Annual Campus Security, Crime Awareness
And Fire Report
University of Nebraska at Kearney
September 11, 2013

Annual Security Report
The annual campus security, crime awareness and fire safety report prepared by UNK Police and Parking Services, introduces you to the University of Nebraska at Kearney (UNK), its services, security measures and fire measures, policies and regulations that promote campus safety. Crime statistics for the previous three years related to the university are also provided. The Annual Campus Security, Crime Awareness and Fire Safety Report can be found at http://www.unk.edu/annual_security_report.

Disclosure
In accordance with the Student Right to Know and Campus Security Act of 1990, 20 U.S.C. Section 1092 the University of Nebraska at Kearney each year mails a post card and e-mails currently enrolled students and employees notifying them of the Annual Campus Security, Crime Awareness and Fire Safety Report. A web site is included with this post card and e-mail directing individuals where to access the report. Copies of the report may also be obtained at the Police and Parking Services office in the General Services Building at 2507 19th Avenue or by calling (308) 865-8517. A link to this report is located on the employment web page and the student admissions web page. Upon request applicants for enrollment or employment will be given a copy of this report. UNK also provides this information to the United States Department of Education. Crime statistics which reflect offenses reported to campus authorities during the three preceding school years are included in this report.

University Profile
The University of Nebraska is a state-supported institution of higher education comprised of four main administrative units; the University of Nebraska at Kearney (UNK), the University of Nebraska at Lincoln (UNL), the University of Nebraska Medical Center (UNMC), the University of Nebraska at Omaha (UNO) and such other institutions and units as may be designated by the Legislature. UNK is a community of approximately 7,200 students, employing approximately 1,000 faculty and staff members as of the fall of 2012. UNK is located in the community of Kearney, Nebraska which has a population of approximately 30,700.

Although the area, with its small-town feel and neighborly attitude, is perceived to have a relatively low crime rate, crime prevention remains a high priority for the University. UNK does its part to ensure a safe, protected and orderly environment for its community by having its professionally trained police force partner with the University and surrounding community.
**Campus Authority**

Campus authority at UNK is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This is to include but not limited to the Chancellor, Senior Vice Chancellor of Academic/Student Affairs, Assistant Vice Chancellor Communications and Community Relations, the Dean-Student Affairs, Police Officers, Community Service Officers, the Student Conduct Officer, Residence Life staff, Greek Affairs staff, Student Health Care staff, Athletics, Human Resource, Ombudsperson, Title IX Coordinator and student organization advisors. Other officials may be identified by additional policy generated by the Chancellor or his/her designee as deemed necessary and the university will maintain, revise, and disseminate procedures as required to effectuate this legislation. Professional mental health, pastoral, and other licensed counselors when functioning in that capacity are not considered campus security authorities; however, all members of the university community including the above listed are encouraged to report crimes or criminal activity to the Police and Parking Services Department or anonymously at the Universities “Silent Witness” web page http://www.unk.edu/offices/POLICE/UNK_Silent_witness. Further professional mental health, pastoral, and other licensed counselors are encouraged to let their clients know their options for reporting such crimes.

**Law Enforcement Authority/ Working Relationship with State and Local Police**

Campus safety and security is coordinated by the Police and Parking Services Department, which has seven full-time officers who have full police and arrest powers. University police officers enforce University regulations and laws of the State of Nebraska within their jurisdiction which includes all university-owned, leased or controlled property and the streets adjoining and adjacent to the university, and in support of the Kearney Police Department. Police officers are responsible for a full range of public safety services, including investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of state and local laws and all other incidents requiring police assistance to include arresting necessary persons. University police officers conduct foot, bicycle and motorized patrol of campus 24 hours a day 365 days a year.

The University Police and Parking Services Department works closely with the Kearney Police Department, the Buffalo County Sheriff’s Office, and the Nebraska State Patrol. Although there are no written memoranda of understandings between the agencies all agencies actively assist each other as needed. Incidences that cross jurisdictions or require additional personnel or equipment beyond the University’s abilities will be conducted jointly with another agency. The Kearney Police Department also responds to any off-campus incident involving students or student organizations within the city limits. Police and Parking Services will assist them upon their request. University police officers have direct radio communication with both the Kearney Police Department and the Buffalo County Sheriffs Department and are part of the Buffalo County 911 Emergency Center as they dispatch for the university.

University police officers are graduates of the Nebraska Law Enforcement Training Center and are commissioned by the Governor of the State of Nebraska as Special Deputy State Sheriffs. They are trained in all phases of law enforcement, including the use of firearms; however, university police are not equipped with firearms. They further
complete on-going training to upgrade and maintain their professional skills as law enforcement officers.

**Reporting of Criminal Activities and Emergencies**

Faculty, staff, students and guests should report all crimes and public safety related incidents which happen on campus promptly to Police and Parking Services for further investigation. Police and Parking Services can be contacted by dialing (308) 865-8517 during business hours, 8am to 5pm, Monday through Friday or (308) 627-4811 or (308) 237-2104 at any time. If the situation that is occurring is off campus dial (308) 237-2104; if it is an emergency dial 911. If a student or employee is unsure who to report a crime to or would like assistance in the reporting process they may contact Police and Parking Services. If you want to stay anonymous we encourage you to report the crime on line at the University’s Silent Witness web page at http://www.unk.edu/offices/Police/UNK_Silent_witness. This report will assist the university in taking steps to ensure the future safety of yourself and others. With such information, the university can also keep accurate records of the number of incidents involving students, determine where there is a pattern of crime and alert the campus community to potential dangers.

UNK is further equipped with ten outdoor emergency telephones. These phones are programmed to dial 911 when activated. To activate a phone simply push the button displayed on the phone.

Upon receipt of a call, University Police Officers are dispatched to the site of the complaint to investigate the situation. They prepare and submit incident reports for the use of UNK authorities, other law enforcement agencies, and city, county, state or federal prosecutors. All incident reports involving UNK students or reports that occur in the residence halls are forwarded to the Student Conduct Officer or the Office of Residence Life for review and potential disciplinary action. Incidents of sexual assault/harassment are forwarded to the University Title IX Coordinator. To keep anonymity while seeking assistance, contact the Counseling Care department at (308) 865-8248. Regardless of how a report is made, it is important to report incidents promptly so that an investigation can be conducted promptly and evidence preserved.

**Crime Stats**

The following criminal offenses were reported to the University police, designated campus authority or to local law enforcement agencies for university owned, leased or controlled property and their adjacent streets. All years reflect a 12-month calendar year. The definitions for these crime categories are taken from the FBI’s Uniform Crime Reporting Program. Crime stats were amended for the 2010 calendar year due to a 2010 sexual assault being reported in 2012.

A hate crime is a crime that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias in a belief whether actual or perceived of the victims’ race, gender, religion, sexual orientation, ethnicity/national origin or disability.
Incidents shown in the “On-Campus Residential” category are also included in the statistics shown in the “On-Campus” category.

<table>
<thead>
<tr>
<th>Crime Classification</th>
<th>On – Campus</th>
<th>On-Campus Residential</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
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<td>Manslaughter</td>
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</tr>
<tr>
<td>Sex Offenses</td>
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<tr>
<td>Forcible</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Non-Forcible</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>Robbery</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Burglary</td>
<td>11</td>
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<td>0</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor-Law Violation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Arrest</td>
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<td>Disciplinary Referrals</td>
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<tr>
<td>Drug-Related Violations</td>
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<td>Arrest</td>
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<td>Weapons Possession</td>
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<tr>
<td>Disciplinary Referrals</td>
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Non-Clery Crimes

<table>
<thead>
<tr>
<th>Crime Classification</th>
<th>On – Campus</th>
<th>On-Campus Residential</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<td>Simple Assaults</td>
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<tr>
<td>Larceny</td>
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<tr>
<td>Vandalism</td>
<td>33</td>
<td>14</td>
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There was 1 hate crime reported at the University of Nebraska at Kearney in 2012. The incident occurred on campus in a residential building, was in reference to an incident of harassment and was directed at the individual’s race.
Campus Crime Report  
January 1, 2011 through December 31, 2011

Incidents shown in the “On-Campus Residential” category are also included in the statistics shown in the “On Campus” category. Local law enforcement statistics were not included for the Awarii Dunes Golf Course location as we were unable to get responses back from all agencies for this location.

<table>
<thead>
<tr>
<th>Crime Classification</th>
<th>On – Campus</th>
<th>On-Campus Residential</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<td>Manslaughter</td>
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<td>Sex Offenses</td>
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<td>Forcible</td>
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<td>Non-Forcible</td>
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<td>Aggravated Assault</td>
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<td>Arson</td>
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<tr>
<td>Liquor-Law Violation</td>
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<td>Arrest</td>
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<td>Disciplinary Referrals</td>
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<td>Drug-Related Violations</td>
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<td>Disciplinary Referrals</td>
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<td>Weapons Possession</td>
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<td>Arrest</td>
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<tr>
<td>Disciplinary Referrals</td>
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Non-Clery Crimes

<table>
<thead>
<tr>
<th>Crime Classification</th>
<th>On – Campus</th>
<th>On-Campus Residential</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<tbody>
<tr>
<td>Simple Assaults</td>
<td>6</td>
<td>4</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Larceny</td>
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<td>6</td>
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</tr>
<tr>
<td>Vandalism</td>
<td>33</td>
<td>12</td>
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There were no hate crimes reported at the University of Nebraska Kearney in 2011.
Incidents shown in the “On-Campus Residential” category are also included in the statistics shown in the “On Campus” category. Local law enforcement statistics were not included in the 2010 statistics as we were unable to determine if offenses occurred in Clery geographic areas.

<table>
<thead>
<tr>
<th>Crime Classification</th>
<th>On – Campus</th>
<th>On-Campus Residential</th>
<th>Non-Campus</th>
<th>Public Property</th>
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</thead>
<tbody>
<tr>
<td>Murder</td>
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<tr>
<td>Manslaughter</td>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
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</tr>
<tr>
<td>Forcible</td>
<td>3</td>
<td>3</td>
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<tr>
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<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<td>Burglary</td>
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<td>Motor Vehicle Theft</td>
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<tr>
<td>Liquor-Law Violation</td>
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<td>Arrest</td>
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<td>Disciplinary Referrals</td>
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<td>Weapons Possession</td>
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<tr>
<td>Disciplinary Referrals</td>
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Non-Clergy Crimes

<table>
<thead>
<tr>
<th>Crime Classification</th>
<th>On – Campus</th>
<th>On-Campus Residential</th>
<th>Non-Campus</th>
<th>Public Property</th>
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</thead>
<tbody>
<tr>
<td>Simple Assaults</td>
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<tr>
<td>Larceny</td>
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<tr>
<td>Vandalism</td>
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</table>

Crime stats were amended for the 2010 calendar year due to a 2010 sexual assault being reported in 2012.

There were 2 hate crimes reported at the University of Nebraska Kearney in 2010 both incidences occurred on campus. The incidents were in reference to acts of vandalism and were directed at the individual’s ethnicity. One of the incidences occurred in a residential building.
**University Notification**

UNK believes that dissemination of information is the key to educating our community about the occurrence of crime on campus. Efforts are made to advise members of the campus community on a timely basis about university crime and crime-related problems. These efforts include the following:

1) **Annual Report:** An annual report of crime-related information is compiled. A post card is mailed and an e-mail is sent to university members telling them where to access the report.

2) **Uniform Crime Report:** UNK Police and Parking Services Department monthly submits crime statistics to the Uniform Crime Report published yearly by the Federal Bureau of Investigation. The yearly report provides detailed statistical information and is available at public libraries.

3) **Daily Crime Log:** Police and Parking Services document a daily crime log that details the date, time, location and description of crimes that occur on campus. This log is available to the general public at the Police and Parking Services Office, General Services Building, 2507 19th Avenue Kearney, NE and is maintained for a minimum of 60 days. Requests for crime log information in excess of the 60 day period will be honored within 2 business days.

4) **UNKAlert!** Is a notification system that allows the university to notify campus community members of a campus threat. Messages can be sent by e-mail, text message and phone.

The release of information to the public shall be in compliance with all federal, state and local laws.

**Timely Warnings/Safety Alerts**

In the event a situation arises on campus that a campus security authority, local law enforcement or UNKPD becomes aware of and is a Clery reportable crime (Murder and non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft and arson) and is considered to represent a serious or continuing threat to the campus, a campus-wide “Timely Warning/Safety Alert” will be issued by the Director of Police and Parking Services or his/her designee. The issuance of Timely Warnings for non-Clergy crimes will be done on a case by case basis taking into account the frequency of the offense and the likelihood for additional occurrences. The body of this “Timely Warning/Safety Alert” will include (if obtained) a short description of the crime or incident giving the time, date, location, suspect’s description, weapons used and the suspect’s vehicle. Information is released contingent upon the information not interfering with department operations, infringing on an individual’s rights or the violation of an existing law.

Depending on the particular circumstances of the crime, these alerts can be provided through various media including the university e-mail system, the campus’ student newspaper, the office of Police and Parking Services “Safety Alert” web page at: [http://www.unk.edu/offices/Police/Safety_Alert/](http://www.unk.edu/offices/Police/Safety_Alert/), the automated notification system (UNKAlert!) and flyers. In such instances, a copy of the notice will be posted in each residence hall at the front door. Anyone with information warranting a timely warning.
should report the circumstances to the Police and Parking Services Office by phone at (308) 627-4811 or in person at 2507 19th Avenue in the General Services Building.

**Immediate Notification/Safety Alerts**

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, the University will immediately notify the campus community of the situation.

The definition of a significant emergency or dangerous situation involving an immediate threat is any situation which encompasses an imminent or impending threat to the campus. This includes but not limited to fires, serious health outbreaks, bombs, terrorist incidents, armed individuals, explosions, civil unrest and severe weather conditions such as tornados that are likely to impact the campus.

When determining whether to make this notification, the University will take into account any compromises the notification could make on their efforts to contain/respond to the situation or to assist the victims. They will do this while taking into account the safety of the community.

When a member of the university community believes a significant emergency or dangerous situation exists, they should notify the Police and Parking Services office at (308) 627-4811, the Assistant Vice Chancellor for Business and Finance at (308) 865-8427, the Director of Police and Parking Services at (308) 865-8517, the Director of Residence Life at (308) 865-8519, or the Emergency Operation Team’s Faculty Representative at (308) 865-8518. Once one of the above individuals receives a report, they shall without delay investigate and confirm the facts of the situation and determine who it will impact. The individual receiving and investigating the situation or their designee will craft a notification and send it to the affected population through UNKAlert! The notification will warn the affected area of the emergency and any precautionary steps to take if known.

Immediately thereafter; administrative staff will be notified to include: University Communications, who will prepare and send all future communications and communicates to the larger community. During this process alternative means of communication other than UNKAlert! may be used to include but not limited to the University television scrolling, the university web page, social media and local media.

Release of any and all information shall be contingent upon the information not interfering with department operations to contain or respond to the emergency, infringing on an individual’s rights or the violation of an existing law.

**Emergency Response Procedures**

UNK has an Emergency Operation Team and plans in place to deal with emergency situations on the University of Nebraska at Kearney campus. This plan is designed to provide guidance to the university’s responders and the campus community applicable to all emergencies. It has identified functional responsibilities of various organizations and offices within the University. To view the Emergency Operation Plan or request a copy,
contact the Police and Parking Services Department at (308) 865-8517 or at 2507 19th Avenue or go to http://www.unk.edu/eop/

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, the University will immediately notify the campus community of the situation through the UNKAlert! system.

The UNKAlert! system is tested each semester to make sure it is in proper working order if it has not been utilized recently.

UNK has a Drills and Exercise sub-committee of the Emergency Operations Team who design and implement exercises and trainings throughout the year to test the University’s emergency operation plans. These exercises are conducted for both the University as a whole and for single department or areas. This committee also oversees annual evacuation drills for academic buildings and bi-annual drills for the residence halls. In academic buildings, occupants are made aware of a date range the drill will be held but not the time. In Residence Halls evacuation drills are conducted both announced and unannounced. Building evacuation plans are reviewed, updated and sent out at this same time. These drills are documented and any issues of concern are forwarded to the proper department to be addressed.

In 2012 some of the exercises and or trainings the University conducted or participated in were:

- A full scale hostage/active shooter exercise in conjunction with the Buffalo County Emergency Service Unit.
- A functional communications exercise.
- Evacuation drills.
- The state wide tornado drill.
- Emergency Operation Center Training.
- CERT (Community Emergency Response Team) training.

All trainings and exercises were announced ahead of time.

Evacuation Procedures

Building Evacuation

At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants.

Faculty are responsible for dismissing their classes and directing students to leave the building by the nearest exit upon hearing the alarm or being notified of an emergency.
Designated essential personnel needed to continue or shut down critical operations while an evacuation is underway are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Contract workers will be made familiar with the procedure outlined herein and are expected to leave the building when the alarm sounds.

**Evacuation Instructions** – Whenever you hear the building alarm or are informed of a general building emergency:

- Do not panic or ignore the alarm.
- Dismiss classes in session and leave the building immediately, in an orderly fashion.
- Do not go back to your office or classroom area for any reason.
- Do not use the elevators.
- Follow the quickest evacuation route from where you are.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your Work Area Rep or Instructor at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
- Return to the building only after emergency officials or building monitors give the all-clear signal. (Silencing the alarm does not mean the emergency is over.)

Any person unable or who needs assistance to evacuate should proceed to the nearest stairwell. If it is unsafe to do so, remain in your office/classroom/residence. Emergency evacuation personnel will check stairwells and ensure emergency response and rescue personnel are notified if someone has taken refuge there.

Supervisory personnel and course instructors are responsible for identifying and escorting individuals with disabilities located in their offices/classrooms to safety if possible. If they are not able to evacuate the individual, they need to at a minimum get them to a stairwell and then notify rescue personnel.

If you are on a building floor **WITHOUT** an exit that goes directly to the outside, and you hear a fire alarm, or are informed of an evacuation:

- Go to a stairwell immediately.
- Inform or ask someone, a building occupant or a floor monitor in particular, to alert the first arriving emergency responders of your presence and location.
- Call 911 to ensure rescue personnel are notified of your location and your need for assistance to evacuate.
- Provide operator with your exact location, building name, floor and room numbers.
- Give phone number you are calling from.
- If possible remain by phone, police have radio contact with officers at scene and will keep you informed of the situation. (The information you provide to the
emergency operator will be relayed to emergency and rescue personnel arriving at the scene, who will assist in your safe evacuation, if circumstances warrant.)

**Campus Evacuation**
Responsibility for issuing evacuation orders rests with the Chancellor, his/her designee or by direction of the City of Kearney. When there is an immediate need to protect lives and provide for public safety, the on-scene commander can make the decision to evacuate. Individual responsibility should be taken by all faculty, staff, students and guests to ensure their own safety.

**Public Notification**
Persons to be evacuated should be given as much warning time as possible. On slow moving events, pre-evacuation notice will be given to affected residents. All warning modes will be utilized to direct the affected population to evacuate campus. This will include use of the UNKAlert! system to notify individuals by phone, e-mail and text message. The University will also post information on the University web page and use the television scrolling system. Wherever possible, the University building evacuation plans will be implemented and work area reps and floor monitors will walk through buildings going door-to-door to notify occupants.

The Office of Communication will ensure emergency and evacuation information is disseminated to the media on a timely basis. Instructions to the public such as traffic routes to be followed, location of temporary reception centers and situation updates will be issued as information becomes available.

**Movement**
It is anticipated that the primary evacuation mode will be in private vehicle. Evacuation routes will be selected by law enforcement officials at the time of the evacuation decision. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Movement instructions will be part of the warning and subsequent public information releases.

**Transportation**
The Emergency Management Coordinator will determine the need for special transportation, coordinate the use of transportation resources to support the evacuation and announce convenient centralized locations as assembly areas. There could be cases where elderly, infirm or persons with a disability in the evacuation area will not be able to get to the assembly point or would need a special type of transportation. Provisions will be made for vehicles to transport these individuals. The public will be instructed how to notify EOC of any special transportation problems. The University Child Development Center will take priority when assessing transportation needs.

**Access Control**
During times of evacuation University buildings will be locked down. In certain situations, buildings will be pinned so that only authorized emergency personnel have
access. A perimeter would be established and enforced by Police and Parking Services. An access pass system would be established.

**Re-entry**
The re-entry decision and order will be made by the Chancellor or his/her designee after the threat has passed and the evacuated area has been inspected by all necessary safety personnel.

**Conduct**
The University respects and protects the dignity, integrity, and reputation of all its students and employees. Students and employees must comply with the regulations of the University which are necessary to maintain order, protect people and property, and fulfill the purposes and responsibilities of a university. The University is responsible under state law for maintaining order and is empowered to exclude those who are disruptive. Individuals who violate University policy, federal, state or local laws can be prosecuted through the court system and/or disciplined through the University student conduct process or the employee disciplinary process. This includes incidents that occur off University property and reported to outside law enforcement agencies.

**Firearms and Weapons Policy**
Possession of firearms, explosives, destructive devices, dangerous chemicals, fireworks or any other item defined by Nebraska state statutes (Chapter 28, Article 12) as a deadly weapon is prohibited on property controlled by the University of Nebraska at Kearney, in University vehicles, and at events sponsored by the University. This prohibition applies to all members of the general public, students, and University employees, except University employees who are specifically so authorized as part of their job responsibilities and authorized law enforcement personnel performing official duties. Exceptions to this policy may only be authorized by the Vice Chancellor for Business and Finance or his/her designee. Any person violating this policy is subject to University discipline up to and including expulsion/termination and/or may be charged with the appropriate criminal offense.

The possession of concealed weapons on property controlled by the University of Nebraska is prohibited (State statute 69-2441). This ban applies to University of Nebraska vehicles and events sponsored by the University. This prohibition applies to all members of the general public, students, and University employees, except University employees who are specifically authorized to carry concealed weapons as part of their job responsibilities and authorized law enforcement personnel performing official duties.

For the purpose of this policy, the term “property controlled by the University of Nebraska” shall mean and include all property owned by the University, all property leased by or licensed to the University, and all fraternity houses, sorority houses, or other student housing facilities recognized by the University.
**Drug and Alcohol Policy**

The illegal possession, use or distribution of drugs or alcohol by any persons is a violation of university rules as well as state and federal laws. Officers of the University cooperate with State and Federal agencies in the prevention of drug abuse. University Police Officers enforce all Nebraska laws and university policies concerning the purchase, possession, consumption, sale and storage of alcoholic beverages and drugs. These would include:

- Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on university premises or while on university business or at university activities or in university vehicles either during or after working hours.

- Unauthorized use or possession or the manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. 801 et seq., or Nebraska Drug Control Laws, Neb. Rev. Stat. 28-410 et seq., on university premises, or while engaged on university business or attending university activities or in university vehicles either during or after working hours.

- Unauthorized use, manufacture, distribution, possession or sale of alcohol on university premises or while on university business or at university activities, in university supplied vehicles either during or after working hours.

- Storing in a locker, desk, vehicle or other place on university owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol.

- Use of alcohol off university premises that adversely affects an employee’s or student’s work or academic performance, or an employee’s or student’s safety or the safety of others.

- Possession, use, manufacture, distribution or sale of illegal drugs on university premises that adversely affects an employee’s or student’s work or academic performance, or an employee’s or student’s safety or the safety of others.

- Violation of state or federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substance or drug paraphernalia.

- In the case of employees, failure to notify an employee’s supervisor of an employee’s arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at the University of Nebraska workplace.

- In the case of students it is against the Student Code of Conduct to be in the presence of alcohol or drugs while on the university premises or at official university functions.
Conviction for violations of these laws could result in fines, loss of driver’s license and imprisonment. Students who violate the Student Code of Conduct will be subject to the process and sanctions as outlined by the code; separate from any legal sanctions they may receive. Sanctions may range up to and include suspension or expulsion from either University housing and/or the institution.

In the event a faculty or staff member violates this policy or is convicted for unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol on University property or as part of any University activity, the University will take appropriate action.

For Administrators, staff, and faculty not included in the UNK AAUP bargaining unit, one or more of the following actions may be taken:

- Referral to the Faculty/Employee Assistance Program for evaluation and assessment to determine the appropriate treatment for rehabilitation.
- Participation in a drug rehabilitation program.
- Disciplinary action, up to and including termination of employment and referral for prosecution.

For faculty included in the UNK AAUP bargaining unit, conviction for such offenses may be considered adequate cause for imposition of the disciplinary process provided in Article XIV of the Collective Bargaining Agreement. Violation of this policy may also be considered adequate for imposition of the disciplinary process and referral for prosecution.

As required by the Drug-Free Workplace Act of 1988, faculty and staff involved in the performance of federal contracts or grants must notify their supervisor within five days if they are convicted of any criminal drug statute as a result of violation of the law that occurs at the workplace. The term “conviction” means a finding of guilt (including a plea of nolo contendre) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the Federal or State criminal drug statutes. The supervisor will immediately notify the Academic Affairs Office when faculty members are affected or the Human Resources Office when staff are affected. The University in turn, will notify the applicable granting or contracting agency or agencies of the conviction within ten days after receiving notice of an employee’s criminal drug statute conviction.

The BestCare Employee Assistance Program (EAP) at the University of Nebraska at Kearney is available to all faculty and staff and their immediate family members in need of information and/or assistance with any personal concern, including alcohol or drug-related problems. BestCare EAP provides confidential, free, professional, short-term counseling, assessment and referral for employees and/or family members who need assistance regarding substance abuse or dependency. Supervisors can also obtain assistance in referring employees. Counseling can be obtained by calling BestCare EAP at 1-800-66-8606. A listing of additional regional resources can be found on the 10th District Court (www.district10.us/drug_and_alcohol_evaluation.htm) (last visited Feb. 11, 2013).
• **Student on-campus resources**
  o UNK Counseling & Health Care
    Counseling Care Office, 144 MSAB
    Phone: 308-865-8248

• **Kearney community resources**
  o South Central Behavioral Services
    3810 Central Avenue
    Kearney, NE
    Phone: 308-234-4017

Peer Health Education (PHE) assists Counseling & Health Care in providing Alcohol and Other Drug (AOD) prevention programs and presentations. Specifically PHE provides classroom and residence hall presentations, *Alcohol CHOICES*, which focus on:

1. Why some college students drink alcohol.
2. How alcohol works in the body and mind
3. Alcohol poisoning and blood alcohol content (BAC)
4. Wise decision making regarding alcohol.

PHE hosts programs including OkSOBERfest and Dance Marathon, a night of alcohol free fun at the Cushing Field House or Ponderosa room Student Union.

PHE also has several grant funded activities that fall under the umbrella of [www.itaintpretty.org](http://www.itaintpretty.org), its alcohol prevention website, focused on the reduction of binge drinking among 18-24 year olds. On the site, the UNK community can find resources such as BAC goggles for interactive presentations, brochures, pamphlets, games and more. Faculty, staff and students can also request programs through the site in which student volunteers, counselors or nurses can present. Finally, facts, videos, and other resources can be accessed through the site.

Many physical and psychological health risks are associated with the misuse and abuse of alcohol and other substances, including but not limited to the following:

- Accidents due to impaired judgment and coordination.
- Unwanted sexual activity.
- Difficulty with attention and learning.
- Physical and psychological dependence.
- Damage to the brain, pancreas, kidneys, liver, heart and lungs.
- High blood pressure, heart attacks, strokes, and ulcers.
- Birth defects.
- Diminished immune system.
- Death.

For additional information on the description of applicable legal sanctions under federal, state or local law for unlawful possession or distribution of illicit drugs and alcohol, state penalties and sanctions for illegal possession of controlled substances and descriptions of
health risks associated with use of illicit drugs and abuse of alcohol go to
http://www.unk.edu/uploadedFiles/Student_Affairs/vcsa/Drug%20Free%20Schools%20and%20Campuses.pdf to view the University of Nebraska at Kearney Drug Free Schools and Campuses report.

**Missing Persons Policy**

For purposes of this policy, a student may be deemed a “**missing person**” if the university is notified a person is missing for more than 24 hours without any known reason or which is contrary to his/her usual behavioral pattern or within the 24 hour period if there is unusual circumstances.

Students will be given the opportunity yearly during the housing registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing. This individual will further be updated as to the progress of the investigation into the missing person. This designated **missing student emergency contact** will be registered confidentially and only accessible by authorized campus officials and law enforcement personnel in the furtherance of the investigation. The **missing student emergency contact** will remain in effect until changed or revoked by the student. If a student decided to complete this form at a time other than housing registration or they need to make updates to this form they may contact Residence Life at (308) 865-8519 or at their office located at 2615 11th Avenue, Conrad Hall. Students under the age of 18 who are not emancipated will have their custodial parent or guardian notified no more than 24 hours after the student is determined to be missing in addition to notifying any emergency contact they have listed.

Any individual who believes a residential student may be missing must notify either the Office of Residence Life at (308) 865-8519, 2615 11th Avenue, Conrad Hall, or Police and Parking Services at (308) 627-4811, 2507 19th Avenue as soon as possible. If an individual who lives off campus is believed to be missing, the reporting person will be immediately referred to their local police department. All University departments will work with these agencies to assist them in their investigation. The Office of Residence Life or Police and Parking Services will work together to gather all essential information about the residential student to determine the validity and credibility of the report. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Office of Police and Parking Services will report the missing person to the National Crime Information Center of the Department of Justice and contact the appropriate law enforcement agency to report the student as a missing person and request their assistance as the lead investigating agency on the case. No later than 24 hours after determining that a residential student is missing, the Office of Residence Life will notify the emergency contact for the student. In addition, the parent/guardian for students under the age of 18 will also be contacted. The Universities Administrative and Emergency Operation Teams will also be notified at this time.

The lead investigating agency will be the contact point for the release of any information pertaining to the case. This agency may consult with the universities Office of
Communications. All inquiries to the University regarding the missing student’s case, or information provided to any individual about a missing student, shall be referred to the Office of Police and Parking Services who shall refer such inquiries and information to the lead investigating agency.

Prior to providing any information about a missing student, university employees shall consult with the Office of Police and Parking Services and the investigating law enforcement authorities to ensure that communications do not hinder the investigation.

**Sexual Misconduct Policy**

The university is committed to providing an institutional environment where all persons may pursue their studies, careers, duties and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. UNK will not tolerate any form of sexual misconduct.

**Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing.
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Complaints regarding sexual harassment of a student by a student can be made to the UNK Senior Student Affairs Officer (Dean), Memorial Student Affairs Building, #180, (308) 865-8528 or Associate Dean: Conrad Hall, (308) 865-8519; or Associate Director Residence Life: Conrad Hall, (308) 865-8519 or the Title IX Coordinator, Director Human Resources: Founders Hall #1200, (308) 865-8388. Further support may be obtained from the UNK Women’s Center whose Assistant Director is a trained licensed mental health counselor and, as such, maintains complete confidentiality; Memorial Student Affairs Building #158, (308) 865-8279.

Complaints regarding sexual harassment of a student by a faculty or staff can be made to the UNK Human Resources Office or the Title IX Coordinator: Founders Hall #1200, (308) 865-8388.

**Sexual Assault**

Sexual activities should be explicitly agreed upon by all parties involved in the act. Verbal communication of non-consent, nonverbal acts of resistance or mental impairment, to include impairment due to alcohol and drug use of the victim will constitute lack of consent. Sexual assault includes sexual penetration (by any object) or
sexual contact by intentional touching another’s intimate parts or the clothing covering these parts.

If you are a victim of a sexual offense:

- Get to a safe place.
- Seek medical and counseling assistance. Students can contact: Women’s Center (308) 865-8279 or after hours at (308) 865-8248, Student Health Care at (308) 865-8218, Counseling Care at (308) 865-8248 (24/7) or contact your local physician. Employees can contact Best Care EAP at (800) 666-8606 or contact your local physician.
- Report the incident to the university police at (308) 627-4811 or local police at (308) 237-2104 or 911 in a timely manner.
  - Time is a critical factor for evidence collection and preservation. An individual who has been sexually assaulted should not shower, bathe, or douche. If possible do not urinate. Do not eat, drink liquids, take any medications, smoke or brush teeth if oral contact took place.
  - Keep the clothes worn during the offense. If clothes are changed place clothes in a paper bag. DO NOT clean any clothing garment.
  - Do not destroy any physical evidence. If the crime occurred in the victim’s home, the victim should not clean or straighten until the police have had an opportunity to collect evidence.

Following an incident, victims are encouraged to make a report to campus or local police. If an individual needs assistance in notifying authorities, University officials will assist them in doing so. Filing a police report does not obligate prosecution, but does provide the opportunity for the collection of evidence, investigation into the allegations and makes legal action possible. The earlier an incident is reported the easier it is to collect valuable evidence.

Victims have the option of keeping their report of sexual assault in complete confidence, protecting their right to anonymity, when making a report through the University Women’s Center, Counseling Care or Best Care, EAP for employees. When reporting to anyone other than the University Counseling Care or Best Care EAP individuals are obligated to forward the information on to the University Title IX Office for investigation and to UNK Police and Parking Services for investigation/statistical collection.

University code of conduct action, Title IX action, employee disciplinary action, criminal prosecution and civil suits are all options available to victims of sexual assault. To begin the university conduct process, the campus authority or victim should contact the Title IX Coordinator: Founders Hall #1200, (308) 865-8388. the Dean-Student Affairs, Memorial Student Affairs Building, #180, (308) 865-8528 University Student Conduct Officer, Nebraskan Student Union #142A, (308) 865-1619 or the Human Resources office Founders Hall #1200, (308) 865-8388. Once the university has been notified they are obligated to investigate the incident and complete their processes.
During campus conduct proceedings, (not involving sexual harassment or sexual assault) both the victim and accused may be present. Both may have a counselor, attorney and/or an advisor present to provide support and advice. Both the victim and accused will be informed of the results of the proceeding in the same manner and in the same time period. Victims of other types of crimes of violence or a non-forcible sex offense will be notified on the results of any disciplinary proceeding upon written request. If the alleged victim is deceased as a result of such crime or offense the next of kin shall be treated as the alleged victim.

The following sanctions may be imposed upon an individual who is found to be in violation of this policy: warning, probation, loss of privileges, restitution, referral, discretionary sanctions, residence hall relocation, suspension or expulsion, University suspension or expulsion, demotions or termination.

Students who have been sexually assaulted or harassed or complainants have access to University assistance in changing academic and living situations after an alleged incident. If the request is made by the student or complainant and if such changes are reasonably available, Accommodations to minimize burden on the student or complainant may include:

- Changes of an on-campus student housing to a different on-campus location.
- Assistance from University in completing the relocation.
- Arranging to end a University housing contract and/or adjusting a student account balance for refund.
- Rescheduling an exam, paper, or assignment.
- Taking an incomplete in a class.
- Transferring between class sections.
- Temporary withdrawal.
- Alternative course completion options.
- Arranging to complete a course or lectures via distance education methods with the assistance of technology.

If individuals need assistance in contacting resources, University officials will assist. Other services are available to assist victims through their situation. Some of these organizations are the SAFE Center, Victim Witness, UNK Counseling & Health Care, UNK Women’s Center and Family Advocacy Network (FAN) and Best Care EAP for employees.

**Safe Center** provides a place for individuals to escape domestic violence situations. They provide support groups and assist victims throughout the court process. SAFE
Phone: (308) 237-2599
Location: 3710 Central Avenue Suite 10.
Website: [http://www.safecenter.org](http://www.safecenter.org)

**Victim Witness** is given your information once legal proceedings have begun. They will contact you and explain all the steps of the legal process and support you along the way. Phone: (308) 233-5263.
Family Advocacy Network (FAN) provides a safe environment for the survivor while meeting their medical, psychological and safety needs. FAN brings together all necessary parties needed to meet these needs for the survivors. They have trained staff to assist in all aspects of the assault and are equipped with trained medical personnel and equipment.

Phone: (308) 865-7492
Website: [www.familyadvocacynetwork.com](http://www.familyadvocacynetwork.com)

SART (University Sexual Assault Response Team) is a community coordinated response to sexual assaults which include a sexual assault nurse examiner (SANE), a sexual assault investigator and trained mental and physical health care providers. The SART team can be activated by the majority of the listed agencies.

The Women's Center is staffed by a licensed mental health practitioner, two personal counseling graduate assistants, and a work study. All are trained to respond to victims of sexual assault using strict confidential guidelines.

Phone: (308) 865-8279
(308) 865-8248 (Available 24 hours a day)
Hours: Monday through Friday—please call! Know that we welcome you.
Location: Memorial Student Affairs Building, South Hallway, Room 158
Website: [http://unk.edu/offices/womenscenter.aspx?id=17280](http://unk.edu/offices/womenscenter.aspx?id=17280)

Counseling Care provides personal counseling intended to empower UNK students with making choices and decisions from within each student's own unique circumstances. The American Counseling Association Code of Ethics and Standards of Practice serves as its standard in provision of services. Strict confidentiality is a core principle. All of Counseling Cares's counselors are master's-prepared and are nationally certified and state licensed.

Phone: (308) 865-8248 (Available 24 hours a day)
Hours: Monday – Friday from 8:00 a.m. to 5:00 p.m.
Location: Memorial Student Affairs Building, South Hallway, Room 144
Website: [http://www.unk.edu/offices/counseling/](http://www.unk.edu/offices/counseling/)

Health Care staff is comprised of fully licensed, qualified nurse practitioners and registered nurses who provide primary health care services for UNK students. All are trained to respond to victims of sexual assault using strict confidential guidelines.

Phone: (308) 865-8218
Hours: The Health Care clinic is open from 8:00 a.m. to 5:00 p.m. Monday through Friday (Wednesdays 9:00 a.m. to 5:00 p.m.). Walk-in clinic hours are from 8:15 a.m. until 4:00 p.m., and until 6:00 p.m. Thursdays.
Location: Memorial Student Affairs Building, Northwest Door, Room 184
Website: [http://www.unk.edu/offices/studenthealth/](http://www.unk.edu/offices/studenthealth/)
Best Care EAP offers free, confidential counseling for benefit eligible employees and their families
Phone: (800) 666-8606

Prevention, intervention and education programs specifically addressing stalking, relationship violence, sexual assault, rape, acquaintance rape and other sexual offenses are offered by Police and Parking Services, Counseling and Health Care, Women’s Center, Peer Health Education and Residence Life. Some of these programs include RAD (Rape Aggression Defense), and RAPE (Rape Awareness Prevention and Education). Human Resources also provides information to all new employees. They have a library of training resources available to departments and offers training on sexual harassment and Title IX issues.

Sex Offender Registry and Access to Related Information
Incarceration may remove a sex offender from the streets temporarily, but it does nothing to prevent the offender from committing another crime when released. The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where they may be able to obtain information provided by the state concerning registered sex offenders. It also requires sex offenders already registered in a state; to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers’ services or is a student.

To access this information you can go to the Nebraska State Patrol sex offender web site at https://sor.nebraska.gov/

Crime Prevention
A variety of programs are offered by Police and Parking Services continually throughout the year and upon specific request. During new freshman orientation and transfer days, parents are informed of services offered to the students by multiple departments including but not limited to Residence Life, Student Affairs, the Women’s Center, and Counseling and Health Care. Often a program is designed to respond to a specific problem or request and is generally handled through the Crime Prevention Officer that serves as a resource for addressing issues of safety and prevention. For additional information, please contact UNK Police and Parking Services at (308) 865-8517. The following is a list of crime prevention programs and projects employed by the University:

1) **RAD (Rape Aggression Defense)** – Police and Parking Services offers RAD training to women at no cost. This program is a comprehensive course which begins with avoidance, and progresses to the basis of hands-on defense training.

2) **Rape Awareness Prevention and, Education (RAPE)** – An insight into the facts vs. myths about rape. Educational information on dating, sex and rape are presented along with an open discussion promoting healthy views on sex, how to report rape and how to support a friend who has been a victim.
3) **Drug Facilitated Sexual Assault Prevention** - This program offers objectives of what is a sexual assault, effects of a sexual assault, preservation of evidence, and prevention.

4) **Theft Prevention (Operation ID)** – Protection from theft and vandalism is offered to individuals in this program. During the course, an engraving tool is available for individuals to mark their valuables. This nationally recognized identification procedure has been shown to facilitate the recovery of stolen items. Police and Parking Services also suggests keeping a record of serial numbers or other identifying marks of valuable items kept on campus to aid identification and recovery. The engraving tools are maintained by Police and Parking Services and may be checked out for individual use. A brochure is available that includes a handy table for students to use to collect information on their valuables and how to report lost or stolen property.

5) **Drug and Alcohol Awareness** – This class is an overview of the effects of drugs and alcohol on individuals and its impact to the campus. Discussions include signs of drug and alcohol use and effects of drug use on the body. A controlled burn of marijuana is provided to the Residence Life Resident Assistants, Complex Directors and Graduate Hall Directors to assist them in recognizing and reporting the use of the drug as well as recognizing paraphernalia used in drug usage.

6) **Work Place Violence** – This Program provides insight into the fact vs. myths of work place violence. Discussions include signs for possible violent co-workers, employees or students, hiring types, and how to handle volatile situations.

7) **Active Shooter Prevention** - During any given month or year, the reality of an active shooter will strike somewhere. If that somewhere is where you are you'll need the proper mindset and tools to react with purpose to maximize your chance of survival. This course will assist you in getting that mindset. Instructors will discuss what options an individual has in those fleeting moments, what university policy and procedures are in place, and what options individuals have to help prevent such incidents.

8) **S.A.F.E. Walk** - Community Service Officers/Police Officers are available to escort anyone within two block radius of campus to another location in that same area. To utilize this service call (308) 224-0856 or (308) 236-2488. Signs are posted around campus and public notifications were made available through brochures, flyers, posters and the web site. Police Officers are available 24 hours a day for escorting by calling (308) 627-4811.

9) **Safe Ride** - This program is offered on Tuesday’s, Thursday through Saturday from 9:00 pm to 2:00 am for students who live on campus and have had too much to drink. Individuals who have had too much to drink may call (308) 234-6725 and receive a free ride home. When the student calls they will reach the Kearney Cab Company. Upon the drivers arrival, the student will need to show the driver
their UNK ID to verify they are a UNK student. This program is run in conjunction with the Kearney Cab Company.

10) Emergency Telephones – Exterior emergency phones that link directly to the 911 system are located in the following areas throughout the university: west of the West Center Building along the sidewalk, north of the West Center Building along the sidewalk, north of the College of Education Building along the sidewalk directly outside of the main north doors to the building, northwest of Foster Field by lot 12, northeast of Foster Field just off of lot 5 along the sidewalk, on the northeast wall of the Nebraska Student Union, northeast of the Library on the sidewalk between MSAB, Copeland Hall and the Library, along the sidewalk between A.O. Thomas and the Library, in the southwest corner of lot 8 located on the corner of 26th street and 8th avenue and north of Mantor Hall, along the sidewalk at the southwest exit of Foster Field. These phones are tested on a weekly basis to assure accuracy when needed.

11) Security Surveys – Upon request, Police and Parking Services will perform a security survey or audit for individual areas or departments.

12) Grounds and Building Surveys – Safety surveys of the university property are completed by the University Safety Committee annually. The committee notes any safety issues and submits work orders to the Facilities Management and Planning Department to be corrected.

13) Lighting Surveys – Police and Parking Services completes a monthly lighting survey of university property. Any broken or badly lighted areas are noted and a work order is submitted to the Facilities Management Department to be corrected.

14) Informational Materials – Brochures, posters, flyers and a website with information regarding these programs are made available at all presentations and at the Police and Parking Services office. This information is provided at the following website: http://www.unk.edu/offices/police/Crime_Prevention

Other Educational Classes
Prevention, intervention and educational programs addressing alcohol, tobacco, sexual behavior and body image are also presented. These classes can be tailored to the group wanting the presentation. The following is a list of a few of these classes:

1) Choices – This alcohol education class assists participants’ awareness of their drinking patterns and behaviors and how they may be affecting their lives. Students are directed by facilitators to identify the consequences of their alcohol use, to examine their patterns using a continuum of alcohol use and abuse and to study the physical effects of alcohol. Students who have been sanctioned for alcohol violations more than once and students sanctioned by the court attend this program. Depending on the severity of the violation, a student may be sanctioned to Choices for a first time alcohol offense. This is a three hour class
with a follow up session a week after the class with a therapist from the Counseling Care Office.

2) Oksoberfest – A fun night offered once a year to university students promoting sober fun. Alcohol screenings provide feedback to students immediately regarding their current use and possible risk. Information regarding sexual assault is also provided, guiding victims to assistance and guidance for would-be assailants.

3) Sex Signals – Students attended an interactive program teaching students about making proper choices during a relationship. Role playing allows students to see hear and understand the signals that could be misunderstood in a sexual encounter.

4) Take Back the Night - Is a nationally registered march and rally, in an effort to raise awareness of domestic and sexual violence.

5) “In My Daughters Name” - Is a reading of the play that was inspired by the life and death of Amanda Thomas. The play was written to raise questions and awareness regarding domestic violence and to encourage dialogue about these issues. Presented by the Angels Theater Company

6) Gate Keepers - Is designed to teach individuals how to be better prepared to handle a person in crisis such as having thoughts of suicide. It gives individuals knowledge on how to respond to a crisis, assess the person’s needs, and then refer for help if needed.

7) EAP assistance is available for employees upon request.

**Access to Campus Facilities**
During business hours, the university will be open to students, parents, employees, contractors and guests. The areas of university academic, research, public service and administrative buildings of the university used for classrooms, laboratories, faculty and staff offices, and areas of university student residence buildings used for student living quarters are not open to the general public. Any person not authorized to be or remain in any such building area will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Nebraska Rev. Stat 28-520 or 28-521.

Persons who are not students, faculty, staff, tenants, licensees, agents or contractors of the university, or their employees, visitors or guests shall not be permitted on university property between the hours of 11:00 pm to 6:00 am. Visitors and guests are expected to conduct themselves in a proper and lawful manner while on University property, and failure to do so may result in imposition of personal restriction relating to their presence on University property.
Specifically, the right of a visitor or guest to be present on University property will be restricted when the visitor or guest has disrupted normal services, or has harmed or threatened to harm a member of the student body, faculty, or staff. The right of a visitor or guest to be on University property will be restricted when visitors or guests has damaged or poses a risk of damage or loss to University property or to the property of others located on University property.

Other than normal business hours, all buildings shall be locked in order to maintain building/content security. Some areas within the buildings also need to remain secure; therefore they will be locked with only authorized personnel allowed access. Appropriate Facilities, Police and Parking Services and Residence Life staff will have keys to all areas to provide immediate repair, maintenance and emergency response.

Some outside doors to residence halls will be unlocked from 7:00 am to 11:00 pm to allow access to entryways. However, all residence living quarters will have 24 hour key access. During extended breaks, the doors of all residence halls will be secured around the clock. Those residence halls not housing students will have the door locks pinned so that regular keys issued to resident students will not work.

Employees needing access to buildings after hours may request a building key through the Facilities Department by completing a key request form and getting the proper authorized signatures. While on university property, they need to have their university I.D. on their persons, to present upon request. Students needing access to buildings after hours need to get prior written approval through the Department of Police and Parking Services and an authorized instructor or supervisor. These students will be required to carry a blue pass indicating their areas of access and a photo I.D.

**Maintenance and Security of Campus Facilities**

Parking lots, pedestrian walkways and building exteriors are well lighted and patrolled by officers on foot, bike and vehicle patrol.

- Formal exterior lighting surveys are conducted by the Police and Parking Services Department on a monthly basis. Any deficiencies are reported to the Facilities Management and Planning Department. Members of the university community are also encouraged to report any exterior lighting deficiencies to the Department of Police and Parking Services at (308) 865-8517 or Facilities Management and Planning at (308) 865-1800.
- Police and Parking Services annually conducts an operational survey of all buildings exterior doors on campus. Survey results are then submitted to Facilities Management and Planning for follow-up repair. The purpose of this survey is to determine that each exterior door and its locking mechanisms are working properly.
- Facilities employees lock exterior doors to academic buildings on campus buildings each evening while Residence Life staff lock exterior doors to Residence buildings. Police and Parking Services then completes a nightly door check to make sure all doors are secure.
Operating deficiencies to the doors and security hardware are reported to Facilities Management and Planning. Residence Life is also notified of doors that are left unlocked or propped on Residence Halls.

- Facilities Management and Planning trims shrubbery, trees and other vegetation on campus on a regular basis.
- The Safety Committee conducts an annual survey of the University grounds and refers problem areas to Facilities Management and Planning.
Fire and Evacuation Procedures: At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to the predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants.

If you find evidence of a fire that has been extinguished, and you are not sure whether it has been reported, call UNK Police and Parking Services at (308) 865-8517 or (308) 627-4811 to report the matter.

Evacuation Instructions
- Whenever you hear the building alarm or are informed of a general building emergency:
  - Do not panic or ignore the alarm.
  - Leave the building immediately, in an orderly fashion.
  - Do not use the elevators.
  - Follow the quickest evacuation route from where you are.
  - Do not go back to your room for any reason.
  - Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
  - Call 911 if a fire exists. If no fire exists, notify Police & Parking Services.
  - Report to your RA or alternant residence hall staff at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
  - Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the alarm does not mean the emergency is over.

While evacuating, proceed as follows:
- Keep low to the floor if smoke is in your room.
  - Before opening the door:
    - Feel the door knob using the back of your hand. If it is hot, do not open the door.
    - If the knob is not hot, brace yourself against the door and open slightly (fire can create pressure strong enough to push a door open if it is not held firmly.) If heat or heavy smoke is present in the corridor, close the door and stay in the room.
    - If you cannot leave the room:
      - Open the windows. If your windows are the type that can be raised and lowered, open the top to let out heat and smoke, open the bottom to let in fresh air.
• Seal cracks around the door with towels or bed clothing to keep out smoke.
• To attract attention if you are trapped, hang an object out the window, such as a sheet, jacket, shirt, or anything that will attract attention. Shout for help.

- If you leave the room:
  • Close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.
  • Go to the nearest exit or stairway. DO NOT USE THE ELEVATORS.
  • If the nearest exit is blocked by smoke, heat or fire go to an alternative exit.
  • If all exits for a floor are blocked, go to the stairwell landing if safe if not go back to your room, close the door, and open the window.
- After leaving the building, stand clear and follow directions from emergency personnel.

• Helping individuals with physical disabilities
  o Any person unable or who needs assistance to evacuate should proceed to the nearest stairwell. If it is unsafe to do so remain in your residence. Emergency evacuation personnel will check stairwells and ensure emergency response and rescue personnel are notified if someone has taken refuge there.
  o Supervisory personnel are responsible for identifying and escorting individuals with disabilities located in their buildings to safety if possible.
  o In any emergency requiring evacuation, do not panic, proceed as follows:
    ▪ If you are on a building floor WITHOUT an exit that goes directly to the outside, and you hear a fire alarm, or are informed of an evacuation.
      • Go to a stairwell immediately.
      • Inform or ask someone, a building occupant or a floor monitor in particular, to alert the first arriving emergency responders of your presence and location.
      • Call 911 to ensure rescue personnel are notified of your location and your need for assistance to evacuate.
      • Provide operator with your exact location, building name, floor and room numbers.
      • Give phone number you are calling from.
      • If possible remain by the phone, police have radio contact with officers at the scene and will keep you informed of the situation.
      • The information you provide to the emergency operator will be relayed to emergency and rescue personnel arriving at the scene, who will assist in your safe evacuation, if circumstances warrant.
Fire Evacuation Drills and Training Programs: Residence halls conduct bi-annual fire/evacuation drills. These drills are conducted both announced and unannounced. During this same time the building evacuation plans are reviewed, updated and sent out. Each year Residence Life staff and custodial staff that work in these buildings are trained on fire procedures and fire extinguisher training. There is no additional mandatory training for students or employees.

Fire Log: Institutions must keep a fire log that states the nature of any fires, the date, time and general location of each fire in on-campus student housing facilities. The University of Nebraska at Kearney complies with this rule by including all fire-related incidents in the daily crime and fire log. To view this log go to the Police and Parking Services office at 2507 19th Avenue Monday through Friday 8:00 am to 5:00 pm.

Fire Protection Equipment/Systems: As of December 31, 2012, the university has 2,536 beds of those 1,404 are equipped with sprinkler systems. All other residence halls have central panels in public areas and hard wired room smoke detectors. All residence halls are also equipped with fire extinguishers.

Off campus UNK sanction Greek housing was comprised of a single independent house with eight beds. As of June 4th 2012 the residents moved out. This house is no longer part of the UNK sanctioned Greek housing.

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**Future Improvements:** UNK is proceeding with sprinkling all residence halls. Centennial Towers East and West are scheduled to be completed by fall of 2014 and all campus sleeping quarters will have sprinklers installed by 2017. During 2013, UNK will be installing carbon monoxide detectors in boiler rooms in University Residence Hall North, University Residence Hall South and at University Heights.

**Health and Safety Inspections:** Periodic health and safety inspections are conducted by the Residence Life Staff. The intent of these inspections is for preventative and corrective action. Students are given a 24 hour notice prior to the inspections. If their room does not meet minimal health and safety standards, they will be given 24 hours to correct the problem. Items found that may be illegal or in violation of Residence Hall policy will be confiscated and the student conduct process will be initiated.

**Fire Policies for On-Campus Student Housing Facilities:**

1. **In Case of Emergency:** In case of life-threatening emergencies, call 911. If possible, also contact the Residence Life staff member on duty and Police and Parking Services. For non-life-threatening emergency situations please contact a Residence Life staff member at (308) 440-3547 and Police and Parking Services (308) 627-4811.

2. **Fire Alarms:** State law, as well as residence hall policy, requires that all students leave their room and/or public areas when a fire alarm is sounded. Failure to evacuate during an alarm will subject the student to University disciplinary action and/or civil action.

3. **Smoke Detectors:** Smoke detectors are provided for your safety in each room/apartment and should not be tampered with or disconnected.
   a. Smoke detectors become activated when too many combustible particles accumulate in the air.
   b. A loud, high pitched noise will alert you to evacuate
   c. If you determine that there is no fire or danger, air out your room/apartment by opening a window and fanning the smoke detector to stop the alarm. Do not open your door to the hall, as it could set off the fire alarm for the whole building. It is important that you be aware that the smoke detector does not automatically alert the fire department.
   d. If your smoke detector goes off repeatedly when there is no fire or makes other unusual noises, please fill out a work request form, available at [http://www.unk.edu/offices/reslife/maintenance/](http://www.unk.edu/offices/reslife/maintenance/).
   e. It is a serious violation to disconnect or tamper with a smoke detector. Disciplinary action will be taken if detectors are found damaged or removed due to vandalism.

4. **Falsely Activating an Alarm or Failure to Evacuate:** It is an extremely serious offense to falsely activate the fire alarm or tamper with the alarm equipment (heat detectors, pull stations, fire extinguisher, exit/emergency
lights, and sprinkler heads) or smoke detectors and is a federal, state and local violation of the law. Failure to evacuate during an alarm will subject the student to University disciplinary action and/or civil action.

No fuel-powered motor vehicles or associated parts are permitted within the residence halls for use, maintenance, repair, or storage.

Restitution and/or immediate eviction may be imposed for any of the following: failure to evacuate during a fire alarm, activated false alarms in residence halls, propping open fire doors, creating a fire hazard, malicious burning, or tampering with fire equipment (fire extinguishers, plastic ties securing valves, fire alarm pull stations, smoke detectors, fire hose connections, sprinkler heads, sprinkler pipes, hoses, connections, valves, and emergency exit signs, etc.).

The Office of Residence Life may pay a $100.00 reward for information leading to the persons responsible for tampering with fire equipment, activating false alarms, and/or malicious burning, including possession and/or lighting of fireworks within University property.

A $50.00 fine per violation may be imposed for not abiding by the received citation or verbal instructions of the inspector or University staff regarding the correction of fire hazards.

5. **Fire Equipment:** To ensure that fire equipment is in operating condition at all times, the use of fire extinguishers etc. should be immediately reported to Facilities at (308) 865-8533.

6. **Exits and exit access:** Exits or exit access shall not be obstructed at any time in any manner with furniture, storage, displays, vending machines, etc.

   Fire doors on stairwells, unless arranged to close automatically in the event of fire, shall be maintained in the closed position at all times.

   Exit signs shall be properly illuminated at all times. Such signs shall not be obstructed or blocked from view at any time.

   Exits and exit access doors shall not be locked at any time unless equipped with panic hardware or other approved means to permit emergency egress by building occupants.

7. **Portable Electrical Appliances:** Only items with enclosed heating and lighting elements are permitted. Both the appliance and any cord used in connection with it must have a UL (Underwriters Laboratories) approved label. Examples of items not permitted for safety reasons include but are not
limited to: toaster ovens*, toasters*, “George Foreman” style grills*, electric skillets*, electric grills*, halogen lamps, microwave ovens*, convection ovens, and window mounted air conditioning units.

Refrigerators are not to exceed 4.5 cubic feet. No modification of room switches, lights or electrical outlets is allowed, including the installation of dimmer switches, ceiling fans, etc.

Please note that the electrical system in University housing has finite abilities. Overloading these systems can present fire and safety hazards. Surge protectors, heavy duty power strips, and heavy duty extension cords are recommended. *Allowable in Antelope/Nester Kitchenettes.

8. **Smoking:** All residence halls are smoke-free. Smoking areas are located outside each residence hall, and residents and their guests must dispose of smoking materials in the receptacles provided. Smoking is limited to designated perimeters, ten feet or beyond the buildings, including entrances. Community assembly may designate a certain outside area as smoking only.

9. **Open Flames (Candles and Incense):** Due to potential fire hazards, candles (decorative ones included, lit or unlit) and incense are not permitted in the residence halls under any circumstances. Candles and incense will be confiscated. Repeat violations could result in removal from housing due to the extreme fire danger and potentially endangering the lives of fellow community members.

The ONLY exclusion to this policy will be the short-term use of lit candles during pre-approved fraternity/sorority ritual(s) proceedings. Usage of lit candles during these rituals must be approved by the UNK Assistant Director of Greek Affairs and the Assistant Director of Residence Life. Permission must be granted a minimum of 3 business days in advance. Chapters will be required to provide a risk mitigation plan each time a request is made to utilize candles. Ritual candles must be stored between usages in the locked ritual closest/storage facility of the respective chapters. Chapters found to be utilizing lit candles without permission or found to be storing candles outside of preapproved storage area will have the privilege of using candles rescinded. Approved requests will be shared with the UNK Risk Management Office by the Assistant Director of Residence Life.
## Campus Fire Statistics
### January 1, 2012 through December 31, 2012

<table>
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<th>Location</th>
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### Preparation of the Annual Campus Security, Crime Awareness and Fire Report
The preparation and disclosure of the annual Campus Security, Crime Awareness and Fire Safety Report and campus crime statistics is compiled yearly and distributed by October 1 by the Department of Police and Parking Services in consultation with, information from and knowledge of the Chancellor, the Assistant Vice Chancellor Communications and Community Relations, the Dean-Student Affairs, the Student Conduct Officer, the Offices of Residence Life, Greek Affairs, Counseling and Health Care, Athletics, Academic Advising, Human Resources, and local law enforcement. The University prohibits any individual from intimidating, threatening, coercing or retaliating against anyone who is implementing this law.