

## 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 covers approximately 200 acres in the heart of Midtown Detroit. The university boasts one of the nation's most diverse student bodies. While some students reside in the six residence halls and apartment complexes located on campus, others commute from within the city as well as the larger metropolitan area. WSU has four satellite campuses: Advanced Technology Education Center in Warren; Macomb Education Center in Clinton Township; Schoolcraft Center in Livonia; and University Center – Macomb in Clinton Township. The School of Medicine campus is south of the main campus and adjacent to the Detroit Medical Center. TechTown, a 12-block, three-acre research and technology park, is just north of the main campus.

As part of its mission, Wayne State University continually strives to reach the highest standards of excellence in ensuring the safety of all who are part of 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 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 accomplish 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 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as the Clery Act, the university publishes this report on an annual basis to provide its students, faculty and staff with an overview of our crime statistics, 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.

This document is posted on the WSUPD website, [police.wayne.edu](http://police.wayne.edu), on the Dean of Students Office website, [dosowayne.edu](http://dosowayne.edu), on the Office of the General Counsel website, [generalcounsel.wayne.edu](http://generalcounsel.wayne.edu), and there is a link to the document on the university's safety website, [wayne.edu/safety](http://wayne.edu/safety). A hard copy of this report can be downloaded from any of these websites. In addition, hard copies are available upon request from the Office of Undergraduate Admissions and the university's Human Resources division.

The university also reports the annual crime statistics contained in this report to the U.S. Department of Education. A searchable database containing those statistics can be found at [ope.ed.gov/security](http://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.

Please take a few moments to carefully read this report. It also provides information on how you can take an active role in preventing crime and increasing your safety and security while on campus.

President M. Roy Wilson

## A. ANNUAL SECURITY REPORT

The Annual Security Report is divided into these areas:

- A question-and-answer section on safety and security issues, where to report incidents, timely warnings, emergency notifications, and available safety programs.
- A summary of Michigan laws as they pertain to drug and alcohol abuse.
- The Wayne State University policy on drugs and alcohol.
- Suspension of eligibility for financial aid for drug-related offenses.
- The Wayne State University policies on sexual harassment, sexual misconduct and sexual assault, and where to report incidents.
- A summary of victim support services.
- A summary of student resources for reporting sexual harassment, sexual assault, domestic violence, dating violence and stalking. This includes the procedures Wayne State will follow in response to such reports.
- A summary of Wayne State University's crime statistics for the years 2016, 2015 and 2014.
- A summary of Wayne State University's emergency response and evacuation procedures.
- A summary of Wayne State University's 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 Wayne State University Police Department (WSUPD) has endeavored to provide a safe and secure environment for the entire university community. The department provides a full range of professional police services to both the main and medical center campuses as well as the surrounding neighborhoods. Sworn officers are responsible for patrolling the campus and the surrounding areas 365 days a year. Civilian cadets 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 also 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 police officer in the city of Detroit. 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 authorized to investigate, arrest, or take any other necessary action to address any criminal or other public infraction in the vicinity of the WSU campus. Incidents that occur at off-campus locations and involve WSU officially recognized student organizations who are engaged in activities sponsored by WSU are monitored and recorded by WSU police. WSU police officers work very closely with the Detroit Police Department, the Wayne County Sheriff's Department, the Michigan State Police and federal law enforcement authorities to ensure that all such incidents are monitored and recorded, even in cases where another law enforcement agency is first to respond.

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

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 WSUPD immediately by calling **313-577-2222**. Our police dispatch center is fully equipped to handle all emergencies and is prepared to seek appropriate assistance from other university officials, such as Environmental Health and Safety, as well as outside organizations such as the National Response Center and the University Health Center, depending on the type of emergency involved.

When responding to reports of criminal activity or any 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 an emergency medical service. University faculty and staff will help students notify WSUPD if a student requests assistance. WSUPD will also assist students who wish to report criminal activity to outside law enforcement agencies.

Sexual assault, domestic violence, dating violence and stalking should be reported to the WSUPD as soon as possible. WSUPD will investigate for potential criminal charges and will report the incident to the university's Title IX coordinator. The university's response to such reports is described on page 11 of this report.

The university does not have an institutional policy or procedure that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in this report. However, WSUPD allows for confidential crime reporting through its website: [police.wayne.edu/crime\\_tip.php](http://police.wayne.edu/crime_tip.php). In addition, the Office of Internal Audit maintains an anonymous tip hotline where individuals may report suspicious activity such as fraud, misuse and misappropriation. The anonymous tip hotline is **313-577-5138**.

The university does not have policies or procedures that encourage pastoral

counselors and professional counselors to inform persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the Annual Security Report.

If you do not have access to a telephone, there are 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 it 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.

**Please do NOT call 911** because calls to 911 go directly to the Detroit Police Department, Detroit Fire Department and Emergency Medical Services, whose responders are not intimately familiar with the campus. Our WSU police officers are well acquainted with our campus and can respond much more quickly to campus-related emergencies.

In cases involving violent offenses, the university will, upon written request, disclose to the alleged victim of such a crime the report on the results of any proceeding under the Student Code of Conduct against a student who is the alleged perpetrator of the offense. If the alleged victim is deceased as a result of such an offense, the next of kin of such victim shall be treated as the alleged victim.

If you encounter a non-emergency situation that requires the response of law enforcement, you may contact WSUPD by using the non-emergency number: **313-577-6057**.

## 3. How does WSU notify students about crime alerts and other types of emergencies?

The university sends **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. These

# QUESTIONS and ANSWERS on Safety and Security Issues

notifications ensure that students and staff receive warning of emergencies such as an active shooter, a bomb threat, gas leaks, a tornado or similar situations.

The chief of police, with the advice and assistance of members of the WSU Crisis Management Team, determines when an Emergency Notification should be issued. In making this determination, the chief considers the safety of the campus community and what information should be released about the situation. Emergency Notifications are sent by text message, email and other means to all students, faculty and staff. The only reason the university would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency or otherwise mitigate the emergency.

The university issues crime alerts called

**Timely Warnings** when certain crimes occur that pose a continuing risk to the safety of the campus community. Timely Warnings are sent through emails, text messages and other means to students, faculty and staff as soon as reasonably possible after the occurrence of the crime. They alert recipients to the potential that similar crimes could subsequently occur and enable members of the campus community to better protect themselves.

The WSUPD, under the direction of the chief of police, is responsible for issuing Timely Warnings. The decision to issue a Timely Warning is 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. Every attempt is made to ensure these notices are substantively

accurate and specific enough to be helpful.

Both Emergency Notifications and Timely Warnings are posted on the WSUPD website at [police.wayne.edu](http://police.wayne.edu). The WSUPD will also provide periodic updates to Emergency Notifications and Timely Warnings as necessary. Each notice provides crime prevention tips and other useful information. To receive these messages by text or instant message, you may register for the Broadcast Messaging Service at [computing.wayne.edu/broadcast](http://computing.wayne.edu/broadcast).

The university's crime statistics are published each fall in the Annual Security and Fire Report. These statistics come from WSUPD, and they reflect information reported to the police and by campus security authorities in and immediately around campus. Campus security authorities are employees with significant responsibility for student and campus activities.

The statistics for the past three years are reflected in the following charts:

## Clery Act Reportable Crime Statistics for 2014, 2015 and 2016

Crimes	STUDENT HOUSING			MAIN CAMPUS			SATELLITE CAMPUSES		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	1	3	1	1	3	1	0	0	0
Fondling	1	0	0	1	1	1	0	1	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	5	0	0	5	0	0	0	0	0
Robbery	1	0	0	7	4	3	0	0	0
Aggravated Assault	1	1	0	1	1	1	0	0	0
Burglary	2	1	5	9	2	5	0	0	0
Motor Vehicle Theft	0	0	0	4	2	2	0	0	0
Arson	1	0	0	1	0	0	0	0	0
Domestic Violence	0	0	2	0	1	2	0	0	0
Dating Violence	2	1	1	4	2	2	0	0	0
Stalking	3	3	0	4	3	4	0	1	0

Crimes Cont.	NON-CAMPUS PROPERTY			PUBLIC PROPERTY		
	2014	2015	2016	2014	2015	2016
Murder/non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	1	1	1
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	1	0	12	14	12
Aggravated Assault	0	0	0	1	2	0
Burglary	0	2	1	0	0	0
Motor Vehicle Theft	0	0	0	10	9	7
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	2	0	2
Dating Violence	0	0	0	7	2	1
Stalking	0	1	1	1	0	1

# QUESTIONS and ANSWERS on Safety and Security Issues

## ARRESTS AND REFERRALS FOR INTERNAL DISCIPLINE

	ARRESTS			DISCIPLINARY ACTIONS		
	2014	2015	2016	2014	2015	2016
<b>MAIN CAMPUS</b>						
Liquor Law Violations	6	5	7	48	153	144
Drug Abuse Violations	5	10	1	15	30	39
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
<b>STUDENT HOUSING</b>						
Liquor Law Violations	6	5	7	48	153	144
Drug Abuse Violations	0	2	1	15	27	39
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
<b>SATELLITE CAMPUSES</b>						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	4	0	0	0	0
Weapons: Carrying, Possessing, etc.	0	1	0	0	0	0
<b>NON-CAMPUS</b>						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
<b>PUBLIC PROPERTY</b>						
Liquor Law Violations	1	2	0	0	0	0
Drug Abuse Violations	2	9	5	0	0	0
Weapons: Carrying, Possessing, etc.	1	2	0	0	0	0

### HATE CRIMES

No hate crimes were reported on campus, in student housing, on public property or on non-campus property in 2014, 2015 or 2016.

### UNFOUNDED CRIMES

No crimes were unfounded in 2014 or 2015, and there was one unfounded crime in 2016.

## 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 classrooms and office buildings — are 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 many steps to ensure the safety of its residential student population. Currently, more than 3,000 students live in apartment facilities and residence halls on campus. All residential buildings are locked 24 hours a day and require a card or key for entry. All such 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 members tour the buildings and respond to issues and resident concerns. University police also routinely walk through all housing facilities.

Visitors to the residence halls and apartments must submit a Wayne State OneCard, driver's license or state identification card to receive a pass with a barcode. 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 the **Community Living Guide for the Residence Halls and Apartments**. The guide contains detailed information about residence hall and apartment 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 guide also contains a list of important phone numbers. It can be accessed online at [housing.wayne.edu/forms-policies.php](http://housing.wayne.edu/forms-policies.php).

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

Outside lighting and landscaping is 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 members to call its non-emergency number (**313-577-6057**) if they see an area in need of additional or replacement lighting. Landscape personnel regularly trim shrubbery around sidewalks and building entrances 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 understand campus security procedures and learn how to protect themselves and prevent crime?

WSUPD provides a wide array of presentations and programs designed to educate students and employees about security procedures and crime prevention strategies to help keep them safe. At the beginning of each academic semester, the Crime Prevention Section of the WSUPD sends an email to all students, staff and faculty about our campus and ways to stay safe. This email discusses the following programs:

**SafeWalk Program:** If a student or an employee feels uneasy about walking alone on campus, they may call WSUPD at **313-577-2222** at any time and for any reason to request the SafeWalk service. The police will dispatch a uniformed and radio-equipped cadet or patrol officer to walk with the individual to his or her destination.

**Rape Aggression Defense (RAD) Courses:** WSUPD offers the following courses to the university community on a monthly basis throughout the academic year. Courses are also available during the spring and summer.

**RAD for Women:** The Rape Aggression Defense system is a 13-hour women's

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self-defense course that has been internationally recognized as an effective and easy-to-learn personal safety tool. Each class consists of four separate sessions that cover a variety of topics, including personal safety and safety awareness, physical defense techniques, and aggressive defense measures to be used as options available to the woman who is attacked.

**RAD Weapons Defense Course for Women:** This course teaches participants real-life, hands-on defensive strategies against an assailant armed with an edged weapon or firearm.

**RAD Keychain Defense Options for Women:** This is one of the only realistic and court-defensible impact weapons programs available for the general public, and it combines proven RAD physical defense strategies with impact weapons defense techniques. The program revolves around use of the Kubaton keychain in conjunction with weapon-enhanced physical skills.

**RAD for Men:** This course is aimed at raising participants' awareness of aggressive behavior, raising their awareness of how aggressive behavior impacts their lives, and helping participants learn steps to avoid aggressive behavior. Participants consider how they can be part of reducing aggression and violence, and they practice hands-on self-defense skills to resist and escape aggressive behavior directed toward them.

**Be Prepared: Surviving an Active Shooter Incident:** This course is available to all students, faculty and staff online through the Blackboard system.

**Street Smarts – How to Avoid Being a Victim:** The WSUPD provides 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.

**Vehicle Identification Number (VIN) Etching Sessions:** The WSUPD hosts bimonthly 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. VIN etching deters car theft because it requires a thief to replace the windows of a car he or she steals in order to match the bogus VIN he or she installs in the stolen vehicle.

**Club Steering Wheel Lock Program:** WSUPD will provide to any student, staff or faculty member a steering wheel lock at the discounted price of \$13.

**Orientation:** WSUPD provides awareness and action programs each year at orientation to first-year students, their parents, transfer students, incoming international students and new employees.

**Other university programs:** In addition to programs offered through WSUPD, the university also provides the following programs and additional resources for faculty, staff and students:

**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 who to call if one suspects child abuse and/or bullying. This program is administered by the Office of Internal Audit and targets individuals who may come in contact with minors on campus.

**Title IX Sexual Harassment and Sexual Assault Awareness and Prevention:**

**Training for students:** The university offers sexual harassment and sexual assault awareness training during all new student, transfer student and parent orientation sessions, and students are encouraged to take an online training module that is culturally relevant and specifically geared to college students. The module is called "Understanding Sexual Harassment and Sexual Assault," and it consists of 16 questions and two scenarios, plus a resource page. It can be accessed at [title9training.wayne.edu](http://title9training.wayne.edu). Anyone with a WSU AccessID can take this training module.

**Training for faculty and staff:** The Office of Employee Development offers sexual harassment prevention and awareness training to all university employees through the university's Human Resources website. In addition, the university provides training on Title IX compliance to academic departments, academic and student life programs, and other groups as needed and upon request. The university also publishes a brochure for faculty and staff

that covers the most salient points about sexual misconduct, such as reporting, where to report, understanding the concepts and where to get help.

**Bystander Intervention Training for students, faculty and staff:** From 2014-16, the university hosted an interactive, theatre-based bystander intervention program called "No Zebras. No Excuses." During the program, actors staged scenes related to sexual assault or relationship violence and, at key moments, asked for audience input or participation to model positive bystander intervention and risk reduction. Attendance was required for all students living in university housing and was strongly encouraged for all students.

This year, the university hosted Keith Edwards, a nationally recognized, award-winning speaker and educator on sexual violence prevention. His presentation, "Ending Rape," empowers college students to see the messages all around us that foster a rape culture on campus and in society at large, and challenges students to intervene to combat that culture.

**Peer Educator Program:** Sexual Violence Peer Educators are student volunteers of the Student Life Wellness Program in the Dean of Students Office who are passionate about working to end sexual violence. Sexual Violence Peer Educators create and present peer led programming to increase awareness of sexual assault, rape, and intimate partner violence while educating students about the programs, resources, and reporting options available on campus and in the surrounding community.

**Culture of Respect:** WSU participates in the NASPA – Student Affairs Administrators in Higher Education Program, Culture of Respect. Culture of Respect strengthens the university's sexual harassment and sexual assault prevention and awareness programs by providing a framework to assess and improve efforts to eliminate sexual violence on campus. Through Culture of Respect, WSU has engaged in a thorough review of current policies and programs and has implemented new tools and adopted best practices to further promote safety on campus.

# QUESTIONS and ANSWERS on Safety and Security Issues

## 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:

- Information about how to enroll in the **Broadcast Messaging Service**, Wayne State's emergency notification system that uses texts, instant messages and emails to alert students of a campus emergency at [computing.wayne.edu/broadcast](http://computing.wayne.edu/broadcast).
  - Notice that the cancellation of classes is posted on the university's home page at [wayne.edu](http://wayne.edu). Those who have signed up for the Broadcast Messaging Service will also receive notification through text, instant message or email. Local television and radio broadcasts also provide information on university closures.
  - **WSUPD, 313-577-2222**, is available 24 hours a day, seven days a week, 365 days a year for any emergency, including fire and health emergencies. Students are encouraged to program the WSUPD number into their phones.
  - Students are encouraged to draft
- personal preparedness plans. Information about these plans, including instructions and a checklist to assist students in creating their plans, is available at [housing.wayne.edu/student\\_preparedness\\_checklist.pdf](http://housing.wayne.edu/student_preparedness_checklist.pdf).
- Students living in university housing are subject to the Missing Students Policy, discussed in detail on page 14 of this report. Those students should complete a confidential contact form. Forms are available at the front desk of every residence hall or university-owned apartment.
  - Students are informed that, in emergency situations, the university's **Crisis Management Team** will convene and respond to the situation. The team will 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.
  - **Counseling and Psychological Services (CAPS)** is part of Student Services and is dedicated to providing counseling and psychological services to Wayne State students. If students experience stress or feel they need

other assistance, they are encouraged to contact CAPS at **313-577-3398**.

In addition to the foregoing, the WSUPD website contains tips for campus safety, commuting safety, fraud prevention, home safety, personal safety, auto crime prevention and travel safety.

Information on registered sex offenders in the state of Michigan is available through the Michigan Public Sex Offender Registry website: [communitynotification.com/cap\\_main.php?office=55242](http://communitynotification.com/cap_main.php?office=55242).

The university maintains the **Student Update and Information Team (SUIT)** to address student behavioral issues. SUIT also serves as the university's behavioral threat assessment and early intervention team. SUIT provides guidance to members of the university community in an effort to achieve consistency in handling student issues and 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](mailto:doso@wayne.edu) or through a Student Care Report, available at [doso.wayne.edu/student-care-report.html](http://doso.wayne.edu/student-care-report.html).

## Michigan and Federal Laws

### Summary of the Law Governing Drug and Alcohol Abuse, Possession, and Sale

Under Michigan law, the manufacture, delivery or dispensation of a controlled substance or possession of a controlled substance with the intent to manufacture or deliver the controlled substance is a crime. See Mich. Comp. Laws § 333.7401, et seq. The penalties for this crime vary depending on the amount and nature of the drug. Penalties range from fines and brief jail times up to the possibility of life imprisonment. Additional penalties can be imposed for the delivery of drugs to a minor, and multiple offenses will result in harsher punishments. In addition, property used to transport controlled substances

may be confiscated and forfeited to the state. See Mich. Comp. Laws § 333.7522.

Operating a motor vehicle while intoxicated is prohibited under Michigan law. See Mich. Comp. Laws § 257.625. Penalties for violating this prohibition include 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 one's driver's license. Subsequent offenses carry additional fines and lengthier terms of imprisonment, as well as forfeiture of the right to drive.

Michigan law prohibits public intoxication that causes one to act in a manner that endangers the safety of another person or property. See Mich. Comp. Laws § 750.167.

Michigan law prohibits the carrying, possession, use or discharge of a firearm while an individual is under the influence of alcohol or drugs. See Mich. Comp. Laws § 750.237. Violation of this prohibition will result in forfeiture of the weapon to the state. See Mich. Comp. Laws § 750.239.

The federal government determines whether and how a drug should be controlled. Psychoactive (mind-altering) chemicals are categorized according to Schedules I through V. These schedules determine if a 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 designations of Schedule I through V.

**Schedule I** drugs have a high potential for

# Michigan and Federal Laws



abuse with no medical uses. Production of these drugs is controlled. Examples include GHB, heroin, methaqualone, all hallucinogens (except PCP, marijuana and hashish) 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, and 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,” including ludes, reds, 714s, barbs) greatly increase the risk of automobile accidents 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.

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## University Policy on Drugs and Alcohol

Wayne State University Statute 2.20.04, Drug and Alcohol Abuse on Campus, provides:

Wayne State University 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 worksites.

Any student or employee who is

convicted of a criminal drug offense occurring at the workplace or is convicted of the unlawful possession, use, distribution, dispensation, sale or manufacture of drugs or alcohol on university premises or at any university activity shall be subject to discipline consistent with applicable university policies and contracts and may be required to participate in an appropriate drug or alcohol treatment program as a condition of further employment or enrollment.

The university encourages employees and students who may have problems

with the use of illicit drugs or with the abuse of alcohol to seek professional advice and treatment. The Board of Governors encourages the administration to explore additional ways to ensure that members of the university community are aware of the dangers inherent in the abuse of drugs and alcohol, and to assist those who suffer from alcohol or drug abuse in obtaining access to necessary rehabilitation and treatment.

All faculty, staff and students must abide by the terms of this policy as a condition of employment or enrollment at the university. Any faculty or staff

# University Policies

member who is directly engaged in the performance of a federal grant or contract and who is convicted of a criminal drug-related offense that occurred at the workplace must notify his or her supervisor within five days of the conviction.

This policy is adopted in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, and incorporates and supersedes the policy adopted by the Board of Governors in June 1989, in accordance with the Drug-Free Workplace Act of 1988.

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*.

Wayne State University Statute 2.85.06, Alcoholic Beverages, Use on Campus, provides:

The use or possession of alcoholic beverages is expressly prohibited in classrooms, lecture halls, laboratories, the libraries, the chapel, and within

buildings or arenas where athletic events, lectures, and concerts are held.

The use of alcoholic beverages is expressly prohibited in all public areas of campus buildings except as indicated in the following two paragraphs.

The use of alcoholic beverages, subject to State law, is permitted in areas designated by, and with the approval of, the Office of the President.

The use of alcoholic beverages at student social events, subject to State law, is permitted in areas designated by, and with the approval of, the Office of the President.

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, 800-448-8326; ulliance.com/eap**. Students may seek confidential assistance by contacting **Counseling and Psychological Services (CAPS) at 313-577-3398**.

## University Policies Prohibiting Sexual Harassment, Sexual Misconduct and Sexual Assault

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. WSU is subject to Title IX. Sex discrimination that violates Title IX includes sexual harassment, sexual assault, domestic violence, dating violence and stalking.

### University Title IX Compliance

The **Interim Title IX coordinator** for the university is Linda Galante, Esq., associate general counsel. She can be reached at **313-577-2268** or **df0864@wayne.edu**. The **Deputy Title IX coordinator** for the university is David Strauss, Ph.D., dean of students, who can be reached at **313-577-1010** or **davidstrauss@wayne.edu**. Reports of Title IX violations can be made to either individual.

Reports of Title IX violations may also be filed directly with the U.S. Department of Education, Office for Civil Rights: **800-421-3481** or **OCR@ed.gov**.

### University Policies and Statutes

WSU statutes and policies prohibit sexual discrimination in accord with the requirements of Title IX. These statutes and policies apply to faculty, staff and students and are available online. Sexual Harassment: **bog.wayne.edu/code/2\_28\_06.php** Sexual Assault: **policies.wayne.edu/01-5-sexual-assault.php**

The WSU Statute Prohibiting Sexual Harassment (**bog.wayne.edu/code/2\_28\_06.php**) defines sexual harassment in accord with Michigan law, which prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment,

### 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:

<b>Possession of a Controlled Substance</b>	<b>Ineligibility Period</b>
First offense	1 year
Second offense	2 years
Third offense	Indefinite
<b>Sale of a Controlled Substance</b>	<b>Ineligibility Period</b>
First offense	2 years
Second 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:

- A. The student satisfactorily completes a drug rehabilitation program that:
  1. Complies with the criteria prescribed in the federal regulations
  2. Includes two unannounced drug tests
- B. The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations
- C. The conviction is reversed, set aside or otherwise rendered nugatory.

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public accommodations or public services, education, or housing.

- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing or creating an intimidating, hostile or offensive employment, public accommodations, public services, educational, or housing environment.

The **WSU Policy Prohibiting Sexual Assault** ([policies.wayne.edu/01-5-sexual-assault.php](http://policies.wayne.edu/01-5-sexual-assault.php)) defines sexual assault as including, but not necessarily limited to:

- Any intentional, unconsented, 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, or (c) any part of another person's body with the intent of accomplishing a sexual act; or
- Unwanted, inappropriate disrobing of another person, or purposeful exposure of one's genitals to another without the other's consent; or
- Forcing, or attempting to force, any other person to engage in sexual activity of any kind without her or his consent; or
- Any behavior that 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 the purposes of the policy, **consent** is not 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 product of threat or coercion. **Consent** is not separately defined by Michigan law.

**Sexual Assault** is prohibited as Criminal Sexual Conduct under Michigan law.

**Rape** is a form of criminal sexual conduct that occurs when a person engages in sexual penetration with another person and if:

- The other person is under 13 years of age

- The other person is between 13 and 16 years of age and is a member of the same household, a relative to the fourth degree, the actor coerced the victim to submit, the actor is a teacher, volunteer, or contractor in a school or child care organization in which the other person is enrolled
- Sexual penetration occurs under circumstances involving the commission of any other felony
- The actor is aided or abetted by one or more other persons and either of the following circumstances exists:
  - The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated or physically helpless
  - The actor uses force or coercion to accomplish the sexual penetration
- The actor is armed with a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon
- The actor causes personal injury to the victim and force or coercion is used to accomplish sexual penetration
- The actor causes personal injury to the victim, and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated or physically helpless
- That other person is mentally incapable, mentally disabled, mentally incapacitated or physically helpless, and the actor is related to the victim by blood or affinity to the fourth degree or the actor is in a position of authority over the victim and used this authority to coerce the victim to submit

For purposes of this definition, **sexual penetration** means sexual intercourse, cunnilingus, fellatio, anal intercourse or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.

Michigan law also prohibits criminal sexual conduct other than rape that involves sexual contact without consent. **Sexual contact** means the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's

or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose or in a sexual manner for revenge, to inflict humiliation or out of anger.

In addition, the university's **Student Code of Conduct** prohibits sexual misconduct perpetrated by students. The Student Code of Conduct is available online at [bog.wayne.edu/code/2\\_31\\_02.php](http://bog.wayne.edu/code/2_31_02.php). The Student Code of Conduct also outlines a complaint process that can be used for allegations of sexual misconduct where the alleged perpetrator is a student.

Included in the definitions of **sexual harassment** and **sexual misconduct** are the following, which also constitute crimes under Michigan law:

- Domestic Violence:** Michigan law prohibits the assault or battery of an individual's spouse or former spouse, a person with whom the individual has had a child in common, or a resident or former resident of the individual's household.
- Dating Violence:** Michigan law prohibits the assault or battery of a person with whom an individual has had a dating relationship. For purposes of this definition, dating relationship means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context.
- Stalking:** Michigan law prohibits stalking, which it defines as a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.

## Sanctions

Students found to have engaged in sexual misconduct under the Student Code of Conduct will be sanctioned. Available sanctions include, but are not limited to:

- Disciplinary Reprimand:** Notification that the student has committed an

# University Policies

act of misconduct, and warning that another offense may result in the imposition of a more serious sanction.

- **Disciplinary Probation:** A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes specified requirements or restrictions (for example, restrictions upon the students representing the university in any extracurricular activity or running for or holding office in any student organization) for a specific period of time as determined in the particular case.
- **Loss of Privileges:** Denial of specified privileges for a designated period of time, including, but not limited to, the privilege of participating in non-academic activities or student organizations on campus.
- **Discretionary Sanctions:** Assignments, essays, service to the university, or other related discretionary assignments.
- **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time or until the student demonstrates that she/he has satisfied conditions established for return determined at the time of suspension.
- **Residence Hall Expulsion:** Permanent expulsion of the student from the residence halls.
- **Suspension:** A denial of the privilege of continuing or enrolling as a student anywhere within the university, and denial of any and all rights and privileges conferred by student status, for a specified period of time. At the termination of the suspension the student will be entitled to resume his/her education without meeting any special academic entrance requirements.
- **Expulsion:** A permanent denial of the privilege of continuing or enrolling as a student anywhere within the university, and permanent denial of any and all rights and privileges conferred by student status.
- **Restitution:** The requirement that a student make payment to the university or to another person or group of persons, or to a student organization, for damage caused as a result of violation of this code.

- **Transcript Disciplinary Record:** An entry onto the student's transcript, permanently or for a specified period of time indicating that the student has been found to have engaged in prohibited conduct, pursuant to Sections 2.31.02.145 through 2.31.02.245 ("Prohibited Conduct") of the Student Code of Conduct. The entry shall also designate the sanction imposed.

Employees who are found to have engaged in sexual harassment or sexual assault in violation of the policies outlined above will be subject to disciplinary action in accordance with the Personnel Manual for Non-Represented Employees or pursuant to applicable collective bargaining agreements.

Perpetrators of sexual assault, dating violence, domestic violence or stalking may be subject to criminal prosecution.

## How to Report an Incident

### Sexual Assault, Domestic Violence, Dating Violence and Stalking are crimes.

If you are a victim or witness of one of these crimes, you should immediately report the incident to the WSUPD at [313-577-2222](tel:313-577-2222). If you would like assistance notifying WSUPD, the university's Interim Title IX Coordinator Linda Galante and/or Deputy Title IX Coordinator David Strauss would be happy to assist you. WSUPD takes reports of sexual assault, domestic violence, dating violence and stalking very seriously, and all reports are thoroughly and promptly investigated. Responding officers make the victim's well-being their first priority. They will assist the victim in obtaining appropriate medical attention. Interviews of victims are conducted by same gender officers, if that is the victim's preference. The identity of the victim is not released to the public.

In cases of sexual assault, police investigators will be very interested in recovering and preserving any items that may contain biological or trace/transfer evidence. This includes all items of clothing, bedding, any items the offender may have touched or handled (latent finger prints, or DNA evidence on glassware, eating utensils, napkins or towels, etc.) Victims should resist the urge to shower or clean up prior to the arrival of law enforcement. Evidence technicians will collect and preserve crime scene evidence.

Deciding whether to pursue charges through the criminal justice system is an individual decision only a victim can make. However, victims are strongly encouraged to immediately notify WSUPD so that the police can investigate and preserve evidence. Even if a person does not initially want to file criminal charges, he or she may change their mind later. The university will provide assistance and accommodations to victims of sexual assault, domestic violence, dating violence and stalking regardless of whether they ultimately choose to pursue criminal charges.

WSUPD notifies the university's Title IX coordinator and/or deputy Title IX coordinator in the event of a sexual assault or an incidence of domestic violence, dating violence or stalking. Thus, in addition to the WSUPD criminal investigation, the university will conduct an administrative investigation under the applicable policy and in accord with its responsibility under federal law. Administrative sanctions may be imposed even when a victim chooses not to pursue criminal charges.

In addition to this report, WSU provides all victims of dating violence, domestic violence, sexual assault or stalking with written documentation of their rights and options.

## Sexual Harassment

Some forms of sexual harassment are not criminal in nature. If you are not sure whether an incident that you witness or experience constitutes sexual assault, domestic violence, dating violence or stalking, contact the WSUPD at [313-577-2222](tel:313-577-2222) immediately to determine appropriate next steps. Cases of sexual harassment that do not rise to the level of criminal behavior may be reported directly to the Title IX coordinator or deputy Title IX coordinator:

Interim Title IX Coordinator: Linda Galante, Esq., [313-577-2268](tel:313-577-2268); [df0864@wayne.edu](mailto:df0864@wayne.edu).

Deputy Title IX Coordinator: David Strauss, [313-577-1010](tel:313-577-1010); [davidstrauss@wayne.edu](mailto:davidstrauss@wayne.edu).

Nothing in the university policies or statutes described above shall be construed to limit the authority of the university's Title IX coordinator and deputy Title IX coordinator, who have primary responsibility for ensuring the university's compliance with Title IX.

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## Title IX Procedures

WSUPD will promptly and fairly conduct thorough investigations of all reports of sexual assault, domestic violence, dating violence and stalking. In addition, reports of all Title IX violations, including incidents that do not rise to the level of a crime, will be promptly and fairly investigated under the direction of the Title IX coordinator. However, the Title IX coordinator may need to temporarily delay the Title IX investigation while the police are gathering evidence. The results of police investigations will not determine whether an incident constitutes a violation of Title IX or university policy. The university uses a "preponderance of the evidence" standard in Title IX proceedings, meaning that the evidence shows it is more probable than not that the alleged misconduct occurred. All university officials that conduct the proceedings addressing sexual assault, domestic violence, dating violence, and stalking receive annual training, either in person or by electronic means.

## Procedures Available Under the Student Code of Conduct

Where an incident involves a student perpetrator, the complaint will be investigated and then it may be addressed under the **Student Code of Conduct**. In such cases, upon receipt of a complaint, the student conduct officer will send a notice to the complainant, the respondent, and the dean of students outlining the alleged infraction, the nature of any evidence submitted, the time and place of the initial fact-finding conference, and a copy of the Student Code of Conduct. Through the conference, the student conduct officer will conduct a prompt and thorough investigation, providing both the complainant and the accused student (the "respondent") with the opportunity to present evidence as to the allegations made in the complaint. Upon request, either party may review the materials in the student conduct officer's case file. The student conduct officer will keep both the complainant and the respondent advised of the status of the investigation and the complaint. If the initial fact-finding gives rise to an allegation of sexual misconduct, the student conduct officer will refer the matter to the dean of students, notifying each party in writing.

Once a matter has been referred to the dean of students, the dean of students will notify the respondent that he or she may either meet with him or her in an Informal Disciplinary Conference or choose to have the decision and/or sanction of the student conduct officer heard by a formal hearing committee convened by the dean of students.

**Informal Disciplinary Conference:** Students participating in an Informal Disciplinary Conference have access to the case file prior to and during the conference, an opportunity to respond to the evidence and to call appropriate witnesses, and to be accompanied and assisted by an advisor of their choice. The dean of students then renders a decision. If the dean of students sustains the charges, the dean will decide the appropriate sanction and notify the respondent and the complainant. The decision of the dean is final, and there is no right of appeal.

**Hearing Committee Procedures:** Where the respondent elects a full hearing, a hearing committee consisting of three faculty members and two students will convene to conduct a fair and impartial hearing of the charges. The complainant and the respondent will receive advance notice of the hearing and will be given access to the case file. Both parties should attend the hearing, but their attendance is not required for the hearing to proceed. Both parties will be given the opportunity to testify and to question opposing witnesses; however, no student can be required to testify against themselves. Both parties may bring an advisor of their choice to counsel and assist them; however, the advisor may not participate actively in the conduct of the hearing. Hearings are generally closed to the public, and witnesses may be sequestered during the course of the hearing. Hearings will normally be recorded.

Absent the respondent's consent to a smaller panel, a simple majority of the committee members must be present for a hearing. Although the dean of students will be present at the hearing, he or she will not be present during the committee's deliberations. Following the hearing, the committee will prepare and send its decision to the dean of students. The decision must include a summary of the hearing and the committee's decision-

making process. If the committee sustains the charges, it will also recommend sanctions.

If the committee sustains the charges, the dean of students will decide appropriate sanctions. The dean may adopt the sanctions recommended by the committee or may impose sanctions more or less severe than those recommended by the committee. The dean will notify the respondent, the complainant, and the student conduct officer of the decision and the sanction(s) in writing. In those cases in which the nature of sanction(s) requires notice to the registrar, the student conduct officer shall forward the dean's notice to the registrar.

## Procedures Available Through the Office of Equal Opportunity

Where an incident involves an employee perpetrator, the complaint will be investigated and addressed through the university's **Discrimination and Harassment Complaint Process**, available at [oeo.wayne.edu/pdf/discrimination\\_and\\_complaint\\_process\\_final\\_old.pdf](http://oeo.wayne.edu/pdf/discrimination_and_complaint_process_final_old.pdf). This process is also available where the perpetrator is a student. The filing of a formal complaint with the Office of Equal Opportunity (OEO) initiates a prompt and thorough investigation, which includes the development of findings of fact, and formal recommendations regarding disposition of the complaint. OEO provides the person accused of violation of Title IX (the respondent) a copy of the formal complaint and provides the respondent with an opportunity to provide a written response. The director of the Equal Opportunity Office then notifies the vice president or dean in the division or unit where the complaint originated that a formal complaint has been filed. OEO maintains regular communication with the complainant and the respondent to advise both parties of the status of the investigation and disposition of the complaint.

Following the conclusion of the investigation, the director of OEO prepares a Notice of Disposition for the complaint. The Notice of Disposition either includes a finding that there is insufficient cause to conclude that the respondent engaged in conduct in violation of the university's policies on discrimination or harassment, or that there is probable cause that the

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respondent engaged in such conduct. If the Notice of Disposition includes a finding of probable cause and calls for prompt remedial action, the director of the OEO will notify the vice president or dean responsible for implementing the prompt remedial measures of the finding of probable cause prior to the Notice of Disposition being issued in final form. The vice president or dean is responsible for implementing the prompt remedial action.

If the complainant, respondent, or vice president or dean is dissatisfied with the Notice of Disposition, he/she may file an appeal to the chief of staff within 14 days after the final Notice of Disposition has been issued. The appeal may only be filed on the basis that: The investigation failed to include evidence that was available and should have been taken into consideration prior to the final disposition; the investigation failed to comply with the process and procedures that must be followed during the investigation process; taking the evidence in the light most favorable to the prevailing party, the outcome is not consistent with the non-discrimination or harassment policy; or the proposed remedial measure is inconsistent with other university policy or collective bargaining agreements. The chief of staff will independently review the appeal and may receive additional information if at his or her discretion such information is necessary to the review. The chief of staff's decision on the recommendation of the OEO will be final.

Retaliation against any person for filing a complaint or for participating in an inquiry or an investigation of a complaint is strictly prohibited. Such retaliation constitutes a separate basis for complaint under university policy.

## Importance of Reporting

WSU provides confidential resources to victims of sexual assault and sexual harassment, including counseling and psychological services. Counseling services are available to students through Counseling and Psychological Services (CAPS), **313-577-3398**. Counseling services are available to employees through Ulliance, **800-448-8320**. In addition, if an incident is reported, WSU will take appropriate measures to protect a victim from any further contact with an accused perpetrator.

WSU will comply with a complainant's reasonable request for a living and/or academic situation change following an alleged sex offense. During the course of an investigation of a Title IX complaint, WSU will take interim measures as required to protect the complainant and the campus community. Interim measures may include, but are not limited to, adjustments in housing or class scheduling, no-contact orders, and interim suspensions of respondents. Such measures are confidential, and are only disclosed when necessary for their enforcement. Likewise, WSU will keep the identity of the complainant confidential unless disclosure is necessary to enforce interim measures or sanctions. In such cases, the complainant will be notified prior to the disclosure. The Title IX coordinator is responsible for determining whether such disclosures are necessary. WSU will work with complainants to address any academic or financial issues arising from Title IX violations.

Where there is a finding of a Title IX violation, WSU will take steps to prevent reoccurrence and to correct its effects on the complainant and others. Therefore, even if a victim does not want to pursue criminal charges or administrative charges under Title IX, she or he should still report and discuss the matter to the Title IX coordinator or the deputy coordinator.

## Personal Protection Orders

In addition to no-contact orders issued by the university, victims may seek a personal protection order in the family division of the appropriate circuit court. Information about how to file for a personal protection order is available at [michiganlegalhelp.org/self-help-tools/protection-from-abuse/overview-personal-protection-orders](http://michiganlegalhelp.org/self-help-tools/protection-from-abuse/overview-personal-protection-orders). WSUPD provides assistance to victims filing for personal protection orders as needed.

## Campus and Community Resources

Wayne State University and the broader community provide a variety of resources for victims of sex discrimination/harassment/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 FAB  
Detroit, MI 48202  
**313-577-2280**

### Student Conduct Officer, Dean of Students Office

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

### Merrill-Palmer Institute – Counseling for Children

71-A E. Ferry  
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](mailto:doso@wayne.edu)

Online Care Report available at [doso.wayne.edu/student-care-report.html](http://doso.wayne.edu/student-care-report.html)

## Anonymous Tip Lines

### Office of Internal Audit

**313-577-5138**

[internalaudit.wayne.edu/report.php](http://internalaudit.wayne.edu/report.php)

### WSUPD

[police.wayne.edu/crime\\_tip.php](http://police.wayne.edu/crime_tip.php)

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## Community Resources

### Detroit Police Department (Central District)

7310 Woodward  
Detroit, MI 48201  
**313-596-1300**

### Detroit Receiving Hospital

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

### HAVEN (Help Against Violent Encounters Now)

*LOCATION IS CONFIDENTIAL*

Mailing address: P.O. Box 431045,  
Pontiac, MI 48343

Crisis line: **248-334-1284**

*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: P.O. 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.*

### Rape, Abuse & Incest National Network (RAINN)

This is the nation's largest anti-sexual violence organization. Resources are available at [RAINN.org](http://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. The university's Crisis Management Plan, an all-hazards model, has been acknowledged favorably by the U.S. Department of Homeland Security. A similar plan exists for crisis communications and pandemic preparedness.

### WSU Emergency Response Procedures:

#### Police or Medical Emergency

Call the WSUPD at

**313-577-2222.**

**DO NOT CALL 911.**

#### Injuries/Exposures Requiring Medical Attention

Call the WSUPD at

**313-577-2222.**

**DO NOT CALL 911.**

#### Fires

Call the WSUPD at

**313-577-2222.**

**DO NOT CALL 911.**

Pull the closest fire alarm

#### Hazardous Material Spills

Call WSUPD 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 and 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](http://risk.wayne.edu). These procedures are also listed on the WSUPD website, [police.wayne.edu/procedures.php](http://police.wayne.edu/procedures.php).

This color-coded flipchart has been developed by the ORM to assist WSU employees and students residing on campus 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
- Explosives
- Power outage
- Biological/radioactive spills
- Crime prevention tips
- Bomb threats/suspicious packages
- Medical emergencies
- Fire
- Workplace violence
- Chemical spills/chemical fires

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

### WSU Evacuation Procedures:

Each WSU owned/leased facility has an emergency evacuation plan and procedure specific to its location, developed by the highest-ranking individual user of the facility and posted therein. In the event of a fire or other building emergency, the alarm system will sound. When an alarm sounds, occupants of the building should immediately leave the building in an orderly manner by means of the nearest exit to a predetermined location and begin verifying that everyone in the facility has been accounted for. The highest ranking individual should shut down any experiments, procedures,

# University Policies

etc., that should not be left unattended, extinguish any open flames and shut off flammable or noxious gas supply valves.

The highest-ranking individual will maintain a list of mobility impaired/disabled persons that will be updated at least annually and contain the name, phone number and floor/area assigned location of these persons. In the event of an emergency condition at a university facility, it is the responsibility of the highest-ranking individual to provide the responding WSU Police Department and Detroit Fire Department personnel with the list and location of the mobility impaired/disabled persons.

During the evacuation of any WSU facility, all mobility impaired/disabled persons 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. In addition, predetermined facility occupants who are assigned responsibility for evacuation of a particular floor shall assist mobility impaired/disabled persons into the area of refuge after all persons on that floor have evacuated. Unless department/facilities have special evacuation equipment, i.e., emergency evacuation wheelchair, the responsibility for removal of mobility impaired/disabled persons rests with the WSU Police Department or the Detroit Fire Department.

Evacuation drills are conducted a minimum of three times per year in residence halls and once per year in all other buildings. Written documentation of each evacuation drill conducted is sent to the Office of Risk Management for recordkeeping purposes.

Other measures in place to protect the campus include:

- Every college and division at Wayne State has 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 Messaging Service, covering a broad array of crises from weather-related closures to explosion to catastrophic illness.
- Students living in residential housing are required to create 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.

## Missing Student Notification Policy

In compliance with the Higher Education Opportunity Act, the university has established a **Missing Student Notification Policy**, which describes the formal notification procedures the university will follow when a student residing in on-campus housing has been reported missing for more than 24 hours. The policy provides a framework for cooperation among members of the Wayne State University community aimed at locating and assisting students who reside in campus housing and are reported missing.

Campus housing is defined as the residence halls and apartments that are located within the university campus and owned and operated by WSU. They are: Chatsworth Tower and Helen L. DeRoy Apartments, Leon H. Atchison Hall, The Towers Residential Suites, University Tower Apartments, and Yousif B. Ghafari Hall.

Nothing in this policy shall prevent the Wayne State University chief of police

from exercising discretion to initiate an investigation where a student is reported missing but does not reside in campus housing.

A student who resides in campus housing will be deemed missing when he or she is reported absent from the campus housing for more than 24 hours without any known reason.

All reports of missing students shall be directed to the Wayne State University Police Department, which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

All students shall have the opportunity to confidentially identify an individual to be contacted by the university in case a 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 a missing student is under 18 years of age and not an emancipated individual, WSU police are required to notify the parent or guardian of the missing student not later than 24 hours after the determination by the WSU police that the student is missing. WSU police will also notify the local police department where the student was last reported seen (if other than on campus) not later than 24 hours after the determination that the student is missing.

The dean of students shall have the responsibility to make known to and available to students the provisions of this policy, and the procedures set forth herein.

### Notification Procedures:

1. Any report of a missing student, from whatever source, should immediately be directed to WSUPD.
2. When a student is reported missing, WSUPD shall:
  - a. Notify the dean of students
  - b. Notify the president, the provost, the executive vice president, the vice president and general counsel, the director of housing and the registrar

# University Policies

- c. Conduct a thorough investigation to determine the validity of the missing student report. If it is determined that the student is not missing, the student will be asked to make contact with the person who reported the student missing.
3. If it is determined that the student is missing, WSUPD must:
- a. Notify the individual identified by the missing student as the confidential contact, within 24 hours of making the determination that the student is missing.
  - b. If the missing student is under the age of 18 and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the university within 24 hours of the determination that the student is missing.
  - c. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, notify the local police department where the student was last reported seen (if other than on campus) not later than 24 hours after the determination that the student is missing.
4. When a student is reported missing to the dean of students, the dean of students shall:
- a. Notify the WSUPD, if they have not already been contacted.
  - b. Notify the Student Update and Information Team (SUIT) members.

## Student Contact Information:

Students shall be given the opportunity through the Office of Housing and Residential Life to confidentially designate an individual to be contacted in the event the student is determined missing. This confidential contact is deemed non-directory information under FERPA.

## Notification:

- a. This policy will be included on the dean of students' website.
- b. This policy will be included on the Housing & Residential Life website.
- c. This policy will be discussed during beginning semesters/mandatory residential hall meetings.

- d. This policy will be sent to students residing on campus by university email.
- e. This policy will be included in the annual Community Living Guide for residential halls.
- f. This policy will be included in the university's Annual Campus Security Report submitted to the Department of Education, to the extent required by law.

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, faculty, staff 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 and 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, discontinue events, 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's ORM that are not corrected, may be forwarded to the vice president of finance and facilities management for review and adjudication.

### (1) Fire statistics for the last three years, 2016, 2015 and 2014, 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 2016. The fire occurred in the Chatsworth Apartments. It was caused by grease in a pan left on a stove, which spread upward to the kitchen cabinets. The fire resulted in property damage of \$1,000-\$9,999. No injuries or deaths were reported in connection with the fire.

WSU had one fire in 2015. The fire incident occurred in the Little Asia Mart located in Atchison Residence Hall. The alarm sounded in response to an overheated furnace motor in the storefront, which resulted in smoke, although no fire was detected. The incident caused no injuries and no physical damage.

WSU had three reported fire incidents in 2014. One fire occurred in the DeRoy Apartments and two fires occurred in the Atchison Residence Hall. The DeRoy fire was caused by a cooking accident. It resulted in less than \$100 in damage, and no injuries or deaths. The first Atchison fire was unintentionally caused by machinery. It resulted in less than \$100 damage and no injuries or deaths. The second Atchison fire was caused intentionally by setting fire to a pizza box in a stairwell. The property damage totaled less than \$100 and there were no injuries or deaths related to the fire.

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## (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 Towers Apartments:** Fully fire-sprinkled facility supported by a fire pump, fire department hose connections within stairwell landings, voice evacuation fire alarm system, and 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 department hose connections within stairwell landings, voice evacuation fire alarm system, and 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 department hose connections within stairwell landings that are supported by a fire pump, voice evacuation fire alarm system and smoke detection within all residential rooms. Building is classified as a "high-rise residential occupancy".

**Chatsworth Apartments:** Full fire-sprinkled facility supported by a fire pump, fire department hose connections within stairwell landings, voice communication/evacuation fire alarm system and smoke detection within all residential corridors. Building is classified as a "high-rise residential occupancy".

**Ghafari Hall:** Fully fire-sprinkled facility supported by a fire pump, fire department hose connections within stairwell landings, voice evacuation fire alarm system, and 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 department hose connections within stairwell landings, voice evacuation fire

alarm system, and 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 resetting the smoke detector and/or fire alarm in the individual unit and/or building.

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 calendar year (2016) for each on-campus residence hall and apartment

The Michigan Fire Prevention Code, Mich. Comp. Laws § 29.19a, requires WSU to conduct fire drills in university owned residence halls. University policy requires each residence hall and apartment building to keep a record of the fire drills performed each year. These drills are 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 (OHRL) is responsible for scheduling and documenting such drills within residence halls and apartments. Emergency evacuation drill notification should be made by OHRL 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 in the residence halls in the 2016 calendar year:

**Atchison Hall: 3**  
**Ghafari Hall: 3**  
**The Towers Residential Suites: 3**

The following evacuation drills were conducted in the residential apartments in the 2016 calendar year:

**DeRoy Apartments: 1**  
**Chatsworth Apartments: 1**  
**University Tower Apartments: 0**

## (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 irons, 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.) is prohibited in all areas of campus including in university housing. The no-smoking policy is strictly enforced.

**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:

# University Policies

- 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 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, WSUPD 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 located on 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 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.
- In case of a real emergency, emergency evacuation personnel will personally evacuate each mobility impaired/disabled person from their room/apartment.

**Note:** After the drop/add period for each academic semester, the Office of Housing and Residential Life 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 Office of Risk Management 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.
- Fire Evacuation Procedure [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.
- Fire Prevention.
- Fire Safety Equipment/Smoke Detectors/Sprinkler System.
- Student Preparedness Checklist 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 provides a variety of resources to assist students/residents in planning for emergencies.

The **WSU Fire Safety Manual**, available at [risk.wayne.edu](http://risk.wayne.edu), contains helpful information on fire safety. It provides that, "all employees, as well as students, must accept the continuous responsibility for safety not only for themselves, but also for coworkers and visitors." The manual also contains the following instructions regarding fire safety policies and 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 the building. Evacuation of the building should include:

- Close the office, classroom and 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 is closed, and proceed down to the level of exit discharge.

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- If the facility is of a high-rise occupancy (75 feet or seven stories above grade) evacuation procedures will be announced 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.
- Predetermined 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 the department/facility 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.
- Remember, 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.

## Additional 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 by the WSUPD.
- 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 WSUPD 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. If you see anyone tampering with a smoke detector, call the WSUPD.

## (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

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 Board of Governors

Sandra Hughes O'Brien, *chair*, David A. Nicholson, *vice chair*,  
Michael Busuito, Diane L. Dunaskiss, Mark Gaffney, Marilyn Kelly,  
Dana Thompson, Kim Trent, M. Roy Wilson, *ex officio*

# 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	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
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	
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> Not more that 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.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		<b>Second Offense:</b> 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.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> 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.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

# 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><b>First Offense:</b> 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><b>Second Offense:</b> 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><b>First Offense:</b> 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><b>Second Offense:</b> 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><b>First Offense:</b> 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><b>Second Offense:</b> 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><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> 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>	