

# 2010 Annual Security and Fire Safety Report

## A message from our President

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

## OUR CAMPUS

WSU's main campus comprises 203 acres in the heart of an urban center that supports 32,000 students and 8,000 employees. The University also boasts one of the nation's most diverse student bodies and welcomes students from 75 countries. International students make up nearly seven percent of the student body. Hundreds of people cross one of the busiest international borders in North America between Windsor, Canada and Detroit, Michigan every day to study and work at the University.

WSU also has extension campuses at the Oakland Center in Farmington Hills, Harper Woods Center in Harper Woods, the St. Clair County Center in Port Huron and the University Center at Macomb in Clinton Township.

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

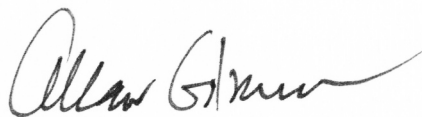
Whether in patrol cars, on mountain bikes or behind desks, the 51 dedicated men and women of the Wayne State University Police Department (WSUPD) handle all police, criminal and safety matters on our campus. The department's members seek to vigorously and faithfully enforce the law with uncompromised 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, and 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 Clery Act, the University is publishing its 2010 Annual Security and Fire Safety Report to provide its students, faculty and staff with an overview of our public safety resources, policies and procedures. This report is intended to fulfill that requirement and is divided into two sections: Section A. Annual Security Report; and Section B. Annual Fire Safety Report. It also provides information on how you can take an active role in preventing crime and increasing your safety and security while on campus.

This document is posted on the WSUPD website, [www.police.wayne.edu](http://www.police.wayne.edu), and on the Dean of Students website, [www.doso.wayne.edu](http://www.doso.wayne.edu). A hardcopy of this Report can be downloaded from either website. An e-mail has been sent to each student informing them of the filing of this report and where they can access it. Please take a few moments to read it carefully.

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 <http://www.ope.ed.gov/security/>. Campus crime statistics included in this report are gathered from a variety of sources, including campus and local law enforcement agencies and campus officials with significant responsibility for student and campus activities.



Allan Gilmour, President

## A. ANNUAL SECURITY REPORT

**The Annual Security Report is divided into these areas:**

- A question and answer section on safety and security issues.
- A summary of Michigan laws as they pertain to drug and alcohol abuse.
- The Wayne State policy on drugs and alcohol.
- Suspension of eligibility for financial aid for drug-related offenses.
- The Wayne State policy on sexual assault.
- A summary of victim support services.
- A summary of student resources for reporting a sexual assault, violence or harassment.
- A summary of Wayne State's timely warning policy and campus crime statistics for the years 2007, 2008 and 2009.
- A summary of Wayne State emergency response and evacuation procedures.
- A summary of Wayne State missing student notification policy.

# QUESTIONS and ANSWERS on Safety and Security Issues

## 1 Does Wayne State have its own police force?

Yes. The WSUPD was formed in 1966 and provides a full range of professional police services to both the main and medical center campuses as well as the surrounding neighborhoods. We have 51 sworn officers who are responsible for patrolling the campus and surrounding areas 365 days a year. A group of civilian cadets (19) 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 Detroit Police officer. Officers are empowered to enforce all federal and state laws as well as 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. WSU police officers work very closely with the Detroit Police Department, Wayne County Sheriff's Department and the Michigan State Police.

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

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

Criminal activity or any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus should be reported to the WSU police immediately at **(313) 577-2222**.

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

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

Placing an emergency call to "911" is strongly discouraged for these reasons: (a) 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 whereas our WSUPD Officers are well acquainted with our campus; and (b) these agencies cannot respond as quickly as our WSUPD.

## 3 How does the WSUPD communicate with the campus? How does the WSUPD give timely warnings of crimes on campus?

The WSUPD e-mails a monthly crime report called "Campus Watch" to all students, faculty and staff which lists the number of reported incidents for the previous month and includes information on homicide, rape, robbery, aggravated assault, breaking and entering, larceny (theft of personal property), vehicle theft and arson.

Where criminal activity or any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on the campus, the University issues a timely warning to the campus community through e-mails sent to all students, faculty and staff and to other appropriate campus authorities where they will aid in the prevention of similar crimes or situations. These timely warnings are also posted on the WSUPD website at [www.police.wayne.edu](http://www.police.wayne.edu). The WSUPD will also provide periodic updates to these timely warnings as necessary.

Additionally, WSU's crime statistics for the past three years are listed on pages 4 and 5.

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

In general, university buildings, such as classroom and office buildings, are 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.

Wayne State has taken numerous steps to ensure the safety of our growing on-campus residential population. Currently, there are approximately 3,000 residents living in three apartment facilities and three residence halls on campus. All residential buildings are locked 24 hours a day and require a card or key for entry. All housing facilities have a staffed 24-hour reception desk. In addition, a key is required for admittance to individual rooms and apartments. Each day there are on-call duty staff that tour the buildings and respond to issues and resident concerns. University police also routinely walk through all housing facilities.

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

## **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 illuminated and that burned-out lights are promptly replaced. WSUPD urges the University community to contact them at 577-2222 if they see an area in need of additional or replacement lighting. Landscape personnel regularly trim shrubbery around sidewalks, buildings and entranceways to maximize visibility and eliminate areas where someone could hide. In terms of building security, exterior doors are locked electronically by university personnel. WSUPD routinely check 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. Can a Wayne State police officer arrest a suspect? Do the officers cooperate with other police departments?**

Yes. In 1966, the WSUPD (formerly Public Safety) was established to provide a full range of law enforcement services to campus. The department's 51 officers hold bachelor's degrees and are commissioned by the Detroit chief of police. In 2003, WSU police officers were certified under the terms of Michigan Public Act 120. WSU police officers are empowered to make arrests, investigate crimes or issue citations for traffic offenses or parking violations. They enforce applicable federal, state, city and university laws and ordinances.

As part of their duties as sworn officers, Wayne State officers respond to and

investigate crimes and other incidents, arrest alleged violators and initiate the prosecution of those arrested. They also enforce traffic laws and parking ordinances. They work closely with the Detroit Police Dept. on a daily basis and with other state, local or federal agencies when necessary.

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

WSUPD routinely provides a wide array of orientations, presentations and programs designed to educate students and employees about security procedures and reporting and preventing crime. Officers also provide information on handling auto accidents, conducting investigations, checking university buildings and parking areas and helping out motorists.

Programs include information on the campus emergency phone system and ways to enhance personal and property safety. Awareness and action programs are presented each year to freshmen and their parents, transfer students, incoming international students and new and continuing employees. Brochures and other printed material are also available on topics such as self-protection, sexual assault, emergency phones and maximizing security of property, computers, offices, vehicles and bicycles.

# QUESTIONS and ANSWERS on Safety and Security Issues



## What does WSU do to make its student body aware of resources for keeping themselves safe?

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

Enroll in the Broadcast Message System, Wayne State's emergency notification system which uses texts, instant messages and e-mails to alert you of a campus emergency at: [www.computing.wayne.edu/broadcast/](http://www.computing.wayne.edu/broadcast/).

Notification of cancellation of classes will be posted on the University's main Web page at [wayne.edu](http://wayne.edu). Those who have signed up for the Broadcast Message System will also receive notification

through text, instant message or e-mail. Note: To sign up for the Broadcast Message System, go to <http://m.wayne.edu/ListPreferences.cfm> and follow the simple instructions. Local television and radio broadcasts also provide information on University closure.

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

For more resources on staying safe go to: [www.police.wayne.edu/campus\\_watch.php](http://www.police.wayne.edu/campus_watch.php).

Put together a personal preparedness plan. We have developed a checklist to assist you. Go to: [www.doso.wayne.edu/doso\\_home-old.htm](http://www.doso.wayne.edu/doso_home-old.htm). Click on the link for

Student Preparedness Checklist.

The University's Missing Students Policy is located at: [www.doso.wayne.edu/doso\\_home-old.htm](http://www.doso.wayne.edu/doso_home-old.htm). Click the link for Missing Students Policy. If you reside on-campus, complete a missing student confidential contact form. Forms can be obtained at the front desk of your residence hall or university-owned apartment.

In extreme emergency conditions, the Wayne State Crisis Management Team convenes to respond to the situation and disseminate timely information to the campus community. Wayne State has a rigorous crisis plan which is continually updated and revised. The University also conducts drills and simulations to prepare for crisis. Learn more about Wayne State's best practices in public safety and crisis management at: [www.evp.wayne.edu/pdf/public\\_safety\\_9\\_july\\_2009.pdf](http://www.evp.wayne.edu/pdf/public_safety_9_july_2009.pdf).

CRIMINAL OFFENSES	STUDENT HOUSING			MAIN CAMPUS including university housing			EXTENSION CAMPUSES Oakland Center, University Center@St. Clair, Macomb Center and Harper Wood Center		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
Murder and Non-negligent									
Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	1	0	2	3	4	5	0	0	0
Sex Offenses - Non-forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	11	30	1	0	0	1
Aggravated Assault	1	0	1	3	2	2	0	0	0
Burglary	17	23	24	28	45	15	0	0	2
Motor Vehicle Theft	0	0	0	42	69	18	0	0	1
Arson	0	1	0	1	1	0	0	0	0

CRIMINAL OFFENSES	NON-CAMPUS PROPERTY			PUBLIC PROPERTY adjacent to campus and parking lots		
	2007	2008	2009	2007	2008	2009
Murder and Non-negligent						
Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses: forcible	0	0	0	2	0	3
Sex Offenses: non-forcible	0	0	0	0	0	0
Robbery	1	0	0	12	20	12
Aggravated Assault	1	0	0	4	0	1
Burglary	4	2	0	0	0	0
Motor Vehicle Theft	0	0	5	59	108	53
Arson	0	0	0	0	0	0



# Additional STATISTICS

## ARRESTS AND REFERRALS FOR INTERNAL DISCIPLINE

	MAIN CAMPUS					
	ARRESTS			REFERRALS		
	2007	2008	2009	2007	2008	2009
Alcohol Violations	7	10	0	0	6	0
Narcotic Violations	3	5	0	0	3	0
Weapons Violations	2	6	1	2	0	0
CAMPUS STUDENT HOUSING						
Alcohol Violations	7	7	46	6	46	
Narcotic Violations	3	1	0	1	0	
Weapons Violations	0	0	1	0	1	

### HATE CRIMES

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

### SUMMARY OF MICHIGAN LAWS PERTAINING TO DRUG AND ALCOHOL ABUSE

The unlawful manufacture, delivery or dispensation of a controlled substance or possession of a controlled substance with intent to manufacture or deliver the controlled substance, is a felony. The penalties for violating the law vary depending on the amount and nature of the drug. Penalties range from life imprisonment, for large amounts of certain drugs, to not more than two years or a fine of more than \$2,000 (or both), for others. The penalty for possession of large amounts of controlled substances also varies according to the amount and nature of the drug. Possession of large amounts of certain drugs may be punishable by life imprisonment. Possession of very small amounts of marijuana (less than 25 grams) is a misdemeanor punishable by up to one year in jail (or a fine of not more than \$1,000 or both). Additional fines and imprisonment can be imposed for the delivery of drugs to a minor. Second and subsequent offenses are also punished by harsher fines. MCL 333.7401, et seq. Property used to transport controlled substances may be confiscated and forfeited to the state. MCL 333.7522.

A person driving under the influence of alcohol or controlled substances is guilty of a misdemeanor punishable by service to the community for a period of not less than 30 days and not more than 60 days, imprisonment for not

more than 90 days or a fine of not less than \$100, in addition to suspension of his or her driver's license. Subsequent offenses carry additional fines and lengthier terms of imprisonment, as well as forfeiture of the right to drive. Also, causing a death or long-term incapacitating injury is a felony. MCL 257.625 (Amendment Pending).

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

Any person under the influence of alcohol or drugs who carries, possesses, uses or discharges any firearm is guilty of a misdemeanor. Upon conviction, the weapon is also forfeited to the state. MCL 750.237 and MCL 750.239.

### EFFECTS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death.

If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates the children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

### UNIVERSITY POLICY ON DRUGS AND ALCOHOL

The University's full policy on Drug And Alcohol Abuse On Campus is set forth on the Board of Governors' website at [www.bog.wayne.edu/code/2\\_20\\_04.php](http://www.bog.wayne.edu/code/2_20_04.php).

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

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

Any student or employee who, while on University premises or at any University activity, engages in the unlawful possession, sale,

# University Policies

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

All faculty, staff and students must abide by the terms of the Board policy as a condition of employment or enrollment at the University. Any faculty or staff member who is engaged in the performance of a federal grant or contract and who is convicted of a criminal drug-related offense that occurred at the workplace, must notify his or her supervisor within five (5) days of the conviction. The University is required by law to notify federal grantor agencies of such convictions within 10 days after it receives such notice. For purposes of this policy, a conviction includes a plea of guilty or of nolo contendere.

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

## UNIVERSITY POLICY ON SEXUAL ASSAULT

The University's policy on sexual assault is set forth in the Board of Governors' statutes on "Sexual Harassment" [[www.bog.wayne.edu/code/2\\_28\\_06.php](http://www.bog.wayne.edu/code/2_28_06.php)] and the "Student Code of Conduct" [[www.bog.wayne.edu/code/2\\_31\\_02.php](http://www.bog.wayne.edu/code/2_31_02.php)]. It is the purpose of these policies

to assure the fullest possible awareness of WSU's stand on sexual assault and to confirm and regularize WSU's procedure regarding sexual assault.

Sexual assault includes, but is not necessarily limited to any of the following: Any intentional, non-consensual, unwelcome physical contact or threat of unwelcome physical contact or attempt thereof, of: (a) an intimate body part of another person, such as a sexual organ, (b) any body part of another person with one's sexual organs, or (c) any part of another person's body with the intent of accomplishing a sexual act; (d) unwanted, inappropriate disrobing of another person or purposeful exposure of one's genitals to another without the other's consent; (e) forcing, or attempting to force, any other person to engage in sexual activity of any kind without her or his consent; or (f) any behavior which is proscribed as "criminal sexual conduct" under the Michigan Penal Code, notwithstanding whether criminal charges have been brought against the individual alleged to have engaged in such behavior.

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

Students who engage in sexual assault are subject to University disciplinary action pursuant to the Student Code of Conduct, which provides for a full range of sanctions up to and including expulsion. Any person may initiate charges against a student believed to have committed a sexual assault by filing charges and providing information pertinent to the charge, with the student conduct officer appointed by the president or his/her designee.

Employees who engage in sexual assault are subject to disciplinary action pursuant to applicable collective bargaining agreements. Non-represented employees are subject to disciplinary action in accordance

with the Personnel Manual for Non-Represented Employees.

Any person falsely reporting or accusing another of sexual assault shall be subject, as applicable, to disciplinary action pursuant to the foregoing policies/manuals. Nothing in the foregoing policies shall be construed to limit the existing authority, duties or responsibilities of the Office of Equal Opportunity.

Sanctions outlined above are not exclusive. The University reserves the right to pursue or seek additional sanctions or report assaultive behavior to appropriate authorities. Perpetrators of sexual assault may also be subject to civil or criminal prosecution.

Victims of, or witnesses to, sexual assaults are strongly urged and advised to immediately notify the WSUPD at (313) 577-2222, as well as other University authorities. Reports prepared and investigations conducted by the WSUPD may be submitted to the Detroit Police Department for a coordinated effort toward resolution and prosecution.

Victims and/or witnesses may also initiate a report/investigation by contacting the Associate Dean of Students/Student Conduct Officer at (313) 577-1010, who will assist in notifying the WSUPD. Victims may also be assisted by Counseling and Psychological Services and by the Office of Equal Opportunity.

All cases reported to the WSUPD shall be thoroughly investigated. The first priority of the responding officers shall be to care for the victim. The officers shall assist the victim in obtaining appropriate medical attention, giving due regard to the collection of evidence by medical personnel. Evidence technicians shall be responsible for the collection and preservation of crime scene evidence. Interviews of the victim shall be conducted by same gender officers, if that is the victim's preference. Officers shall accommodate the victim's choice of location for lodging a complaint. The identity of the victim shall not be released to the public or the media.

# University Policies

If an arrest is made, a police officer shall be made available to accompany the victim throughout the criminal proceedings, including lineups, preliminary examinations, pre-trial conferences, trials and sentencing.

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

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

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

Wayne State University and the broader community provide a variety of resources for victims of sexual assault, including the following:

## University Resources:

### Counseling and Psychological Services (CAPS)

552 Student Center Building  
Detroit, MI 48202  
(313) 577-3398

**University Health Center** — Life stress center outpatient psychology services  
4201 St. Antoine Detroit, MI 48201  
(313) 745-4811

**University Health Center** — Rape Counseling Center  
4201 St. Antoine, 6-F Detroit, MI 48201  
(313) 833-1660

### WSUPD

6050 Cass Detroit, MI 48202  
(313) 577-2222  
Provides police protection on campus and nearby areas and also offers special programs to meet the needs of students, staff and faculty.

### Office of Equal Opportunity

656 W. Kirby, 4342 F/AB  
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 East Ferry Avenue  
Detroit, MI 48202  
(313) 872-1790

### University Ombudsperson

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

## Community Resources:

### Detroit Police Department

(Central district)  
7310 Woodward  
Detroit, MI 48201  
(313) 596-1300  
Provides police protection within the city of Detroit; also offers special programs to meet the needs of Detroit citizens.

### HAVEN

(Help Against Violent Encounters Now)  
**LOCATION IS CONFIDENTIAL**

Mailing Address:  
PO 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) —

Rape Counseling Center  
4201 St. Antoine, 6-F  
Detroit, MI 48201  
(313) 833-1660

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

### Turning Point

#### **LOCATION IS CONFIDENTIAL**

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

The Dean of Students or his/her designee, and the Director of the Office of Equal Opportunity shall establish and maintain awareness programs to inform the University community about risks and myths of sexual assault and to promote an environment at Wayne State University that is free from sexual assault and consistent with other protections and personal freedoms.

# University Policies

## SUSPENSION OF ELIGIBILITY FOR FINANCIAL AID FOR DRUG-RELATED OFFENSES

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

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

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

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

- A. The student satisfactorily completes a drug rehabilitation program that:
  1. complies with the criteria prescribed in the federal regulations; and
  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; or
- C. The conviction is reversed, set aside, or otherwise rendered nugatory.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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

WSU's Emergency Procedures are as follows:

For Police or Medical Emergency

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

For Injuries/Exposures Requiring Medical Attention

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

For Fires

- Call the WSU Police at (313) 577-2222  
DO NOT CALL 911.
- Pull the closest fire alarm pull station

For Hazardous Material Spills

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

Each University department has posted in a visible place the Wayne State University Emergency & Safety Procedures flip chart for immediate reference. This flip chart is also available online at the website of the Office of Risk Management (ORM) at [www.risk.wayne.edu](http://www.risk.wayne.edu).

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

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

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

Other measures in place to protect the campus include:

- Every college and division at Wayne State prepared a continuity of operations plan that pinpoints essential services, contingent decision makers, phone trees, location of vital records and critical hardware and software;



# University Policies

- A detailed inventory of available emergency communication channels, target audiences when to deploy messages and what communication mode to use. The inventory identifies who is responsible for the content and activation of the communication vehicle;
- The development of message templates for the University's Broadcast Message System (BMS) covering a broad array of crises from weather related closures to explosion to catastrophic illness;
- Beginning fall 2009, Wayne State will require students living in residential housing to devise personal preparedness plans, listing an evacuation location and emergency contact information;
- Inclusion in the Michigan Public Safety Communication System enabling WSUPD to communicate digitally with other federal, state and local law enforcement agencies. This ensures secure communications and maximum coordination among multiple jurisdictions.

- Purchase of advanced ballistic body armor and patrol rifles for Wayne State police to be used in the event of an active shooter situation;
- Completion of the first phase of Computing and Information Technology's disaster recovery plan, which enables the University's primary Web sites and Broadcast Message System to be fully functional within two hours of a disaster. Primary modes of communication have been backed up at a remote location to allow virtually seamless retrieval.

WSU's full emergency planning and preparedness plans — entitled Best Practices in Public Safety and Crisis Management — can be found at: [www.evp.wayne.edu/pdf/public\\_safety\\_9\\_july\\_2009.pdf](http://www.evp.wayne.edu/pdf/public_safety_9_july_2009.pdf).

## MISSING STUDENT NOTIFICATION POLICY

In compliance with the Higher Education Opportunity Act, the University has established a Missing Students Notification Policy which describes the formal notification

procedures which the University will follow when a student residing in on-campus housing has been reported missing for more than 24 hours. The WSU Missing Student Notification Policy is located at: [www.doso.wayne.edu/getinvolved/Get\\_Programs.html](http://www.doso.wayne.edu/getinvolved/Get_Programs.html); click on Missing Students Policy.

All students will be given the opportunity, when they move into campus housing, to confidentially identify an individual to be contacted by the University in case 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 you reside on-campus, please complete a Missing Student Confidential Contact Information form if you have not already done so. Forms can be obtained at the front desk of your residence hall or university-owned apartment.

## B. ANNUAL FIRE SAFETY REPORT

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

WSU will comply with the Michigan Fire Prevention Code, Act 207, and the Michigan State Construction Code, Act 230. The University will also comply with 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 ORM is responsible for the overall fire safety and fire prevention programs at WSU. It is responsible for promoting fire safety regulatory compliance with the State of Michigan, Bureau of Fire Services; Michigan Occupational Health & Safety Administration; and University insurance companies. The ORM will also serve as the custodian of all documents required by the program.

The ORM has the authority to shut down an operation, cause events to

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

### (1) Fire statistics for the last three years, 2009, 2008, 2007, 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 has not had any "fires" in any of its on-

# University Policies

campus housing facilities in the years 2009 and 2008. For the year 2007, there were two (2) minor reportable fires in housing facilities.

## **(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 dept. hose connections within stairwell landings; voice evacuation fire alarm system; smoke detection within all residential rooms. Building is classified as a "high rise residential occupancy."

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

**DeRoy Apartments:** Storage areas of 1st floor are fire sprinkled; fire dept. hose connections within stairwell landings that are supported by a fire pump; voice evacuation fire alarm system; smoke detection within all residential rooms. Building is a "high rise residential occupancy."

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

**Ghafari Hall:** Fully fire-sprinkled facility supported by a fire pump; fire dept.

hose connections within stairwell landings; voice evacuation fire alarm system; smoke detection within all residential rooms. Building is classified as a high rise residential occupancy."

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

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

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 (2009) for each on-campus residence hall and apartment.**

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

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

should be forwarded to the ORM Fire Safety Inspector.

The following evacuation drills were conducted during the 2009 school year in the residence halls:

Atchison Hall — 8 drills

Ghafari Hall — 8 drills

The Towers Residential Suites — 6 drills

The following evacuation drills were conducted during the 2009 school year in the residential apartments:

DeRoy Apartments — 1 drill

Chatsworth Apartments — 1 drill

University Tower Apartments — 1 drill

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

**Portable Electrical Appliances:** The following items are prohibited in Ghafari Hall, Atchison Hall and Towers Residential Suites: hot iron/curling iron, stoves, electrical appliances such as electric skillets/frying pans, woks, electric grills, George Forman type grills, griddles, broilers, hot plates, hot pots, toasters, toaster ovens, crock pots, blenders and refrigerators in excess of five cubic feet.

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

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

# University Policies

(Community Living Guide for Residence Halls, pp 13-14; Community Living Guide for Apartments, p 14).

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

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

**Open Flames:** Candles, oil lamps, torches and other open flame objects are strictly prohibited. Residents will be asked to remove these prohibited items. In the Chatsworth, DeRoy and University Towers Apartments, candles are prohibited in the apartments unless they are in a glass container with sides that are taller than the candle.

## (5) Evacuation procedures for student housing in case of fire:

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

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

- Put on a coat and hard-soled shoes, quickly.
- Take a towel with you to prevent smoke inhalation.
- Close windows.
- Check your doorknob and door. If either is hot, do not open your door. Exit through window if

applicable or summon help. If the door and doorknob are cool, exit cautiously and close your unlocked door. Take your keys and your OneCard with you.

- Walk quickly and leave the building via the nearest available exit in your area.
- Use the stairwells to evacuate (**do not use elevators**). Once in the stairwell, check to see that the door is closed and proceed down to the first level. Gather at the emergency gathering point 100 feet away from the residence hall or apartment.

### Atchison Hall Evacuation Procedure

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

### Ghafari Hall Evacuation Procedure

— Residents and guests should proceed north to the outside assembly area, which 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 areas, 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 housing 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 call 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.

## (7) Policies regarding fire safety education and training programs provided to the students and employees.

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

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

Prohibited Items/Fire Hazards, Article XIII, p 14

Fire Safety — Article XVIII, p 15

Fire Evacuation Procedures, pp 23-24 (this is set forth in (5) above and describes the procedures that students and employees should follow in the case of a fire).

Fire Evacuation Procedure for the Mobility Impaired/Disabled Persons, p 24

# University Policies

Fire Prevention Policies, p 24

Fire Safety Equipment/Smoke Detectors/Sprinkler System, p 25

In addition, the section on Student Preparedness Checklist, p 26, instructs each student to know the following:

“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 in my home and in the buildings in which I have classes.”

The CLG section on Emergency Preparedness, p 26, provides a variety of resources to assist students/residents in planning for emergencies.

In addition to the foregoing, the WSUPD website, [police.wayne.edu](http://police.wayne.edu), which is available to all students, faculty and staff, has a Safety Awareness Handbook which contains a section on Fire Safety. This section gives training and education with regard to fire safety. It states:

## Fire Safety

Your worst enemy during a fire is smoke. If you are surrounded by smoke, get down on the floor and crawl to safety. Hold your breath and close your eyes if you can. Close doors behind you as you escape. Always use stairs to escape, never use an elevator. Some simple fire safety tips:

- Learn the location of fire exits and fire alarm pull boxes. Sound the fire alarm is you see smoke or smell a burning odor.
- Have a prepared escape plan and know your escape route. Count the number of doors between your room and the fire exits door so you can find it even in heavy smoke.
- Remember to remain calm.
- Always use exit stairs, never use the elevator.
- Close doors behind you as you escape. In most cases, this will prevent smoke and fire from entering the room you are exiting.

- Do not re-enter an evacuated building until it has been declared safe.
- If you become trapped, seal off cracks around doors and vents with cloths or rugs. Soak them in water if possible.
- Turn off fans and air conditioners.
- Signal for help from a window. Call the Wayne State University Police at (313) 577-2222.
- Never tamper with or disable any smoke detectors in any residence hall, apartment or office area anywhere on campus. Do not allow others to do the same.
- Residence Hall and Apartment residents should refer to the University Housing and Residential Life Community Living Guide for a list of items that are prohibited from the Residence Halls and Apartments as potential fire hazards.

The University also has a **Fire Safety Manual** available online ([www.wayne.edu/fisops/documents/FIRESAFM.pdf](http://www.wayne.edu/fisops/documents/FIRESAFM.pdf)) to all students, employees and faculty. It contains the following statement up front:

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

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

## Building Occupant Responsibilities

When a fire alarm is sounded at any WSU owned/leased facility, **everyone should immediately leave the building** in an orderly manner by means of the nearest exit. Under no circumstances are any personnel (excluding the WSUPD, Environmental Health & Safety and Detroit Fire Department) to remain in 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 closed, and proceed down to the level of exit discharge.
- If the facility is of a high rise occupancy (75 feet or 7 stories above grade) evacuation procedures are 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.
- Pre-determined facility occupants who are assigned responsibility for evacuation of a particular floor, shall assist persons with specific requests into the area of refuge after all persons on that floor have evacuated.
- All persons who requested specific assistance that are above the level of exit discharge, shall be placed in an “area of refuge” i.e., a fire-rated construction room, or enclosed emergency exit stairwell.
- Unless department/facilities has special evacuation equipment, i.e. emergency evacuation wheelchair, the responsibility for removal of persons with specific requests rests with the WSUPD or the Detroit Fire Department.

## (8) Students and employees should report all fires to the WSUPD.

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



# University Policies

and to the OEHS (for Haz Mat or clean-up needs).

**(9) Plans for future improvements in fire safety, if determined necessary by the institution.**

WSU is continually striving to be proactive in its fire emergency planning and preparedness. Its Crisis Management Team is continually striving for improvement, and the University will update fire safety and other emergency practices and procedures as needed.

**(10) Fire log.**

Pursuant to the requirements of the Higher Education Opportunity Act, the University now requires the WSUPD to maintain 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.

## Board of Governors

Richard Bernstein, chair

Tina Abbott, vice chair

Debbie Dingell

Eugene Driker



Diane L. Dunaskiss

Paul E. Massaron

Annetta Miller

Gary S. Pollard