supplemental information. It is recommended that these procedures be posted in every department and distributed to all building occupants.

**Comprehensive Emergency Management Plan (CEMP).** The University CEMP describes three protective actions that may be issued by the University Office of Public Safety and Security or University personnel. Protective actions will be issued based on situational awareness and unique conditions.

**Evacuation.** One of the protective actions that may be issued by the University Office of Public Safety and Security or university personnel is a building or campus-wide EVACUATION. An EVACUATION protective action may be issued in response to a fire, hazardous materials spill/release, or active shooter situation. An EVACUATION protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed to keep students, faculty, staff, and visitors safe by creating distance between them and the hazard area. EVACUATION means immediately leaving the area you are located for another designated safe location. If a campus-wide EVACUATION is issued everyone on a campus is required to immediately leave on foot in an orderly manner and should not try to leave by car. Specific information regarding how to properly EVACUATE can be accessed on the Environmental Health and Safety website <http://www.uidaho.edu/infrastructure/pss/emergency-management/emergency-management-plan>.

**Shelter-In-Place.** Another protective action that may be issued by the University Office of Public Safety and Security or university personnel is SHELTER-IN-PLACE. A SHELTER-IN-PLACE protective action may be issued in response to a hazardous materials spill/release, active shooter situation, or weather emergency. This protective action is aimed to keep students, faculty, staff, and visitors safe while remaining indoors. SHELTER-IN-PLACE means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. Students, faculty, staff, and visitors are required to immediately SHELTER-IN-PLACE in an orderly manner when directed by emergency response personnel or a Vandal Alert message. Specific information regarding how to properly SHELTER-IN-PLACE can be accessed on the Public Safety and Security website.

**Temporary Closure.** One of the protective actions that may be issued by the University Office of Public Safety and Security or university personnel is TEMPORARY CLOSURE. A TEMPORARY CLOSURE protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff, and visitors safe by keeping them out of the hazard area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they are ordered to leave by University Office of Public Safety and Security, Executive or Response Teams, or local emergency response agency personnel.

The CEMP is a living document subject to change, updates, and revisions as environments of the University changes. The Office of Public Safety and Security plans and conducts annual exercises to test and validate plans, procedures, equipment, facilities, and training. Exercise evaluations are conducted and analyzed to

determine what occurred, and compared to observations of the plans, policies, and procedures. These observations and comments are discussed in an After Action Review and recommendations for improvement are made in an After Action Report (AAR). An Improvement Plan (IP) is then developed to clarify actions necessary to implement improvements.

## Missing Student Notification Policy Statement

### APM 95.34 - Missing Students

This policy was created in 2011 and updated in 2014 to comply with the Jeanne Clery Act which requires the university to disclose the policy on reporting a missing student residing in on-campus university housing, how students can designate an emergency contact person and how the emergency contact information will be used.

- Any member of the University community who has a reason to believe that a student who resides in on-campus University housing is missing should notify Campus Security at their 24/7 number of (208) 885-7054.
- Any campus security authority (CSA) who receives a report that a student who resides in on-campus University housing is missing should immediately notify Campus Security by calling (208) 885-7054.
- In addition to registering a general emergency contact, each student residing in on-campus University housing has the option to register a confidential emergency contact person to be notified in the event that the student is determined to be missing for 24 hours. Students wishing to register a confidential emergency contact may do so on VandalWeb.
- If a student has identified a confidential emergency contact person, the University will notify that individual no later than 24 hours after the student is determined to be a Missing Student.
- The University will also notify the parent or legal guardian of any Missing Student under the age of 18 that is not emancipated.
- The confidential emergency contact person information will only be shared with authorized University officials and law enforcement persons in furtherance of a Missing Student investigation.
- The University will notify the Moscow Police Department (MPD) within 24 hours of the determination that a student is a Missing Student.

## Security and Access Policy Statement

### 40.28 - Access Control Policy

It is the policy of the University of Idaho that after normal working hours all facilities shall be locked and secured in order to maintain the safety of both the facilities and their contents including any faculty, staff and/or students. Building card access systems provide an alternative method of controlling access to a building or area, allow for accountability in building access, and facilitate key management due to the reduced number of keys needed. Keys and cards are issued for entry to University facilities for the purpose of conducting University business only. The most effective security happens when all University employees and students share in the responsibility of ensuring the safety integrity of all campus facilities.

## Residential Buildings

Access to residential buildings is operated by University Housing and is restricted to residents, their guests, and applicable staff. The Residence Hall Handbook and Apartment Procedures and Policies Handbook contain

information on access to dormitories and on campus apartments. Access can be by card and/or key. Students will be issued a room key or room/suite access on their Vandal Cards when they check into the residence halls. They will also receive Vandal Card access to the exterior building doors.

- Residence hall students must use their Vandal Card to enter a residence hall and their card access is restricted to their specific residence hall building and community areas.
- University Housing requires that students living in residence halls escort guests in and out of the buildings at all times. Students may not have a guest stay more than three (3) consecutive nights during the semester and is at no time allowed to give their guest card access to the residence hall.
- Any resident who is locked out of his or her room or building may go to the Living Learning Community (LLC) 24-hour Desk and check out a spare key or temporary access card. Lock out keys not returned within 24 hours may result in room locks being changed and the student being charged for parts and labor.
- Moscow Police Officers are members of the University community and are regularly in the residence halls for community-oriented policing, educational programming and to address community concerns as they arise.
- University Housing works with Campus Security to provide hall walk-throughs, safety checks and a 24-hour campus 'Safe Walk' program.

## Security Considerations in the Maintenance of Campus Facilities

Contractors working on University projects are required to meet with Facilities' Architectural and Engineering Services department to obtain authorization for access. They are then issued the appropriate keys and card access on a temporary basis to the required areas for their work. Contractors are responsible for the security of the keys/access, their proper use, and the spaces they unlock. Access and keys issued are for official authorized University of Idaho business use only, and are the property of the University of Idaho. Keys are to be returned to Facilities when the project requiring the keys/access ends or upon request. Project retention will not be released until all keys are returned. Some funding is typically retained from contractors, attempting to ensure all punch list and manuals, etc. are completed before final payout of the contract. Misuse and or loss of the keys/access issued could result in severe disciplinary action up to and including prosecution and/or restitution to re-key all affected areas.

## Campus Law Enforcement Policy Statements Overview

### 95.15 - Crime Reporting and Programs and Campus Law Enforcement

Police services are provided by Moscow Police Department under a contract between the Regents of the University of Idaho and the City of Moscow. The Moscow Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances on the campus. The Moscow Police have jurisdiction over streets, alleys and other public areas. Fraternities and sororities are located in the City of Moscow and receive police services from the Moscow Police Department. The Moscow Police Department interacts with federal, state and local law enforcement agencies. The contract with the City of Moscow for police services provides for the services of nine (9) FTE officers. When spread over 24-hours a day, 365 days a year this staffing level generally allows one or two officers to be on the campus or in adjacent areas of the city at all times, although variations will occur. There is a Police Sub-Station on the Moscow campus, located in the Idaho Commons at 875 South Line Street.

## Campus Security

Campus Security is managed through the Office of Public Safety and Security (OPSS). The mission of Campus Security is to create a safe, secure campus to provide a safe educational environment through a community approach to security, the promotion of personal safety, and awareness and the deterrence of crime. They strive to preserve this safe and healthy environment through quality training, effective leadership, and collaboration with the Moscow Police Department. To make the University safer, the non-sworn, unarmed Campus Security team's core duties are:

- Performing regular visible patrols of the facilities to watch for potential safety hazards and crimes;
- Checking to ensure buildings are locked and secured;
- Documenting detected problems;
- Escalating issues to University staff who have responsibility for the area/facility or to the Moscow Police Department as directed; and
- Providing Safe Walk services by accompanying students, faculty, and/or staff across campus to make sure they can safely traverse the campus without fear of personal harm

## Accurate and Prompt Reporting

All students, faculty, staff, and visitors are encouraged to promptly and accurately report criminal incidents, accidents, emergencies and non-emergencies. If there is an emergency on campus, call 911. For non-emergencies and other reports, call Campus Security at (208) 885-7054 on the 24/7 line or the Office of Public Safety and Security at (208) 885-2254 during campus business hours.

## Pastoral and Professional Counseling Reporting

The University Counseling and Testing Center (CTC) provides a supportive and confidential environment for students to explore their concerns and learn new skills to deal more effectively with problems that may be interfering with their personal well-being and academic goals. Crisis appointments are also available during normal operating hours, and for after-hours crisis intervention students may call the CTC at (208) 885-6716. Professional counselors at the University are encouraged, if and when they deem appropriate, to inform those they counsel of the procedures for reporting crimes voluntarily for inclusion in the Security and Safety Plan.

## Monitoring and Reporting of Criminal Activity

The University receives a crime report from the City of Moscow Police Department (MPD) on a daily basis that includes time and date, case number, nature, address, location, and disposition of reported incidents. The Office of Public Safety and Security and MPD collaborate to determine if any crimes in the City involve University students or student organizations. If criminal activity occurs, contact the Police or Sheriff Department in the local jurisdiction of the trip or event, and also submit an Accident/Incident report to the University.

## Crime Prevention Programs

### Threat Assessment and Management Team

As part of a larger and institution-wide commitment to a safe campus and workplace environment, the University of Idaho's Threat Assessment and Management Team is charged with developing fact-based assessments of students, employees, or other individuals who may present a threat to the University.

The Threat Assessment and Management Team:

- Is empowered to take timely and appropriate action consistent with University policy and applicable law.
- Collaborates with the campus community in the development of preventative measures – including implementing plans and protocols for responding to credible threats and acts of violence.
- Reviews and develops threat assessment and response policies and procedures.

### Safe Zone Training

Safe Zone is a program at the University of Idaho which identifies faculty, staff, and students who can provide support and resources for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) students, faculty, and staff. A Safe Zone sign indicates that the person who posted it is a person who will be understanding, non-judgmental, and trustworthy. Individuals will know that they can come to this person for help, advice, or just talk with someone who is supportive of their sexual orientation or gender identity. Safe Zone training is offered twice a semester to campus faculty, staff, and students who wish to establish a Safe Zone in their area. Also, Safe Zone training can be provided on site at other times.

### Moscow Police Department

The Moscow Police Department partners with the University of Idaho to provide public safety and security programs to various groups on campus including fraternities and sororities.

### Interagency Planning, Training, and Exercises

In addition to planning, training, and exercising with the Moscow Police Department and the Moscow Volunteer Fire Department, the UI Office of Public Safety and Security's Office of Emergency Management has representation on the Latah County Local Emergency Planning Committee (LEPC) and the North Central Healthcare Coalition. In addition, they participate in LEPC workshops and in Idaho Bureau of Homeland Security exercises.

## Firearm Policy

### FIREARMS

Section 18-3309 of Idaho code permits qualified retired law enforcement officers and individuals who have obtained an Idaho enhanced concealed weapon license, to possess a concealed firearm on public college and university property; with the exception of carrying within student dormitories or residence halls and at public entertainment/sporting facilities with a seating capacity of greater than 1,000.

The University of Idaho recognizes that a safe and secure environment is critical to maintaining a climate that is conducive to learning. The University of Idaho Firearm policy is consistent with State of Idaho law and The Governing Policies and Procedures of the Board of Regents of the University of Idaho.

The University of Idaho allows the concealed carry of firearms and ammunition by holders of licenses described in section 18-3309(2), Idaho Code under the conditions and limitations set out in that section. Any other possession of firearms, including open carry, on University property is prohibited under the authority granted in section 18-3309 (1), Idaho Code, unless specifically approved by the Executive Director of Public Safety & Security or as specified in this policy.

## Sexual Assault, Domestic Violence, Dating Violence, Stalking Definitions

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a. Rape—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- b. Fondling — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c. Incest — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. Statutory Rape — Sexual intercourse with a person who is under the statutory age of consent.

### Consent

**Idaho Statute:** There is no definition for consent in reference to sexual activity in Idaho's Statutes.

**From UI's Student Code of Conduct:** FSH 2300; A-1. Consent: as used in this code, is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. If coercion, intimidation, threats and/or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious. Whether one has taken advantage of a position of influence over another may be a factor in determining consent. Consent to any one form of sexual activity does not imply consent to any other form of sexual activity.

### Domestic Violence

A felony or misdemeanor crime of violence committed (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence

occurred; or (e) by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition, (a) dating violence includes sexual or physical abuse or the threat of such abuse. (b) Dating violence does not include acts covered under the definition of domestic violence.

### Stalking

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

### Procedures to Follow in the Event of Sexual Assault, Relationship Violence, Stalking

1. **Get to Safety:** Get to a safe place, and ask a friend to stay with you.
2. **Call Help:** Call the 24-Hour helpline **208-883-HELP (4357)** to speak with an advocate for confidential and anonymous support. This advocate can help walk you through the process of seeking medical help, preserving evidence and reporting the crime, based on what you are comfortable with.
3. **Preserve Evidence:** Try to preserve all evidence of the assault. Avoid drinking, bathing, showering, douching, brushing your teeth, or changing your clothes. Evidence can be collected at an emergency room and you can decide later whether or not you want to press criminal charges. Collecting physical evidence must occur within 96 hours (4 days).
4. **Write Down Details:** Try to write down, or have a friend write down, everything you can remember about the incident including a physical description of the perpetrator, their identity if you know it, and the use of threats or force.
5. **Get Medical Attention:** Your personal health is most important! Visit an emergency room or medical facility to be checked out. This includes testing for HIV and other sexually transmitted infections (STIs), as well as receiving preventative treatments (medications to prevent STIs and pregnancy and protect against HIV transmission may be offered). A nurse who is a specially trained Sexual Assault Nurse Examiner (SANE) will help you and collect evidence.

### Resources

#### On-Campus

**Violence Prevention Programs**.....208-885-6757

If you or someone you know has experienced a sexual assault or is in an abusive relationship, we are here to help. We are here to listen, support and provide resources and options – you should not have to face an abusive situation alone!

**Student Health Clinic**.....208-885-6693

In the event of a sexual assault, if you need information on how to obtain emergency contraception or STD testing, call the Student Health Clinic to set up an appointment.

**Counseling and Testing Center**.....208-885-6716

To meet with a counselor on campus, please contact our Counseling and Testing Center to schedule an appointment.

**Off-Campus**

**Alternatives to Violence of the Palouse**.....208-883-4357

If you need a confidential advocate to walk you through the process of getting the help you need regarding sexual assault, domestic violence or stalking, contact AVTP.

**Moscow Police Department**.....208-882-COPS (2677)

To report sexual assault or domestic violence, please contact MPD.

**National Sexual Assault Hotline**..... 1-800-656-HOPE (4673)

**Changes in Academic and Living Situation**

Whenever the University receives a report of sexual misconduct or sexual assault, complainants who are members of the university community may be referred to an advocate from the Violence Prevention Program who can serve as a resource person to the complainant to identify, explain and navigate the complainant’s reporting options and the available support services. This may include but is not limited to referrals to counseling, educational support, medical treatment, and information about university processes, criminal processes, and legal assistance. The advocate may also provide assistance in rearranging class schedules, extracurricular activities, and on-campus housing/dining arrangements (for reasons including avoiding contact with the accused student).

The advocate may also assist the complainant with working with appropriate offices to make reasonable accommodations such as but not limited to:

- issuing written instructions to the accused student restricting him or her from making contact with the complainant;
- temporarily moving the complainant—if living in university housing—to other living arrangements; or
- making alternative instructional arrangements for the accused student.

**Sexual Assault, Stalking and Substance Abuse Policies**

**Amnesty Policy**

FSH 2310

The fear of repercussions through the Student Code of Conduct may prevent students from seeking assistance in crisis situations. To address this fear, the University of Idaho created its Amnesty Policy with student health and safety as its primary concern.

This policy aims to remove the barriers that may prevent any student from seeking emergency medical attention by providing an opportunity for the University to intervene in a caring and non-punitive manner. The goal is to reduce the potential risk of alcohol and/or drug-related injuries or deaths, and increase the likelihood that students will seek medical attention in crisis situations.

## Student Code of Conduct

The following information on Proscribed Conduct is from the University of Idaho's Student Code of Conduct – FSH 2300.

In 2014 the Dean of Students Office, General Counsel, and a sub-committee of University Judicial Council and Faculty Senate, conducted a thorough review of all policies related to the Student Code of Conduct. All disciplinary language from FSH 2200 Statement of Student Rights and FSH 2300 Student Code of Conduct was consolidated into FSH 2400 and updated removing redundancies in policy. For further information, contact the Dean of Students (208-885-6757).

**Article I.** The University of Idaho is committed to creating and maintaining a productive living-and-learning community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship.

## Proscribed Conduct

**Article II - A. Rules and Regulations.** The following list describes actions that detract from the effectiveness of a University community and for which students are subject to disciplinary action. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary process outlined in FSH 2400:

## Assault and Sexual Misconduct

**All - A-3. Threat of Harm or Actual Harm to a Person's Physical or Mental Health or Safety.** Living together in a University community requires respect for the rights of fellow members of that community to pursue their academic goals and to participate in lawful campus or University activities. As in any community, certain forms of responsible conduct must be adhered to in order to ensure the physical functioning and safety or security of that community.

**A-3; d.** Sexual misconduct, which is a broad term encompassing any non-consensual contact of a sexual nature (see Article I, Section A-1, for the definition of consent). Sexual misconduct may vary in severity, and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct (see APM 95.20 for more information about resources available and procedures for responding to sexual misconduct):

Unwelcome sexual conduct. This includes, but is not limited to,

1. touching an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering the same);
2. touching an unwilling or non-consensual person with one's own intimate parts;
3. forcing an unwilling or non-consensual person to touch another's intimate parts;
4. indecent exposure, which includes, but is not limited to, exposing one's own intimate parts to an unwilling or non-consensual person; and
5. voyeurism, which includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio, video, or photographic record of another person without his/her prior knowledge and

without his/her prior consent when such a recording is likely to cause injury or distress to the other person, or involves the other person's intimate parts or sexual conduct.

Sexual violence, which refers to physical sexual acts perpetrated against another person's will or where another person is incapable of giving consent or is incapacitated. This includes, but is not limited to,

1. rape, which includes, but is not limited to, the unwilling or non-consensual penetration of another person's bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another person's mental or physical condition (such as intoxication, age, or disability) of which the assailant was aware or should have been aware;
2. sexual assault, which is the unwilling or non-consensual penetration of any bodily opening of another person with any object or body part;
3. sexual battery; and
4. sexual coercion.

All acts of sexual violence are also forms of sexual harassment.

**A-3; e.** Sexual harassment, which is defined as unwelcome conduct of a sexual nature (see FSH 3205 for the requirements of the consensual relationship policy). It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct or communication of a sexual nature when:

1. Submission to or rejection of such conduct or communication is a term or condition of educational benefits, employment, academic evaluations, or other opportunities;
2. Submission to such conduct or communication has the purpose or effect of substantially interfering with a student's education;
3. Such conduct is sufficiently severe or pervasive as to have the effect of creating an intimidating, hostile or offensive educational environment or negatively affecting a student's educational opportunities. A single instance may be considered severe enough to merit sanctions.

**A-3; f.** Gender-based and sexual orientation harassment (see FSH 3215), which is defined as any act of verbal, non-verbal, or physical aggression, intimidation, or hostility based on sex, sex-stereotyping, gender, or gender-stereotyping, even if those acts do not involve conduct of a sexual nature.

## Stalking

**A-3; g.** Stalking, which includes, but is not limited to, the persistent, severe, or pervasive harassment of another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested. This may include, but is not limited to, repeatedly contacting another person through any means (such as in person or by phone, electronic means, text messaging, etc.), following another person, or having others contact or follow another person on your behalf. A single instance may be considered severe enough to merit sanctions.

## Substance Abuse

All - A-7. Use and Misuse of Substances.

## Drug Policy

**A-7; b.** Using, possessing, manufacturing, cultivating, selling, or distributing any state or federally controlled

drug, substance, or paraphernalia, including, but not limited to, marijuana, heroin, narcotics, or other controlled substances, in violation of any applicable law or University policy. Inhaling or ingesting any substance (e.g., nitrous oxide, glue, paint, etc.) that is intended to alter a student's mental state without a prescription is also prohibited. *See the University's Drug and Alcohol Abuse Prevention and Education publication (available through the Office of the Dean of Students) for more information.*

## Alcohol Policy

**A-7; c.** Consuming, possessing, manufacturing, or distributing alcoholic beverages in violation of any applicable law or University policy (see APM 80.01 for alcohol permit requirements). Alcoholic beverages may not, in any circumstance, be consumed or possessed by, or distributed to, any person under twenty-one (21) years of age. Except at permitted events pursuant to APM 80.01, alcoholic beverages may not be possessed or consumed by any student under any circumstances on campus in areas open to the general public, which areas include, but are not limited to, lounges, student union buildings, recreation rooms, conference rooms, athletic facilities, and other public areas of University-owned buildings or grounds.

## Substance Abuse Education Programs

The Counseling and Testing Center (CTC) offers assessment, short-term counseling, groups, educational programs, and referrals for students experiencing substance use and abuse issues. Counselors work with students to explore how their use of alcohol and/or drugs may be a problem or could interfere with their academic success. A non-confrontational approach is used to help students develop strategies to reduce their consumption and the negative consequences of their alcohol and drug use. Online screening for alcohol problems is available on the [CTC web site](#). Students who require intensive outpatient counseling or inpatient treatment are referred to an appropriate off-campus facility. The CTC also works with Gritman Medical Center to provide better statistical data regarding students going to the hospital for alcohol overdoses.

The Moscow Police Department teaches alcohol education and blood alcohol content (BAC) awareness through an interactive presentation with six pre-determined volunteers drinking to different levels of intoxication and performing some live field sobriety tests to illustrate the different levels of impairment.

## The Disciplinary Process

All- B. Violation of Law and University Discipline.

**B-1.** University disciplinary action may be instituted against a student accused of conduct that potentially violates both the criminal law and this Code independent of the status of any civil or criminal litigation in court or criminal arrest and prosecution. When allegations include sexual harassment, sexual violence, sexual orientation, or gender-based harassment, University disciplinary action will be carried out promptly. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

The following information is from University Disciplinary Process for Alleged Violations of Student Code of Conduct - FSH 2400.

The disciplinary process section of the Faculty Staff Handbook was updated in July 2014. This section outlines UI's student disciplinary system. In 2014 the Dean of Students Office, General Counsel, and a sub-committee of University Judicial Council and Faculty Senate, conducted a thorough review of all policies related to the Student Code of Conduct. All disciplinary language from FSH 2200 Statement of Student Rights and FSH 2300 Student Code of Conduct was consolidated into this policy and updated removing redundancies in policy. For further information, contact the Dean of Students (208-885-6757).

## Investigations

C-1. Reporting of Alleged Violations and Initial Investigation by the Dean of Students (DOS).

**C-1; a. Reporting Alleged Violations.** Any person who has knowledge of an alleged violation of the Code should inform DOS of such alleged violation as soon as possible.

**C-1; b. Initial Investigation.** DOS shall receive all reports of alleged violations and investigate to determine whether the allegation is credible.

1. Students who are suspected of violations may be interviewed by DOS, but they must be informed by DOS at the beginning of such interview of the right to not speak to DOS and the reason for the interview. No form of coercion or harassment shall be used in the interview.
4. When the allegations in a student's complaint include Sexual Harassment or Gender-Based Harassment, DOS must investigate the incident and take immediate steps to protect the persons who were injured by the alleged violation in the Educational Setting.
5. DOS may delay fact-finding while law enforcement authorities are gathering evidence; once notified that law enforcement has completed gathering evidence, DOS must promptly resume fact finding. DOS may not await the ultimate outcome of a law enforcement investigation or the filing of charges before resuming or beginning fact finding.

**C-1; c. Notice of Alleged Violation.** If DOS determines that the allegation is credible, DOS shall provide the student accused of violating the Code with written notice of the allegation. Such notice shall include:

1. the alleged misconduct,
2. the section of the Code alleged to have been violated,
3. a time and date that does not conflict with the student's class schedule to meet with DOS to discuss the allegation(s),
4. a statement that the student may have an advisor present with him/her at the meeting,
5. a statement that the student does not have to speak with DOS about the allegation(s),
6. a statement that failure to show up for the meeting or to contact DOS to reschedule the meeting will be presumed to be the student's exercise of his/her right to not speak with DOS, and
7. a statement that the investigation and determination regarding the allegation will proceed regardless of whether the student speaks with DOS.

**C-1; d. Meeting with DOS.** The student is given an opportunity to meet with DOS regarding the allegations,

At this meeting, the student is given the opportunity to give his/her account of the incident leading to the allegation(s), and to provide DOS with the names and contact information of individuals who have personal knowledge of the incident or circumstances pertaining to the allegation(s). The student may have an advisor present at this meeting. If the student does not appear for his/her meeting and fails to contact DOS to

reschedule before the meeting time, it will be presumed that the student has exercised his/her right to not speak to DOS.

**C-1; e. Investigation & Determination.** After the meeting time has passed, DOS shall continue its investigation of the allegations. When allegations include sexual harassment or gender based harassment, both parties should receive periodic updates from DOS. Many factors influence the time spent on investigating allegations with most being concluded within 60 days following receipt of the allegation(s).

Once the investigation is concluded, DOS shall make a finding as to whether the alleged violation occurred by a preponderance of the evidence (the "standard"). If DOS finds that the alleged violation occurred by that standard, DOS shall determine the appropriate sanction(s) and provide the student with written notice of the determination, the factual basis for the determination, any sanction(s) and information referencing this policy and timeframe.

**C-1; e. 4.** When allegations include sexual harassment or gender based harassment both parties receive a response regarding the outcome of the complaint within 10 business days following the decision.

## Hearings

**C-4. SDRB Disciplinary Hearing Process:** The purpose of a SDRB hearing is to determine whether it is more likely than not that the student violated the Code.

**C-4; g.** Hearings shall be conducted in private. The following individuals are permitted at a SDRB hearing:

1. the student,
2. the student's advisor,
3. members of the SDRB,
4. DOS,
5. DOS's advisor,
6. General Counsel,
7. persons who reported or were injured by the alleged violation, and their advisor,
8. except for the student and the persons who were injured by the alleged violation, witnesses are allowed only during their testimony,
9. any person approved by the chair.

**C-4; k. 2.** The Chair of SDRB will remind the student of: The right to have an advisor, the right to refuse to speak as a witness, and that the refusal to speak as a witness will have no bearing on the question of whether the student violated the Code and may not be used to conclude that a violation occurred.

**C-4; k. 4.** DOS will have the opportunity to present any information, materials, and witnesses. When the allegations involve sexual harassment or gender-based harassment, neither the student nor his/her advisor will be permitted to directly question the persons injured by the alleged violation. Instead, questions from the student or his/her advisor may be submitted in writing to the Chair of SDRB who will ask any questions determined to be relevant.

## Disclosure of Outcome

**C-11. Disclosure of Outcome Involving Sexual Harassment and Gender Based Harassment.**

**C-11; a.** Both parties will be notified, in writing, of the outcome of an alleged violation and any review. "Outcome" for these purposes means whether the harassment was found to have occurred. The University will only disclose information to the harassed student about the sanctions imposed when they directly relate to the harassed student, such as a sanction of no contact with the complainant.

**C-11; b.** When the allegations include a crime of violence or a non-forcible sex offense (as defined by FERPA), the University will disclose to the alleged victim of such crime or offense the final results of any disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. The University may disclose to anyone, upon written request, the final results of a disciplinary proceeding if the University determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. "Final results" for these purposes means the name of the accused student, any violation found to have been committed, and any sanction imposed against the accused student by the University.

**C-11; c.** When the allegations include a sex offense (as defined by FERPA), both parties must be informed of the outcome of any institutional disciplinary proceeding (APM 95.20). "Outcome" for these purposes means the University's final determination with respect to the alleged sex offense and any sanctions imposed.

## Sanctions

**D-1.** The following sanctions may be imposed upon any student determined to have violated the Code:

**D-1; a. Warning:** a written notice to the student.

**D-1; b. Probation:** a written reprimand accompanied by a probationary period during which the student must not violate the Code in order to avoid more severe disciplinary sanctions.

**D-1; c. Loss of Privileges:** denial of specified privileges for a designated period of time.

**D-1; d. Restitution:** compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

**D-1; e. Educational Sanctions:** completion of work assignments, essays, service to the University, community service, workshops, or other related educational assignments.

**D-1; f. Administrative Fees:** minimum of \$150.

**D-1; g. Housing Suspension:** separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.

**D-1; h. Housing Expulsion:** permanent separation of the student from University Housing.

**D-1; i. University Suspension:** separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.

**D-1; j. University Expulsion:** permanent separation of the student from the University.

**D-1; k. Revocation of Admission and/or Degree:** admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**D-1; l. Withholding Degree:** the University may withhold awarding a degree otherwise earned until the completion of all sanctions imposed.

D-7. Sanctions imposed for alcohol related violations:

**First infraction:** Open container or minor in possession violations.

**Sanction:** Completion of educational program.

**First infraction:** Illegal distribution of alcohol.

**Sanction:** Completion of community service, period of probation, and educational programs.

**Second Infraction:** Without injury; or without conduct likely to lead to injury.

**Sanction:** Completion of a treatment and/or educational program.

**Second Infraction:** With injury; or conduct likely to lead to injury.

**Sanction:** Notification to the criminal justice system, strict probation, and, a treatment or educational program.

**Third Infraction:** Without injury; or without conduct likely to lead to injury.

**Sanction:** Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, suspension from school for one semester.

**Third Infraction:** With injury; or conduct likely to lead to injury.

**Sanction:** Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, referral to the criminal justice system and expulsion from the institution for one year.

## Sexual Harassment

FSH 3220

In addition to the Student Code of Conduct, the Faculty Staff Handbook (FSH) contains information concerning Faculty and Staff under Chapter 3.

The Sexual Harassment policy was added to the Handbook in June 1981, enlarged in July 1987 and updated in June 2009. Further information regarding sexual harassment and the federal and state laws lying behind this

policy may be obtained from the Human Rights, Access and Inclusion Office (208-885-4285) or Student Advisory Services (208-885-6757).

**A-1.** The university must maintain a learning and work environment for students and employees that is fair, humane, and responsible. Sexual discrimination, including sexual harassment, interferes with the educational process and with the productivity of the faculty and staff; thus, it is inimical to the university.

**A-2.** Like discrimination on the basis of race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran, sexual harassment violates federal and state laws and the policies of the Board of Regents of the University of Idaho. It is, therefore, the policy of the University of Idaho to condemn sexual harassment.

## Registered Sex Offenders

The University advises the campus community where information provided by the State of Idaho concerning registered sex offenders may be obtained. A link to the Idaho State Police Sex Offender Registry (SOR) may be accessed from the Security Services website: <http://www.uidaho.edu/public-safety-and-security/security-services/sexualassault/awareness>. The Idaho SOR searches may be conducted by registrant's last name, city, county, zip code, or map. In addition, the National Sex Offender Registry may be accessed via the Idaho State Police webpage.

## Student Disciplinary Hearing Results

Upon request the University will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense to:

- The victim of such crime or offense; or
- The next of kin, if the victim is deceased.

## Boise

### Boise Center for Higher Education

The University of Idaho Boise Center for Higher Education is located in the Idaho Water Center, 322 East Front Street, Boise, Idaho. The Boise Center does not have campus residences.

### Boise Center Law Enforcement

The agency providing law enforcement services to the Boise Center is the Boise Police Department. The Boise Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances at the center. The university does not have a contract with the Boise Police Department for law enforcement services.

If minor offenses involving university rules and regulations are committed by a university student, the police may also refer the individual to the disciplinary division of Student Affairs.

### Important Phone Numbers

Emergency: 911

Reporting Crimes:

- Boise City Police Department, 333 N. Mark Stall Place, Boise ID, (208) 377-6790
- Boise Center:
  - AVP/CEO Boise, 322 E. Front St., Ste. 350, Boise ID, (208) 364-4002
  - Facilities and Operations Manager, 322 E. Front St., Ste. 324, Boise ID, or (208) 364-6137

For Medical Treatment:

- St. Alphonsus Regional Medical Center., 1055 N. Curtis Rd., Boise ID, (208) 367-3221
- St. Luke's Boise Medical Center., 190 E. Bannock St., Boise ID, (208) 381-2222
- Treasure Valley Hospital, 8800 W. Emerald St., Boise ID, (208) 373-5000

Reporting Assistance:

24-hour Rape Crisis Hotline - (208) 345-7273 – Women's and Children's Alliance, 720 West Washington St., Boise, ID

24-hour Domestic Abuse Crisis Hotline – (208) 343-7025 – Women's and Children's Alliance, 720 West Washington St., Boise, ID

Employee Assistance Program:

Crisis Services 24-hour line (800) 833-3031, or Monday-Friday 8:00 a.m. - 5:00 p.m., (800) 999-1077

### Other University of Idaho Moscow Phone Numbers:

- For University of Idaho Emergency Updates, call (208) 885-1010
- National Poison Control call 1-800-222-1222
- Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524

- OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-2254
- Office of Civil Rights and Investigations *The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response*, (208) 885-4285
- Office of Equity and Diversity *The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response*, (208) 885-2468
- OMBUDS OFFICE Confidential, impartial and informal conflict resolution assistance, (208) 885-7668
- VIOLENCE PREVENTION PROGRAMS (208) 885-0688
- COUNSELING AND TESTING CENTER Free and confidential counseling services for students, call (208) 885-6716
- University of Idaho Boise Students have access to Boise State Student services through an MOU with BSU. Information can be found following this link: <http://www.uidaho.edu/boise/boise-academics/student-services/health-wellness>
- STUDENT AFFAIRS (208) 885-6757
- HUMAN RESOURCES (208) 885-3638
- BEHAVIOR OF CONCERN *If you see something, say something!* If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from The Office of Public Safety and Security (208) 885-2254 or Call Boise Police Department at (208) 377-6790.

## Coeur d'Alene

### The Coeur d'Alene Center for Higher Education

The University of Idaho's Coeur d'Alene Center for Higher Education is located at 1031 North Academic Way, Coeur d'Alene, Idaho. The Coeur d'Alene Center does not have campus residences.

### Coeur d'Alene Center Law Enforcement

The agency providing law enforcement services to the Coeur d'Alene Center is the Coeur d'Alene Police Department. The Coeur d'Alene Police Department has full police authority to investigate, apprehend and arrest and to enforce applicable laws and ordinances on the campus. The university does not have a contract with the Coeur d'Alene Police Department for law enforcement services.

If minor offenses involving university rules and regulations are committed by a university student, the police may also refer the individual to the disciplinary division of Student Affairs.

### Important Phone Numbers

Emergency: 911

Reporting Crimes:

- Coeur d'Alene City Police, 3818 Schreiber Way, Coeur d'Alene, (208) 769-2320
- Coeur d'Alene Center:
  - AVP/CEO of Northern Idaho, 1031 N. Academic Way, Ste. 242, Coeur d'Alene ID, or (208) 667-2588

For Medical Treatment:

Kootenai Medical Center, 2003 Kootenai Health Way, Coeur D'Alene ID, (208) 625-4000

Reporting Assistance:

24-hour Rape Crisis Line - (208) 664-9303 – Safe Passage Violence Prevention Center, 850 N. 4<sup>th</sup> St., Coeur d'Alene, ID

Employee Assistance Program:

Crisis Services 24-hour line (800) 833-3031, or Monday-Friday 8:00 a.m. - 5:00 p.m., (800) 999-1077

### Other University of Idaho Moscow Phone Numbers:

- For University of Idaho Emergency Updates, call (208) 885-1010
- National Poison Control call 1-800-222-1222
- Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
- OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-2254
- Office of Civil Rights and Investigations *The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response.* (208) 885-4285
- Office of Equity and Diversity *The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response.* (208) 855-2468.
- OMBUDS OFFICE Confidential, impartial and informal conflict resolution assistance, (208) 885-7668

- VIOLENCE PREVENTION PROGRAMS (208) 885-0688
- COUNSELING AND TESTING CENTER Free and confidential counseling services for students, call (208) 885-6716
- STUDENT AFFAIRS (208) 885-6757
- HUMAN RESOURCES (208) 885-3638
- BEHAVIOR OF CONCERN *If you see something, say something!* If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from The Office of Public Safety and Security (208) 885-2254

## Idaho Falls

### Idaho Falls Center for Higher Education

The Idaho Falls Center for Higher Education is located at 1776 Science Center Drive, Suite 306, Idaho Falls, Idaho, and is part of the Idaho State University/University of Idaho Center for Higher Education at University Place. The Idaho Falls Center does not have campus residences.

### Idaho Falls Center Law Enforcement

The agency providing law enforcement services to the Idaho Falls Center is the Idaho Falls Police Department. The Idaho Falls Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances on the campus. The university does not have a contract with the Idaho Falls Police Department for law enforcement services.

If minor offenses involving university rules and regulations are committed by a university student, the police may also refer the individual to the disciplinary division of Student Affairs.

Unique to Idaho Falls, on-site non-police or emergency security is also provided by Idaho State University Public Safety. Idaho State University's Public Safety employees do not possess arrest power.

### Important Phone Numbers

**Emergency: 8-911** (When the call is made from an Idaho Falls campus land line.)

Reporting Crimes:

- Public Safety (208) 282-2515 Idaho Falls Center:
  - AVP/CEO Idaho Falls, 1776 Science Center Dr., Suite 306, Idaho Falls ID, or (208) 757-5400

For Medical Treatment:

Eastern Idaho Regional Medical Center, 3100 Channing Way, Idaho Falls ID, (208) 529-6111

Reporting Assistance:

24-hour Crisis Hotline – (208) 251-4357 Family Services Alliance

Employee Assistance Program:

Crisis Services 24-hour line (800) 833-3031, or Monday-Friday 8:00 a.m. - 5:00 p.m., (800) 999-1077

### Other University of Idaho Moscow Phone Numbers:

- For University of Idaho Emergency Updates, call (208) 885-1010
- National Poison Control call 1-800-222-1222
- Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
- ISU's OFFICE OF PUBLIC SAFETY AND SECURITY (208) 282-2515
- Office of Civil Rights and Investigations *The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response.* (208) 885-4285
- Office of Equity and Diversity *The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response.* (208) 855-2468.

- OMBUDS OFFICE Confidential, impartial and informal conflict resolution assistance, (208) 885-7668
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- HUMAN RESOURCES (208) 885-3638
- BEHAVIOR OF CONCERN *If you see something, say something!* If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from UI's or ISU's The Office of Public Safety and Security. ISU's number is (208)282-2515 and UI's number is (208)885-2254

## Fire Safety - Policies and Procedures

### University Housing Fire Safety Regulations

#### Resident Handbooks

All students signing a lease agreement with University Housing receive a handbook for their residence hall or on campus apartment.

#### Fire Safety

Protecting the University community against fire is a major concern. It is the intent of the University to provide a reasonably safe environment for students, faculty and staff. To accomplish this, certain safeguards must be strictly adhered to, and a certain level of responsible conduct must be maintained. Fire safety regulations in force at the University are accepted standards for the State of Idaho and are not optional. Everyone within the University community is subject to the rules and regulations of the fire codes. In order to achieve compliance and thereby provide a reasonably safe, hazard-free living environment, the University requires each student to follow some basic safety rules. With your cooperation, the threat of fire can be greatly reduced.

#### The Building Alarms Alert the Fire Department

The Moscow Fire Department will respond automatically when an alarm sounds. Vandalism or tampering with alarms or any life-safety equipment is against the law. ALL violators will be prosecuted.

## Student Responsibility

#### Residence Halls

- Students should read and understand the fire safety procedures posted on the back of room doors.
- Do not obstruct or damage these instructions in any way. Students will be billed to replace instructions that are defaced or removed.
- Students should locate all exits from their floor, memorize their locations, and become familiar with any "landmarks" that would aid evacuation if visibility were reduced by smoke.
- Students should locate all fire alarm pull stations on their floor and familiarize themselves with their correct operation. Students should become familiar with these regulations and the evacuation procedures.
- Fire exits, specifically marked, should not be used for any other reason except evacuation during a fire.
- At the first sound of a fire alarm, students are expected to leave the building immediately.

For students living in a Living Learning Community (LLC), you must evacuate to The Tower lawn or SRC lawn. All sidewalks within the neighborhood as well as perimeter must be clear for emergency vehicles.

All residents and visitors are required to evacuate the building immediately when a fire alarm sounds.

## Evacuation Procedures

1. In the event of an emergency, sound the alarm if it is not engaged.
2. Prepare to exit. Turn off equipment, close doors, and take only necessary items as you leave the building. Remind others to exit swiftly.

3. Evacuate the building. As you leave, check doors, hallways, and stairwells for heat and smoke. Do not open doors that are hot. Remain where you are and attempt to block smoke from entering. Call 911 and report your location.
4. Use Stairs. Never use elevators when exiting due to a fire alarm. If you are unable to use the stairs, locate a safe area (or area of refuge) and call 911.
5. Report to the assembly point outside the building.

### On Campus Apartments

- Residents are expected to vacate their apartment when instructed by University, Police, or Fire personnel.

**Elmwood Apartment residents** vacate their apartment and proceed to the opposite side of the street in the event of a fire alarm.

### Fire Notification Reporting Procedure

1. During a fire alarm the housing staff member must act as a liaison for the fire department.
2. The housing staff liaison will then notify the on-call housing supervisor.
3. The University Housing staff member assesses the situation and notifies the Director of University Housing
4. Any additional notifications are made by the Housing director
5. The staff member on call completes a fire report
6. The Assistant to the Director is responsible for faxing fire reports to Security Services

### Fire Safety Training

The Department of Environmental Health and Safety trains University Housing's resident directors at the beginning of the academic year. The resident directors are responsible for training their resident assistant staff.

Mandatory floor meetings are held in each residence hall at the beginning of the academic year. Fire safety information is included in the agenda for each of these meetings.

