

2012 Annual Security and Fire Safety Report

A message from our president

This is a joint publication of the Wayne State University Police Department and the Office of the General Counsel.

OUR CAMPUS

WSU's main campus comprises nearly 200 acres in the heart of an urban center that supports 28,938 students and 6,500 employees. The University also boasts one of the nation's most diverse student bodies and welcomes students from all 50 states and nearly 65 countries. Hundreds of people cross one of the busiest international borders in North America between Windsor, Canada, and Detroit, Michigan, every day to study and work at the University.

WSU has extension campuses at the Oakland Center in Farmington Hills, the Harper Woods Center in Harper Woods, the Macomb Education Center in Clinton Township, the Macomb University Center in Clinton Township, and the Wayne State University Advanced Technology Education Center in Warren.

As part of its mission, Wayne State University continually strives to reach the highest standards of excellence in ensuring the safety of all who comprise the University community. Our law enforcement professionals work around the clock to ensure a pleasant and user-friendly campus for our students, faculty, staff and visitors.

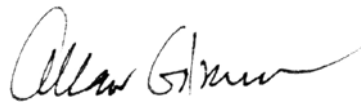
Whether in patrol cars, on mountain bikes or behind desks, the 54 dedicated men and women of the Wayne State University Police Department (WSUPD) handle all police, criminal and safety matters on our campus. The department's members seek to vigorously and faithfully enforce the law with uncompromised integrity and without bias, and to provide community-oriented services with efficiency, professionalism and courtesy. Our full-service department is available to the University community 24 hours a day, seven days a week, 365 days a year.

Although safety is our top priority, we cannot achieve it alone. At Wayne State, we use a community approach to law enforcement, recognizing that strong partnerships between police and the campus community enable us to do the best possible job of protecting people and property.

In compliance with the Crime Awareness and Campus Security Act, commonly known as the Clery Act, the University is publishing this document to provide its students, faculty and staff with an overview of our public safety resources, policies and procedures. This report is intended to fulfill that requirement and is divided into two sections: Section A, Annual Security Report; and Section B, Annual Fire Safety Report. Please take a few moments to read it carefully. It also provides information on how you can take an active role in preventing crime and increasing your safety and security while on campus.

This document is posted on the WSUPD website, police.wayne.edu; on the Dean of Students website, doso.wayne.edu; and on the Office of the General Counsel website, generalcounsel.wayne.edu. A hard copy of this report can be downloaded from any of these websites. The University also reports the annual crime statistics contained in this document to the U.S. Department of Education. A searchable database containing those statistics can be found at www.ope.ed.gov/security.

Campus crime statistics included in this report are gathered from a variety of sources, including campus and local law enforcement agencies, and campus officials with significant responsibility for student and campus activities.



Allan Gilmour, president

A. ANNUAL SECURITY REPORT

The Annual Security Report is divided into these areas:

- A question and answer section on safety and security issues, including where to report incidents, Timely Warnings and Emergency Notifications, and available safety programs.
- A summary of Wayne State campus crime statistics for the years 2009, 2010 and 2011.
- A summary of Michigan and federal laws as they pertain to drug and alcohol abuse.
- The Wayne State policy on drugs and alcohol.
- Suspension of eligibility for financial aid for drug-related offenses.
- The Wayne State policies on sex discrimination, harassment and assault, and where to report incidents.
- A summary of victim support services.
- A summary of student resources for reporting sexual assault or harassment.
- A summary of Wayne State emergency response and evacuation procedures.
- A summary of the Wayne State missing student notification policy.

QUESTIONS and ANSWERS on Safety and Security Issues

1. Does Wayne State have its own police force?

Yes. Since its establishment in 1966, the WSUPD (formerly Public Safety) has endeavored to provide a safe and secure environment for the entire University community. The department provides a full range of professional law enforcement services to both the main and medical center campuses as well as the surrounding neighborhoods. There are **54** sworn officers who are responsible for patrolling the campus and surrounding areas 365 days a year. A group of civilian cadets (**15**) act as eyes and ears for our police officers by way of conducting uniformed foot patrols in and around our main campus.

Each officer has at least a bachelor's degree and many have advanced degrees. Nearly half of our police officers are Wayne State graduates. Each officer completes an intensive training course at a state-certified police academy, followed by a demanding 13-week program at Wayne State. Refresher courses and additional training also keep officers current with the latest practices in their profession.

All WSU police officers are fully licensed through the Michigan Commission on Law Enforcement Standards (MCOLES). All officers are sworn peace officers commissioned under State law, and each officer has also been commissioned as a Detroit Police officer. Officers are empowered to enforce all federal and state laws including the Michigan Motor Vehicle Code and City of Detroit Ordinances, both on and off the campus. As sworn police officers, they are empowered to make arrests, investigate crimes, issue citations for traffic offenses or parking violations and take any other necessary action to address any criminal or public infraction in the vicinity of the WSU campus. WSU police officers work very closely with the Detroit Police Department, Wayne County Sheriff's Department, the Michigan State Police, and Federal law enforcement authorities.

2. What should I do if I'm the victim of a crime or if I witness a crime? Whom do I contact in an emergency?

If you are a victim of a crime or a witness to one, or if you need to report a fire, medical or other emergency, call the WSU Police at **313-577-2222**.

Criminal activity or any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus should be reported to the WSU police immediately at **313-577-2222**. Our police dispatch center is fully equipped to handle and coordinate all emergencies and is prepared to seek appropriate assistance from other university officials, such as Environmental Health and Safety, the National Response Center and the University Health Center, depending on the type of emergency involved.

If you are the victim of a sexual assault, or witness a sexual assault, in addition to notifying the WSUPD, you should report the assault to the Title IX Coordinator at **313-577-2280** or the Title IX Deputy Coordinator at **313-577-1010**.

If you don't have access to a cell phone or landline, there are 330 illuminated "blue light" emergency phones located around campus, its perimeter and in its parking facilities. The phones are mounted on kiosks or attached to building walls. Once the receiver of the phone is picked up, the blue light begins flashing, enabling WSU Police Officers to see the light from two to three blocks away. The phones also allow police communication personnel to pinpoint the caller's location immediately. They are programmed to dial directly to WSUPD with the touch of a single button. The communication center is staffed 24 hours a day, seven days a week to receive both emergency and non-emergency requests for service. WSUPD is located at 6050 Cass.

When responding to reports of criminal activity or any significant emergency or dangerous situation, WSUPD begins

by documenting and investigating the situation, apprehending perpetrators when possible, and arranging for emergency responses from other agencies such as the fire department or emergency medical service.

We discourage placing emergency calls to 911 because calls to 911 do not go to the WSU Police — they go directly to the Detroit Police Department, Detroit Fire Department and Emergency Medical Services, whose responders are not intimately familiar with the campus. Our WSUPD officers are well-acquainted with our campus and can respond much more quickly to campus-related emergencies.

3. How does WSU communicate with the campus? How does the WSUPD give Emergency Notifications and Timely Warnings as required under the Clery Act?

The University gives **Emergency Notifications** to the campus upon confirmation of a significant emergency or dangerous situation involving an **immediate threat to the health or safety of individuals occurring on campus**. This is intended to ensure that students and staff receive notification of a broader set of emergency situations on campus, such as an active shooter, a bomb threat, gas leaks, a tornado or similar situations involving active and palpable threats. The Chief of Police, with the advice and assistance of members of the WSU Crisis Management Team, will determine when an Emergency Notification is required. **Emergency Notifications** are given in emails, text messages and via other means to students, faculty and staff by the WSUPD upon confirmation of an immediate threat to the health or safety of individuals on campus.

The University gives **Timely Warnings** to the campus community when certain crimes occur that pose a continuing risk to the safety of the campus community. Timely Warnings are given in emails, text messages and via other means to

QUESTIONS and ANSWERS on Safety and Security Issues

students, faculty and staff as soon as reasonably possible after the occurrence of the crime; they alert individuals to the potential that subsequent similar crimes could occur and permit them to better protect themselves. The WSUPD, under the direction of the Chief of Police, is responsible for making these Timely Warnings. The decision on the need for a Timely Warning will be made by the WSUPD on a case-by-case basis in light of all facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, the accuracy of reported information, and the possible risk of compromising law enforcement efforts.

To receive these messages by text or instant messages, you may register in the **Broadcast Message System** at computing.wayne.edu/broadcast.

Every attempt will be made to ensure these notices are substantively accurate and specific enough to be helpful.

Both the immediate **Emergency**

Notifications and the **Timely Warnings** are posted on the WSUPD website at police.wayne.edu. The WSUPD will also provide periodic updates to these notices as necessary.

Each time the WSUPD sends an Emergency Notification or Timely Warning to the campus community, it reminds students, faculty and staff of **prevention and attitude tips**, such as: be aware of your surroundings; notice other people; trust your instincts; and assess your own vulnerability.

The WSUPD also emails a monthly crime report called **Campus Watch** to all students, faculty and staff. Campus Watch lists the number of reported incidents for the previous month and includes information on homicide, sex offenses (forcible and non-forcible), robbery, aggravated assault, breaking and entering, larceny (theft of personal property), vehicle theft and arson.

WSU's annual crime statistics are listed in this Clery Report, which is published in

the fall of the year. These statistics include crimes in the 12 Clery-reportable offenses shown below. The information for this report comes from WSUPD and reflects information reported to the police and by Campus Security Authorities (CSAs) in and immediately around campus. (CSAs are any institutional employees with significant responsibility for student and campus activities, such as residential advisors, dean of students staff, athletic director and team coaches).

The statistics for the past three years are in the chart below.

4. How are campus facilities, including University apartments and residence halls, kept safe and secure? Who has access to these buildings?

In general, University buildings, such as classroom and office buildings, are

Statistics for 2009, 2010 and 2011

CRIMINAL OFFENSES	STUDENT HOUSING			MAIN CAMPUS including University housing			EXTENSION CAMPUSES Oakland Center, University Center, Macomb Center, Harper Woods Center and ATEC		
	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder and Non-negligent									
Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible	2	1	0	5	2	2	0	0	0
Sex Offenses: Non-forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	1	5	3	1	0	0
Aggravated Assault	1	0	0	2	5	2	0	1	0
Burglary	24	23	13	39	23	18	2	1	0
Motor Vehicle Theft	0	0	0	18	16	8	1	0	0
Arson	0	0	1	0	1	2	0	0	0

CRIMINAL OFFENSES	NON-CAMPUS PROPERTY			PUBLIC PROPERTY adjacent to campus and parking lots		
	2009	2010	2011	2009	2010	2011
Murder and Non-negligent						
Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	3	1	1
Sex Offenses: Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	12	16	23
Aggravated Assault	0	0	0	1	2	2
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	5	1	0	53	56	47
Arson	0	0	0	0	0	0

QUESTIONS and ANSWERS on Safety and Security Issues

ARRESTS AND REFERRALS FOR INTERNAL DISCIPLINE

	MAIN CAMPUS			REFERRALS		
	2009	2010	2011	2009	2010	2011
Alcohol Violations	53	52	14	46	50	15
Narcotic Violations	0	0	1	2	5	10
Weapons Violations	1	1	0	1	0	0
CAMPUS STUDENT HOUSING						
Alcohol Violations	46	50	14	46	50	14
Narcotic Violations	0	0	1	2	5	10
Weapons Violations	1	1	0	1	0	0
EXTENSION CENTERS						
Alcohol Violations	0	0	0	0	0	0
Narcotic Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0

HATE CRIMES

There were no Hate Crimes reported on the main campus or extension campuses in any of the reportable areas of crime.

open during normal business and class times and locked and closed at the end of the day. Laboratories and research facilities, which require greater security, have intrusion alarms and card-access systems. Police Officers and Cadets patrol University buildings and facilities during and after business hours and regularly make building checks.

Wayne State has taken numerous steps to ensure the safety of our growing on-campus residential population. Currently, there are approximately 2,850 residents living in three apartment facilities and three residence halls on campus. All residential buildings are locked 24 hours a day and require a card or key for entry. All housing facilities have a staffed 24-hour reception desk. In addition, a key is required for admittance to individual rooms and apartments. Each day on-call duty staff tour the buildings and respond to issues and resident concerns. University police also routinely walk through all housing facilities.

Visitors at the residence halls and apartments must submit a Wayne State OneCard, driver's license or state identification card to receive a pass with a bar code. Once they leave the premises, they are removed from an internal tracking system that enables housing personnel to determine who is in the building.

Each year the University publishes a **Community Living Guide** for the Residence Halls and Apartments. The

Guides contain detailed information about Apartment and Residence Hall Policies, Services and Amenities, Check-in and Check-out Procedures, Safety, Security and Emergency Procedures, Personal Emergency Planning and Policies, Procedures and General Information. The Guides also contains a listing of important phone numbers. They can be accessed online at: housing.wayne.edu/forms-policies.php.

5. What about lighting and maintenance issues that affect campus safety?

Outside lighting and landscaping are designed for pedestrian safety and security. Sidewalks provide well-traveled and lighted routes from parking areas to buildings and from building to building. Areas across campus are routinely surveyed to ensure they are well-lit and that burned-out lights are promptly replaced. WSUPD urges the University community to contact them at **313-577-2222** if they see an area in need of additional or replacement lighting. The non-emergency number for the Wayne State Police is **313-577-6057**. Landscape personnel regularly trim shrubbery around sidewalks, buildings and entranceways to maximize visibility and eliminate areas where someone could hide. In terms of building security, exterior doors are locked electronically by

University personnel. WSUPD routinely checks exterior doors to make sure they are locked.

Campus surface parking is designed and constructed to allow easy observation by those using the lots and structures as well as maximum visibility for police officers and parking office personnel. Parking structures are routinely patrolled during normal operation hours and staffed by parking office personnel.

6. Are there any programs offered specifically for students and employees to help them better understand campus security procedures and proactive measures to protect themselves and prevent crime?

WSUPD routinely provides a wide array of presentations and programs designed to educate students and employees about security procedures to help keep them safe and informed about reporting and preventing crime. These include the following:

SafeWalk Program. If anyone at any time feels uneasy about walking on campus, simply call WSUPD at **313-577-2222** and request the SafeWalk service. The police will dispatch a uniformed and radio-equipped Cadet to walk with you to your destination. If a Cadet is not available, the police will dispatch a patrol officer to provide the service.

Rape Aggression Defense (RAD) Courses. The WSUPD conducts these courses on a monthly basis during the academic year. This is a program of realistic self-defense tactics and techniques for women. It covers awareness, prevention, risk reduction and avoidance and progresses to the basics of hands-on self defense. This program is a 13-hour self defense course for women that has been internationally recognized as an effective and easy-to-learn personal safety tool.

Be Prepared – Surviving an Active Shooter Incident. This course is available to all students, faculty and staff online

QUESTIONS and ANSWERS on Safety and Security Issues

through the **Blackboard** system.

Sexual Harassment Prevention & Awareness. This training program is available to all employees through the Organization & Employee Development section of the Human Resources website.

Street Smarts – How to Avoid Being a Victim. The WSUPD provide these personal safety seminars for a variety of student groups and organizations. These seminars provide easy-to-use, real-world, common-sense personal safety tips for a wide variety of situations. Each seminar is 90 minutes and a video by a (now former) Chicago Detective addresses a number of everyday life situations and how the criminal looks for the most vulnerable victim.

Vehicle Identification Number (VIN) Etching Sessions. The WSUPD hosts bi-monthly Vehicle Identification Number (VIN) Etching sessions. This service is FREE to employees and students. Using a mild acid paste and computer cut stencils, VIN Etching consists of cleanly, professionally, permanently and discreetly etching your car or truck VIN on six of your vehicle windows as a method of discouraging vehicle theft. Once a thief sees that your car is etched, they realize the etched windows will have to be replaced to match the bogus VIN plate they plan to install on your retagged car. This makes the theft of your vehicle cost prohibitive.

Child Safety Training Program.

This program is designed to increase employees' awareness about common signs of physical and sexual abuse and bullying of minors. There is significant emphasis on whom to call if one suspects abuse and/or bullying. This program is administered by the Office of Internal Audit and targets all groups or individuals who may come in contact with minors on campus. The Office of Internal Audit will be modifying its website in the near future to include links about this training.

Club Steering Wheel Lock Program.

In an attempt to reduce your chances of becoming an auto theft victim anywhere, WSUPD will provide to any student, staff or faculty member a steering wheel lock at the discounted price of \$13.

Awareness and action programs are presented each year at orientation to freshmen and their parents, transfer

students, incoming international students and new and continuing employees. Brochures and other printed material are also available on topics such as self-protection, sexual assault, emergency phones and maximizing security of property, computers, offices, vehicles and bicycles.

7. What does WSU do to make its students aware of resources for keeping themselves safe?

At the beginning of each school year, the Dean of Students sends the following information, by email, to all students:

Enroll in the **Broadcast Message System**, Wayne State's emergency notification system which uses texts, instant messages and emails to alert you of a campus emergency at: computing.wayne.edu/broadcast.

Notification of cancellation of classes will be posted on the University's main Web page at wayne.edu. Those who have signed up for the Broadcast Message System will also receive notification through text, instant message or email. Note: To sign up for the Broadcast Message System, go to <http://broadcast.wayne.edu> and follow the simple instructions. Local television and radio broadcasts also provide information on University closure.

Program the WSUPD number (**313-577-2222**) into your cell phone. You can call the Communications Center of the WSUPD 24 hours a day, 7 days a week, and 365 days a year for any emergency, including fire and health emergencies.

For more resources on staying safe go to: http://www.police.wayne.edu/campus_watch.php.

Put together a **personal preparedness plan**. We have developed a checklist to assist you. Go to: http://doso.wayne.edu/Student_Preparedness_Checklist.pdf. Click on the link for Student Preparedness Checklist.

The University's **Missing Students Policy** is located at: http://doso.wayne.edu/MISSING_STUDENTS_POLICY.docx. Click the link for Missing Students Policy. If you reside on campus, complete a

missing student confidential contact form. Forms can be obtained at the front desk of your residence hall or University-owned apartment.

In **emergency conditions**, the **Wayne State Crisis Management Team** convenes to respond to the situation and disseminate timely information to the campus community. Wayne State has a rigorous crisis plan which is continually updated and revised. The University also conducts drills and simulations to prepare for crisis.

If you are experiencing stress or feel you may need assistance, please contact **Counseling and Psychological Services (CAPS)**. CAPS is part of Student Services and is dedicated to providing counseling and psychological services to Wayne State students. CAPS can be reached at **313-577-3398**.

The President periodically sends out emails to the campus community discussing where to turn for assistance or where to report if you have been the victim of or witnessed a questionable incident.

In addition, the WSUPD website contains **Safety Tips** for Around Campus, Commuting Safely, Fraud Tips, Home Safety, Personal Safety, Auto Crime Prevention and Travel Safety.

The University maintains a **Student Update and Information Team (SUIT)** to address student behavior issues that often involve threatening behavior. SUIT regularly serves as a threat assessment and early intervention team. SUIT assists the University in responding early and in a coordinated way to potential behavioral concerns. SUIT provides guidance to members of the University community in an effort to achieve consistency in handling student issues and in ensuring compliance with the Student Code of Conduct, housing policies and other student-related policies and practices.

Any person who is concerned about student behavior should contact the Dean of Students at **313-577-1010**, by email at doso@wayne.edu, or through an online **Care Report** available at doso.wayne.edu/student-conduct/suit.

Michigan and Federal Laws

Summary of Michigan and Federal Laws Pertaining to Drug and Alcohol Abuse and Possession and Sale

The unlawful manufacture, delivery or dispensation of a controlled substance or possession of a controlled substance with intent to manufacture or deliver the controlled substance, is a felony. The penalties for violating the law vary depending on the amount and nature of the drug. Penalties range from life imprisonment, for large amounts of certain drugs, to not more than two years or a fine of more than \$2,000 (or both), for others. The penalty for possession of large amounts of controlled substances also varies according to the amount and nature of the drug. Possession of large amounts of certain drugs may be punishable by life imprisonment. Possession of very small amounts of marijuana (less than 25 grams) is a misdemeanor punishable by up to one year in jail (or a fine of not more than \$1,000 or both). Additional fines and imprisonment can be imposed for the delivery of drugs to a minor. Second and subsequent offenses are also punished by harsher fines. MCL 333.7401, et seq.

Property used to transport controlled substances may be confiscated and forfeited to the state. MCL 333.7522.

A person driving under the influence of alcohol or controlled substances is guilty of a misdemeanor punishable by service to the community for a period of not less than 30 days and not more than 60 days, imprisonment for not more than 90 days or a fine of not less than \$100, in addition to suspension of his or her driver's license. Subsequent offenses carry additional fines and lengthier terms of imprisonment, as well as forfeiture of the right to drive. Also, causing a death or long-term incapacitating injury is a felony. MCL 257.625.

A person who is convicted of intoxication in a public place and acting in a manner that endangers the safety of another person or property is guilty of a misdemeanor. MCL 750.167

Any person under the influence of alcohol or drugs who carries, possesses, uses or discharges any firearm is guilty of

a misdemeanor. Upon conviction, the weapon is also forfeited to the state. MCL 750.237 and MCL 750.239.

The federal government decides if and how a drug should be controlled. Psychoactive (mind-altering) chemicals are categorized according to Schedule I to V. This schedule designates if the drug can be prescribed by a physician and under what conditions. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I to V.

Schedule I drugs have a high potential for abuse with no medical uses. Production of these drugs is controlled. Examples include GHB, heroin, methaqualone, all hallucinogens and THC, which can also be a Schedule II drug, depending on its form.

Schedule II drugs have a high potential for abuse, but have some medical uses. Production of these drugs is controlled. Examples include opium, morphine, codeine, other narcotics, barbiturates, cocaine, amphetamines, PCP and oxycontin.

Federal criminal penalties for selling Schedule I and II drugs vary with the quantity of the drug and whether the individual has the drug for personal use or for sale. Criminal penalties are more severe if sale or use of the drug results in death, if drug use is tied to sexual assault or for repeat offenses.

Federal penalties for Schedule I, II, III, IV and V (except Marijuana) are set forth in the attached **Schedule A**.

Federal penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances are set forth in the attached **Schedule B**.

Schedule III, IV and V drugs include those most citizens would categorize as "prescription drugs." Schedule III drugs have some potential for abuse but less than those on Schedules I and II. The potential for abuse of Schedule IV drugs is less than those on Schedule III, and the potential for abuse of Schedule V drugs is less than those on Schedule IV. All Schedule III to V drugs have medical uses and their production is not controlled. Examples of these drugs include some narcotics, barbiturates, depressants, amphetamines and other stimulants.

Penalties for sale of these drugs depend on whether it is a first offense or repeated offense. See **Schedule A**.

Health Risks and Medical Consequences of Alcohol and Drug Abuse

For the user, abuse of alcohol and illegal drugs presents significant health risks and medical consequences:

- Addiction to alcohol or other drugs is a progressive disease, which, if untreated, can be fatal.
- Alcohol abuse can result in liver damage and disease, gastrointestinal problems and brain damage.
- Abuse of alcohol and marijuana during puberty can cause imbalance of sex hormones resulting in reduced muscle mass and shrinkage of testicles in males, and menstrual difficulties and infertility in females.
- Marijuana is psychologically addicting and can contribute to short-term memory problems.
- Long-term use of stimulants (uppers, including speed, crack, methyl, crystal, etc.) may cause permanent damage to the brain, heart, lungs, and other organs.
- The use of cocaine and amphetamines can result in heart attacks; people who lack an enzyme called pseudo cholinesterase in their bodies can die from a single minute dose of cocaine.
- Inhalants (poppers, rush, laughing gas, sniffing of glue or paint thinner, etc.) may cause mental confusion, mood swings, delusions, or hallucinations.
- The use of hallucinogens, especially PCP (angel dust) can result in an irreversible drug-induced psychotic state and/or delusions of omnipotence, which can trigger life-threatening behavior.
- Depressants (downers, lodes, reds, 714s, barbs) greatly increase the risk of accidents and automobile crashes because they affect vision, judgment, coordination and other physical skills.
- Intravenous drug users (users of heroin and other opiates) risk infection by diseases such as hepatitis and Acquired Immune Deficiency Syndrome (AIDS) from sharing needles.

University Policies

University Policy on Drugs and Alcohol

The University's full policy on Drug And Alcohol Abuse On Campus is set forth on the Board of Governors' website at bog.wayne.edu/code/2_20_04.php.

As outlined more fully in that policy, WSU is committed to providing a drug-free environment for its faculty, staff and students. The unlawful possession, use, distribution, dispensation, sale or manufacture of drugs or alcohol is prohibited on University premises, at University activities and at University workites.

Any employee or student employee who is convicted of a criminal drug offense occurring at the workplace is subject to appropriate employee discipline in accordance with established University policies and collective bargaining agreements and may be required to participate satisfactorily in a drug abuse or rehabilitation program as a condition of continued employment.

Any student or employee who, while on University premises or at any University activity, engages in the unlawful possession, sale, manufacture, distribution or use of drugs or alcohol shall be subject to appropriate sanctions, in accordance with established University policies and collective bargaining agreements, and in conformity with local, state and federal law, and in conformance with the Student Code of Conduct. Appropriate sanctions may include expulsion or termination. A student or employee who is found to have violated this policy may be required to participate in a drug or alcohol treatment program as a condition of further employment or enrollment.

All faculty, staff and students must abide by the terms of the Board policy as a condition of employment or enrollment at the University. Any faculty or staff member who is engaged in the performance of a federal grant or contract and who is convicted of a criminal drug-related offense that occurred at the work place, must notify his or her supervisor within five (5) days of the conviction.

The University is required by law to notify federal grantor agencies of such convictions within 10 days after it receives such notice. For purposes of this policy, a conviction includes a plea of guilty or of *nolo contendere*.

The University encourages employees and students who may have substance abuse problems to seek professional advice and treatment. Wayne State University employees may obtain confidential assistance through the Wayne State University Employee Assistance Program Professionals at **Ulliance, 1-800-448-8326; ulliance.com/eap**. Students may seek confidential assistance by contacting Counseling and Psychological Services (CAPS) at **313-577-3398**.

University Policies on Sex Discrimination, Harassment and Assault/Where to Report

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault/violence.

While this law is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to all areas of the University. The **Title IX Coordinator** for WSU is the Director of our Office of Equal Opportunity, who can be reached at **313-577-2280; eb6450@wayne.edu**. The **Deputy Title IX Coordinator** for WSU is the Dean of Students, who can be reached at **313-577-1010; ak3096@wayne.edu**. Reports can be made to either individual.

The University's policies on sex discrimination, harassment and assault/violence are as follows:

BOG statute 2.28.01 Nondiscrimination/affirmative action policy [bog.wayne.edu/code/2_28_01.php]

BOG statute 2.28.06 Sexual Harassment (which includes sexual violence) [bog.wayne.edu/code/2_28_06.php]

BOG statute 2.31.02 Student Code of Conduct [bog.wayne.edu/code/2_31_02.php]

University Policy 01-5 Sexual Assault (Second Release) [fisopsprocs.wayne.edu/policy]

SUSPENSION OF ELIGIBILITY FOR FINANCIAL AID FOR DRUG-RELATED OFFENSES

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

Possession of a Controlled Substance	Ineligibility Period
First offense	1 year
Second offense	2 years
Third offense	Indefinite
Sale of a Controlled Substance	Ineligibility Period
First offense	1 year
Second offense	2 years
Third offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- The student satisfactorily completes a drug rehabilitation program that:
 - complies with the criteria prescribed in the federal regulations; and
 - includes two unannounced drug tests;
- The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or
- The conviction is reversed, set aside, or otherwise rendered nugatory.

University Policies

It is the purpose of these policies to assure the fullest possible awareness of WSU's stand on sex discrimination, harassment and assault/violence and to confirm and regularize WSU's procedures regarding these matters.

Sexual assault/violence includes, but is not necessarily limited to any of the following:

Any intentional, non-consensual, unwelcome physical contact or threat of unwelcome physical contact or attempt thereof, of: (a) an intimate body part of another person, such as a sexual organ, (b) any body part of another person with one's sexual organs, (c) any part of another person's body with the intent of accomplishing a sexual act; (d) unwanted, inappropriate disrobing of another person or purposeful exposure of one's genitals to another without the other's consent; (e) forcing, or attempting to force, any other person to engage in sexual activity of any kind without her or his consent; or (f) any behavior which is proscribed as "criminal sexual conduct" under the Michigan Penal Code, notwithstanding whether criminal charges have been brought against the individual alleged to have engaged in such behavior.

For purposes of this policy, consent shall not be deemed to have occurred if given by a person who is unable to make a reasoned judgment concerning the nature or harmfulness of the activity because of his or her intoxication, unconsciousness, mental deficiency or incapacity, or if the consent is a product of threat or coercion.

Any person falsely reporting or accusing another of sex discrimination, harassment or assault/violence shall be subject, as applicable, to disciplinary action pursuant to the foregoing policies.

Nothing in the foregoing policies shall be construed to limit the existing authority, duties or responsibilities of the Title IX Coordinator, who has primary responsibility for Title IX compliance with regard to both employees and students.

Sanctions outlined above are not exclusive. The University reserves the right to pursue or seek additional sanctions or report such behavior to appropriate authorities. Perpetrators may also be

subject to civil or criminal prosecution.

Where to Report

Students who engage in sex discrimination, harassment or assault/violence are subject to University disciplinary action pursuant to the Student Code of Conduct, which provides for a full range of sanctions, up to and including expulsion. Any person may initiate charges against a student believed to have committed a sexual assault by filing charges and providing information pertinent to the charge, with the **Associate Dean of Students/Student Conduct Officer**, who can be reached at **313-577-1010** or **ab5823@wayne.edu**.

Employees who engage in sex discrimination, harassment or assault/violence are subject to disciplinary action in accordance with the Personnel Manual for Non-Represented Employees or pursuant to applicable collective bargaining agreements. Any person may initiate charges against an employee believed to have violated any of the foregoing policies by contacting the **Title IX Coordinator** at **313-577-2280**; **eb6450@wayne.edu**.

Victims of, or witnesses to, sexual discrimination, harassment or assault/violence are strongly urged and advised to immediately notify the **WSUPD** at **313-577-2222**, as well as other University authorities, including the **Dean of Students** (where a student is involved) **313-577-1010**, and the **Director of OEO** (where an employee is involved) **313-577-2280**. Reports prepared and investigations conducted by the WSUPD may be submitted to the Detroit Police Department for a coordinated effort toward resolution and prosecution.

Victims and/or witnesses may also initiate a report/investigation by contacting the **Student Conduct Officer** at **313-577-1010** or **ab5823@wayne.edu**, who will assist in notifying the WSUPD. Victims also may also be assisted by Counseling and Psychological Services (**CAPS**) at **313-577-3398**.

Anonymous Reporting: If you feel it necessary to share the matter anonymously, you may do so through the Office of Internal Audit. Their **anonymous hotline** is **313-577-5138**. Or you may

submit an anonymous tip on their website at **internalaudit.wayne.edu/report.php**. In addition, the WSUPD has an anonymous crime tip line, which can be accessed at **wsupdis@wayne.edu**.

If you are not sure whether to report an incident, please call the **Office of the General Counsel** for guidance at **313-577-2268**.

Prompt Investigative Procedures

All cases reported to the WSUPD are thoroughly and promptly investigated. The first priority of the responding officers is to care for the victim. The officers assist the victim in obtaining appropriate medical attention, giving due regard to the collection of evidence by medical personnel. Evidence technicians are responsible for collecting and preserving crime scene evidence. Interviews of victims are conducted by same gender officers, if that is the victim's preference. The identity of the victim is not be released to the public or the media. The WSUPD will also inform the victim of his/her right to file a Title IX sex discrimination complaint with the University in addition to filing a criminal complaint, and the WSUPD will promptly notify the Title IX Coordinator or Deputy Coordinator of any report of an incident of sexual violence.

Police investigations or reports are not determinative of whether sexual harassment or violence violates Title IX, or whether the offending conduct violates the Student Code of Conduct or other University policy. In addition to any WSUPD investigation, the University investigates possible sexual harassment or sexual assault through its Title IX Coordinator, or through its Title IX Deputy Coordinator. This civil investigation will be conducted pursuant to the procedures set forth in either the Student Code of Conduct (where the alleged perpetrator is a student) or the Office of Equal Opportunity's Complaint process.

University policies provide that these investigations are independent of possible criminal action, and go forward even if a decision is made that the offending conduct is not criminal.

University Policies

The University resolves all Title IX disciplinary matters using the “preponderance of the evidence” standard (meaning it is more likely than not that sexual harassment or violence occurred).

The University may need to delay temporarily the fact-finding portion of a Title IX investigation while the police are gathering evidence.

The University will take any interim action — such as a no-contact order or interim suspension of the accused — that may be needed to protect the victim and/or the rest of the campus community.

Clery Act Bill of Rights

The Campus Sexual Assault Victims’ Bill of Rights, which is part of the Jeanne Clery Act, affords victims of campus sexual assault reasonable academic and living accommodations, having the same opportunity as the accused to have others present during the disciplinary hearing and being notified of the outcome of the hearing.

These rights are intended to help a victim of sexual assault be able to deal with the assault while continuing her/his education.

Where appropriate and reasonably necessary for the ongoing security of a victim who resides in University housing, the Office of Housing and Residential Life will, upon request, provide alternative housing arrangements.

Where appropriate and reasonably necessary for the ongoing security of a victim who is or becomes enrolled in classes at the University, the dean or his/her designee from the school or college in which the student is or becomes enrolled will, upon request, provide alternative academic arrangements when feasible.

Where appropriate and reasonably necessary for the ongoing security of a victim who is a student employee of the University, the Office of Career Services will, upon request, coordinate an effort to locate and place the student in alternative employment.

Wayne State University and the broader community provide a variety of resources for victims of sex discrimination, harassment or assault/violence. These

resources help victims find avenues for healing and options for justice. These resources include the following:

University Resources

Counseling and Psychological Services (CAPS)

552 Student Center Building
Detroit, MI 48202
313-577-3398
(free to enrolled students)

Campus Health Center

5200 Anthony Wayne Drive, Suite 115
Detroit, MI 48201
313-577-5041

WSU Police Department

6050 Cass
Detroit, MI 48202
313-577-2222

Office of Equal Opportunity

656 W. Kirby, 4342 F.A.B.
Detroit, MI 48202
313-577-2280

Dean of Students Office

Student Conduct Officer
351 Student Center Building
Detroit, MI 48202
313-577-1010

Merrill-Palmer Skillman Institute

Counseling for Children
71-A East Ferry Avenue
Detroit, MI 48202
313-872-1790

University Ombudsperson

798 Student Center Building
Detroit, MI 48202
313-577-3487

WSU Psychology Clinic

313-577-2840

SUIT

(Student Update and Information Team)

Dean of Students – Chairperson
313-577-1010

doso@wayne.edu

Online **Care Report** available at
doso.wayne.edu/student-conduct/suit

Anonymous Tip Lines

Office of Internal Audit
313-577-5138
internalaudit.wayne.edu/report.php

WSUPD

wsupdis@wayne.edu

Community Resources

Detroit Police Department

(Central District)
7310 Woodward Avenue
Detroit, MI 48201
313-596-1300

Detroit Receiving Hospital

4201 St. Antoine, Rm 3S14
Detroit, MI 48201
313-745-3356

HaVen (Help against Violent encounters now)

LOCATION IS CONFIDENTIAL

Mailing Address: PO Box 431045,
Pontiac, MI 48343
Crisis line: **313-334-1284**

Provides residential and nonresidential domestic violence and sexual abuse prevention and treatment services, including emergency shelter for adult victims and their children; court advocacy for victims of sexual assault and their families; support groups for domestic violence, rape and incest victims; counseling and parenting classes.

Southeast Michigan

Anti-Rape Network (SEMARN)

4201 St. Antoine, 6-F
Detroit, MI 48201
313-833-1660

(Rape Counseling Center)

A coalition of agencies in Calhoun, Genesee, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne counties dedicated to the prevention and treatment of sexual assault, including information and referral services and emergency financial assistance for survivors of sexual assault who are clients of member agencies.

Turning Point

LOCATION IS CONFIDENTIAL

Mailing Address: PO Box 1123, Mount Clemens, MI 48046
586-463-4430 (administration)
586-463-6990 (24-hour crisis line)

Provides shelter and other support services for sexual assault victims and for spouse or partner abuse victims and their children; transportation for shelter residents to obtain needed services; limited financial assistance; child care services for shelter residents; individual and group counseling and legal assistance.

University Policies

Rape, Abuse & Incest National Network (RAINN)

The nation's largest anti-sexual-violence organization.

RAINN.org

Emergency Response and Evacuation Procedures

WSU is at the forefront of disaster and emergency planning and preparation. WSU's **Crisis Management Team** has a singular mission: to protect the population and resources of the campus in the event of the unthinkable. The team, led by the Executive Vice President and Chief of Staff, meets at least quarterly to ensure that plans are developed and up-to-date. In 2007, the team overhauled the University's existing **Crisis Management Plan**. The revised all-hazards model, developed in conjunction with faculty experts on best practices, was recognized by the U.S. Department of Homeland Security. A similar plan exists for crisis communications and pandemic preparedness.

WSU's **Emergency Procedures** are as follows:

For **Police or Medical Emergency**

- Call the WSU Police at **313-577-2222**
DO NOT CALL 911.

For **Injuries/Exposures Requiring Medical Attention**

- Call the WSU Police at **313-577-2222**
DO NOT CALL 911.

For **Fires**

- Call the WSU Police at **313-577-2222**
DO NOT CALL 911.
- Pull the closest fire alarm

For **Hazardous Material Spills**

- Call WSU Police at **313-577-2222**
DO NOT CALL 911.

If called, the dispatch officer will make the appropriate fire and/or medical rescue call and notify the shift commander, who will determine whether the Chief of Police should be notified.

In turn, the Chief of Police will make the initial assessment and contact the Chief of Staff, who will then implement

additional proper response procedures. A critical part of this process is keeping key stakeholders, such as students, faculty and staff, and parents and families of students, faculty and staff informed.

Each University department has posted in a visible place the Wayne State University **Emergency & Safety Procedures flipchart** for immediate reference. This flipchart is also available online at the website of the Office of Risk Management (ORM) at risk.wayne.edu. These procedures are also listed on the WSUPD website, police.wayne.edu/procedures.php.

This color coded flipchart has been developed by the ORM to assist WSU employees in minimizing the negative effects from emergencies, disasters, accidents, injuries and crimes that can occur without warning at any time. It contains emergency phone numbers on the cover of the chart and there are written procedures for the following:

Civil Disturbance
Water/Water Damage Loss
Safety Procedures
Tornado/Severe Weather
Explosions
Power Outage
Biological/Radioactive Spills
Crime Prevention Tips
Bomb Threats/Suspicious Packages
Medical Emergencies
Fire
Workplace Violence
Chemical Spills/Chemical Fires
Evacuation

All employees and students residing on campus are encouraged to become acquainted with the contents of this flip chart. It is to be posted in all departments, laboratories and residence halls/apartments for immediate reference.

Other measures in place to protect the campus include:

- Every college and division at Wayne State prepared a continuity of operations plan that pinpoints essential services, contingent decision makers, phone trees,

location of vital records and critical hardware and software.

- A detailed inventory of available emergency communication channels, target audiences, when to deploy messages and what communication mode to use. The inventory identifies who is responsible for the content and activation of the communication vehicle.
- The development of message templates for the University's Broadcast Message System (BMS) covering a broad array of crises from weather related closures to explosion to catastrophic illness.
- Beginning fall 2009, Wayne State began requiring students living in residential housing to devise personal preparedness plans, listing an evacuation location and emergency contact information.
- Inclusion in the Michigan Public Safety Communication System enabling WSUPD to communicate digitally with other federal, state and local law enforcement agencies. This ensures secure communications and maximum coordination among multiple jurisdictions.
- Purchase of advanced ballistic body armor and patrol rifles for Wayne State police to be used in the event of an active shooter situation.
- Completion of the first phase of Computing and Information Technology's disaster recovery plan, which enables the University's primary websites and Broadcast Message System to be fully functional within two hours of a disaster. Primary modes of communication have been backed up at a remote location to allow virtually seamless retrieval.

University Policies

Missing Student Notification Policy

In compliance with the Higher Education Opportunity Act, the University has established a **Missing Students Notification Policy** which describes the formal notification procedures which the University will follow when a student residing in on-campus housing has been reported missing for more than 24 hours. The WSU Missing Student Notification Policy is located at: dosowayne.edu/assets/get_involved/MISSING_STUDENTS_POLICY.docx.

All students will be given the opportunity, when they move into campus housing, to confidentially identify an individual to be contacted by the University in case the student is reported missing. This confidential contact is deemed non-directory information under the Family Educational Rights and Privacy Act (FERPA). Only authorized campus officials and law enforcement officers may have access to the confidential contact information in furtherance of the missing person investigation. If you reside on-campus, please complete a Missing Student Confidential Contact Information form if you have not already done so. Forms can be obtained at the front desk of your residence hall or University-owned apartment.

B. ANNUAL FIRE SAFETY REPORT

WSU is committed to creating an environment that is safe from the effects of fire for its students, employees, researchers and guests. The purpose of this program is to establish an organizational structure to ensure the effective implementation of a comprehensive fire safety and fire prevention program.

WSU complies with the Michigan Fire Prevention Code, Act 207, and the Michigan State Construction Code, Act 230. WSU also complies with all fire safety rules adopted by the State of Michigan Fire Safety Board from the National Fire Protection Association codes and standards, and the Michigan Building Code adopted from the International Construction Code.

The WSU Fire Safety Program sets

fire safety standards, procedures and practices to facilitate the University's ability to conduct safe operations and to ensure regulatory compliance. The purpose of the program is to provide minimum standards to safeguard life, health, property and public welfare by controlling and monitoring the design, construction, occupancy use, quality of materials, and maintenance of all buildings and structures of the campus.

The Office of Risk Management (ORM) is responsible for the overall fire safety and fire prevention programs at WSU. It is responsible for promoting fire safety regulatory compliance with the State of Michigan, Bureau of Fire Services; Michigan Occupational Health & Safety Administration; and University insurance companies. The ORM also serves as the custodian of all documents required by the program.

The ORM has the authority to shut down an operation, cause events to be discontinued, evacuate buildings, etc., when in its professional opinion, a severe danger to life or injury may result if action is not taken. Any of these issues, as well as all fire safety violations and certificate of occupancy issues addressed by the State of Michigan Bureau of Fire Services and WSU ORM that are not corrected may be forwarded to the Vice President for Finance and Facilities Management for review and adjudication.

(1) Fire statistics for the last three years, 2011, 2010 and 2009, for each housing facility on campus.

The Clery Act defines a "fire" as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled matter."

Based upon that definition, WSU had one fire in an on-campus housing facility in 2011 and no fires in 2010 and 2009.

(2) A description of each on-campus residence hall and apartment fire safety system.

All WSU owned facilities with a fire alarm, fire suppression or fire detection system must, when actuated, activate audible and visual signals at the WSUPD, who will respond to all fire trouble alarms and fire alarm incidents. Such systems must meet the requirements of the Michigan Fire Prevention Code and those fire safety

rules adopted by the State of Michigan's Fire Safety Board from the National Fire Protection Association codes and standards.

University Tower Apartments: Fully fire-sprinkled facility supported by a fire pump; fire dept. hose connections within stairwell landings; voice evacuation fire alarm system; smoke detection within all residential rooms. Building is classified as a "high rise residential occupancy."

The Towers Residential Suites: Fully fire-sprinkled facility supported by a fire pump; fire dept. hose connections within stairwell landings; voice evacuation fire alarm system; smoke detection within all residential rooms. Building is classified as a "high rise residential occupancy."

DeRoy Apartments: Storage areas of first floor are fire sprinkled; fire dept. hose connections within stairwell landings that are supported by a fire pump; voice evacuation fire alarm system; smoke detection within all residential rooms. Building is classified as a "high rise residential occupancy."

Chatsworth Apartments: Storage areas of basement and boiler room area are fire sprinkled; fire dept. hose connections within stairwell landings; fire alarm system; smoke detection within corridors. Building is classified as a "high rise residential occupancy."

Ghafari Hall: Fully fire-sprinkled facility supported by a fire pump; fire dept. hose connections within stairwell landings; voice evacuation fire alarm system; smoke detection within all residential rooms. Building is classified as a "high rise residential occupancy."

Atchison Hall: Fully fire-sprinkled facility supported by a fire pump; fire dept. hose connections within stairwell landings; voice evacuation fire alarm system; smoke detection within all residential rooms. Building is classified as a "high rise residential occupancy."

In each instance where there has been a fire alarm run and it is determined to be a false alarm or a "careless cook" disposition (i.e., the burning of food with the resulting smoke setting off individual unit smoke detectors), the building engineers take responsibility for re-setting the smoke detector and/or fire alarm in the individual unit and/or building.

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It is the policy of WSU that no facility fire alarm system should be silenced or reset, except by the WSUPD, Facilities Planning Management's Plant Operations & Maintenance personnel (electricians, building engineers) or the University Fire Safety Inspector.

(3) The number of fire drills held during the previous academic year (September 2011 to May 2012) for each on-campus residence hall and apartment.

University policy requires that all WSU owned residence halls shall have a minimum of eight (8) fire drills during each school year. All residential apartment buildings shall have a minimum of one (1) fire drill during each school year. Each residence hall and apartment building shall keep a record of the fire drills. These drills shall be conducted for the purpose of preventing fires and related hazards as well as preparing building occupants to exit such facilities during an emergency situation.

The Office of Housing and Residential Life (HRL) is responsible for scheduling and documenting such drills within residence halls and apartments. Emergency Evacuation drill notification should be made by HRL to the ORM and the WSUPD. Records of all fire drills should be forwarded to the ORM Fire Safety Inspector.

The following evacuation drills were conducted during the 2011-2012 academic year in the residence halls:

- 9 Atchison Hall
- 8 Ghafari Hall
- 11 The Towers Residential Suites

The following evacuation drills were conducted during the 2011-2012 academic year in the residential apartments:

- 1 DeRoy Apartments
- 1 Chatsworth Apartments
- 2 University Tower Apartments

(4) The University's rules on portable electrical appliances, smoking and open flames in a student housing facility.

Portable Electrical Appliances: The following items are prohibited in Ghafari

Hall, Atchison Hall and Towers Residential Suites: hot iron/curling iron stoves, electrical appliances such as electric skillets/frying pans, woks, electric grills, George Foreman type grills, griddles, broilers, hot plates, hot pots, toasters, toaster ovens, crock pots, blenders and refrigerators in excess of 5 cubic feet.

The following additional portable electrical appliances are prohibited in all University housing buildings: No Boundaries five-light multicolored floor lamps, heat lamps, halogen lamps, space heaters, air conditioners, electric blankets, and chest/deep freezers.

Smoking: Smoking anything including tobacco (cigarettes, clove cigarettes, cigars, pipes, hookahs, etc.) in any University Housing building is prohibited in all areas including common areas such as stairwells, hallways, elevators, lounges, etc., as well as resident rooms/apartments. Fines will be assessed for the repair or replacement of any furniture, walls, ceilings, etc., damaged by smoking. Hookahs may be stored in rooms but not used there. Residents who wish to smoke outside must be 20 feet away from any exit/entrance of the residence hall or apartment building. (Community Living Guide for Residence Halls, p. 15; Community Living Guide for Apartments, p. 16).

There is NO smoking allowed in resident rooms in DeRoy Apartments on floors 12-15. Please also be reminded that there is NO smoking in the public areas of any apartment building on campus. This rule also applies to stairwells, activity rooms, laundry rooms and public restrooms. There are several signs posted throughout the buildings to remind you about smoking policies.

The no smoking policy is strictly enforced and anyone caught smoking in a public area will be referred through the student conduct process and may be removed from University housing. Each student is also responsible if his/her guest or visitor is caught smoking in public areas.

Open Flames: Candles, oil lamps, torches and other open flame objects are strictly prohibited. Residents will be asked to remove these prohibited items. In the Chatsworth, DeRoy and University Towers Apartments, candles are prohibited in

the apartments unless they are in a glass container with sides that are taller than the candle.

(5) Evacuation Procedures for Student Housing in Case of Fire:

The following **Fire Evacuation Procedures** apply to all on-campus residence halls and apartments:

A fire plan is posted on the back of each residence hall and apartment door. Please read this plan and become familiar with your evacuation route. For additional copies of the plan, please contact your Community Director.

All residents must immediately leave the facility when an alarm sounds. **Treat all alarms as real emergencies.** Familiarize yourself with the exits, sounds and procedures for evacuating a building. Get to know your exit routes before there is an emergency. If an alarm sounds, please do the following:

- Put on a coat and hard-soled shoes, quickly.
- Take a towel with you to prevent smoke inhalation.
- Close windows.
- Check your doorknob and door. If either is hot, do not open your door. If the door and doorknob are cool, exit cautiously and close your unlocked door. Take your keys and your OneCard with you.
- Walk quickly and leave the building via the nearest available exit in your area.
- Use the stairwells to evacuate (do not use elevators). Once in the stairwell, check to see that the door is closed and proceed down to the first level. Gather at the predetermined outside assembly area away from the residence hall or apartment.
- DO NOT re-enter the building until a staff member, WSU Police or the fire department tells you it is safe to do so.

Atchison Hall Evacuation Procedure

— Residents and guests should proceed north to the outside assembly area, which is the northwest side of Anthony Wayne Drive (adjacent to DeRoy Apartments).

Ghafari Hall Evacuation Procedure

— Residents and guests should proceed north to the outside assembly area, which

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is Keast Commons (adjacent to the sand volleyball courts and DeRoy Apartments).

The Towers Residential Suites

Evacuation Procedure — Residents and guests should proceed east on Reuther Mall toward the outside assembly area which is Gullen Mall (adjacent to the Student Center Building).

Chatsworth Tower Evacuation

Procedure — Residents and guests should proceed east to the outside assembly area, which is Gullen Mall (adjacent to the Student Center Building).

DeRoy Apartments Evacuation

Procedure — Residents and guests should proceed west to the outside assembly area, which is the northwest side of Anthony Wayne Drive (adjacent to the parking structure).

University Tower Evacuation Procedure

— Residents and guests should proceed west to the outside assembly area, which is along Cass Avenue on the front side of the building.

(6) Fire Evacuation Procedure for the Mobility Impaired/Disabled Person:

In the event of an emergency condition within a University facility, the following procedures with respect to mobility impaired/disabled persons must be followed:

- All mobility impaired/disabled residents are advised to remain in their room during any general fire alarm.
- A staff member will personally respond to mobility impaired/disabled residents to advise them of the situation.
- If it is a false alarm, the resident(s) will be notified of such.

Note: After the drop/add period for each academic semester, the OHRL produces a confidential list of all self-identified Mobility Impaired/Disabled Persons for each residential building and provides that list to the appropriate building staff and WSUPD so that in the event of a fire, the building staff and WSUPD are aware of the identity and room location of each Mobility Impaired/Disabled Person needing evacuation assistance.

(7) Policies Regarding Fire Safety Education and Training Programs Provided to the Students and Employees.

At the beginning of each school year (August), the ORM conducts hands-on fire safety training with every Community Director and Resident Assistant in each of the University's student housing facilities.

The following policies on safety education and training programs, as set forth in the Community Living Guide for Residence Halls and Apartments, and as set forth in the University's Fire Safety Manual, are provided to the students and employees in on-campus housing:

Prohibited Items/Fire Hazards, Article 19, p. 14

Fire Evacuation Procedure, pp. 22-23 (this is set forth in (5) above and describes the procedures that students and employees should follow in the case of a fire).

Fire Evacuation Procedure for the Mobility Impaired/Disabled Persons, p. 23

Fire Prevention, p. 23

Fire Safety Equipment/Smoke Detectors/Sprinkler System, p. 23

In addition, the Student Preparedness Checklist, p. 25, instructs each student:

I know more than one way to get out of every building where I have classes. If one exit is blocked, I can get out of the building using a different exit. I am familiar with the fire exits to my residence and in the buildings in which I have classes.

The section on Emergency Preparedness, p. 25, provides a variety of resources to assist students/residents in planning for emergencies.

In addition to the foregoing, WSU has a **Fire Safety Manual**, which can be accessed by all students, faculty and staff at idrm.wayne.edu/pdf/firesafm-1.pdf. This manual contains helpful information on fire safety. It also contains the following statement:

In order to maintain our safe work environment, all employees, as well as students, must accept the continuous responsibility for safety not only for themselves, but also for co-workers and visitors. This safety manual has been promulgated to assist in achieving this goal.

In addition, the following information is important for everyone to know:

Your worst enemy during a fire is smoke. If you are surrounded by smoke, get

down on the floor and crawl to safety. Hold your breath and close your eyes if you can. Close doors behind you as you escape. Always use stairs to escape, never use an elevator. Some simple fire safety tips:

- Learn the location of fire exits and fire alarm pull boxes. Sound the fire alarm if you see smoke or smell a burning odor.
- Have a prepared escape plan and know your escape route. Count the number of doors between your room and the fire exits door so you can find it even in heavy smoke.
- Remember to remain calm.
- Always use exit stairs, never use the elevator.
- Close doors behind you as you escape. In most cases, this will prevent smoke and fire from entering the room you are exiting.
- Do not re-enter an evacuated building until it has been declared safe.
- If you become trapped, seal off cracks around doors and vents with cloths or rugs. Soak them in water if possible.
- Turn off fans and air conditioners.
- Signal for help from a window. Call the Wayne State University Police at **313-577-2222**.
- Never tamper with or disable any smoke detectors in any residence hall, apartment or office area anywhere on campus. Do not allow others to do the same.
- Residence Hall and Apartment residents should refer to the University Housing and Residential Life **Community Living Guide** for a list of items that are prohibited from the Residence Halls and Apartments as potential fire hazards.

The **Fire Safety Manual** also contains the following instructions regarding fire safety policies & procedures:

Building Occupant Responsibilities

When a fire alarm is sounded at any WSU owned/leased facility, **everyone should immediately leave the building in an orderly manner by means of the nearest exit**. Under no circumstances are any personnel (excluding the WSUPD, Environmental Health & Safety and Detroit Fire Department) to remain in

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the building. Evacuation of the building should include:

- Close the office, classroom or lab door as you leave.
- Leave the building via the nearest available exit. Always know a secondary means of egress to use in the event your first choice is unattainable.
- Use the stairwells to evacuate (**do not use elevators**). Once in the stairwell, check to see that the door closed, and proceed down to the level of exit discharge.
- If the facility is of a high rise occupancy (75' or 7 stories above grade) evacuation procedures are annunciated by the fire alarm system as follows: evacuate fire floors; two floors above; one floor below.
- Do not re-enter any facility until advised by the WSUPD.
- Pre-determined facility occupants who are assigned responsibility for evacuation of a particular floor shall assist persons with specific requests into the area of refuge after all persons on that floor have evacuated.
- All persons who requested specific assistance that are above the level of exit discharge, shall be placed

in an “**area of refuge**” i.e., a fire-rated construction room, or enclosed emergency exit stairwell.

- Unless department/facilities has special evacuation equipment, i.e. emergency evacuation wheelchair, the responsibility for removal of persons with specific requests rests with the WSUPD or the Detroit Fire Department.

(8) A List of the Titles of Each Person or Organization to which Students and Employees Should Report that a Fire Occurred.

In the event of a fire, **call WSUPD at 313-577-2222**. Let them know the name of the building and room number of your location. **DO NOT CALL 911**. The WSUPD will call the Detroit Fire Department.

In all instances where a fire has been reported, the WSUPD will automatically follow up with notifications to the ORM and to the OEHS (for Hazardous Materials or clean-up needs).

(9) Plans for Future Improvements in Fire Safety, If Determined Necessary by the Institution.

WSU is continually striving to be proactive in its fire emergency planning and preparedness; its **Crisis Management Team** is continually striving for improvement, and the University will

update fire safety and other emergency practices and procedures as needed.

(10) Fire Log.

Pursuant to the requirements of the Higher Education Opportunity Act, the WSUPD maintains a written, easily understood fire log for each on-campus housing facility.

This fire log records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log also includes the nature, date, time, and general location of each fire.

It is the policy of the University to have the WSUPD make an entry or an addition to an entry to the Fire Log within two (2) business days of the receipt of the information. The University, through the WSUPD, will make the Fire Log for the most recent 60-day period open for public inspection during normal business hours. The University will also, through the WSUPD, make any portion of the Fire Log older than 60 days available within two (2) business days of a request for public inspection.

WAYNE STATE UNIVERSITY

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Schedule A

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<p>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine 5 kilograms or more mixture	<p>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p>		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Any Amount Of All Schedule V Drugs		<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Schedule B

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
<p>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</p>	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p>	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
<p>Hashish More than 10 kilograms</p>	
<p>Hashish Oil More than 1 kilogram</p>	
<p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</p> <p>1 to 49 marijuana plants</p>	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>Hashish 10 kilograms or less</p>	
<p>Hashish Oil 1 kilogram or less</p>	