

# VITERBO UNIVERSITY

## 2013 ANNUAL SECURITY REPORT AND 2013 FIRE SAFETY REPORT

OCTOBER 1, 2013

### INTRODUCTION

The safety and well-being of the campus community is a priority at Viterbo. Many campus and community officials are involved in keeping our campus safe. Still, a truly safe campus is achieved only with the cooperation of the entire campus community. We hope that you will read this information carefully and utilize it to help encourage a secure environment for all.

- Preventing campus crime is a shared responsibility.
- Do not assume that someone else has reported criminal or suspicious activity.
- Remember that suspicion is the only reason anyone needs for calling campus safety or the police.
- Crimes, suspicious activity, or other emergencies on campus should be reported immediately to Campus Safety and the local police department.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Viterbo's annual security report is provided here. The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Viterbo and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. To request a paper copy of the report or for more information, contact The Director of Campus Safety or the Vice President for Student Development.

### PREPARATION OF THE 2013 ANNUAL SECURITY REPORT

This report is prepared to comply with the U.S. Department of Education requirements, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Email notification is made annually to Viterbo students and employees that provide the web site to access this report. The full text of this report is available at: <http://www.viterbo.edu/safety.aspx?id=5642>. The report can also be viewed via the Viterbo homepage at [www.viterbo.edu](http://www.viterbo.edu).

This report is prepared by the Vice President for Student Development in collaboration with the Director of Campus Safety and the Student Development Administrative Assistant. Members of Viterbo's Emergency Response Task Force and Communications and Marketing staff also assist with review and edits of this report. Campus crime, arrest and referral statistics include those reported to Campus Safety, the Vice President for Student Development, Residence Life, and local law enforcement agencies.

### REPORTING CRIMES AND EMERGENCIES

To help provide a secure and safe environment, all members of the Viterbo University community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe. Personnel are available to respond to calls at these telephone numbers 24 hours a day, 7 days a week, and 365 days a year.

DEPARTMENT	SITUATION	PHONE NUMBER	LOCATION
Police, Fire, Emergency, Ambulance or Other Medical Response	Emergency Requiring Immediate Response	911	* * * * *
Viterbo Campus Safety	Immediate Response Needed	608-796-3911 or 3911 from campus phone	5 Student Development Center/936 Franciscan Way or Student Union Security Outpost behind Security Desk
La Crosse Police Department	Non-Emergency	608-785-5962	City Hall, 400 La Crosse St., La Crosse, WI
Viterbo Campus Safety	Evening And Weekend Non-Emergency	608-796-3912	Student Union Security Outpost behind Security Desk

Viterbo Campus Safety	Weekday Non-Emergency	608-796-3913	5 Student Development Center/936 Franciscan Way
Viterbo Campus Safety	In The Event Of A Power Outage	608-780-1582	5 Student Development Center/936 Franciscan Way or Student Union Security Outpost behind Security Desk

All incidents reported are reviewed and applicable information is forwarded to the appropriate university office or civil authority.

Viterbo University faculty, staff, students, and visitors are encouraged to report all crimes and public safety-related incidents in a timely manner. The timely reporting of all crimes and suspicious activity allows campus safety to evaluate and improve methods for security and patrolling in an effort to develop improvements.

- Any suspicious activity or person seen on or loitering around campus, in or near the residence halls, apartments or theme houses, or in the parking lots should be reported to campus safety.
- All campus community members with reasonable suspicion that a person or situation may lead to a breach of security are expected to report such incidents. (Examples that warrant reasonable suspicion: an unescorted guest in the residence halls; doors propped open with rocks, sticks, or similar devices; unauthorized personnel working on windows, doors or other physical plant areas; unauthorized individuals entering or using university equipment, offices, or rooms.)

Should you choose not to report a crime or suspicious activity to Campus Safety or the local police department, you may want to report a crime or suspicious activity to one of the Viterbo professional staff members shown on the chart below. You may also want to make a voluntary, confidential report to Campus Safety. Please refer to *Reporting Crimes on a Voluntary, Confidential Basis*.

POSITION	NAME	PHONE NUMBER	LOCATION
Viterbo VP for Student Development	Diane Brimmer	608-796-3801	2 Student Development Center
Viterbo Director of Health Services	Sue Danielson	608-796-3806	3 Student Development Center
Viterbo Director of Counseling Services	Lesley Stugelmayer	608-796-3808	4 Student Development Center
Viterbo University Chaplain	Fr. Conrad Targonski	608-796-3804	340 Murphy Center

#### REPORTING CRIMES ON A VOLUNTARY, CONFIDENTIAL BASIS

If you are a victim of a crime and do not want to pursue action within the university system or local criminal justice system, you may want to consider making a confidential report. With your permission, the Director of Campus Safety can write a report on the details of an incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

Crimes can be reported without providing your name in person, via telephone, via email or by completing an anonymous tip form available at <http://www.viterbo.edu/secure.aspx?ekfrm=48292>.

#### VITERBO CAMPUS SAFETY

Campus Safety is available 24 hours a day, 7 days a week and 365 days a year. Campus Safety will respond immediately to your location in the event of an emergency. Response time may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time.

Campus Safety Personnel	Location	Phone	August 1 to Mid- May Hours	Mid-May to July 31 Hours
Director of Campus Safety	5 Student Development Center / 936 Franciscan Way	Emergency 608-796-3911 Non-Emergency 608-796-3913	8 am to 5 pm	7:30 am to 4:30 pm
Per Mar Security Officers	Security Outpost behind the Student Union Security Desk	Emergency 608-796-3911 Non-Emergency 608-	5 pm to 8 am	4:30 pm to 7:30 am

#### RESPONSIBILITIES OF DIRECTOR OF CAMPUS SAFETY OFFICERS

Security officers are trained to handle a variety of calls and complaints from the Viterbo University community. Security officers have the authority to ask individuals for identification, to determine whether those persons have lawful business on campus and to issue parking tickets billed through the business office. They are not police officers nor do they possess the power to arrest. If a situation arises which a security officer cannot handle, the proper authorities will be contacted. Campus Safety maintains an ongoing working relationship with the La Crosse Police Department and the La Crosse County Sheriff's Department.

Per Mar Security provides service in compliance with Viterbo policies. Per Mar officers are licensed as private security and trained to provide security and safety for private companies and institutions. Per Mar employees are not deputized law enforcement officers, and do not have the arresting authority of a police officer. They can, however, legally detain an individual. Their functions include: protecting campus community members and visitors; assisting visitors and serving as concerned public relations representatives; limiting access to those who are authorized; serving as a deterrent to persons intent on committing criminal acts, including vandalism; watching for use of illegal drugs and consumption of alcohol; protecting proprietary information; monitoring materials leaving the facilities and helping to ensure that company property does not leave without proper authorization; and spotting and reporting potential hazards. In addition, Per Mar Security may be called to assess the severity of a physical or mental health situation and call for transport to a local health provider, if necessary.

Criminal incidents are referred to the local police who have jurisdiction on campus. Campus Safety maintains a highly professional, ongoing working relationship with the La Crosse Police Department (LCPD) and the La Crosse County Sheriff's Department. The two organizations share information and the LCPD assists Viterbo Campus Safety frequently with information and services. The LCPD assigns a community liaison to the Viterbo University campus. The university and the LCPD also collaborate on a new student orientation program. Both organizations – Viterbo and LCPD - hold seats on the Tri-Campus Community Advocacy Group for reduction of overconsumption of alcohol. Viterbo also assists the LCPD by providing volunteers for the Third Street Aid Station during Oktoberfest. The LCPD sends reports of off-campus alcohol offenses to the university.

#### **EMERGENCY NOTIFICATION PROCEDURES**

1. Officials at Viterbo University will issue emergency notification when an incident is reported to or brought to the attention of Campus Safety, law enforcement or other offices, and the incident represents a serious and ongoing threat to the safety of members of the campus community.
2. The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation. It is typically Campus Safety personnel, the Vice President for Student Development and/or the Vice President for Communications and Marketing who verify information and the existence of a significant emergency or dangerous situation. This occurs by garnering information from firsthand accounts, incident reports, alarm systems, security officers, police officers, media accounts, weather reports, and/or web information. In some locations, cameras can be reviewed in the event of an emergency or dangerous situation, etc.
3. The decision to issue an emergency notification will be made on a case by case basis in light of the known facts surrounding the incident, including factors such as the nature of the incident, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts, etc. The decision to issue a safety alert is typically made jointly by at least of two of the following university officials. On occasion, the situation may call for quick notification and/or only one of the aforementioned university officials is available to decide to issue the safety alert.
  - a. Director of Campus Safety
  - b. Vice President for Communications and Marketing
  - c. Vice President for Finance and Administration
  - d. Vice President for Student Development
  - e. University President
4. The content of an emergency notification is determined by the circumstance and how it is affecting the campus and campus community. Emergency notifications may be short or longer messages and are written to:
  - a. Alert the campus community of the situation,
  - b. Help protect individuals from harm,
  - c. Help prevent an incident from escalating, and/or
  - d. Provide instruction that promotes the safety and well-being of those affected by the situation.
5. A safety alert or emergency notification message may be directed to the entire campus community or to specific populations, segments, facilities, or areas, etc. of the campus depending on the nature of the incident.
6. Viterbo University will initiate the notification system after taking into account the safety of the community and determining the content of the notification. The initiation will occur unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
7. Any one or a combination of these methods of communication may be used for notification in the event of an emergency:

- a. Email communication using Viterbo addresses
  - b. Fire alarms
  - c. Flyers
  - d. Public Address systems
  - e. Referral to print and broadcast media
  - f. Social networking
  - g. Text messages
  - h. Viterbo web site including Campus Safety web page
8. Methods for emergency notification are tested annually. The tests may be announced or unannounced. The documentation for these tests includes a description of the exercise, the date, time and whether it was announced or unannounced. (Viterbo commonly designates June 30 or the closest Thursday as a day to test all notification systems.)
  9. Members of the campus community should refer all information concerning the emergency situation and media personnel to Communications and Marketing at 608 796-3047. Campus community members are urged not to release names or information to media.
  10. In the event of an emergency or a dangerous situation, the designated university spokespersons are the VP Communications and Marketing (608 796-3047) or the University President (608 796-3001).
  11. Communications and Marketing will issue public statements as necessary. These statements may be made in conjunction with assisting agencies. Communications and Marketing holds these as important priorities for communication in the event of an emergency:
    - a. Working to help ensure safety
    - b. Providing timely and accurate information
    - c. Protecting the privacy of students, employees and families
    - d. Engaging media to help disseminate important public information
    - e. Explaining how emergency is being handled
    - f. Maintaining a log of all telephone inquiries

#### **TIMELY WARNING POLICY**

1. Viterbo University is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f).
2. Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the University, constitute an ongoing or continuing threat to students and employees.
3. Anyone with information believed to warrant a timely warning should promptly report the circumstances to Campus Safety at 608-796-3911.
4. Campus Safety will consult, as appropriate and necessary, with other university officials regarding whether a timely warning should be issued.\* The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.
5. Per provisions of the *Jeanne Clery Disclosures of Campus Security Policies and Campus Crime Statistics*, Viterbo University must issue timely warnings under certain circumstances. These circumstances include: aggravated assault, arson, burglary, forcible and non-forcible sex offenses, motor vehicle theft, murder and non-negligent manslaughter, negligent manslaughter, and robbery.
6. When a determination is made that a timely warning should be issued, Campus Safety will take appropriate steps to ensure timely notification of the campus community. \*\* Options for notification include, but are not necessarily limited to, Campus Safety web site, campus-wide email, display announcements on university phones, flyers, social networking sites, text messages, and voice announcements via university phones or speakers.
7. The warnings will include the following information as is available: the date, time and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, and any other special instructions.

*\*"Because the nature of criminal threats often is not limited to a single location, timely warnings must be issued in a manner likely to reach the entire campus community" (Campus Safety Magazine, 8/9/11).*

*\*\*"Timely warnings are triggered as soon as the pertinent information is available. In the case of an armed robbery, this may occur as soon as a report is made to campus police within minutes following the incident. In the case of a series of burglaries of residence hall rooms, this may not occur until they are all reported and a pattern is recognized, which may be two to three days after the incidents have occurred" (Campus Safety Magazine, 8/9/11).*

## PASTORAL AND PROFESSIONAL COUNSELORS REPORTING REQUIREMENTS

The US Department of Education stipulates in *The Handbook for Campus Safety and Security Reporting* that campus “pastoral counselors” and campus “professional counselors,” when acting as such are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rule-making committee defines counselors as: *Pastoral Counselor* is an employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of the recognition as a pastoral counselor. *Professional counselor* is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification (*The Handbook for Campus Safety and Security Reporting*, February 2011, pp. 77-78)

Counseling Services and Campus Ministry staff informs their clients of the procedures to report crime to Viterbo Campus Safety or the La Crosse Police Department on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

## BUILDING ACCESS

During business hours, the university will be open to students, employees, guests, and vendors. During non-business hours and during periods of extended closing, access to all university facilities is by key or card, if issued, or through campus safety, physical plant, or residence life.

Residence halls and apartments are secured 24 hours a day. Some facilities may have individual hours, which may vary at different times of the year (i.e., Fine Arts Center, library, Mathy Center, Outdoor Athletics Complex, Student Union, and Varsity Athletics Center). These facilities will be secured according to the schedules developed by the administrative staff responsible for the facility. Emergencies or unusual circumstances may demand changes to the posted schedules.

Viterbo has no off-campus locations of student organizations officially recognized by the university (i.e., sororities, fraternities, etc.).

## SAFETY CONSIDERATIONS UTILIZED IN MAINTENANCE OF CAMPUS FACILITIES

Viterbo University’s Campus Safety staff meets regularly with Physical Plant staff to address safety concerns related to facilities and maintenance. Campus community members should alert either the Director of Campus Safety, at 608-796-3913 or the Director Of Physical Plant 608-796-3921 of safety and security concerns. Work orders are also available on the [Physical Plant Web Site](#). On evenings and weekends, contact Campus Safety at 608-796-3911 or 608-780-1582 in the event of a power outage.

## CRIME PREVENTION AND SAFETY PROGRAMS

Viterbo University recognizes the importance of educating the campus community regarding their own safety and that of others. The following educational opportunities are made available for students, staff, and faculty.

1. **360 Degree Stay Safe Videos** - Short video films are available for viewing on the Campus Safety web site. Seven professionally produced videos provide valuable information on protecting your possessions and identity, assaults, controlling behavior, stalking, everyday safety, common-sense defense and safe travel. These videos are available 24/7/365 to Viterbo campus community members.
2. **Automated External Defibrillators (AEDs)** - are available for use in the event of cardiac arrest. Users should follow the instructions available with the AED. AEDs are available 24/7/365 in these campus locations:
  - A. Brophy Center - Near Northeast Stairwell
  - B. Clare Apartments - First Floor Outside Mailroom
  - C. Fine Arts Center - First Floor Near Box Office
  - D. Mathy Center - First Floor Near Elevator
  - E. Mathy Center - Second Floor Near Elevator
  - F. Murphy Center - First Floor Outside Financial Aid Office
  - G. Nursing Center - First Floor Near NW Entrance
  - H. Nursing Center - Third Floor Near Elevator
  - I. Reinhart Center - Outside Room 127 Near Coat Rack
  - J. Student Development Center - At The Bottom Of Stairwell
  - K. Student Union - Near Security Desk

- L. Varsity Athletics Center - Front Lobby
3. **Bicycle Registration** – Campus community members may register their bicycles with the City of La Crosse for \$5 through Campus Safety.
  4. **Blue Light Security Phones** - Emergency blue light phones are available 24/7/365 at these locations:
    - A. Brophy Center - Northwest Entrance Off Of Assisi Courtyard
    - B. Fine Arts Center - Jackson Street Entrance
    - C. Library - Main Entrance
    - D. McDonald Terrace - Eighth Street Entrance
    - E. Parking Lot I - Adjacent To Reinhart Center And Alley
    - F. Physical Plant Building - Winnebago Street Entrance
    - G. Rose Terrace - Clock Tower Entrance
    - H. Student Union - Marian Hall Courtyard Entrance
    - I. Treacy House - Southwest Corner Adjacent To Parking Lot D
  5. **Campus Safety Presentations** - The Director of Campus Safety and others provide emergency response and safety tips as needed in presentations to Resident Assistants and to groups such as the faculty, the staff assembly, the administrative assembly, etc.
  6. **Campus Safety Web Page** – The Campus Safety web page is the go-to page for emergencies, safety and security matters. The web page includes an online incident reporting form, special announcements, safety tips, 360 Stay Safe videos, the Emergency Response Plan and links to the La Crosse Police Department and Campus Firewatch. <http://www.viterbo.edu/safety/>
  7. **Code Of Student Conduct** - The *Code of Student Conduct* serves as a safety program as it prohibits many unsafe behaviors. The *Code of Student Conduct* is available 24/7/365 in the *Viterbo University Student Handbook and Planner* at <http://www.thezonelive.com/zone/public/6/schoolHome.asp?i=316>
  8. **Drills** - The annual campus-wide fire drill typically takes place in the fall semester. The annual campus-wide tornado drill typically takes place during the spring semester. Fire drills in housing facilities occur three times during the academic year. The drills are coordinated by the Director of Campus Safety. Other drills may be scheduled by the Director of Campus Safety and/or the Emergency Response Task Force.
  9. **Elevator Emergency Phones** - Building elevators except those in Bonaventure Hall and the Fine Arts Center have 24/7/365 emergency telephones below the button panel. The elevator in Bonaventure Hall has an emergency bell only.
  10. **Emergency Response Plan** - The Emergency Response Plan is available in brightly-colored flipbooks posted in corridors and offices, in the *Viterbo University Student Handbook and Planner*, and at <http://www.viterbo.edu/emergency.aspx>
  11. **Emergency Response Task Force** - This task force meets regularly throughout the calendar year to review, institute and improve policy, procedures and systems and programs related to emergency prevention and response.
  12. **Mental Health First Aid** – The Director of Recreational Sports and the Director of Health Services are certified instructors of Mental Health First Aid and offer the 12 hour training on-campus to interested groups.
  13. **Neighborhood Watch** - Students living in the Washburn Neighborhood are encouraged to sign up for the Neighborhood Watch program by contacting Campus Safety.
  14. **New Student Orientation** - Campus Safety and the La Crosse Police Department work jointly to present information on alcohol, drugs and violence prevention annually during the fall new student orientation program. During this program, students are also asked to add these phone numbers to their cell phones: Campus Safety, 608-796-3911 and the La Crosse Police Department Non-Emergency Dispatch, 608-785-5962.
  15. **Safe Stop** - Viterbo has developed a Safe Stop partnership with the businesses and organizations listed below which are located on Market, Fourth, Jay and Front streets between the Viterbo campus and the La Crosse Performing Arts Center. The organizations are designated with a Viterbo Safe Stop sign and have agreed to provide students and others in need of help or emergency assistance during their business hours.
    - A. American Family Insurance, 605 4<sup>th</sup> Street South
    - B. Cabin Coffee, 401 Jay Street
    - C. City Of La Crosse Fire Department, 726 5<sup>th</sup> Street South (Corner of 5<sup>th</sup> and Market Streets)
    - D. Dahl Automotive, 712 4<sup>th</sup> Street South
    - E. Freedom Valu Center, 823 4<sup>th</sup> Street South (Corner of 4<sup>th</sup> and Market Streets)
    - F. Pickerman’s Soup & Sandwich, 327 Jay Street
    - G. Pla-Mor Lanes, 807 4<sup>th</sup> Street South
    - H. River Rocks Coffee, 326 Front Street South
    - I. Stolpa’s Stein Haus, 321 Jay Street
    - J. UPS Store, 317 4<sup>th</sup> Street South

K. Z's Lawn And Landscaping, 400 Division Street (Corner of 4<sup>th</sup> Street and Division Streets)

L. VFW Post 1530, 630 6<sup>th</sup> Street South (Corner of 6<sup>th</sup> and Market Streets)

16. **Safe Walk** - Campus safety provides a "Safe Walk" service to students, staff, faculty, and visitors who request a companion to walk them from one campus location to another. Safe Walk is available 24/7/365 by campus safety personnel and volunteers. Safe Walk escorts can be pre-arranged or called for immediate help. For immediate response, call 608-796-3911 or 608-780-1582 in the event of a power outage. For non-emergencies during evening and weekend hours, contact Viterbo University security officers at 608-796-3912. For non-emergencies during weekday hours, call David Pleasants, Director of Campus Safety, at 608-796-3913.
17. **Surveillance Cameras** - Surveillance cameras are posted throughout the campus to deter wrongdoing and criminal activity.
18. **Whistles** - The use of a whistle can be effective in deterring suspicious individuals and/or assailants. Key chain whistles are available for free at the Student Development Center reception desk during regular business hours on weekdays.

### ANNUAL CAMPUS CRIME STATISTICS

This report is prepared to comply with the *Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act*. The full text of this report can be located on the Viterbo University Web site under [Annual Security Report](#). The Vice President for Student Development and the Director of Campus Safety prepare this report in collaboration with Viterbo's Office of Residence Life and local law enforcement agencies.

Campus crime, arrest, and referral statistics include those reported to Viterbo University campus security, designated campus security authorities (including, but not limited to directors, deans, department heads, residence life, student development, advisors to students/student organizations, athletic coaches) and local law enforcement agencies. Counseling services and campus ministry staff informs clients of the procedures to report a crime to campus safety or the La Crosse Police Department on a voluntary and confidential basis, should they feel it is in the best interest of the client. A procedure is in place to capture crime statistics disclosed confidentially during such a session.

An email notification is made to all employees and enrolled students that provides the Web site to access this report. Copies of this report may also be obtained from the Director of Campus Safety or the Vice President for Student Development. All prospective employees may obtain a copy from Human Resources.

### 2012 VITERBO UNIVERSITY CAMPUS CRIME STATISTICS

The following table presents a summary of criminal acts committed between January 1 and December 31, 2012, on Viterbo campus properties, in the residence halls, in non-campus classrooms rented at off-site locations, and on public property adjacent to Viterbo campus properties. The offenses were reported to campus safety and student development administrators and were found to be substantiated. The Viterbo University campus traditionally has been relatively free of criminal threat. The La Crosse community is consistently rated nationally as one of the safest cities of its size.

OFFENSE	ON-CAMPUS			RESIDENTIAL FACILITIES			NON- CAMPUS			PUBLIC PROPERTY		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Murder/non-negligent man slaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent man slaughter	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
Sex offenses, non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	2	0	0
Aggravated assault	0	1	0	0	1	0	1	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	1	0	0	0	0	0	0	0	1	0	0
Arson	0	0	1	0	0	0	0	0	0	0	0	0
Liquor law arrests	2	1	3	0	1	3	0	0	0	0	1	0
Liquor law violation referred for disciplinary action	25	27	58	25	27	52	0	0	0	0	1	0
Drug law arrests	0	0	1	0	0	0	0	0	0	0	0	0
Drug law violations referred for disciplinary action	10	9	1	10	9	1	0	0	0	0	0	0

Illegal weapons possession arrests	0	0	0	0	0	0	0	0	0	0	1	0	0
Illegal weapons possession violations referred for disciplinary action	0	2	0	0	2	0	0	0	0	0	0	0	0
Hate crimes	0	0	0	0	0	0	0	0	0	0	0	0	0

### Crime Definitions Used For Campus Crime Statistics

The definitions listed below are taken from the Federal Bureau of Investigation’s Uniform Crime Reporting Handbook and are used to classify the criminal offenses listed in the statistics.

- Aggravated assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
- Arson – Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Burglary – The unlawful entry of a structure to commit a felony or theft.
- Drug abuse violation – Violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing, and making narcotic drugs.
- Hate crimes – Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability, and gender.
- Liquor law violation – The violation of laws or ordinances prohibiting: manufacturing, selling, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.
- Motor vehicle theft – The theft or attempted theft of a motor vehicle.
- Criminal homicide murder/non-negligent manslaughter – The willful (non-negligent) killing of one human being by another.
- Criminal homicide/negligent manslaughter – The killing of another person through gross negligence.
- Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or making the victim fearful.
- Sex offenses; forcible – Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent. Reported sexual offenses may include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.
- Sex offenses; non-forcible – Unlawful, non-forcible sexual intercourse. Reported offense may include incest and statutory rape.
- Weapon law violation – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

### Crime Locations Used for Campus Crime Statistics

The following definitions are used for the locations shown in the crime statistics chart.

- On-campus -- (a) Any building or property owned or controlled by an institution within the same reasonably contiguous area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls, and (b) Any building or property that is within or reasonably contiguous to the area defined above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).
- Residential facilities – Institutions must report all crimes (within the categories shown above) that occur in residence halls or other residential facilities for students on campus.
- Non-campus building or property – (a) Any building or property owned or controlled by a student organization that is officially recognized by the institution, and (b) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.



NO.	BUILDING OR LOT	PHYSICAL ADDRESS	MAILING ADDRESS	CLERY CATEGORY
1.	Amie Mathy Center (AMC)	811 8 <sup>th</sup> Street South, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
2.	Brophy Center (BRC) Dahl School of Business	816 10 <sup>th</sup> Street South, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
3.	Bonaventure Hall (BONA)	700 Franciscan Way, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
4.	Canticle House (CANT)	814/820 8 <sup>th</sup> Street South, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
5.	Clare Apartments (CLAR)	710 8 <sup>th</sup> Street South, La Crosse, WI 54601	710 8 <sup>th</sup> Street South La Crosse, WI 54601	On-Campus Residential Facility
6.	Fine Arts Center (FAC)	929 Jackson Street La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
7.	Marian Hall (MAHS)	704 Franciscan Way La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
8.	McDonald Terrace (MCDT)	715 8 <sup>th</sup> Street South La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
9.	Murphy Center (MRC)	815 Viterbo Court La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
10.	Nursing Center (NRC)	916 10 <sup>th</sup> Street South La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
11.	Outdoor Athletic Complex (OAC)	N3175 State Road 16 La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
12.	Parking Lot A, C, D, F, G, H, I, J, K, L, M, N, Q, R	No Address / Shown on Campus Map	No Address / Shown on Campus Map	On-Campus
13.	Physical Plant Building (PLT)	727 Winnebago Street La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
14.	Reinhart Center (RCE)	900 Viterbo Drive La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
15.	Rose Terrace (ROSE))	801 V-Hawk Court La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
16.	San Damiano Chapel (CHP)	940 Franciscan Way La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
17.	Student Development Center (SDC)	936 Franciscan Way La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
18.	Student Union Building (SUB)	702 Franciscan Way La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
19.	Treacy House (TREH)	825 Market Street La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
20.	Varsity Athletics Center (VAC)	814 Viterbo Court La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
21.	821 and 823 Theme House (H821/823)	821/823 7 <sup>th</sup> Street South	702 Franciscan Way, La Crosse, WI 54601	On-Campus Student Residential Facility

#### MISSING STUDENT NOTIFICATION POLICY

This policy is established in compliance with the Higher Education Opportunity Act of 2008 which requires that post-secondary institutions with on-campus housing establish a missing student notification policy and procedures. Campus safety and other university officials will actively investigate any report of a missing resident student who is enrolled at Viterbo and is living in Viterbo housing facilities (i.e., Bonaventure Hall, Canticle Houses, Clare Apartments, Marian Hall, McDonald Terrace, Rose Terrace, Treacy House, and theme houses.)

1. If a member of the campus community has reason to believe that a student is missing, it should be reported to campus safety immediately at 608-796-3911.
2. Upon receiving the report, campus safety and/or other appropriate personnel will make reasonable efforts to investigate the report and locate the student to determine his or her health, well-being and safety. Efforts may include, but are not limited to any one or more of these actions: (a) attempting contact by phone, email, etc., (b) checking residents student's room, (c) checking ID

card access points, (d) contacting roommates, friends, family, etc., to determine possible location and/or companion(s), (e) reviewing class schedule, (f) contacting instructors, coach, etc., (g) obtaining description of student and apparel, (h) obtaining vehicle description and license number, and (i) searching facilities and/or parking lots. The university reserves the right to contact family member or emergency contacts as a part of the investigation and to help determine the whereabouts of the resident.

3. All students residing in Viterbo housing facilities are required to provide the office of residence life with the names and phone numbers of a primary and secondary contact to be notified in the event of an emergency if the student is reported missing. In the event that the resident is under the age of 18 or is not yet emancipated, the university is required to have the primary emergency contact be a custodial parent or guardian.
4. The university will follow this notification procedure for a missing student who resides in on-campus housing.
  - a. Any reports of missing students are to be referred immediately to campus safety.
  - b. After campus safety and other appropriate university personnel investigate the report, if it is determined that the resident student\* has been missing for 24 hours:
    - i. Campus safety will notify the appropriate law enforcement agency. (Investigation will continue in collaboration with law enforcement officers as deemed appropriate.)
    - ii. The chief student development officer of designee will contact the primary or secondary emergency contact. The student development officer of designee will contact the custodial parent or legal guardian if the student has not reached 18 years of age or is not emancipated.
    - iii. Resident students will be informed of the Missing Student Notification Policy via its publication in the [Viterbo University Student Handbook](#) and a shortened version in the [Viterbo University Emergency Response Plan](#).

*\*Procedures may vary if the student does not reside in on-campus housing.*

### SEXUAL MISCONDUCT POLICY AND RESOURCES RESOURCES

#### CONFIDENTIAL VITERBO CAMPUS RESOURCES

Director of Counseling Services	608-796-3808	4 Student Development Center, 936 Franciscan Way
Director of Health Services	608-796-3806	3 Student Development Center, 936 Franciscan Way
Director of Campus Ministry and University Chaplain	608-796-3804	340 Murphy Center

#### CONFIDENTIAL COMMUNITY RESOURCES

Mayo Franciscan Healthcare’s Safe Path Sexual Assault Services	608-392-7804 or 1-800-362-5454 ext. 7804	800 West Avenue South, La Crosse
Mayo Franciscan Healthcare SANE (Sexual Assault Nurse Examiner)	608-392-9720 or 1-800-362-5454 ext. 2292	800 West Avenue South, La Crosse
Gundersen’s Sexual Assault Services 24-Hour Crisis Line	608-775-5950 or 1-800-362-9567 ext. 55950	NA
Gundersen’s Sexual Abuse Counseling and Support Services	608-775-3845 or 1-800-362-9567 ext. 53845	NA
Great Rivers 211 Information, Referral and Crisis Hotline	Dial 211 or 1-800-362-8255 or 1-866-884-3620	NA
New Horizons Shelter and Outreach Centers	608-791-2010	NA

#### VITERBO CAMPUS RESOURCES

Title IX Coordinator (VP of Finance and Administration)*	608-796-3856	214 Murphy Center
Assistant Title IX Coordinator (Director of Human Resources)*	608-796-3930	200 Murphy Center
Campus Safety Officer on Call for Emergency Response*	608-796-3911	Security Outpost in Student Union
Director of Campus Safety*	608-796-3911	7 Student Development Center, 936 Franciscan Way
Residence Life Community Coordinator on Call*	608-796-3400	2 Marian Hall
Vice President for Student Development*	608-796-3801	2 Student Development Center, 936 Franciscan Way

*\*The asterisk indicates that the individual holding the positions has a duty to report the incident for investigation by the college under this policy and/or, in certain circumstances, to law enforcement officials.*

#### COMMUNITY RESOURCES

Emergency Dispatch	911	NA
La Crosse Police Non-Emergency Dispatch	608-785-7241	NA

### **POLICY AND PROCEDURES**

Viterbo University strives to provide an educational environment which reflects its Catholic and Franciscan heritage and mission and which preserves the safety and dignity of each member of its community. The university prohibits all forms of sexual violence, coercion, intimidation and harassment. The university does not permit any form of sexual misconduct, including but not limited to sexual assault, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, force, coercion and interpersonal violence.

When an allegation of sexual misconduct is reported to the university and a violation of this policy is found, the university will take prompt corrective action and will impose appropriate sanctions so that the learning and employment opportunities of students, staff, faculty and employees are not further affected by sexual misconduct. The university complies with federal, state and local laws, including reporting crimes to law enforcement authorities.

#### **Prohibited Behaviors**

Viterbo University prohibits the following behaviors:

1. Sexual misconduct offenses including, but not limited to: sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same) and sexual exploitation.
  
2. Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone’s ability to participate or benefit from the university’s educational programs and/or activities, and is based on power differentials, the creation of a hostile environment, or retaliation. Examples of sexual harassment include an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; and gender-based bullying. (Also see Sexual Harassment Policy.)
  
3. Non-Consensual Sexual Contact is intentional sexual touching, however slight, with any object, by a person upon a person, which is without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttocks, groin or genitals, mouth or other orifice.
  
4. Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a person upon a person, which is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
  
5. Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting friends hide in the closet to watch having consensual sex); engaging in voyeurism; knowingly transmitting sexually transmitted infections (STI) or human immunodeficiency virus (HIV) to another student; exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals; and sexually based stalking and/or bullying may also be forms of sexual exploitation.
  
6. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual activity is not by definition forced.
  
7. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
  
8. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing

consent (e.g. to understand the “who, what, when, where, why or how” of their sexual interaction). Sexual activity with someone who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy. This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from taking rape drugs. Possession, use and/or distribution of any of these substances, including, but not limited to Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy.

### **Definition Of Consent**

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of sexual activity). Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationship or prior consent cannot imply consent to future acts. In order to give effective consent, one must be of legal age.

### **Procedures For Handling Reports Of Sexual Misconduct**

1. All students are encouraged to report violations of this policy to the university.
  - A. A student who believes that he/she or any student is a victim of sexual misconduct is encouraged to promptly report the incident to staff in Campus Safety, Health Services, Residence Life or Student Development.
  - B. Students also consider a direct report to the La Crosse Police Department or Mayo Franciscan Health Care’s Safe Path Sexual Assault Services.
  - C. The Vice President for Academic Affairs handles reports of faculty members violating this policy.
  - D. The Vice President for Finance and Administration handles reports of staff members violating this policy.
2. All parties involved in an incident of sexual misconduct will be treated in a nonjudgmental manner and with respect. Any form of harassment, retaliation, and/or intimidation of any party involved in a case of sexual misconduct will not be tolerated.
3. Reports of sexual misconduct will be addressed as promptly and completely as feasible. Reports of sexual misconduct will be held in confidence to the extent possible, given the need for promptness, corrective action and thorough investigation.
4. The student filing the report will be informed of the option to report to notify appropriate law enforcement agencies and the option to be assisted by university when making said reports.
5. The student filing the report and the accused student will be informed of their options and of student conduct procedures. Neither party will be discouraged from reporting to college officials.
6. The student filing the report and the accused student will be informed of access to campus services designed to assist in such cases including the Vice President for Student Development, Counseling Services and Health Services. These and other services are outlined later in this policy.
7. The student filing the report and the accused student will be offered and provided prompt on-campus housing relocation, transfer of classes, an adjustment in working arrangements or other steps necessary to prevent unnecessary or unwanted contact or proximity to an alleged assailant when such changes are reasonably available.
8. The student filing the report will be informed of the availability of a campus no contact directive for another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the student filing the report.
9. The student filing the report and the accused student are entitled to know all evidence and testimony being utilized in decision making.

10. Where there is reasonable cause to believe that a Viterbo student has violated conduct regulations on sexual misconduct, the university will take action in accordance with University policy and procedures. University disciplinary action(s) may be taken whether or not criminal charges are filed and without regard to whether the conduct occurred on or off of the Viterbo University campus.

A. The student filing the report and accused student will be informed of their ability to have others present in support or advisory roles during campus disciplinary proceedings.

B. Mediation will not be utilized in cases of non-consensual sexual intercourse.

C. The student filing the report will be informed of the option to provide a victim-impact statement and to have the statement considered by person(s) determining the sanction.

D. The sexual history of the student filing the report is not relevant to the truth of the allegation. Therefore, information regarding the sexual history of the student filing the report other than the relationship between the student filing the report and the accused student will not be considered in conduct proceedings.

E. The student filing the report and the accused student will be notified in writing of the outcome of related university conduct proceedings. The student filing the report and the accused student must respect the privacy of all involved.

F. Both the student filing the report and the accused student will be informed of his or her right to appeal.

11. Viterbo University reserves the right to take whatever measures it deems necessary and feasible to protect the safety of the campus community, and the well-being and safety of its community members. Such measures, include, but are not limited to interim suspension, directives for no contact, trespass orders, modification of academic, living or work arrangements.

12. The university reserves the right to impose sanctions ranging from written warning to suspension or expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the student filing the report and the student accused of sexual misconduct.

13. The student filing the report and the persons receiving reports of sexual assault are reminded of the importance of preserving evidence that may be necessary to the proof of criminal sexual assault or for use in university disciplinary proceedings.

14. The University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code\*), or any non-forcible sex offense, the report on the results of any University disciplinary proceeding against a student who is the 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 will be treated as the alleged victim for the purpose of this policy. *\*The term "crime of violence" means -(a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or(b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.* United States Code Title 18, 16.

### **SEXUAL HARASSMENT POLICY**

Viterbo University is committed to maintaining a learning and working environment which respects the dignity of all individuals, and is free from sexual harassment. Accordingly, Viterbo University will not tolerate the sexual harassment of one member of the university community by another, or by external parties/individuals providing services to Viterbo University. The university community subject to this prohibition includes faculty, administrators, staff, and students.

#### **Definition**

Sexual harassment takes two forms under the law: (1) *Quid pro quo* or (2) hostile atmosphere.

*Quid pro quo* harassment occurs where an individual retaliates against another for submitting to, or refusing to submit to, sexual harassment. This refusal may include refusing sexual advances, rejecting physical contact, or denying requests for sexual favors. The retaliatory action may include the denial of a promotion, the levying of discipline, lowering of a student grade, or termination of employment. *Quid pro quo* harassment also occurs where submission to sexual harassment is proffered as a condition for favorable treatment. This favorable treatment may include promotion, wage advance, or academic advancement.

Hostile atmosphere is the other form of sexual harassment. An individual's conduct, whether intentional or unintentional, may create a hostile, intimidating, or offensive learning and working environment for others. This hostile environment may be created by repeated and unwelcome sexual advances or requests for sexual favors. Also, unwelcome verbal or physical conduct of a sexual nature may create a hostile atmosphere. Such conduct includes, for example, unsolicited gestures or comments of a sexual nature, display of offensive, sexually graphic materials, or physical conduct of a sexual nature.

Sexual harassment may originate from faculty, administrators, staff or students. Also, sexual harassment may originate from external parties/individuals providing services to Viterbo University. Harassment can occur if the offending individual is the same gender as the individual being harassed. If an individual is offended by witnessing the harassment of another individual, a harassment complaint may still be filed even though the harassment is not directly aimed at the individual witnessing the harassment.

As defined above, sexual harassment is a specific form of discrimination in which the power differential inherent in the relationship between a student and teacher or supervisor and subordinate is exploited. However, this policy also recognizes that sexual harassment may occur between individuals who have similar status at Viterbo University, such as student-student or faculty-faculty.

Consenting sexual relationships between faculty and student or supervisor and subordinate often present the most difficult cases of sexual harassment. The power differential between these two groups can cast serious doubt on whether the relationship is consensual. Also, the relationship can easily turn the learning or working environment into a hostile one for the complainant. The purpose behind this policy is to free the working and learning environment from such damaging interference. If the University learns of such a relationship between a supervisor and subordinate, steps will be taken to alter the reporting structure.

#### **Complaint Resolution**

The primary goal of the sexual harassment policy is to prevent objectionable behavior or stop it whenever it occurs. No member of the community will be retaliated against for making a sexual harassment complaint.

Incidents of a student harassing another student are in violation of the *Code of Student Conduct* and should be reported to the Vice President for Student Development. An investigation of the harassment complaint will be conducted in accordance with the *Code of Student Conduct*.

Any member of the community who believes he or she has been sexually harassed by an employee should, if possible, tell the individual harassing him/her that the behavior is offensive and must stop, and should also report the harassment to the Vice President for Academic Affairs, Human Resource Director, or the Vice President of Finance and Administration as soon as possible. Any member of the community who becomes aware of a sexual harassment incident by an employee should report the incident to the Vice President for Academic Affairs, Human Resource Director, or the Vice President of Finance and Administration as soon as possible. Timely reporting of incidents will ensure efficient resolution.

The Vice President for Academic Affairs, Human Resource Director or the Vice President of Finance and Administration will conduct an investigation of the harassment complaint. The complainant will prepare a written complaint describing the incident as completely as possible, and provide the written complaint to the Vice President for Academic Affairs, Human Resource Director, or the Vice President of Finance and Administration. To the extent possible, the investigation will remain confidential, considering the complainant's right of privacy, the need to be fair to the respondent by notifying the respondent of the complaint, and the need to gather information regarding the incident. Investigation of the complaint may require the interviewing of members of the university community who may have witnessed the incident, or who may have information regarding the incident, as well as review of relevant data or documents. The investigation will be conducted expeditiously, but in a manner consistent with the complexity and severity of the matter. The Vice President for Academic Affairs, Human Resource Director or the Vice President of Finance and Administration will maintain a written record of the complaint and resolution process.

If there is a finding that sexual harassment has occurred, the offending individual will be subject to an appropriate penalty. The penalty will depend on the severity, frequency, or repetition of the harassment. If the matter involves an employee, discipline, ranging from reprimand to discharge, may be given. If the matter involves a student, discipline, ranging from reprimand to administrative withdrawal, may be given. The complainant will be notified of the results of the investigation and the resolution of the complaint.

If the investigation of the complaint shows that the complainant made a false complaint, Viterbo University may discipline the complainant for making such a false complaint. If the matter involves an employee, discipline, ranging from reprimand to discharge, may be given. If the matter involves a student, discipline, ranging from reprimand to administrative withdrawal, may be given. A false complaint is one where there is absolutely no basis for the complaint or the complaint was motivated by malice toward the respondent.

In addition to the complaint resolution procedures described above, the complainant may also file a charge with an appropriate external agency (e.g. Equal Employment Opportunity Commission, Wisconsin Equal Rights Division).

### **PROHIBITION ON CONSENSUAL RELATIONSHIPS WITH STUDENTS**

Viterbo University seeks to maintain a professional and ethical educational environment. Actions of university employees (faculty members, including adjuncts, staff members, and administrators) that are unprofessional are inconsistent with the university's educational mission. A consensual dating or sexual relationship between any university employee and a student is deemed unprofessional and is therefore prohibited, unless the two persons are married.

A violation of this policy may result in disciplinary action including dismissal for unprofessional conduct. In the event that a prohibited consensual relationship between an employee and a student is in existence at the time this policy is adopted, the employee must disclose the relationship to his/her supervisor or the Vice President for Academic Affairs and initiate arrangements to address any conflict of interest issues. *Approved 9/7/11*

### **SEXUAL OFFENDER REGISTRATION**

A list of registered sex offenders who are students or employees of Viterbo University will be made available to view upon request at the office of the Vice President for Student Development in the Student Development Center. In addition, a list of all registered sex offenders in Wisconsin is available from the Wisconsin Department of Corrections at <http://offender.doc.state.wi.us/public/>. Any Viterbo employee or student who is required by law to register as a sex offender is expected to comply with all reporting and registration requirements under applicable state and federal laws. Individuals are expected to self report to the Vice President for Student Development.

### **EDUCATIONAL PROGRAMS FOR AWARENESS AND PREVENTION OF SEX OFFENSES**

1. **360 Stay Safe Videos** - Three of the informative 360 Stay Safe videos available to Viterbo campus community members on the Campus address topics related to sexual violence. The videos provide helpful prevention tips and data for university students. Links are provided here:
  - a. Sexual assault Video (10.39 minutes): <http://www.viterbo.edu/safety.aspx?id=65873>
  - b. Stalking Video (6.39 minutes): <http://www.viterbo.edu/safety.aspx?id=65880>
  - c. Controlling Behavior (7.39 minutes): <http://www.viterbo.edu/safety.aspx?id=65877>
2. **Bystander Intervention Training** - Bystander Intervention Training is available to classes and student groups upon request by contacting the Director of Recreational Sports at 608-796-3120. The ATOD (Alcohol, Tobacco and Other Drug) Task Force has a goal of training a large number of Viterbo campus community members in bystander intervention.
3. **Great Rivers 211** - The national 2-1-1 initiative seeks to reserve these three digits nationwide as quick, easy to remember telephone number for finding human services answers. Great Rivers 2-1-1 serves the tri-state regions and provides free, confidential community information, referrals and crisis line services 24 hours a day.
4. **La Crosse Hospital Resources** – Viterbo works closely with professionals working on matters related to sexual offenses at local hospitals.
  - a. **SANE Nurses** – Both Mayo Franciscan Healthcare and Gundersen Hospital have Sexual Assault Nurse Examiners who are registered nurses trained to care for those who have been sexually assaulted and have advanced education in medical-forensic examination of sexual assault victims. SANEs will: (a) explain the process to you before beginning and answer your questions throughout the procedure, (b) conduct exams in a sensitive, respectful way, (c) assist with concerns related to pregnancy and sexually transmitted diseases, (d) collect evidence that may be useful in court, and (e) assist in reporting the assault if that is the victim's choice.
  - b. **Safe Path** is the domestic abuse and sexual assault program at Mayo Clinic Health System Franciscan Healthcare. Safe Path is a part of the Center for Women's Health located at Franciscan Healthcare at 800 West Avenue South in La Crosse (just across 10<sup>th</sup> Street from the Viterbo campus). Appointments are preferred in non-emergent situations, but are not always necessary. Office hours are Monday to Friday from 8 am to 5 pm. Safe Path provides a confidential, safe place to talk, emotional support, information and referral, individual counseling, safety planning, crisis intervention with a 24 hour telephone line, assistance with access to resources, assistance with applying for crime victims' compensation and assistance with legal, medical and human services. 608-392-7804 or 800-362-5454, ext. 7804.

- c. **Gundersen's Sexual Abuse Counseling and Support Program's** goal is to assist in the victims' recovery from trauma of sexual abuse/assault through therapeutic treatment and support. The Victim of Crime Act Grant and the Sexual Assault Victim Services Grant fund the program so there is no charge for services. Services through Gundersen are similar to those listed for Safe Path. (608) 775-3845 or (800) 362-9567, ext. 53845. After hours, please contact the Sexual Assault Services 24-hour crisis line, (608) 775-5950 or (800) 362-9567 ext. 55950.
- 5. **Relationship and Sexual Violence Resources on the Viterbo Counseling Services Web Page** - These links available on the Viterbo Counseling Services web page under Relationship and Sexual Violence Resources may be of assistance to those seeking information on or help with violence prevention and follow up.
  - a. Where to Get Help: <http://www.viterbo.edu/violence.aspx?id=25456>
  - b. Domestic Violence: <http://www.viterbo.edu/violence.aspx?id=25452>
  - c. Sexual Assault: <http://www.viterbo.edu/violence.aspx?id=25460>
  - d. Safety Plan for Abusive Relationships: <http://www.viterbo.edu/violence.aspx?id=25450>
  - e. Stalking: <http://www.viterbo.edu/violence.aspx?id=25454>
- 6. **Sexual Harassment and Sexual Misconduct Policies** – Posted in the *Viterbo University Student Handbook and Planner* <http://www.thezonelive.com/zone/public/6/schoolHome.asp?i=316> and the *Personnel Policies, Administrative Procedures, and Regulations Handbook* <http://www.viterbo.edu/uploadedFiles/about/offices/hr/CompleteHandbook.pdf>

## **POLICY ON ALCOHOL, TOBACCO AND OTHER DRUGS**

### **Policy Introduction**

Viterbo University is committed to providing a safe and healthy learning environment free of illicit drugs and the unlawful use or abuse of alcohol. The University recognizes that the use or consumption of alcohol, tobacco and other drugs can adversely impact academic achievement, personal development, health and safety. Individuals who violate university policy, local, state or federal regulations are subject to arrest and/or disciplinary sanctions including, but not limited to, required assessment, treatment, restrictions or expulsion.

### **Smoking And Tobacco Policy**

Viterbo University works to help ensure a healthy campus environment by prohibiting the use, sale, advertisement and distribution of tobacco products (i.e., cigarettes, chewing tobacco, cigars, etc.) in University facilities, on University grounds, at University-sponsored events, and in University vehicles. Students and employees interested in smoking cessation should contact Health Services for guidance and resources.

The use of tobacco products is restricted to smoking which is permitted only in designated outdoor areas on-campus. Effective July 1, 2012, smoking on Viterbo University property will be restricted to these outdoor areas:

1. Area designated by signage on the east side of the Fine Arts Center courtyard.
2. Area designated by signage in Marian Courtyard on the exterior stairwell landing located on the southwest side of the Student Union, and
3. East side of the parking lot near the lot extension at the V-Hawk Outdoor Athletics Complex.
4. On June 30, 2014, Viterbo University will close all outdoor smoking areas.

Campus community members are encouraged to inform tactfully any individuals smoking on university property and outside of designated outdoor smoking areas to smoke only in the designated areas. If assistance is needed, contact Campus Safety at 608-796-3911.

Persons violating this policy may be subject to disciplinary action.

### **Policy on Alcohol and Other Drugs**

The Viterbo University Code of Student Conduct includes the following as proscribed (prohibited) behaviors:

1. Use, possession, sale, manufacturing or distribution of alcoholic beverages, marijuana, heroin, narcotics, prescribed drugs, or other controlled substances.
2. Violation of any federal (USA) , state (Wisconsin) or local law (City of La Crosse or La Crosse County). When off-campus incidents come to the attention of University officials, the officials may follow up with disciplinary action.
  - a. Alcohol and/or other drug intoxication regardless of age. Indicators of alcohol and/or other drug intoxication may be blood/breath alcohol concentration above the legal limit of 0.08, bloodshot or glassy eyes, blurred vision, confusion, chills or sweating, irrational conversation, mood swings, rapid eye movement, slurred speech, strong odor of alcohol or other drugs, unsteady walk or gait, or other actions that signify poor judgment.
  - b. Inability to exercise care for one's own safety and/or the safety of others due to intoxication.
  - c. Behavior that encourages or contributes to excessive alcohol consumption by any student.
  - d. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21)



years of age.

3. Use, sale, advertisement or distribution of tobacco products (i.e. cigarettes, chewing tobacco, cigars, etc.) in university facilities, on university grounds, at university events, and in university fleet vehicle, except in outdoor areas designated by signage.

These stipulations are also University policy:

1. Serving alcohol to an individual who has not reached 21 years of age is prohibited on Viterbo property and at university-sponsored events.
2. Moderate amounts of alcohol are permitted and may be consumed in the privacy of on-campus apartments and theme houses when all occupants and/or guests present in the room are 21 years of age or older. In such cases, the doors should be closed and all other policies governing noise and other common courtesies must be followed.
3. Individuals and groups are responsible for and will be held accountable for their choices and behaviors related to alcohol and other drugs. If an individual or group exhibits alcohol and/or drug intoxication and unruly behavior, the individual and/or group may be sanctioned for both the intoxication and the disruptive behavior.
4. When off-campus incidents come to the attention of university officials, the officials may follow up with disciplinary action. This may occur following parties, study abroad, travel for university-sponsored events, team travel, etc.
5. All occupants of a residence hall room or apartment are subject to disciplinary action if a guest or someone in the unit is violating alcohol, tobacco and other drug policies.
6. Alcohol, controlled substances and/or related paraphernalia are not permitted in the corridors, stairwells, or floor lounges of any campus facility.
7. Alcohol, controlled substances and/or related paraphernalia are not permitted in these facilities: Bonaventure Hall, Marian Hall, the Hawk's Nest, or the Student Union.
8. No large quantities of alcohol will be permitted in university housing facilities or on travel associated with the university. Providing large quantities of alcohol to others puts the community and its members at risk.
9. Common source containers of alcohol (i.e. punch bowls, trashcans, water coolers, etc.) and/or containers holding more than 1.75 liters of alcohol whether empty or full, tapped or untapped (i.e. beer balls, kegs, party balls, pony kegs, etc.) are not permitted on university property, at university-sponsored events or on travel associated with the university. Jell-O shots containing alcohol, pre-mixed punches, spiked punch, "garbage can punch" and other mixtures are considered to be excessive and are prohibited on university property, at university-sponsored events or on travel associated with the university regardless of alcohol content.
10. Drinking games and other activities which promote excessive consumption of alcoholic beverages are prohibited on university property, at university-sponsored events and on travel associated with the university. Any paraphernalia associated with such activities, including but not limited to beer pong tables, funnels, and shot glasses will be confiscated and not returned.
11. Display of beer cans, liquor bottles and/or other alcohol or drug paraphernalia is prohibited on university property.
12. The possession or use of alcohol paraphernalia, tobacco paraphernalia or drug paraphernalia is prohibited in campus housing. For the purpose of this policy, paraphernalia is defined as items typically used to dispense alcohol, or to dispense or ingest tobacco or illegal drugs (i.e. bongs/funnels, hookahs, kegs, roach clips, shot glasses, etc.).
13. Any person found in violation of these policies will have alcohol and/or drugs plus and related paraphernalia confiscated. Such confiscated items will not be returned.
14. Alcoholic beverages are not permitted at events planned for students and/or students' families (such as athletic team banquets, club parties/dances, receptions associated with student art shows and/or student recitals, and events planned for adult learning, graduate, and/or non-traditional students, etc.) unless approved by the Director of The Fine Arts Center and/or the Vice President for Student Development. Use of alcoholic beverages is prohibited at all other university-sponsored events unless approved by the president.
15. The service and/or sale of alcoholic beverages is not permitted on University premises or at University-sponsored functions during the working day from 8 am to 5 pm.
16. University employees may not store alcohol in offices or use alcoholic beverages on university property.
17. Alcoholic beverages are prohibited at university sponsored athletic events on and off-campus.
18. Alcohol or other drug-impaired driving on university property is strictly prohibited and may result in disciplinary action.
19. Drivers or passengers in university fleet vehicles or vehicles rented/utilized for university travel may not possess or consume alcohol beverages.
20. Grain alcohol (also known as ethanol or ethyl alcohol) is prohibited on university property, at university-sponsored events or on travel associated with the university except when used in a supervised classroom laboratory.
21. On-campus advertisements that indicate alcohol as the primary focus of the event are not permitted.
22. Viterbo Campus Safety personnel may request a voluntary breathalyzer test of: (a) individuals who are visibly intoxicated to help assess the need for medical treatment, and (b) individuals to demonstrate that they have not been drinking. Persons may request a breathalyzer

test to demonstrate that they have not been drinking. When a breathalyzer test is requested by Campus Safety, persons have the right to refuse it. Individuals may not refuse being transported to the hospital when incapacitated. At Viterbo, breathalyzers are used only by Campus Safety personnel and members of the La Crosse Police Department.

#### **Application For Service Of Alcoholic Beverages At Events Planned For Students and/or Students' Families**

1. To serve alcoholic beverages at a university-sponsored event planned for Viterbo students or with Viterbo students in attendance, one must complete an application. Examples of such events are: athletic team banquets, club parties/dances, receptions associated with student art shows and/or student recitals, and events planned for adult learning, graduate, and/or non-traditional students, etc.
2. Only Viterbo students who are members of a registered Viterbo student organization or Viterbo employees may apply for service of alcoholic beverages at an event planned for Viterbo students and/or students' families.
3. Completion of the application is required at least two weeks in advance of the event.
4. Upon completion, the application will be approved or denied by the Director of the Fine Arts Center or the Vice President for Student Development.
5. The applicant will agree to abide by the following stipulations when completing the application form.
  - a. Alcohol is not the main focus of the event.
  - b. The majority of those present at the event will be 21 years of age or older.
  - c. The event will be no longer than 3 hours in duration.
  - d. No alcoholic beverages will be served during the last half hour of the event.
  - e. One full-time staff or faculty member will be present for the duration of the event.
  - f. There will be no reference to the availability of alcohol in invitations to or advertisement of the event.
  - g. Alcoholic beverages and servers at on-campus events will be supplied by Aramark or the current food service provider. Service of alcoholic beverages at Viterbo University-sponsored events held off-campus and attended by students is permitted only at banquet facilities with licensed servers.
  - h. Student consumption of alcoholic beverages for on-campus events will be monitored by the licensed servers provided through Aramark or the current food service provider. Said monitoring will be provided by the banquet facilities' licensed servers at university-sponsored events held off-campus. (The event planner must inform banquet facility personnel of this monitoring responsibility when negotiating facility arrangements or contract.)
  - i. The only alcoholic beverages that will be served at the event are beer and wine.
  - j. Sufficient quantities of food must be served.
  - l. Violations of university policy including the Viterbo University Alcohol, Tobacco and Other Drugs policy, the Code of Student Conduct, and/or local, state or federal law may result in disciplinary action.
6. Series performances such as the Bright Star and NexStar series performances with refreshments available for sale in the Fine Arts Center lobby are exempt from this policy. Departmental events with only a few students present are exempt from this policy.
7. Alcoholic beverages will not be served to students at events occurring when traveling out of the country.

#### **Student Athletes**

Student athletes are responsible for adherence to policy outlined in the Code of Student Conduct; the Viterbo University Policy on Alcohol, Tobacco and Other Drugs; local, state and federal regulations; and standards imposed by the coach. In addition, all Viterbo student athletes regardless of age are required:

1. To refrain from the consumption of alcoholic beverages for 48 hours prior to any University-sponsored competitive event.
2. To report their own on-and off-campus alcohol or drug violations to the team coach and the Director of Athletics. Typically, these sanctions are imposed by the team coach and the Director of Athletics in addition to the sanctions imposed by University personnel responsible for the enforcement of the Code of Student Conduct. These sanctions may carry forward to the following year.
  - a. First Violation – Suspended 10 percent of team's NAIA allowable contests or dates.
  - b. Second Violation – Suspended an additional 20 percent of team's NAIA allowable contests or dates.
  - c. Third Violation – Suspended one calendar year of athletics competition.
  - d. Fourth Violation – Permanently suspended from all further athletic participation at Viterbo University.

Medical Emergencies: Alcohol and drug consumption can result in a medical emergency. Students and staff should request help with such an emergency immediately by visiting a hospital emergency room or by contacting 911, Campus Safety, Health Services or a member of the Residence Life staff.

**Good Samaritan Guidelines:** Each member of the campus community is encouraged to immediately seek help from a Resident Assistant, Campus Safety or a local hospital emergency room for students whose health and well-being may be at risk due to consumption

of alcohol and/or drugs. Helping a student in need will always be viewed favorably in any follow up to an incident, including those incidents where the “Good Samaritan” and/or person in need of emergency assistance may have violated university policy.

**Self-Help Guidelines:** When a student recognizes that she or he has difficulty with substance abuse and agrees to voluntary withdrawal to participate in a comprehensive substance abuse treatment program at his or her own expense, penalties incurred for disruptive behavior resulting from the use of alcohol or a controlled substance may be waived.

**SANCTIONS**

Viterbo University Sanctions: Disciplinary sanctions for violation of University regulations may include warning, disciplinary probation, discretionary or educational assignments, fines, parental notification, referrals, restitution, restrictions or loss of privileges, residence unit suspension, residence unit expulsion, temporary suspension, suspension from the University, or expulsion from the University. Under federal law, the University may notify the parents of alcohol and drug violations if the student is under the age of 21 at the time of notification.

While the sanction(s) imposed depend upon the severity of the offense and the history of offenses (if any), disciplinary measures typically follow this pattern.

1. First Offense – \$75 Fine and a mandatory education program. Parental notification for students under the age of 21 is possible.
2. Second Offense – \$150 Fine, discretionary assignment, payment for and completion of and compliance with a chemical dependency assessment, and/or candidate for residence unit expulsion. Parents may be notified if a student has not yet reached 21 years of age.
3. Third Offense – \$225 Fine, discretionary assignment, payment for and completion of and compliance with a chemical dependency assessment, and/or candidate for residence unit expulsion. Parents may be notified if a student has not yet reached 21 years of age.

Illegal substances including marijuana, THC, hashish and synthetic derivatives are prohibited in university facilities, on university property and/or at university-sponsored events. Any student found responsible for use or possession of using marijuana or another illegal substance may face possible criminal charges. Violations of the drug policy may result in disciplinary action. In addition, the university may require a student who possesses or uses illicit drugs or is found with drug paraphernalia to participate in an approved drug rehabilitation program (at the expense of the student) and to provide the university satisfactory evidence of successful completion of the program and of being drug free.

When it is not possible to determine who within a group of students is responsible for the use, possession, manufacture, sale or distribution of drugs, responsibility for the offense will fall on the occupant in whose room, vehicle or social gathering the violation occurs unless another individual within the group accepts responsibility. While the sanctions imposed depend upon the severity of the marijuana or other drug

offense and the history of offenses (if any), disciplinary measures typically follow this pattern:

1. First Offense – a \$100 minimum penalty, a mandatory education program, and a warning that another violation may result in suspension or eviction from university housing facilities. Parental/guardian notification is possible.
2. Second Offense – a \$200 penalty, a mandatory alcohol and drug assessment, compliance with treatment outlined in the assessment (if any), and a warning of probable suspension or eviction from university housing facilities with another violation. Parental/ guardian notification is possible.
3. Third Offense – \$300 penalty and referral to Director of Residence Life for additional penalties which may include suspension or removal from housing facilities. Parental/ guardian notification is possible.

Community Sanctions: Viterbo students are subject to sanctions imposed by officials in their local and/or home communities as well as those imposed by the University. Fines typically imposed on those found to be drinking alcoholic beverages under the age of 21 are shown below. Sanctions usually involve payment for and the completion of an alcohol assessment in addition to the prescribed fines.

**Underage Possession or Consumption**

First Offense	Second Offense	Third Offense
\$240 Fine	\$397 Fine	\$555 Fine (\$681 – 4thOffense, \$807 for 5th and up offense)

**Underage Attempt or Procurement, Attempt or Entering Tavern**

First Offense	Second Offense	Third Offense
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\$227 Fine	\$384.50 Fine	\$542 Fine (\$668 – 4 <sup>th</sup> Offense, \$794 for 5th and up offense)
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#### Other Penalties

False Identification	\$240 Fine
Public Alcohol Consumption	\$114 Fine
Disorderly Conduct	\$177 Fine
Selling Alcohol to a Minor	\$303 Fine
Public Intoxication	First Offense -Warning Second Offense – Citation, \$240 Fine, and possible assessment Third Offense – Citation, \$542 Fine and assessment
Selling Alcohol without License	\$1,626 Fine
First Offense – Operating Motor Vehicle while Intoxicated	\$731 Fine and 6 month revocation, plus \$400 alcohol assessment
Unregistered keg in the City of La Crosse	\$1,311 Fine

The Uniform Controlled Substances Act, Chapter 961, of the Wisconsin Statutes regulates controlled substances and details the penalties for violations. An individual convicted for first-time possession of a controlled substance may receive a sentence of up to \$5,000 and one year in prison. A person convicted for manufacturing, delivering or possessing a controlled substance with the intent to manufacture or deliver may be imprisoned for up to 30 years and be fined up to \$100,000.

Federal Legal Sanctions for other drug violations include imprisonment for up to six (6) years for possession of a small amount including less than 250 grams of marijuana. Possession of more than five (5) grams of cocaine with the intent to deliver may result in the penalty of 10 to 16 years imprisonment. A life sentence may be the result of conviction of possession of a controlled substance that results in bodily injury or death. Other sanctions for possession of a controlled substance include fines up to \$ 250,000, forfeiture of property, confiscation of property, community service, denial of federal benefits including student loans and financial aid, fines, imprisonment, mandatory assessment, suspension of driver's license, and/or probation. The severity of the disciplinary action depends upon the amount and type of controlled substance, the number of previous offenses, and the site and nature of the criminal activity.

#### **Drug-Free Workplace Policy Statement**

Viterbo University is committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on University premises and at University work sites. Use of alcoholic beverages at University events is prohibited except when approved by the President.

Employee violation of this policy may be cause for action including, but not limited to, referral to the appropriate agency or agencies for evaluation and to determine the appropriate treatment or rehabilitation, participation in a drug rehabilitation program, separation from University duty, termination of employment, and/or referral for prosecution. Participation in a treatment program will not affect future employment or career advancement, nor will participation protect employees from disciplinary action for substandard job performance. Students who violate this policy will be governed by the University's Code of Student Conduct and subject to disciplinary action up to and including suspension, expulsion and referral for prosecution.

Under the requirements of the Drug Free Workplace Act of 1988, an employee who is convicted of any criminal drug offense must notify his or her supervisor within 5 days. When notified of an employee conviction for an offense occurring in the workplace by an employee working on a federal grant or contract, the University will inform the granting or contracting federal agency within 10 days.

#### **Health Risks Associated With Use Of Drugs And Alcohol**

This is a partial list of drugs and the results of their usage. The evidence is clear that alcohol and drugs are harmful to one's health and one's learning environment. Drugs can obstruct learning processes and cause disruption for the user and others. Early diagnosis of and treatment for alcohol and drug abuse is in the best interest of the student and the campus community.

##### *Alcohol*

- Is a mind-altering drug because it contains ethanol and the chemical ability to depress the nervous system.
- As a depressant, alcohol affects motor coordination, speech and vision even at low levels of blood alcohol.
- Great amounts can affect respiration and heart rate. Death may result when blood alcohol exceeds 0.40 %.

- Prolonged use can lead to alcoholism, malnutrition, cirrhosis, and increased risk of cancer of the esophagus, stomach, pancreas, liver and heart.

#### *Tobacco*

- Smoking is addictive and is the cause of bad breath, yellowed fingers, foul-smelling clothing, shortness of breath, and decreased athletic performance.
- Smoking is associated with coronary heart disease, stroke, ulcers, respiratory infections, lung cancer (as well as cancer of the larynx, esophagus, pancreas, stomach and uterine cervix), bronchitis, emphysema, early menopause and stillborn and premature children. Tobacco causes 30% of all cancer deaths. One in three smokers will die prematurely from tobacco use.
- Exposure to secondhand smoke causes respiratory diseases in children, including pneumonia, asthma exacerbation, and middle ear infections.
- Smokeless tobacco is the cause of addiction to nicotine, bad breath, unhealthy eating habits, stained teeth, inflamed gums, receding gums leading to tooth loss, tooth decay, frequent sores and precancerous patches in the mouth.

#### *Marijuana and Hashish*

- Are harmful to health and impair short-term memory and the comprehension of the user.
- Alter the sense of time and reduce the ability to perform tasks requiring concentration and coordination.
- Increases heart rate and appetite. Users risk chronic bronchitis, lung cancer, paranoia and psychosis.
- Cannabis products are usually inhaled as unfiltered smoke and have more cancer-causing agents than tobacco.

#### *Methamphetamine – Meth, Crank, Crystal and Speed*

- Is a powerfully addictive central nervous system stimulant.
- Immediate effects may be agitation or violent behavior, insomnia, decreased appetite, irritability, anxiety, nervousness, convulsions or heart attack.
- Chronic use can cause paranoia, hallucinations, repetitive behavior, delusions of parasites crawling under skin, psychosis, aggressive behavior, stroke and death.

#### *Cocaine or Crack*

- Stimulate the central nervous system and are extremely and rapidly addictive.
- Can cause physical and psychological dependency that may lead to dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, paranoia and seizures.
- Can cause death by disturbing the brain's ability to control heart functions and respiration.

#### *Ecstasy*

- Is a stimulant and a hallucinogen.
- Side effects include memory or coordination loss, dizziness, fainting, depression, sleep problems, chills or sweating, slurred speech, dehydration, hypertension, loss of control over voluntary body movements, tremors, reduced appetite, kidney failure, heart attack, stroke, seizure, an increase in body temperature.
- Ecstasy use can be fatal, especially when combined with alcohol and other drugs.

#### *Hallucinogens – LSD, PCP, Mescaline, Psilocybin and Peyote*

- Interrupt brain messages that control the intellect and keep instincts in check.
- Because the brain's pain sensors are stopped, hallucinogens may result in self-inflicted injury.
- Large doses can cause convulsions, coma and death.
- Prolonged users report memory and speech difficulties up to a year after usage.

#### *Inhalants – Gas, Aerosols, Glue, Nitrates, White-Out*

- Use of inhalants is a very high risk activity.
- Permanent brain, liver and kidney damage, bronchitis, heart arrhythmia, seizures, coma and death can occur even with the first usage.

#### *Narcotics*

- Drugs such as morphine, codeine or heroin, are very addictive. Their usage leads to loss of appetite, extreme drowsiness, mental impairment and slowing of reflexes.
- An overdose of narcotics may lead to convulsions, coma or death.

#### *Steroids*

- Steroids are injected or taken orally. Some common names of steroids are testosterone, nandrolone and oxymetholone.
- Use of steroids is associated with liver disease, cancer, growth problems, bone fusion, sexual dysfunction and aggressive behavior.

#### *Stimulants and Amphetamine*

- Can have the same effect as cocaine and cause increased heart rate and blood pressure that can result in a stroke or heart

failure.

- Symptoms include dizziness, sleeplessness and anxiety.
- Use can also lead to psychosis, hallucinations, paranoia, and even physical collapse.

### **Alcohol, Tobacco and Other Drug Education Programs**

1. **Addictions Studies Major** - Viterbo offers an Addiction Studies undergraduate major for students interested in working with those with alcohol, drug and other addictions.
2. **Alcohol.edu** - The online Alcohol.edu program is used for education and as a disciplinary sanction.
3. **Alcohol, Tobacco and Other Drug Policy** - The Alcohol Tobacco and Other Drug policy is distributed to students and employees annually to remind them of university requirements related to use of alcohol, tobacco and other drugs.
4. **American College Health Association College Health Assessment II** - Viterbo participates in the ACHA college student health assessment every other year. This assessment helps to determine effectiveness of programs related to student usage of alcohol, tobacco and other drugs.
5. **ATOD (Alcohol, Tobacco and Other Drug) Task Force** - This all-university task force meets regularly during the academic year to address issues of alcohol and drug education, prevention, reduction, policy and enforcement.
6. **BAC Green Zone Cards** - Each year, wallet cards are distributed to interested students to help the students determine a safe level of alcohol consumption given the student's particular weight and height.
7. **BAC Calculator** – Viterbo campus community members are encouraged to use the Blood Alcohol Content calculator provided by the Wisconsin Department of Transportation: <http://www.dot.wisconsin.gov/safety/motorist/drunkdiriving/calculator.htm>
8. **Changing The Culture Coalition** - The Director of Residence Life is an active member of a local coalition on risky drinking. This coalition introduced the Family Zone available at the Oktoberfest Maple Leaf Parade. The Coalition has also worked to recognize local establishment owners who are working diligently to ensure safe consumption of alcohol.
9. **Code Of Student Conduct** - The *Code of Student Conduct* outlines impermissible behavior and sanctions related to alcohol, tobacco and drugs.
10. **Designated Outdoor Smoking Areas** - The remaining designated outdoor smoking areas are scheduled to close on June 30, 2014.
11. **E Checkup To Go** - Incoming freshman complete an online assessment of their own drinking behaviors prior to starting classes.
12. **Freshman Survival Guide** - This book provided to and widely read by incoming freshmen prior to the start of classes includes a chapter entitled *Too Much of a Dangerous Thing: Alcohol and Drugs on Campus*.
13. **Healthy Living Week** – Viterbo's Healthy Living Week takes place annually in late September. Coordinated by Recreational Sports, the week includes wellness programs and includes activities and/or messages related to safe consumption of alcohol.
14. **La Crosse County Prevention Network (LCPN)** – Director of Health Services is a member of this organization which strives to decrease risk of alcohol and other drug use among youth in La Crosse County.
15. **Lunch N Learn Programs** - Each year at least one of the Lunch N Learn programs offered by Health Services includes an alcohol or drug education program.
16. **Medication Drop Off Site** – The Director of Health Services serves as a site director for the La Crosse County Prevention Network's Medication Drop Off event held twice annually at Viterbo (and at three other locations in La Crosse county). The Medication Drop Off provides the community with an opportunity to safely dispose of unused and expired medications.
17. **New Student Orientation** - Each year during new student orientation, Campus Safety and the La Crosse Police Department address the consequences of risky drinking in La Crosse. Additional programs related to risky behavior are also frequently presented.
18. **Nursing Major Requirement** - Student majoring in nursing are required to complete training related to use of alcohol and other drugs.
19. **Oktoberfest Third Street Aid Station** - The Student Government Association assists the La Crosse Police Department in scheduling volunteers to assist at the aid station. The aid station assists "festers" with medical assistance, information, charging cell phones, etc.
20. **Parents, You're Not Done Yet Brochures** – The Vice President for Student Development sends parents of incoming freshmen a brochure prepared by Century Council encouraging the parents to discuss alcohol use with their son or daughter prior to the start of freshman classes.
21. **Rethinking Drinking: Alcohol and Your Health** - This brochure prepared by the National Institutes for Health / US Department of Health and Human Services provides a brief alcohol screening and intervention for college students (BASICS). It is used to help students indicating risky consumption when speaking with student development professionals including those working in athletics, campus safety, counseling services, health services, residence life, student conduct and student development.
22. **River Watch** - The Student Government Association works with its UW-L and Western counterparts to schedule student volunteers to help the La Crosse Police Department during the academic year with Thursday, Friday and Saturday night shifts patrols at

Riverside Park.

23. **Safe Partying Tips** – Safe party tips from the La Crosse Police Department are sent to students in late September.
24. **Safe Ride Bus** - The student activity fee subsidizes this service which offers free transportation downtown and back on weekend evenings.
25. **Substance Abuse Counseling Certificate Program And Minor** - The Psychology Department offers both an undergraduate minor and a certificate program in substance abuse counseling.
26. **Taking New Tactics (TNT) Student Organization** - Annually, this student organization outlines and completes a plan of alcohol, tobacco and other drug education programs.
27. **Tri-Campus Community Advocacy Group** - The SGA President and Vice President, University President, VPSD, Director of Health Services and Director of Campus Activities and Orientation are active members of this community group which works to reduce risky behaviors in La Crosse.
28. **Underage Drinking and DUI Records** - The La Crosse Police Department provides the Vice President for Student Development with information on those students cited for off-campus underage drinking and driving under the influence. The VPSD follows up with a letter to the student.
29. **Wallet Cards** - Wallet cards are distributed to students living on campus and others to inform them of safe alternatives for transportation.
30. **Wisconsin Drive Sober App** - Viterbo campus community members are encouraged to use the Wisconsin Drive Sober App smart phone applications to track blood alcohol content, and to prevent dangerous levels of intoxication and citations. The **Wisconsin Drive Sober App** is free: <http://www.zeroinwisconsin.gov/index.html> Developed by the Wisconsin Department of Transportation to reduce drunk driving related deaths in the state, this app includes include a blood alcohol content estimator, a tool to find a ride, and “beer goggles” that utilize the phone’s camera to show what vision is under the influence.

**Resources For Alcohol, Tobacco and Other Drug Prevention, Treatment And Assistance**

Health Services	3 Student Development Center	608-796-3806
Counseling Services	4 Student Development Center	608-796-3808
24/7 Crisis Line		211 or 608-775-4344
Smoking Quit Line		1-877-270-7867
AA Intergroup Answering	217 7th St. S., La Crosse	608-784-7560
Coulee Council on Addiction	921 West Ave. S., La Crosse	608-784-4177
Mayo Clinic Health System- Franciscan Healthcare Behavioral Health	212 S. 11th St., La Crosse	608-791-9555
Gundersen Lutheran Behavioral Health	1900 South Ave., La Crosse 123 16th Ave. S., Onalaska	608-775-2287 608-775-8646
La Crescent Counseling	33 S. Walnut, La Crescent, MN	507-895-6666
<a href="http://www.alcoholscreening.org">www.alcoholscreening.org</a>	<a href="http://www.bacchusgamma.org">www.bacchusgamma.org</a>	<a href="http://www.couleecouncil.org">www.couleecouncil.org</a>
<a href="http://www.smokefree.gov">www.smokefree.gov</a>	<a href="http://www.health.org">www.health.org</a>	<a href="http://www.lungusa.org">www.lungusa.org</a>

**2012 FIRE SAFETY REPORT**

**FIRE REPORTING**

If a fire occurs in any building on campus or at the Outdoor Athletic Complex, campus community members should call 911. Once 911 has been notified, the caller should contact Viterbo Campus Safety at 608-796-3911.

**FIRE SAFETY LOG**

The Director of Campus Safety maintains a log of on-campus fires. The US Department of Education requires that the fire log includes the date the fire is reported, the nature of the fire, the date, time and general location each fire in on-campus housing facilities. A paper copy of the fire log is available upon written request to the Director of Campus Safety.

**DESCRIPTION OF ON-CAMPUS HOUSING FACILITY FIRE SAFETY SYSTEMS**

ON-CAMPUS HOUSING FACILITY	FIRE ALARMS	FULL SPRINKLER SYSTEM	SMOKE DETECTION SYSTEM	FIRE EXTINGUISHER DEVICES	FIRE SERVICE	PRIMARY AND SECONDARY EVACUATION	EMERGENCY RESPONSE PLAN***	NUMBER OF EVACUATION DRILLS
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					ELEVATORS	EXIT MAPS		
Bonaventure Hall **	Yes	Yes	Yes	Yes	Yes	2 sets per Floor	1 per Floor	3 per Year
Canticle House *	Yes	No	Yes	Yes	No	2 sets per Floor	1 per Floor	3 per Year
Clare Apartments	Yes	Yes	Yes	Yes	Yes	2 sets per floor	1 per Floor	3 per Year
Marian Hall**	Yes	Yes	Yes	Yes	No	2 sets per Floor	1 per Floor	3 per Year
McDonald Terrace**	Yes	No	Yes	Yes	No	2 sets per Floor	1 per Floor	3 per Year
Rose Terrace**	Yes	Yes	Yes	Yes	Yes	2 sets per floor	1 per Floor	3 per Year
Treacy House **	Yes	No	Yes	Yes	No	2 sets per Floor	1 per Floor	3 per Year
821 and 823 7 <sup>th</sup> St. House *	Yes	No	Yes	Yes	No	1 set per Apartment	1 set per Apartment	3 per Year

If Campus Safety, Physical Plant or the Fire Department detects any technical problems with or within the emergency life safety systems, a fire watch patrol and fire log is instituted on each floor until the problem is rectified.

\*Canticle house located at 810 Eighth Street and the theme houses at 821 and 823 Seventh Street South are equipped with a hardwire smoke detector system and fire-alarm pull stations with a local alarm. These systems are in compliance with City of La Crosse fire codes.

\*\*Bonaventure Hall and Marian Hall, McDonald Terrace, Rose Terrace and Treacy House, are also equipped with a battery backup that will operate life safety systems including all fire safety equipment, sprinkler systems, hallway lighting, emergency lighting and lighting in all emergency exit stairwells.

\*\*\*Resident Assistants also have the *Viterbo University Emergency Response Plan* posted in their rooms. The plan posted in a flipchart format includes information on fire safety and what appropriate action to take during a fire alarm or fire

### 2012 MANDATORY SUPERVISED FIRE DRILLS

Three fire drills are conducted annually at Viterbo. In 2012, one all-campus fire drill was conducted in the fall semester for all main campus buildings including housing facilities. Also in 2012, two fire drills were conducted in on-campus housing facilities including residence halls, apartments and theme houses – one in the fall semester during evening hours and another in spring semester during evening hours.

### PROCEDURES FOR STUDENT HOUSING EVACUATION IN CASE OF A FIRE

1. Each floor has 2 emergency evacuation maps posted on the end of each hallway, to direct occupants to primary and secondary exits.
2. When the building fire alarm is activated, residents are expected to:
  - A. Exit the building, closing the room door on the way out.
  - B. Use the stairs, not elevators. Once in the stairwell, do not re-enter the building. Use the fire exit door at the bottom of the stair that goes directly to the outside.
  - C. Once outside, go to the Assembly Area for the building and wait for instructions from university officials or emergency management personnel.
  - D. Campus Safety or Residence Life staff will call 911.
3. Residents who see fire or smoke are expected to pull the nearest building fire alarm and evacuate the building as described above. Residents with information about a fire or who are trapped will call 911. All fires, even those found extinguished, are to be reported.

### POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAMES IN A STUDENT HOUSING FACILITY

#### Code Of Student Conduct

These are the stipulations from *Code of Student Conduct* related to fire safety in a student housing facility. Residence Life policies and procedures are published in *2013-14 Viterbo University Student Handbook and Planner* on pages 38 to 50.



Any student found to have committed one or more of the following acts of proscribed (impermissible) conduct may be subject to disciplinary sanctions. Attempts to commit acts that are not permitted by the Code may be subject to disciplinary action to the same extent as completed violations,

- 1f. Initiating or causing any false report, warning, threat of fire, explosion, false fire alarm, bomb threat, or other emergency.
18. Use, sale, advertisement or distribution of tobacco products (i.e. Cigarettes, chewing tobacco, cigars, etc.) in university facilities, on university grounds, at university events, and in university fleet vehicles , except in outdoor areas designated by signage and ashtrays.
19. Possession, even if it is legally possessed, use, display or distribution of any weapon, combustible item, instrument, firearms, explosives, fireworks, gasoline, incendiary devices, or instrument which under the circumstances in which it is used, is readily capable of death, physical injury or property damage on University premises or at university-sponsored functions.
28. Misusing, damaging or tampering with fire extinguishers, alarms, smoke detectors or safety equipment.
29. Littering University facilities and premises; noxious odors.
30. Setting fires or creating an open flame without prior authorization.

### **Residence Life Policies And Procedures**

These are the stipulations from *Residence Life Policies and Procedures* related to fire safety in a student housing facility. Residence Life policies and procedures are published in *2013-2014 Viterbo University Student Handbook and Planner* on pages 67 to 76.

**Cooking and Microwave Ovens** -- Due to sanitation, health, and safety laws, cooking is not permitted in student rooms in Bonaventure and Marian Halls but microwave ovens and toasters are provided for use in the lounges of these halls. Students living in the apartments or theme houses may bring microwave ovens and toasters for use.

**Decorating Rooms** - Students decorating their rooms, doors, or floors for any occasion must follow these guidelines:

- A. Use flame-resistant materials.
- B. Use lights that are UL-approved and are of low wattage. Halogen lamps may not be used.
- C. Do not decorate over fire alarm pull stations, fire extinguisher cabinets, smoke detectors, room numbers, and exit signs.

**Drills** -- The University holds fire and other drills to prepare students for emergencies. All residents and guests should follow directions during the drills. In the event of an actual fire or a drill, all residents are required to evacuate the building according to the rules established in each building. Failure to do so will result in a fine. Follow the instructions of the Residence Life Staff, Campus Security, and/or fire fighting personnel, and try to keep the following items in mind:

- A. Walk. Don't run. Be particularly careful in the staircases. Do not use the elevators.
- B. Proceed directly to the designated meeting area using the closest exit to your room/ apartment. Canticle residents meet at Lot M next to the Reinhart Center. Residents of all other buildings meet in Lot D next to Treacy Apartments.
- C. Do not attempt to salvage personal belongings.
- D. Close doors and windows when you leave.
- E. Before opening a closed door, feel to see if it is hot. If it is hot, attempt to find another exit route.
- F. A towel or blanket soaked in water can be helpful in combating smoke inhalation.
- G. At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency. If you have any questions about the procedures, contact your Resident

**Fire Hazards** -- Candles, incense, fireworks, hot plates, grills, and halogen lamps are fire hazards and pose a danger to all students living on campus. These and related items are not permitted in the residence halls, apartment buildings, and theme houses. Use or possession of items that are seen as fire hazards may result in disciplinary action. Toasters are not permitted in Bonaventure and Marian Hall student rooms but are provided in floor lounges.

**Fire Safety Equipment** -- Fire safety equipment is located on each floor of the residence halls and apartment buildings for safety and protection. Individuals tampering with such equipment are in violation of state law and are subject to disciplinary action.

**Health and Safety Inspections** -- Staff members in the Office of Residence Life inspect residence hall rooms, apartments and theme houses periodically for safety hazards, cleanliness and maintenance issues. Please assist by maintaining your living area and contacting your Resident Assistant with any health and/or safety concerns.

**Sprinklers** -- Resident students and guests are asked to exercise caution in rooms and corridors with fire sprinkler systems. Any item touching a sprinkler may activate it. If a sprinkler is set off or if there are signs of water near one, contact Campus Security immediately at 608-796-3911.

Vacation Periods -- Bonaventure and Marian Halls are closed during Christmas and Spring Breaks. Dining Service is closed during Thanksgiving Break, Christmas Break, and Spring Break.

### **Smoking And Tobacco Policy**

The university smoking and tobacco policy shown below restricts smoking to a very limited number of outdoor smoking areas. The Smoking and Tobacco policy is published in the *Viterbo University 2013-2014 Student Handbook and Planner* on pages 50-57.

Viterbo University works to help ensure a healthy campus environment by prohibiting the use, sale, advertisement and distribution of tobacco products (i.e., cigarettes, chewing tobacco, cigars, etc.) in University facilities, on University grounds, at University-sponsored events, and in University vehicles. Students and employees interested in smoking cessation should contact Health Services for guidance and resources.

The use of tobacco products is restricted to smoking which is permitted only in designated outdoor areas on-campus. Effective July 1, 2012, smoking on Viterbo University property will be restricted to these outdoor areas:

1. Area designated by signage in on the east side of the Fine Arts Center courtyard.
2. Area designated by signage in Marian Courtyard on the exterior stairwell landing located on the southwest side of the Student Union, and
3. East side of the parking lot near the lot extension at the V-Hawk Outdoor Athletics Complex.
4. On June 30, 2014, Viterbo University will close all outdoor smoking areas.

Campus community members are encouraged to inform tactfully any individuals smoking on university property and outside of designated outdoor smoking areas to smoke only in the designated areas. If assistance is needed, contact Campus Safety at 608-796-3911. Persons violating this policy may be subject to disciplinary action.

### **Other Viterbo Fire Safety Policies**

Campus Safety works to provide faculty, staff, students and visitors with the safe environment, free of potential fire hazards. The primary goal of the university's fire prevention program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. Campus Safety works to achieve this goal by:

1. Adhering to recommendations from risk management consortia conducting third party fire safety audits
2. Conducting regularly scheduled La Crosse Fire Department fire safety inspections in all buildings
3. Conducting fire drills in academic and student services buildings annually
4. Conducting fire drills in all campus housing facilities including during in the fall and spring semesters
5. Offering training to students and employees in basic fire safety

Regarding Fire Safety Inspections, fire and life safety features of the buildings are in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local Authority Having Jurisdiction (AHJ). The Fire Prevention bureau of the La Crosse Fire Department conducts fire safety inspections of all University buildings. Some buildings may be inspected more frequently as deemed necessary.

1. To minimize the potential for fires at Viterbo University, it is the policy of the University to prohibit or limit the use of the following items in any University owned or operated facility indoors (unless in accordance with other University policies and procedures, and or by the Authority Having Jurisdiction): Portable space heaters, barbecue grills, hibachis, smokers (gas, electric, charcoal) and related accessories including lighter fluids and lighters, and other similar type products (for cooking/warming purposes), any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillets, electric woks, griddles, sandwich makers/grills and other similar type products (for cooking/warming purposes), toaster ovens (for cooking/warming purposes), flammable/combustible liquids (for recreational/personal use), fireworks, firecrackers, rockets, flares, sparklers and other devices, halogen lamps, ceiling/wall tapestries, live holiday trees or non fire retardant artificial holiday trees. The "cooking" and "warming" options exclude cooking and warming done in areas designated and built for such purposes and only while the use of these devices are under the direct supervision of a competent individual.
2. To minimize the potential for fires at Viterbo University, it is the policy of the University to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other University policies and procedures, and or authorized by the Authority Having Jurisdiction). Open burning as defined by the University is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbecue grills except portables at least 50 feet from any building) and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics.

3. Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock.
4. Only heavy-duty extension cords and decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season.
5. All decorations and ornaments must be of fire-resistant or no-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress.
6. Removal of all decorations, ornaments and displays are required immediately after the event.
7. Decorative lights including holiday lights, as well as floodlights, extension cords or electrically operated ornaments must be U.L. rated and approved for use.
8. Decorative lights shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress.
9. Extension cords or decorative lights may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress.
10. It is the policy of the University that only artificial holiday trees will be used and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic, do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.), or placed in any manner that could present a fall or trip hazard, or impede egress.
11. Holiday tree lights must be unplugged at the end of each day, and removed after the event or holiday season.
12. Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and or clinical settings. Avoid spraying around exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.).

**FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS, FACULTY AND STAFF**

1. All dormitory residents (including those with special needs) and residence hall staff receive intensive and comprehensive fire safety training at the beginning of the academic year. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall.
2. Basic fire safety instruction is performed annually to Physical Plant and Cafeteria employees. Additional training is available by request from a department or group of employees.
3. Basic fire safety instruction is provided to all Student Residence Life Staff living in Residence Halls who attend the orientation program at the beginning of each academic year.
4. Fire evacuation drills will be conducted as follows: (1) Administrative Buildings one per year, (2) Academic Buildings one per year, (3) Residence Halls and Apartments one per semester.

**2012 FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES**

In accordance with US Department of Education requirements, Viterbo University collects and annually discloses fire safety statistics for reported fires in on-campus student housing facilities including the number of fires and the cause of each fire, the persons with fire-related injuries for each fire, the number of fire-related deaths for each fire, and the value of property damage caused by each fire.

Date	Location	Cause	Injuries	Death	Property Damage
08/19/12	Marian Hall	Unintentional Cooking	0	0	\$0-\$99
10/21/12	Clare Apartments	Unintentional Electrical	0	0	\$100-\$999

**3-YEAR SUMMARY OF FIRES IN ON-CAMPUS HOUSING**

Facility Name	2010 Fires	2010 Injuries	2010 Deaths	2011 Fires	2011 Injuries	2011 Deaths	2012 Fires	2012 Injuries	2012 Deaths
Bonaventure Hall	3	0	0	1	0	0	0	0	0
Canticle House Apts.	0	0	0	0	0	0	0	0	0
Clare Apartments	NA	NA	NA	NA	NA	NA	1	0	0

Marian Hall	1	0	0	1	0	0	1	0	0
McDonald Terrace Apts.	0	0	0	1	0	0	0	0	0
Rose Terrace Apts.	0	0	0	0	0	0	0	0	0
Treacy House Apts.	1	0	0	2	0	0	0	0	0
821/823 7 <sup>th</sup> St. House				0	0	0	0	0	0
TOTAL	5	0	0	5	0	0	2	0	0

*Student Development 9/30/13*

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