



Annual Security and Fire Safety Report

2010

Nondiscrimination/Equal Opportunity Policy 701.1

The University of Montana Western rigorously pursues affirmative action to provide to all people the equal opportunity for education, employment, and participation in University activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, marital or family status, disability, or sexual orientation and seeks to employ and advance in employment qualified veterans, disabled veterans, and under-represented minorities. Responsibility for effecting equal opportunity accrues to all University administrators, faculty, and staff. This responsibility includes assurance that employment and admission decisions, personnel actions, and administration of benefits to students and employees rests exclusively upon criteria that adhere to the principle of Equal Opportunity. The University will protect against retaliation any individual who participates in any way in any proceeding concerning alleged violations of laws, orders, or regulations requiring equal education and/or employment opportunity.

The purpose of this policy is to provide a working environment for all employees and an educational environment for all students that supports and rewards career and academic goals on the basis of ability and work or academic performance.

UMW has a Discrimination Grievance Procedure for any faculty member, student, non-academic employee, or applicant for employment or admission who alleges unlawful discrimination because of any University regulation, policy, practice, or official action of any University employee. Persons alleging discrimination at UMW should contact the EEO/Affirmative Action Officer, Business Services, 683-7101, within 60 days of the alleged discrimination.

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For emergencies, call:

Public Safety: 911

Dean of Students: 683-7900

925-9782

Security/Facility Services: 683-7141

(All are in the 406 area code.)

Public Safety

The University of Montana Western encourages and supports safety and security for all who live, learn, and enjoy the beautiful environment on our campus. The Dean of Students Office along with the administration at Montana Western, Dillon City Police, Beaverhead County Sheriff, and Facilities work together to create and maintain a safe campus environment. Montana Western provides information to students during orientation, floor projects, and various activities, workshops, and presentations. Topics include personal safety, alcohol awareness, tobacco use, sexual assault, violent assaults, healthy living, emergency procedures, and safety drills.

The Dean of Students Office seeks external and internal relationships to secure a safe community to promote learning, living, and working at the University of Montana Western. The Dean of Students Office along with outside community help encourages information and educational safety and security opportunities in an effort to increase a safe campus. Programs the Dean of Students Office offers:

- CERT training for campus personnel
- New student Ready2Rock and orientation
- Sexual assault prevention
- Alcohol awareness
- Safety information
- Residence Life safety training for Resident Assistants and Hall Directors
- Annual employee training
- Emergency Response Manual
- Emergency Check-off list in all classrooms/offices
- Timely warnings posted at each outside door at each building to inform campus community about criminal incidents considered to be potentially threatening to students and employees
- Campus wide emails, event link text messages, central broadcast system and voice mails activated in case of an emergency
- Crime logs available for public review
- Educational programs for residence halls, student organizations, and campus wide programs that provide awareness and prevention on safety and security issues
- Alcohol Awareness
- Tobacco Free Awareness
- Sexual Assault Prevention
- Violent Assault Prevention
- Healthy Living
- Mental Health Issues
- Facility Services annually evaluates the safety of campus during different times of the day
- Confidential crime reports gathered and compiled in the Dean of Students Office

The Campus Security Act *(also known as the Clery Act)*

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. (The statistics must be gathered from campus security, local police, and other University officials who have “significant responsibility for student and campus activities.”)
- Publish “timely warning” notices where a crime has occurred on or near campus that, in the judgment of the Chancellor, constitutes an ongoing or continuing threat to members of the University community.
- Make available for public inspection a daily public crime log of “any crime that occurred on campus and is reported to the Dean of Students.”

The Dean of Students is responsible for preparing and distributing the annual report. The Dean of Students works with other administrative departments and law enforcement agencies to compile the information incorporated in the report.

We encourage members of the University community to use this report as a guide for safe practices on and off campus. The report is available on the Web at http://my.umwestern.edu/studentlife/Clery_10.pdf. Each member of the University community receives an e-mail that describes the report and provides its Web address. For more information, contact Nicole Hazelbaker at 683-7900, or e-mail n_hazelbaker@umwestern.edu.

How do I report a crime?

If necessary, **CALL 911**.

Notify the Dean of Students for any emergency.

If medical emergencies exist, find help.

Seal off high-risk area(s).

Take charge of area(s) until the incident is contained or relieved by emergency personnel.

Isolate and preserve evidence. Keep detailed notes of incident if possible.

Refer media to our official media spokesperson Kent Ord at 7301.

If it is necessary to send anyone to a hospital by ambulance, send a responsible person along to serve as a liaison between the hospital and the University.

Tune to your local radio station or emergency alert system designation for information.

BAND 1490 AM or 98.3 FM.

Monitoring and recording criminal activity at off-campus organizations

We rely on our close working relationships with local law enforcement agencies to receive information about incidents involving University students on and off campus. In coordination with local law enforcement agencies, the Dean of Students will actively investigate certain crimes occurring on or near campus. If the Dean is notified of a situation in which a campus community member is the victim of a crime, depending on the circumstances the Dean may issue a Timely Warning, detailing the incident and providing tips so that other community members may protect themselves.

Security of and access to campus facilities, including campus residences

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and guests. The University encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Most campus facilities are open during weekday business hours. Individuals who wish to access campus facilities during non-business hours or for special events should contact Conference and Event Services (7566) or Facility Services (7141).

Security considerations in the maintenance of campus facilities

The University of Montana Western is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments conduct security checks to ensure campus lighting is adequate and that the landscape is appropriately controlled. Campus security conducts routine checks of lighting on campus during regularly assigned patrol duties. If lights are not working, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office, usually by the next business day. We encourage community members to report any instances of inadequate lighting to Facility Services at 683-7142.

Maintenance staffs are available to respond to calls for service regarding unsafe facility conditions, or for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

Policy 101.2 – Timely Warning/Crime Alert Policy

Date Adopted: 10/27/08 Issuing Office: Chancellor

References: The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act of 1990

I. POLICY

As circumstances warrant, the University prepares and distributes – either selectively or throughout the campus – printed crime alerts. The Dean of Students decides to issue a special alert with advice from the Chancellor and/or the Provost and the Vice Chancellor for Administration & Finance/Student Affairs.

II. PURPOSE

The purpose of this policy is to protect the safety of those on the campus of the University of Montana Western.

III. PROCEDURES

If a situation arises on or off campus that the Dean of Students deems to be an ongoing or continuing threat, a campus-wide timely warning/crime alert may be posted across campus.

Depending on the circumstances of the crime, the timely warning may be posted in each residence hall mailbox, on a bulletin board in each building, or at the doorway to each campus building. This holds true for all situations that potentially pose an ongoing threat to the community.

Typically, circumstances that warrant alerts and warnings are crimes reported to the Dean of Students, other campus security authorities, and/or the Dillon City Police Department (DPD). The University has requested the DPD inform UMW when crimes are committed on or near campus that might be potential or ongoing threats to the UMW community. This will assist UMW in determining the need for a timely warning/crime alert.

Individuals with information they believe warrants a timely warning/crime alert should report it to the Dean of Students at 406-683-7900 or in person at the Dean of Students Office, Davis Hall.

IV. AUTHORITY

The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act of 1990.

(<http://www.securityoncampus.org/schools/cleryact/index.html>)

V. RESPONSIBILITY

Chancellor, Provost, Vice Chancellor for Administration & Finance/Student Affairs, Dean of Students.

Daily Crime Log

Since the University of Montana Western does not have sworn campus police, we are not required to keep a daily crime log. However, a log of Clery reportable crimes is kept in the Director of Residence Life office. The information is collected from several different offices on campus.

The log is available for all to see by contacting Mike Piazzola at 683-7664.

Emergency Preparedness

The University of Montana Western recognizes the need to be prepared for critical incidents. Under the guidance of the Campus Emergency Response Manual, several departments and offices work together to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local government first responders, such as the Dillon City Police, Beaverhead County Sheriff, Dillon Fire Department,

Beaverhead Ambulance, and Beaverhead County SWAT. The University is well prepared to respond to a full range of critical incidents.

The University also works with the Beaverhead County emergency preparedness team and our county coroner to ensure our emergency protocols and plan are updated as needed.

Emergency Response

The Campus Emergency Response manual and the Check Off List includes information about emergency guidelines for the campus community. The University conducts numerous emergency response exercises each year, such as tests of its emergency notification system, fire alarm drills, and table-top exercises. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. CERT trained campus personnel have received training in Incident Command and Responding to Critical Incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Dean of Students, Dillon City Police, Dillon Fire Department, and Beaverhead Ambulance. All departments typically respond and work together to manage the incident. Depending on the nature of the incident, other University departments and other local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for The University of Montana Western are publicized each year as part of the institution's Clery Act compliance efforts.

Safe Ride

Safe Ride is a program that provides safe transportation for students from the downtown area to their residences on and off campus. The vans run from 11:00 pm to 2:00 am every Wednesday, Friday, and Saturday nights during the academic year, with the exception of holidays and block breaks.

Emergency Notification Systems

Montana Western is able to get emergency information to our community in several ways. They are as follows:

Email: We are able to send a mass email to all faculty, staff, and students informing them of an emergency and what to do to protect themselves and those around them.

Phone: We are able to send a mass message to any on campus phone line. This would show as a message on the line so the user would need to be able to access the message on a particular phone line. These messages can be retrieved at the phone or off campus by accessing the message area of the phone line.

Eventlink: We can send a message through eventlink which is a voluntary message area for our campus community, parents, or interested individuals who want to be informed of emergency alerts and events taking place on campus. The user can choose to have the message sent to their email address or as a text message on their cell phone. You can sign up for this service by going to www.eventlink.com.

Outside Broadcast System: We are able to send pre-recorded messages or live messages through our broadcast system. The message can be heard from outside throughout campus. The message can be repeated or set to release information once.

To enable these systems, you must be authorized and have passwords to activate the systems. Messages will be approved by administration before broadcast unless the information is considered an emergency and time is of the essence.

Emergency Phones

Blue light emergency phones are installed at various locations throughout the campus. One is located between the Roe House and Administration Building and the other is between the Library and the Student Union Building. When using the blue light phones, make sure you remain by the phone so the emergency personnel will be able to find you when they arrive at the phone.

Education Programs

Each year during orientation and Ready2Rock, our students are made aware of safety issues, crime prevention, sexual assault awareness, and our alcohol policy. Throughout the year Student Affairs hosts programs and speakers to create a greater understanding of each topic.

Emergency Preparedness Check-Off List

Every office, classroom, or room has an Emergency Preparedness Check Off List posted on the wall. The list addresses what to do in case of a specific emergency, who to contact, and what to do until help gets to the area of concern. Some of the areas addressed are weapons, hostage situation, bomb threat, fire, earthquake, and assaults.

The Sexual Assault Victim's Bill of Rights

The Sexual Assault Victim's Bill of Rights (P.L. 102-325) requires each institution receiving federal funding under Title IV to develop and distribute with the Security Report a policy statement regarding programs to prevent sexual offenses and procedures to follow when a sexual offense occurs. The policy must include the following:

1. A description of the educational programs to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

Educational programs are provided at New Student Orientation sessions in the summer, and by the Student Affairs programming staff during the school year. Student Affairs staff members receive training on what to do, who to inform, and how to assist the victim in the event a sexual assault occurs. Educational materials are also posted on campus to help promote awareness.

2. Procedures to follow if a sex offense occurs including:

1. Who to contact.
2. The importance of preserving evidence.
3. To whom to report the crime.

Call the police at 911 and make sure evidence is preserved until their arrival (victim should not wash or change clothes; nothing should be touched at a crime scene until the police arrive). Montana Western will cooperate fully with area law enforcement authorities involving any alleged sexual assault.

Get medical attention for the victim immediately, if necessary. The victim will be referred to the local Community Support Center Crisis Assistance (683-2383) and/or the Victim/Witness Advocate Program (call Monday-Thursday-Friday, Cell Phone: 660-5792; Tuesday-Wednesday, Virginia City Courthouse: 406-843-4232).

The victim will be referred for counseling assistance with the Campus Counseling Program or a community counseling program. For more detailed information, see the Campus Crisis Manual.

3. Information on the option to notify law enforcement authorities including on-campus security and local police, and a statement that institutional officials will assist in that notification if requested.

Montana Western will cooperate fully with the Dillon area law enforcement authorities involving any alleged sexual assault.

4. Notification of on/off-campus counseling and mental health or other victim services.

Montana Western offers professional counseling assistance to students through the Campus Counseling Program. Confidential appointments are made through the Student Affairs Office for the Campus Counseling Program, 683-7388. The Community Resource Center, Victim/Witness Advocate Program, Southwest Montana Mental Health Center,

and various private mental health practitioners are available in the community if the victim prefers to seek assistance off campus, or a referral may be made to any of these services by the Campus Counseling Center. Montana Western will assist victims in obtaining counseling, mental health, and victim services.

5. Notification that the institution will change the academic and living situation of a victim after an alleged offense, and the option for those changes if requested by the victim and reasonably available.

Montana Western will adapt the on campus living situation for any student involved in a sexual assault upon request and providing another room is reasonably available. Montana Western will adapt the academic situation for any sexual assault victim as requested and reasonably available.

6. Procedures for campus discipline, including a clear statement that:

1. The accuser and the accused are both entitled to have others present during the hearing.
2. Both shall be informed of the outcome of the hearing in which a sexual offense was alleged (final determination and sanction, if imposed). The regulations state that compliance with this requirement will not violate FERPA.
3. The sanctions that may be imposed in a sexual offense hearing.

The Montana Western Student Conduct Code provides for the procedures outlined in 1-3 above as required for the campus discipline process. The Student Conduct Code is contained in Montana Western's Student Handbook and is made available to all students upon request. The Student Handbook is available at the Student Affairs Office and the Bookstore.

Campus Resource Organizations

Emergency Response Team

The Emergency Response Team responds if a situation should warrant the need to involve campus. The emergency response manual is updated yearly and time is spent re-training those on the team throughout the year.

Emergency Preparedness Check-Off List

Each classroom and office on campus has this check-off list posted on the wall. This is for immediate information for those involved in an emergency. The list has who to contact and what to do before emergency personnel can get to the situation.

CERT

The University has trained many people on campus through FEMA's CERT program. Those who have been CERT trained are also given opportunities throughout the year to increase their knowledge and use the skills they have been taught through the program.

SART

Students are trained to respond as advocates to students who have been sexually assaulted. The advocates are available to assist the student in finding a counselor, an officer of the law, getting to the hospital, getting in contact with the Community Support Center, who to contact at the University, or just being available to talk if and when the student wants or needs to visit.

Orientation

At the beginning of each year, new student orientation has a section about sexual assault prevention, alcohol prevention, and safety and security on campus. All first time students are required to attend orientation.

Residence Hall Floor Projects

Resident Assistants on each floor do prevention floor projects to help students be prepared and safe on and off campus.

Law Enforcement Relationship with the University

The University of Montana Western strives to maintain a professional and cooperative relationship with the Dillon Police Department and Beaverhead County Sheriff's Department. When a crime occurs within the campus community, the Dillon Police Department serves as the University's campus police with the help of the Sheriff's office.

The University routinely cooperates with the Police and Sheriff in the investigation of, and response to, this type of activity when it is brought to the University's attention.

Safe Walks

Campus Development Committee and Facilities personnel and students conduct periodic "safe walks" to identify and resolve potential environmental safety issues. Inadequate lighting, physical obstructions and other potential safety hazards related to crime prevention through environmental design and maintenance are noted so that changes can be made.

The community is encouraged to report safety and security issues and concerns to Facilities Office at 406-683-7142.

Safety and Security

The health and safety of students, faculty, staff, and visitors are of primary concern to Montana Western. This document, in compliance with the Drug-Free Schools & Communities Act and the Student Right To Know & Campus Security Act (Clery Act) outlines policies and procedures to aid in a safe and productive learning, working, and living environment.

The Campus Security Office is a part of Facilities Services. This operation is a 24-hour-a-day function. During normal weekday working hours (Monday through Friday 8 a.m. to 5 p.m.) safety and security issues and questions should be addressed by calling 683-7142;

on weekends, holidays or outside normal weekday working hours, call 683-7141 or cell phone 596-2222.

Campus Security is responsible for a full range of public safety services including vehicle violations, maintaining instructional integrity and building security, fire safety, key issuance, preparing and submitting incident reports, as well as keeping a nightly log book. Security personnel are to make assessments based on established laws and policies, direct training, and personal judgment.

To report a crime or emergency, dial 911 to report to the Dillon Community Emergency Hotline. Then call Facilities Services, 683-7142 Monday-Friday, 8 a.m. to 5 p.m.; or Campus Security, 683-7141 or 596-2222 (cell phone) evenings, weekends, and holidays.

Creating and maintaining a healthy and safe environment requires the cooperation and involvement of everyone. All students, faculty, staff, and visitors must assume responsibility for their personal health and safety and the security of their personal belongings. Precautionary measures are the key. For example, although the campus is well lighted, anyone (male or female) may contact Campus Security at 683-7141 or cell phone 596-2222 for an escort if traveling across campus late at night.

Alcohol Policy

I. POLICY Consumption of alcoholic beverages on property belonging to the Montana University System is prohibited except as expressly permitted (Board of Regents Policy 503.1). Specifically, the use or possession of alcoholic beverages is prohibited: 1) in University of Montana Western buildings, grounds, and athletic fields, 2) at on- or-off campus university-sponsored events, and 3) at on- or off-campus university-recognized student club events, except in limited approved circumstances.

Except for the limited exceptions listed below, no event involving the serving of alcoholic beverages may take place without the prior written approval of the Chancellor or his/her designee. Alcoholic beverages *may* be limited to beer and wine.

II. PURPOSE

The purpose of this policy is to provide regulations governing the use and possession of alcoholic beverages on university-owned or controlled property, for university-sponsored events, and for events by university-recognized student clubs.

III. PROCEDURES

It is the University's intent to comply with applicable laws pertaining to the sale, possession, and consumption of alcoholic beverages and to foster responsible attitudes toward alcohol among members of the University community, including students, faculty, staff, and visitors.

A. Definitions

University clubs, organizations, and campus events include, but are not limited to, sport groups, academic honoraries, athletic teams, service organizations, sponsored parties, tailgate parties, dances, picnics, banquets, field trips, sponsored recreational events, and social functions.

“Alcoholic beverage” means any beverage subject to the “Montana Alcoholic Beverages Code.”

B. Exceptions

The consumption of alcoholic beverages at university-recognized events is allowed with advance written approval by the Chancellor or his/her designee providing certain stipulations are met. Guidelines, procedures and Alcohol Registration Forms are available from the Conference & Event Services Office (see UMW Policy 600.3).

Alcoholic beverages may be consumed in the privacy of a Family Housing apartment, the Chancellor’s residence, and university rental houses, in accordance with local, state, and federal laws and existing university student conduct regulations.

C. On Campus Events

Alcoholic beverages on University property shall conform to the following conditions:

1. All events held on University property that involve serving of alcoholic beverages, except those in Family Housing apartments, the Chancellor’s residence, and university rental houses, must be scheduled with the UMW Conference & Event Services Office.
2. Consumption shall be in connection with a substantive event, such as a banquet, official entertainment, reception, or approved tailgate party.
3. Food and nonalcoholic beverages shall be available.
4. The event shall be monitored to prevent consumption by persons not of legal age.
5. All events involving alcoholic beverages must have appropriate licenses and permits.
6. The sale of alcoholic beverages or any indirect means of collecting money to pay for alcoholic beverages is prohibited unless a licensed alcohol vendor caters the event or a temporary alcohol permit is obtained from the State. The vendor must possess a current Montana all-beverage license and an annually renewable catering permit.
7. University or student club funds may not be used to buy alcoholic beverages.
8. Each club or organization sponsoring an event shall adhere to the risk management guidelines contained in this policy.
9. Unreasonable or irresponsible conduct or violation of any regulation or noncompliance with any limitation outlined herein will justify discontinuance of the event and subsequent denial of University service and facilities.
10. UMW Foundation events serving alcoholic beverages on campus are not subject to this policy unless co-sponsored by a student club. Events are approved through the catering policy.

D. Off Campus Events

University-sponsored events must meet the same requirements that apply to on-campus events.

Any university-recognized student club that sponsors any gathering, meeting, or other activity off-campus that involves alcoholic beverages must meet the same requirements that apply to on-campus events, with the exception of the following privileges and restrictions:

1. Student officers or officials must meet with the club's advisor to ensure their risk management plan adheres to university alcohol policies and risk management guidelines and have the event approved by the Chancellor.
2. A University-recognized student club that sponsors an event involving alcoholic beverages off University property must have the event catered by a licensed vendor, if fifteen (15) or more persons attend the event. Vendor approval by Conference & Event Services is not required.
3. A University-recognized student club that sponsors an event involving alcoholic beverages off University property is not required to have the event catered by a licensed vendor if fourteen (14) or fewer persons attend the event. However, the sale of alcohol is prohibited unless a licensed vendor caters the event. Event participants may contribute personal funds to purchase alcoholic beverages for the event. Students who organize and participate in this type of event assume the responsibility for serving alcohol and monitoring its use in accordance with local ordinances, state, and federal laws, and Board of Regents and UMW policies.
4. University-recognized student clubs may not apply for a special permit from the State of Montana Liquor Division.
5. Violations of university alcohol regulations are also violations of the UMW Student Conduct Code. Violators are subject to disciplinary action pursuant to the Code. The University, including ASUMW, may deny privileges to a student club or impose other sanctions for alcohol violations.

E. Alcohol Risk Management Guidelines

Risk Management guidelines are intended to help safeguard the University community against potential harm and exposure to legal liability. Therefore, it is imperative that policies are consistently enforced and the following strategies be incorporated into planning and implementing any event.

1. Alcohol-free events should be promoted.
2. Reasonable amounts of food and nonalcoholic beverages must be available at the same place and featured as prominently as alcoholic beverages.
3. Alcoholic beverages **must not be** served to minors. Adults risk criminal liability, as well as civil liability, when minors consume alcoholic beverages.
4. At social functions where alcoholic beverages are provided by the sponsoring organization, direct access should be limited to designated servers and consumption permitted only within designated and monitored areas.
5. Drinking competitions are prohibited.

6. Activities promoting forced consumption of alcohol are not allowed and could subject those individuals providing alcohol to liability.
7. Service and consumption of alcoholic beverages must not exceed four (4) hours. Exceptions may apply.
8. Service must be refused to anyone who appears to be intoxicated.
9. A plan must be implemented for controlling and limiting the quantity of alcohol served.
10. Access to the event must be controlled.
11. Assistance should be provided to individuals who are abusing alcohol.
12. Safe transportation to and from events should be encouraged and/or provided, including a designated driver program.
13. Alcohol consumption at tailgate parties may begin no earlier than two (2) hours before the scheduled start of the game, and may continue no later than the start of the second half of the game.
14. Ongoing education should be provided by the University to inform individuals about the potential risks associated with excessive use of alcohol.
15. Alcohol may not be the focus of the event.
16. The amount of alcohol may not be used as an inducement to attend or participate in an event, and event promotional material may not make reference to the amount of alcohol available for consumption, such as number of beer kegs.
17. Event advertisements should mention the availability of nonalcoholic beverages as prominently as alcohol.
18. Alcoholic beverages are not to be provided as free awards to individual students or campus groups.

F. Advertising & Promotion Involving Alcohol

For any University-related event or activity, The University of Montana Western will not:

1. Use beer, wine, or liquor products (name, trademark, or logo) in advertisements and promotions for, or as sponsors of, any University event or activity, regardless of location.
2. Use any University logo, trademark, or name in conjunction with alcoholic beverage products or symbols.
3. Make alcohol the focus of any University event, or use availability of beer or other alcoholic beverages to promote any University event.

IV. AUTHORITY

Board of Regents Policy 503.1, UMW Policy 600.3

V. *RESPONSIBILITY*

Chancellor, Vice Chancellor for Administration & Finance, Dean of Students,
Conference & Event Service

Drug Free Campus Policy

I. POLICY

University of Montana Western is committed to providing a drug-free campus. The unlawful manufacture, distribution, sale, possession, or use of a controlled substance on University-owned or controlled grounds is prohibited.

II. PURPOSE

The purpose of this policy is to comply with the Drug-Free Schools & Communities Act of 1989.

III. PROCEDURE

Any faculty member, staff member, or student who violates this prohibition, or who does not cooperate with the University in its attempts to maintain a drug-free environment, will face disciplinary action up to and including expulsion or dismissal from Western. Such persons also may be required, as a condition of continuing their relationship with the University, to enroll, at their own expense, in a substance abuse counseling and/or treatment program.

Individuals violating any town ordinances, state criminal laws, or federal laws relating to alcohol or drug use also risk fines and imprisonment.

If questions arise related to any of these guidelines or policies, contact the Student Life Office for the appropriate department for referral. Faculty, staff, and students are encouraged to familiarize themselves with resources available in the area of substance abuse, counseling, and treatment. In addition, the Campus Counseling Program is available to assist students with substance-related problems.

IV. AUTHORITY

Drug-Free Schools & Communities Act of 1989

V. RESPONSIBILITY

Chancellor, Dean of Students, Campus Counselor

Medical Marijuana

Although Montana state law permits the use of medical marijuana, (i.e., use by persons possessing lawfully issued medical marijuana cards), federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in any University of Montana Western housing or any other University of Montana Western property; nor is it allowed at any University-sponsored event or activity off campus.

Drug and Alcohol Education Programs

Montana Western provides educational sessions in the residence halls and training for the Residence Life Staff members. The Wellness Program, Student Activities Office, and Residence Life programming provide programs on these topics throughout the academic year, including participation in Alcohol Awareness Week. The Campus Counseling Program distributes information around campus. The Students Over Substance class is required of all students who violate the drug or alcohol policy on or off campus.

Right of Privacy, Release of Confidential Records (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students certain rights, privileges, and protections relative to individually identifiable student educational records that are maintained by Montana Western. Specifically:

- 1) Students' educational records (with the exception of directory information) will be released to third parties only with the written consent of the student.
- 2) Students have the right to inspect and review their own individually identifiable educational records. This right may be exercised by contacting the Registrar.
- 3) Students have the right to challenge information contained in individually identifiable educational records. Contact the Registrar for information.
- 4) A copy of the policy statement describing Montana Western's regulations for this Act is contained in the University Catalog.

FERPA permits the release of directory-type information to third parties without written consent of the student provided the student has been given the opportunity to withhold such disclosure. Montana Western releases, upon inquiry from third parties and for Montana Western's News & classification, class schedules, photos of students (if available), class, major, dates of attendance, and degrees, honors, and awards conferred; and/or the height, weight, name of high school attended and year of graduation of members of athletic teams.

Students may withhold directory information by checking the appropriate box on Montana Western's registration form for that particular semester/term, or by contacting the Registrar's Office, ADM-105, (406) 683-7371.

NOTE: While a request to withhold directory information may be made at any time, students wishing to have directory information withheld from the student directory for a specific term/semester should submit their requests no later than the end of the second week of classes for that particular term.

Dangerous or Disruptive Student

Montana Western is concerned about the physical, mental, and emotional welfare of its students. The University believes that all students have a responsibility for self-welfare, self-guardianship, and self-care. In addition, students are responsible for conducting themselves in a manner that is not violent or disruptive. Any behavior that may threaten the well being of Montana Western students will be dealt with in a sensitive and appropriate manner.

Montana Western strives to promote the health and safety of individual students with those of the broader campus community. When, in the judgment of appropriate University administration, a student's behavior constitutes a disruption or danger to the living/learning environment which the University seeks to create, the University will intervene.

The term disruptive or dangerous behavior includes, but is not limited to, the following: suicide attempts, suicidal gestures, or statements of suicidal ideation, alcohol or other substance abuse, self-inflicted violence, eating disorders, failure to comply with prescribed medication orders, destructive, intimidating, disruptive, violent or other inappropriate behavior, and any behavior that points to the potential of imminent, foreseeable or existing danger to self, other student(s) or other member(s) of the University community.

Suicide Attempts

Montana Western will consider all suicide attempts as serious. The University views any decision to attempt suicide as an indication of problems that are beyond the student's immediate ability to cope. The counseling office will assist in the identification of resources for students in need of immediate help. In addition, Montana Western recognizes that others in the community are affected by suicide attempts.

Upon notification of a Montana Western student attempting suicide the University will provide crisis intervention. The Counselor, Residence Life Director, and Dean of Students are to be notified immediately so that appropriate intervention may be coordinated.

The Dean of Students may arrange for any student who attempts suicide to withdraw from the University, effective immediately, so that the student can give full attention to recovering. Students who would like to re-enroll must follow the University's re-admission procedures for returning to Montana Western.

Other Disruptive or Dangerous Behaviors

When a student's behavior is perceived to be dangerous or disruptive to self or to other members of the campus community the matter should be referred to the Dean of Students.

The Dean of Students may require the student to undergo evaluation by an outside mental health or medical professional. A student referred for outside evaluation will be required to sign a release of information authorizing the Dean of Students to access the evaluation results and to allow the Dean of Students to discuss these results with the counselor and other professional staff at the University as needed. If the student poses an ongoing danger or disruption to self or the campus community, the student may be withdrawn from classes and campus housing terminated by the University. In order for the student to remain enrolled in school the student must adhere to the stipulations determined by the University. The student will be responsible for paying the cost of any off-campus treatment, including the evaluation.

Question Persuade and Refer (QPR) Program

Montana Western Student Affairs recently implemented the Question, Persuade, and Refer program for suicide prevention on campus. QPR is an intervention taken when warning signs are apparent in someone known to a QPR-trained person. QPR training is designed for all employees. The campus counselor and the Dean of Students offers workshops throughout the year to train employees on warning signs of suicide, to know how to talk to someone who appears to be at risk, and how to get that person the help they need.

Missing Student Policy and Procedure

Purpose: To establish procedures for the University's response to report a missing student, as required by the Higher Education Opportunity Act of 2008.

The University of Montana Western takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Montana Western students living in college-owned or on-campus housing who, based on the facts and circumstances known to Montana Western are determined to be missing.

Procedure: At the beginning of each academic year, Montana Western will inform students residing in on-campus housing that the University will notify either a parent or an individual selected by the student no more than 24 hours after the time that the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted by Montana Western no later than 24 hours after the time the student has been

determined to be missing. Students can register this confidential contact information through Residence Life.

- If the student is under 18 years of age, and not an emancipated individual, Montana Western is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.
- Montana Western will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- If Montana Western or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Montana Western will initiate the emergency contact procedures in accordance with the student's designation.

Montana Western will follow the following notification procedure for a missing student who resides in on-campus housing:

- Once the University receives a missing student report via the Dean of Students Office or other resource, the following offices will be notified:
 - Housing Office
 - Vice Chancellor
- Any official missing person report relating to this student shall be referred immediately to the Dean of Students.

Sexual Assault Prevention and Response

All forms of sexual assault and all attempts to commit such acts are regarded as serious University offenses that are likely to result in a severe penalty. Montana criminal law encompasses certain sexual offenses, and criminal prosecution may take place independently of charges under University regulations.

Any sexual assault occurring on or near campus should be reported as soon as possible to the Dean of Students office, which will investigate and provide assistance to victims. When assisting individuals, the Dean of Students will offer instruction on the importance of preserving evidence that may be necessary for criminal charges. The Dean of Students will inform the victim of options available on and off campus. Students may also report offenses to a variety of other campus officials, including coaches, club advisors, or Residence Life staff. University officials will review the academic and living situations of a victim of an alleged sexual assault upon request, and will make appropriate changes whenever possible.

Reporting a Sexual Assault

Reporting a sexual assault may help to prevent another assault. Reporting the incident does not mean that the victim must proceed with a University disciplinary process or a criminal prosecution. Immediately following an attack, the victim should try to write down everything she or he remembers about the incident, including the physical description of the suspect(s) and any further information about the identity or location of the suspect(s).

A counselor trained to deal with sexual assault issues in a confidential way will be available to speak with you. The counselor can assist you in contacting on and off campus resources for medical, legal, or emotional support. They also can assist you in changing an academic and/or living situation following an incident of sexual assault.

The counseling office is located on the second floor of Davis Hall. The victim can contact them by walking in, calling 406-683-7388 between 8:00am – 5:00pm or 406-925-9828 after hours.

When you talk to a counselor, you are not making a report or a formal complaint. All discussions are private and confidential and do not commit you to further action. Conversations with counselors are not disclosed to anyone without your expressed permission, unless there is a threat of physical harm to you or others.

No matter when the assault occurred or what you decide to do, consider counseling. Sometimes talking can be the most important step to healing. You may contact the counseling office at any time to arrange an appointment. Friends of victims may seek counseling and support as well.

Students should be aware that they have the option of notifying appropriate law enforcement authorities, including local police, Community Support, or other University officials. University officials also will assist the student in notifying police or Community Support, if the student requests such assistance.

Procedures for filing disciplinary complaints concerning sexual assault can be done in the Dean of Students office. For on campus disciplinary procedures; both the accuser and the accused may choose to be accompanied by another person during the proceedings. In addition, both the accuser and the accused are informed of the final determination of the disciplinary body and, when appropriate, any disciplinary action. Details of University procedures for responding to complaints, including an explicit listing of victim's rights, can be found in the Student Handbook. The University offers information and resources relating to preventing sexual assault and other sex offenses, including rape and acquaintance rape through workshops, speakers, and events sponsored by the health and wellness committee.

Crime Statistics

The Dean of Students office maintains a close relationship with the Dillon City Police and Beaverhead County Sheriff departments to ensure that crimes reported directly to these departments that involve the University are brought to the attention of the Dean of Students.

How do we compile these statistics?

The Dean of Students office collects the crime statistics disclosed in the charts through a number of methods.

Reports from Resident Assistants, Hall Directors, Dillon City Police, Sheriff Department, and others with authority to report a crime and compiled by the Director of Residence Life or the Chief of Police. Once these reports have been entered on to a spread sheet and are in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook the information is handed over to the Dean of Students to report the crimes on a chart on the following pages.

Definitions of reportable crimes in the Campus Security Act *(from the FBI's Uniform Crime Reporting Program)*

Criminal homicide

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

Forcible sex offenses

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

where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

- **Forcible fondling.** The touching of a private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- **Incest.** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery

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

Aggravated assault

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

Burglary

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

Motor vehicle theft

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

Arson

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

Other offenses

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

Offense definitions relating to hate/bias-related crime

Statistics as per the UCR Hate Crime Reporting Guidelines

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

- **Simple assault.** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious, severe, or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation.** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Off-campus Resources:

David Aronofsky 243-4742 University of Montana Legal Counsel

Paul Craft 683-3701 Dillon Police Department

Jay Hansen 683-3700 Beaverhead County Sheriff Department

Tom Barnes 683-5051 Beaverhead County Fire Department

Community Support Center 683-6106

Criminal offenses and arrests and judicial referrals statistics

Type of offense		On Campus	Residential Facility	Non-campus Building or Property	Public Property
Criminal homicide					
Murder/non-negligent manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Negligent manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Sex offense					
Forcible sex offenses	2008	0	0	0	0
	2009	2	0	0	0
	2010	0	0	0	0
Non-forcible sex offenses	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Robbery					
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Aggravated assault					
	2008	0	0	0	0
	2009	0	1	0	0
	2010	0	0	0	0
Burglary					
	2008	0	1	0	0
	2009	0	0	0	0
	2010	0	2	0	0
Motor vehicle theft					
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arson					
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

Arrests and judicial referrals

Other Offenses	On Campus	Residential Facility	Noncampus Building Or property	Public Property
Arrest				
Liquor Law Violations				
2008	0	5	0	33*
2009	3	2	0	26*
2010	1	3	0	0
Drug Abuse Violations				
2008	0	5	0	5
2009	0	4	6	0
2010	1	3	0	0
Weapon Law Violations				
2008	0	0	0	0
2009	0	0	0	0
2010	0	0	0	0
*Reported MIP's in town.				
Judicial Referrals				
Liquor Law Violations				
2008	0	16	0	0
2009	0	21	0	0
2010	0	9	0	0
Drug Abuse Violations				
2008	0	4	0	0
2009	0	1	0	0
2010	0	3	0	0
Weapon Law Violations				
2008	0	3	0	0
2009	0	0	0	0
2010	0	1	0	0

Offense relating to hate/bias-related crime

Other Offenses	On Campus	Residential Facility	Non- campus Building Or property	Public Property
Simple assault				
2008	0	0	0	0
2009	0	0	0	0
2010	0	0	0	0
Intimidation				
2008	0	0	0	0
2009	0	0	0	0
2010	0	0	0	0

Fire Safety Statement

The University of Montana Western maintains compliance with Fire and Life-Safety standards in all buildings in accordance with the National Fire Protection Association (NFPA). The compliance involves annual inspections of all fire detection systems (smoke detectors, heat sensors, horn strobe devices, etc.) and fire protection systems (sprinkler systems, fire extinguishers, kitchen hood systems, etc.) In addition to fire inspections, emergency egress and relocation drills are conducted with sufficient frequency to familiarize occupants with drill procedures. Fire evacuation drills are conducted one time per academic year in all buildings on campus.

On-campus student housing and life safety systems

The University has a total of seven on-campus student housing facilities. All but South Campus Housing and Family Housing are equipped with fire detection systems, including smoke and heat detectors, fire alarm pull-box stations, and sprinklers for fire suppression. Family Housing is equipped with fire detection systems, including smoke and heat detectors. South Campus Housing has battery operated smoke detectors. All fire life-safety systems report to Facilities, the Dean of Student, and Residence Life.

Mandatory supervised fire drills

The Dean of Students, Residence Life, and Facilities conduct one mandatory fire evacuation drill per calendar year. The fire evacuation drills are supervised by the Dean of Students, a team of University employees, and the Beaverhead County Fire Department. The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing facility.

FIRE LOG

OCCURRED DATE/TIME	DESCRIPTION	LOCATION	DISPOSITION
1/5/10 10:50PM	FALSE ALARM CAUSED BY BURNT FOOD	FAMILY HOUSING 106	RESIDENT SPOKEN WITH
2/27/10 5:25PM	FALSE ALARM CAUSED BY BURNT FOOD	FAMILY HOUSING 201	RESIDENT SPOKEN WITH
3/25/10 11:00PM	FALSE ALARM CAUSED BY UNKNOWN	STC	UNKNOWN PERSON
4/18/09 11:10PM	FALSE ALARM CAUSED BY UNKNOWN	FAMILY HOUSING B1	RESIDENT SPOKEN WITH
5/2/2010 7:59PM	FALSE ALARM CAUSED BY BURNT FOOD	FAMILY HOUSING 205	RESIDENT SPOKEN WITH
5/4/10 8:50PM	FALSE ALARM CASUED BY BURNT FOOD	CENT 406	RESIDENT SPOKEN WITH
5/5/10 8:30PM	FALSE ALARM BROKEN WATER SPRINKLER	CLARK 210A	UNKNOWN PERSON
6/8/10 5:50PM	FALSE ALARM SAFTY PANEL MALFUNCTION	MATHEWS HALL	SAFETY PANEL BEING FIXED
7/16/10 6:13PM	FALSE ALARM SAFETY PANEL MALFUNCTION	MATHEWS HALL	SAFETY PANEL BEING FIXED
8/25/10 7:53PM	FALSE ALARM PULL STATION	MAIN HALL 3 RD FLOOR	CONSTRUCTION CREW
9/10/10 5:19PM	FALSE ALARM CAUSED BY DUST IN STUDENT ROOM	MATHEWS 101	RESIDENT SPOKEN WITH
9/29/10 11:39PM	FALSE ALARM CAUSED BY BURNT POPCORN	DAVIS 108	RESIDENT SPOKEN WITH
10/2/10 12:30PM	FALSE ALARM CAUSED BY COOKING IN KITCHEN	DAVIS KITCHEN	RESIDENT SPOKEN WITH
10/13/10 4:09PM	FALSE ALARM CAUSED BY BURNT FOOD	MATHEWS 115	RESIDENT SPOKEN WITH
10/29/10 1:44PM	FALSE ALARM CAUSED BY SMOKE	DINING HALL	STAFF SPOKEN WITH
10/29/10 10:33PM	FALSE ALARM CAUSED BY SMOKE	MATHEWS KITCHEN	RESIDENT SPOKEN WITH
12/9/10 1:38AM	FALSE ALARM CAUSED BY STEAM	3 RD CENT BATHROOM	RESIDENT SPOKEN WITH

EMERGENCY RESPONSE AND EVACUATION PROCEDURES TESTS

OCCURRED DATE/TIME	DESCRIPTION	LOCATION	DISPOSITION

DRILLS WERE DONE FALL OF 09 AND SPRING 11, WHICH SATISFIES THE NEED TO PRACTICE ONCE A YEAR.

Residence Halls

Cooking in Rooms

Because of health concerns, only minimal cooking is allowed in residence hall rooms. Popcorn poppers are allowed if there is no exposed heating element. Coffee pots are allowed only if equipped with an automatic shutoff, but care should be taken to maintain these appliances. Small microwave ovens are allowed if under 800 watts. Refrigerators under 4.2 cubic feet are allowed. Toaster ovens, toasters and George Foreman-type grills are not allowed. Items will be confiscated by Residence Hall Staff and held until the semester ends.

Smoking

The residence halls are a smoke-free environment, and no smoking may occur in hallways, public areas, or students' rooms. Smoking is permitted outside of a building. Students must be at least twenty (20) feet from the building.

Fire Hazards

Residents are responsible for taking all possible precautions to prevent fires. The use of multi-socket extension cords or the installation of non-approved wiring by residents is prohibited by fire regulations.

Candles, Incense & Other Fire Hazards

Because of the threat of fire to residents and their property candles, incense, beanbag chairs, wall hangings that can obstruct fire sprinklers and halogen lamps are prohibited. Possession of any of the above items will result in community service hours. Items will be confiscated by Residence Hall Staff and held until the semester ends.

Fire Drills & Fire Equipment

Misuse of any fire equipment, starting fires, setting off false alarms, or failing to evacuate and/or hindering in the evacuation of others will result in disciplinary action and possible criminal action.

Participation in fire drills is mandatory.

Fire drills are conducted at least once each year in each hall to inform residents of the proper evacuation procedures. The RA on each floor will explain the evacuation procedures at the first floor meeting and an evacuation plan will be posted at each floor exit door. Be sure you are familiar with these procedures. Your life may depend on it.

Evacuation Guidelines:

- a) Open curtains, pull up blinds or shades.
- b) Close window.
- c) Put on shoes and a coat, in case you must remain outside for an extended period.
- d) Turn off all lights.
- e) Close door and take your room key as staff will enter your room to conduct a visual check and will lock your room door.
- f) Leave building by the nearest exit, unless that path is obstructed by fire, in which case, find an alternate exit.
- g) Use stairs, not elevators during evacuation, as you could become trapped.
- h) If you *smell smoke* while in your room, first feel your door and doorknob to determine if heat is present. If it is not, place a towel over your mouth and open your door. *If you see smoke, crawl* to the nearest exit (heat and smoke rise, and you are safer closer to the floor).
- i) When you feel your door, *if heat is present, do not open your door*. Put a towel over your mouth and under your door, open your window, hang a piece of white cloth out the window, and then close the window. The cloth will let firefighters know where to find you. Unless you live on the first floor, do not jump out of your window. Never break your window, as this will draw smoke into your room. Notify the Hall Director that you are still in your room.
- j) Remain outside until a signal is given to re-enter the building.

Training

The University conducts fire-safety training for residents, RA's, and building managers.

RA training covers:

Evacuation and emergency preparedness

Emergency Phone Numbers

On-campus 683-

CAMPUS SECURITY 7141

FACILITIES SERVICES 7141

NICOLE HAZELBAKER	7565 (w)
Dean of Students, Davis Hall	7900 (w)
	925-9782 (c)

Emergency Command Hierarchy

The Dean of Students (Nicole Hazelbaker) has been designated as the first point of contact for any emergency on campus. For reference, her phone numbers are:

A. Cell Phone 925-9782

B. Office Phone 683-7900

Should she be unavailable, the following individuals shall be contacted in the order prescribed below. As well, these individuals will have complete administrative control should they be designated as the Incident Commander:

Richard Storey	683-4208 (h) 683-7151 (w)
Susan Briggs	660-0027 (c) 683-7349 (w)
Karl Ulrich	660-1741 (c) 683-7358 (w)
Anneliese Ripley	683-9462 (h) 683-7537 (w)

Montana Western Crime & Emergency Reporting List

The following people or organizations are to be contacted in cases of criminal actions or emergencies occurring on Western property.

If an Emergency:

Dial 911 first, then call

Campus Security, 683-7142, cell: 596-2222

or Hall Director on Duty, Cell: 925-9828

then call Dean of Students, Cell: 925-9782

Dillon Police Department, 683-3701, Paul Craft, Chief of Police

Dillon Fire Department, 683-5051, Tom Barnes, Fire Chief

Beaverhead County Sheriff, 683-3700, Jay Hansen, Sheriff

If not an Emergency,

Call one of the following:

Campus Security/Facilities Services, 683-7141, Cell: 596-2222

(individual varies depending on schedule)

or Hall Director on Duty, Cell: 925-9828

(individual varies depending on schedule)

To contact an Administrative Officer:

Call Campus Security/Facilities Services, 683-7141,
who will provide the name and phone number of Administrative Officers.

If unable to contact Campus Security or Hall Director on Duty:

Call Facilities Services, 683-7142

Lee Richardson, Director of Facilities Services.

Crisis Management Team

Nicole Hazelbaker, Dean of Students 683-7900, cell: 925-9782

Dick Storey, Chancellor, 683-7151

Karl Ulrich, Provost and Vice Chancellor for Academic Affairs, 683-7115

Susan Briggs, Vice Chancellor for Administration, Finance, & Student Affairs, 683-7031

Poison Control – 1-800-525-5042