

Police Department

ADAMS STATE UNIVERSITY

Campus Safety / Fire Safety

Annual Report

September, 2014



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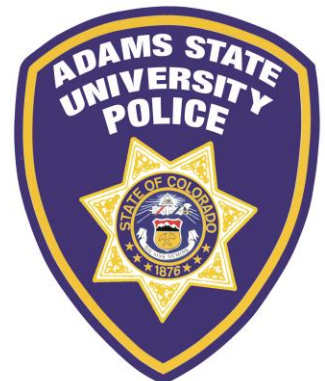


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Message from the Vice President for Student Affairs

I am pleased to present the 2013 Adams State University Annual Security and Fire Safety Report. This report is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and is intended to disseminate important information to the University community. Crime statistics include those reported to local police, ASUPD, and designated campus officials. With this publication, it is our intent to communicate not only mandatory information, such as crime statistics and fire safety data, but also to inform current students and employees and assist prospective students and their families in the decision-making process of selecting a college or university by describing the many ways in which we strive to keep this community safe.

Please take a moment to review the information in this report on safety and security at Adams State University. You will find information on several safety related factors including its ongoing relationship with the City of Alamosa Police Department, all University facilities and property, policies and procedures for reporting crime, safety and security prevention and protection programs, victims' assistance programs, and annual crime statistics.

I encourage you to familiarize yourself with this information as we strive to keep our community safe. The safety and well-being of our students, faculty, staff, and visitors are always our top priority.

Respectfully,

Kenneth Marquez

Vice President for Student Affairs

This report is intended to provide valuable information regarding procedures the University has developed in partnership with members of the community to maintain a safe campus environment. To find out more about any information in this document or about the ASU Police Department, please call us or visit the Adams State University Police Department website at <http://www.adams.edu/ps/>.

Introduction

All members of the Adams State University community serve an important role in building and maintaining a safe living and learning environment. Our combined efforts in personal, public, and fire safety help provide a safe environment for the educational mission of Adams State University to take place. Without each community member's effort, the quality of campus life would be diminished.

Thank you for taking time to read this Campus Safety/Fire Safety Information Handbook. The handbook details the policies and procedures that Adams State University uses to deter and respond to crime on campus and the systems and educational components related to fire safety. In it you will find listings of measures Adams State University has taken to help you in maintaining personal safety. You will also find suggestions on how you can increase your own safety, as well as the information required by the Crime Awareness and Campus Safety Act of 1990.

Like other small residential liberal arts colleges, Adams State University has been less susceptible to the kinds of violent crimes that are more prevalent in larger metropolitan areas and at larger colleges and universities. However, the risks associated with being in the heart of a valley of more than 24,000 people are real and multiple; therefore, campus safety is an ongoing priority for Adams State University. No campus can be a sanctuary from the "real world" issues of our society. No institution can guarantee that it will be completely free from crime; such a level of absolute protection is unavailable anywhere.

What should be expected is that an institution will take reasonable steps to provide a level of safety that is not so restrictive as to be unacceptable, yet will promote an environment in which personal safety is taken very seriously by all members of the college community.

We encourage you to read and understand this handbook. Your use of the facilities, programs, and services mentioned in this handbook, along with your taking steps to increase personal safety, will help you have a positive experience at Adams State University.

Annual Campus Crime Report

Compilation and distribution of an annual report is mandated for all institutions participating in the student financial aid programs under Title IV of the Higher Education Act of 1965. Under the Crime Awareness and Campus Security Act of 1990, institutions are required to disclose information about campus safety policies and procedures and to provide statistics concerning the occurrence of certain criminal offenses by designated categories. The report must also include statements about campus law enforcement policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education, vehicles(s) for reporting and procedures for handling reports of sexual assault. The numbers provided in the crime statistics section reflect: (a) reports filed with ASU PD or other Campus Security Authorities, (b) reports filed with Alamosa Police Department and other law enforcement agencies with jurisdiction and (c) reports filed with the Sexual Assault Response Team (SART). NOTE: Only numerical statistics are reported by the SART.

Crime Reporting and Police Relations

Adams State University (ASU) places a high priority on keeping its campus safe for students, faculty, staff and visitors. To ensure effective crime prevention strategies are in place it is important that we gather information regarding crimes in and around our campus. ASU Police Department (ASU PD) works closely with the Alamosa Police Department and Alamosa Sheriff to share information about crimes that have occurred or patterns and trends that could pose a threat to the campus community.

Crime Reporting: ASU encourages students, faculty, and staff to report all crimes to the ASU Police Department and the Alamosa Police Department in a prompt and timely manner. A student may report a crime to the police, seek internal University support, and pursue judicial sanctions. ASU PD is available to all community members. Once a criminal incident is reported to any police department, including the ASU Police Department, the University has no control over the investigation and the legal process that may result. To contact ASU PD, call extension 7901, or after hours, call the Colorado State Patrol dispatch at (719)589-5807. Emergencies may be reported by dialing 911 or via any blue light emergency call box on campus.

Certain categories of crime often go unreported. The University is **initiating** programs, including online and in-person training to encourage students and staff to recognize and report such crimes, especially those involving sexual misconduct and harassment and gender bias incidents, which are significantly under-reported. You may also speak to the Victim Services Coordinator at ext. 7901 about these programs. Please call the ASU Chief of Police at ext.7902 if you have any questions or concerns about crime at ASU.

You may also report crimes or incidents confidentially to pastoral or professional counselors who, although they have significant responsibility for student and campus activities, are not campus security authorities under Clery (34 CFR 668.46a).

Contact information for both pastoral and professional counselors at ASU is listed in the *Support Resources* section on page 18 of this document.

Filing an anonymous police report

Students, faculty and staff may file an anonymous police report online. An electronic form is available on the ASUPD website at www.adams.edu/ps/ as well as the Emergency Procedures website at www.adams.edu/about/safety/. Those reports are sent immediately to the Chief of Police, the ASU PD Administrative Assistant and the Vice President for Student Affairs, and are addressed immediately.

The ASU Police Department: The ASU Police Department's goal is to provide a safe environment for the educational mission of ASU to take place. ASU PD, in conjunction with the Counseling and Housing departments, provides educational assistance, service, support, emergency response, and high visibility patrol for the ASU community.

ASU PD is staffed with certified peace officers and professional staff who are dedicated to providing a safe environment and providing excellent service to the community. Officers are on duty 24/7 and patrol on foot, on bike, and by motor vehicle. Additionally, the ASU PD has access to review campus camera footage when necessary via the Closed Circuit Television (CCTV) camera system. ASU PD works in close cooperation with the Alamosa Police Department (APD), Sheriff's Office (ASO), Colorado State Patrol (CSP), Fire Department (AFD), and emergency personnel in providing a seamless emergency response capability for the ASU campus.

Seven full-time officers are assigned to provide safety/security services at ASU. ASU PD Officers are POST-certified Police Officers and do have powers of arrest and direct radio communication with other local responders. ASU PD officers hold concurrent jurisdiction within the Alamosa city limits with authority for the enforcement of City of Alamosa Municipal Code and City of Alamosa Traffic Code.

ASU PD embraces the philosophy of Community Oriented Policing, focusing on building rapport with all members of the ASU community, establishing mutual trust and respect, and treating all people fairly to create an environment where diverse social, cultural, and academic perspectives are valued. Engagement, dialogue and communication, collaboration, and outstanding customer service are the key components of ASU Officer & staffs' daily duties.

The ASU Police Department strives to serve the campus community and welcomes visitors at any time. We are located at #1 Petteys Hall.

Relationship with Local Law Enforcement & First Responders: ASU maintains Intergovernmental Agreements for Mutual Aid with the Colorado State Patrol, Alamosa Sheriff and Alamosa Police Department. The ASU campus is located within the jurisdiction of APD, and APD may be requested to assist in cases which overwhelm the capacity of ASU PD to respond, and will be called upon to respond to life-safety emergencies if no ASU PD officers are available. When an ASU student is involved in an off-campus offense, APD may contact ASU PD to assist and to document such occurrences.

ASU PD also has a cooperative relationship with the Alamosa Fire Department and local ambulance services. ASU PD Officers have direct radio communications with the Colorado State Patrol, Alamosa Police and Sheriff's Departments, Alamosa Fire department, and Alamosa

ambulance services to facilitate rapid response to any emergency or “crime in progress” situation.

Extra Duty Officers: ASU occasionally contracts with APD for extra-duty police services for special events and to provide extra patrol / security on and in proximity to campus during times that involve a higher volume of activity.

ASU PD Housing Resource Officer (HRO): As part of its continued commitment to the health, safety, and awareness of the ASU Community, the ASU Residence Life Department funds a certified peace officer through the ASU PD, delegated as a Housing Resource Officer (HRO), responsible for presenting in-hall awareness programs involving personal protection, theft protection, sexual assault awareness, drug & alcohol awareness and prevention.

Emergencies

Campus Emergencies: Emergency preparedness is a shared responsibility. ASU provides information regarding emergency preparedness to the campus via printed materials and the web site: www.adams.edu/about/safety/erproced.php .

The Emergency Procedures Guide can be used in contingency planning and in preparing for an emergency on campus. Members of the ASU community are encouraged to review and become familiar with the guide before an emergency occurs.

Additionally, the University provides emergency information to employees upon hire and facilitates emergency training for all members of the campus community, including online resources at www.adams.edu/about/safety/training.php . Faculty, staff, students, and guests at ASU should commit to personal preparedness and create personal / family emergency plans that address their specific needs and concerns. Planning assistance is also available through the Red Cross on their site as well as FEMA at ready.gov. Although notification is voluntary, ASU encourages faculty, staff, students, and guests with disabilities to notify the University of any need for assistance in planning for emergencies.

All emergencies should be reported by calling 911 (9-911 from a campus phone). Calling the ASU PD via 911 will activate an emergency response protocol that includes police officers dispatched to the scene and an immediate notification to area police, fire, or emergency medical response. Also, other appropriate campus authorities and support services that are available through the University will be notified. Always give your location, nature of the emergency, and be prepared to respond to the dispatcher’s questions or instructions. Do not hang up until told to do so.

Timely Warning at Adams State University

In circumstances where the student population may be at risk from a dangerous person or situation, notification is made using all of the following means: emergency alert texts (e2campus), emails, web site notifications, and published postings of flyers.

e2campus Emergency Alert System: ASU has a voluntary sign up system for emergency notifications. Students may enroll via two separate ways to receive text alerts involving any emergency on or within proximity of the campus. Not every criminal event will create a campus warning. Only those events where a suspect may still be at large and is believed to be dangerous and still in the area or a physical threat to students, such as a gas leak or bear on campus will necessitate a campus-wide warning. Other circumstances including severe weather or public safety emergencies may generate a campus alert. Students, faculty and staff may opt in via a text message system or online version. Specific campus administrators have access to the various alert systems and have unilateral discretion in commencing an alert.

Emails: In the event of a campus emergency an Attribute Based Message (ABM) is sent out in which every member of the campus community with a current email address will receive the warning via email. Some who have selected the option to also have the text alert be sent to their emails will receive two separate emails regarding the warning. When the threat is over, an additional ABM and text alert will be sent out notifying the campus community that the threat has passed.

Published Flyers: In the case of an intimate threat on campus or the need to warn the campus community of a crime that poses a potential and immediate threat, the campus will publish and post flyers across campus warning of the possible threat. These flyers will be posted on every single entrance door across campus by members of the ASU Police Department.

The ASU community is also part of a San Luis Valley-wide community served by the Colorado State Patrol dispatch system with the capacity for mass reverse-911 calls and the ability to make alerts via text, voice, phone, or e-mail.

Timely warnings are primarily the responsibility of the Director of Campus Police services (the Chief of ASU PD), and the Vice President for Student Affairs. ASU PD gathers annual statistical data for crime reporting by standards developed by the US Department of Education as proscribed by the CLERY Act. The university has identified individuals to serve as Campus Security Authority's (CSAs) from across campus that will also serve on a campus wide committee to assure data is accurately accounted for.

Although the University has means by which anonymous reports of crimes may be made; there is no formal policy regarding confidential reporting for purposes of annual reporting of crime statistics.

e2campus Emergency Alert System Tests: Are conducted twice a year, once in the fall semester and once in the spring. Tests are administered by the Office of Student Affairs, and are performed using a test group, currently consisting of the ASU Health and Safety Team. During the test, group members will receive a text message that reads "Test – Please respond to this text with the time received, and response time." Tests are normally unannounced, and the test group is sensitized to know that a response is expected when test-alert is received.

The ASU Health and Safety Team currently consists of the Vice President of Student Affairs, the Director of Counseling & Career Services, the Chief of Police, the Director of Human Resources, the Director of Auxiliary Services, Housing and Residence Life and the Vice President of Academic Affairs. The Program Assistant for Student Affairs serves as Administrative Assistant to this team.

Adams State University only uses the e2campus Emergency Alert system for emergencies test and vital notifications.

Campus Security, Access to Facilities, and Weapons Policy

The University deals with campus crime in a number of ways: educational talks on crime prevention, security systems including surveillance cameras and access control systems, safety planning for campus facilities, and investigation and prosecution for crimes that occur on campus. These measures are designed to prevent and deter crime and keep members of the ASU community better aware of their surroundings. Overviews of these components are provided below.

Campus Patrol: The campus is patrolled by officers on foot, in carts, on bicycles, and in vehicles. Officers patrolling by foot or on bike enhance the opportunity for officers to interact with the community to provide support and service. The high visibility and engagement of Patrol Officers is an integral part of our community policing efforts.

Dispatch: The ASU Police Department is dispatched by the Colorado State Patrol Communications Center, located at 3110 1st Avenue, in Alamosa. The CSP Communication Center is staffed 24 hours a day, seven days a week to receive and dispatch calls requesting police, fire, medical, or other services, both emergency and non-emergency. ASU PD also receives and dispatches calls related to security and facility issues, accesses, escorts, and calls for service Monday through Friday, during normal business hours. ASU PD officers monitor APD radio traffic for issues affecting campus and reviews campus fire safety, electronic access control, duress alarm, and surveillance camera systems. ASU PD serves as an after-hours point of contact to initiate notification to other campus organizations including Facilities, Residence Life, Information Technology, and campus administrators. The ASU PD office also provides customer service to walk-in traffic, provides visitor information and assistance, and serves as the contact for lost and found. To contact the CSP Communication Center, call (719)589-5807. To contact the ASU PD office, call extension 7901.

Safety Lighting: is installed throughout the campus to increase evening visibility. The ASU PD conducts lighting checks regularly to identify lamps that need replacing and to note problem areas. Major pathways are well lighted. Pedestrians are encouraged to stay in areas where visibility is good.

Closed Circuit Television (CCTV): Cameras are located at four high-traffic areas, including two 24-hour computer labs, the testing center in Nielsen Library, the Art Building gallery, and all exterior entrances of McDaniel Hall. When a crime occurs affecting those areas, the ASU PD reviews surveillance videos to identify possible suspects, witnesses, or other information related

to the incident. When individuals who are unknown and who cannot be identified are noted in the review, ASU PD may post the images physically to campus bulletin boards and high-traffic areas, and to the ASU web site enlist the community's assistance in identifying those individuals so they may be contacted as part of the follow up investigation.

Access Control: Academic Buildings are generally open to students, faculty, staff, contractors, and other invited guests and persons having business with the University during business hours. After-hour permitted access is provided via access card or through ASU PD. Residence Halls are secured after normal business hours and access is restricted to students, their guests, and staff, contractors, or other having legitimate purpose to access the residence halls.

Academic Building Access: Each academic building schedule is maintained by the administrative assistants of their department, and the ASU Events Coordinator. Building calendars or schedules should be requested of those staff members. Electronic Access Control (card readers) has been added to McDaniel Hall to provide convenient card access for authorized members of the ASU community after hours and on weekends while reducing both casual access by unauthorized persons and the potential for crimes of opportunity by those who are unaffiliated with the University. Access after buildings are secured may be obtained by special permission from the faculty or, in case of emergency, by ASU. Employees working off-hours are encouraged to report their presence to the ASU PD by calling extension 7901, or (719)589-5807 so officers may include the area in their patrol.

The following are some security/safety tips to follow when utilizing campus buildings:

- Do not prop locked doors. Most buildings have card readers to allow access to permitted campus community members after hours. Propping doors allows opportunities for unauthorized persons to enter.
- Avoid allowing persons you do not know to “piggyback” in. Waiting for an authorized user to swipe in and then following before the door closes (piggybacking) is a favorite means criminals use to defeat security systems. If someone you do not know piggybacks in behind you and you have any concerns, go to a safe place and notify the ASU PD.
- Notify the ASU PD regarding any safety hazards (i.e. burned out lights in hallways or stairwells, inoperative doors, broken windows, malfunctioning elevators, etc). Do not enter an unlighted building. Call the ASU PD and wait for an officer to escort you into the building.
- When using classrooms, practice rooms, computer labs, or science labs after hours and/or weekends, call the ASU PD at (719)589-5807 and notify them that you are in the building.
- Know the names and locations of campus buildings.
- Know the location of the nearest exits to your residence hall, study room, practice room, classroom, parking lot, etc.
- Notify ASU PD if you observe anyone acting suspiciously.
- Don’t leave personal items such as book bags, jackets, laptops, jackets or keys unattended. The majority of campus thefts involve items of value being left unsecured and unattended, even for a short time.

Residence Hall Access: Is restricted to students, their invited guests, and staff and contractors who have legitimate work-related duties in the facility. All residential buildings are monitored by Resident Directors, Assistants and desk staff during designated hours. Card-reader access is also in place at all residence halls on campus. Access to individual rooms is controlled via key card. Students are issued individual room key cards and encouraged to keep their rooms secure.

Family Housing: Access to family housing complexes is given to individual students via key-controlled locks. Safety screens and bars on first floor windows are offered where feasible.

Access to residence halls over breaks, when school is not in session, or the University is closed may be further restricted to meet the needs of the University.

Safety Inspections: Campus lighting, fire safety equipment, emergency call boxes and other safety enhancements of a physical nature (e.g. appropriately trimmed foliage) are inspected on a regular basis by Facilities Services, ASU PD and Residence Life staff. Deficiencies requiring immediate attention will be addressed by the appropriate department or by call out of necessary personnel. Other issues will be reported to Facilities Services as a work order for timely repair. Fire alarm panels and devices are inspected once a year by SimplexGrinnell Monitoring. Two health and safety inspections are conducted by Resident Assistants yearly, and are announced in advance. Fire extinguishers are inspected yearly by Empire Fire & Safety, Inc. Two emergency generators, covering the Coronado / Girault and Residence at Rex Complexes, are inspected bi-annually by Rocky Mountain Cummins. Campus elevators are inspected monthly by Colorado Custom Elevator & Lift, Inc and yearly by the State of Colorado.

Maintenance: Safety considerations used in the maintenance of campus facilities are as follows: repairs and maintenance to non-residential facilities will be scheduled at times that do not interfere with the normal operations of the University. When residence halls are occupied, Facilities Service and Housing Maintenance personnel will only enter a room if there has been a work order issued for repair to that room or if there is an immediate physical emergency that requires access to that student room (example of such emergencies include broken water pipes, broken steam valves, and fire).

Weapons Policy: The possession or use of any weapons – including but not limited to firearms, ammunition, pellet guns, air guns, paintball guns, stun guns/Tasers, smoke devices, bows and arrows, large knives, explosives, and fireworks – is strictly prohibited anywhere on ASU campus and property because of the potential for personal injury, theft, unauthorized use, or disruptive impact on the campus. In addition, verbal or written threats by individuals indicating they have a prohibited weapon or explosives will be addressed as an actual threat, whether or not weapons or explosives actually exist. ASU does not currently have a written policy on carrying concealed handguns on campus. ASU follows Colorado law, which states that individuals carrying concealed weapons must have a concealed weapons permit issued by a Colorado sheriff in accordance with Colorado Revised Statute 18-12-206.

Campus Safety Programs and Services

Escorts / Safe Ride Service: We encourage all members of the campus community to use common sense and practice good personal safety techniques at all times. Students and employees alike are encouraged to walk in pairs and groups, especially during the hours of darkness. However, when this is not possible, please call ASU PD to request an escort.

Annual Security Report (ASR): The material you are reading now, the ASR, provides information on certain criminal offenses that have occurred at ASU during the past three years. The report also describes programs and services designed to reduce such criminal offenses, specifics regarding the University's sexual misconduct policy, information about the alcohol and drug policy, fire safety information, and a list of useful resources and telephone numbers.

Sex Offender Registry and Access to Related Information: The Federal Campus Sex Crimes Prevention Act went into effect October 28, 2002. The law requires institutions of higher learning to advise the campus community where to find information concerning registered sex offenders. The law also requires registered sex offenders to provide specific notice to each campus with which the person is associated as an employee, student, or other connection.

The Colorado Bureau of Investigations maintains sex offender registry information, which is publicly available via the Internet. The data includes the offender's name and aliases; the nature of the offense; the date and place of the conviction; date of birth; current address and photograph. Information on sex offenders is available on:

www.sor.state.co.us
<https://www.colorado.gov/apps/cdps/sor/>
www.familywatchdog.us
www.coloradostatecrimestoppers.com

Crime Log: A crime log is maintained at the ASU Police Department and is available to the public during normal business hours. This log includes the incident classification, case number, date / time occurred, date reported, location, and disposition of each crime.

Security Briefs: During the academic year "Security Briefs," which may include safety tips and security issues from the previous weeks, will be distributed via the University's email system.

Hall Programs: Officers meet with students through several avenues to provide information about the services that the ASU PD provides, security tips, training programs and the Housing Resource Officer Program. Residence hall wings may also request specific presentations about campus safety and security. Additionally, all Resident Assistants are required to conduct mandatory hall meetings, discussing safety, policies, issues and police contact.

Employee Training Programs: Active Shooter Training as well as basic emergency procedures training is offered to the campus community every other year, with each training taking place on alternating years.

Blue Phones

ASU has three Blue Phones conveniently located across campus. These phones are emergency call boxes connected directly with the Colorado State Patrol Communication Center and are located at the following areas:

Plachy Hall – This phone is located on the North side of campus at the Plachy Hall parking lot.

Petteys Hall – This phone is located on Central campus on the pedestrian walkway near Petteys Hall and a large number of the academic buildings.

Theater/Art Building – This phone is located on the South part of campus on the pedestrian walkway in between the Art and Theater buildings.

To activate a Blue Phone, just press the red button and you will be connected with a Colorado State Patrol dispatcher.

Sexual Misconduct – Policy, Prevention, Reporting, and Resources

Adams State University’s Sexual Misconduct Policy: Adams State University believes that students have the right to be free from unwanted sexual contact, coercion, abuse, force and violence, or threats of violence. The University will not tolerate misconduct, including "acquaintance" or "date" rape, other forms of intimate partner violence, stalking, or gender bias, on or off campus. A University community is a place where we look out for one another.

THE LAW

Sexual harassment/violence is NOT simply inappropriate behavior; It is against the Law (Title IX of the 1972 Education Amendments). Criminal investigation may take place, and appropriate charges filed.

COMMITMENT

At Adams State University, our primary concern is the safety of our students, faculty, and staff. The University will respond to any reports of sexual harassment/violence. Under our school's policy and Title IX; *"retaliation is prohibited against any individual who reports violations of our policy or participants in any manner in an investigation."*

Consumption of alcohol or drugs or violations of other policies are viewed separately from sexual harassment/violence and will never make the victim at fault.

DEFINITION

Sexual harassment/violence is unwelcomed conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature including sexual assault.

Other examples of sexual harassment/violence include, but not limited to: stalking, graphic comments about a person's body, sexually explicit pictures, unwanted telephone calls, emails, or texting.

ACTIVE CONSENT

Active consent means that each person involved in sexual contact not only expressively agrees to the sexual activity, but also agrees to such activity freely, willingly, and knowingly. A person who has been threatened or intimidated or whose judgment is substantially impaired by drugs or alcohol or by other physical or mental impairment cannot by definition, give consent to sexual contact. You have a right not to be acted upon by someone else.

REPORTING SEXUAL HARASSMENT/VIOLENCE

Any student or someone you know who has been sexually harassed/assaulted or retaliated against is encouraged to report the incident to the ASUPD, the Title IX Coordinator or other responsible individuals. The University will follow up on all contacts.

Students should expect their privacy and confidentiality to be respected to the extent provided by law. You may choose to make an anonymous report. Be assured we will listen to you and support you through this process. We recommend the use of an advocate for support during the process.

Students who are not certain about filing a report but have questions may contact the Title IX Coordinator or the University's counseling office.

Students may also contact the US Department of Education office of Civil Rights (OCR Denver office at 303-844-5695)

IF YOU ARE IN IMMEDIATE DANGER CALL 911.

INVESTIGATION

Students may decide to meet with the Title IX Coordinator to provide additional information. A prompt and effective investigation will be conducted in normally sixty (60) days or less. The Title IX Coordinator will keep all parties to the investigation informed of the progress and findings.

The standard of evidence under the Title IX is a "Preponderance of Evidence" (more likely than not to have occurred). Any necessary steps to assure the safety of the student making the complaint will be taken.

ADMINISTRATION

There is no formal judicial process. Evidence will be provided to an administrative panel who will render a decision. All parties will be given due process and an opportunity to present their case in private. There is an appeal process for both parties to the Vice President of Student Affairs.

TITLE IX COORDINATOR

The University's Title IX Coordinator is responsible for monitoring the overall implementation of Title IX. Also, the Title IX coordinator can provide counseling and mediation services.

The Title IX Coordinator for Adams State University is: Joel Komgut, Director of the Office of Equal Opportunity Student Union Building, Room 329

Phone: 719-587-8213

Cell: 719-480-4487

Email: joelkomgut@admns.edu

OTHER RESOURCES

Erica Romero, Deputy Title IX Coordinator

Richardson Hall, Room 111

Phone: 719-587-7508

Email: eromero@adams.edu

Ken Marquez, Vice President for Student Affairs

Office of Student Affairs

Phone: 719-587-7221

Email: klmarque@adams.edu

Additional contact information:

- **Adams State University Counseling Services (Confidential Counseling)--719-587-7746**
- **Tu Casa Domestic Violence/Sexual Assault Advocacy Organization -----719-589-2465**
- **Adams State University Police Department -----719-587-7901 or 719-589-5807**
- **Alamosa Police Department-----719-589-5807 or 911**
- **Alamosa County Sheriff -----719-589-6608**
- **San Luis Valley Mental Health Center -----719-589-3671**

All members of our University community are accountable and responsible for ensuring that a respectful and trusting environment is maintained. To that end, the University will provide training in Bystander Intervention.

Student Need To:

- Know how to find information
- Know what to expect
- Told of their options
- Be treated fairly
- Not be judged or isolated
- Be supported
- Have a transparent process

Reporting Sex Offenses: ASU encourages students to report sexual assault, intimate partner violence, stalking and other forms of sexual misconduct. Under our campus policies, students have three paths or options to pursue. You may speak confidentially to the ASU Victim Services Coordinator about all of these options, which include:

- **Formal Legal System:** ASU encourages students to report sexual assaults, intimate partner violence and stalking to the ASU or Alamosa police. Students can request that a representative of the University accompany them in making a police report.
- **Informal Support Systems:** ASU Counselors and Campus Ministries provide information and confidential support to assist students in making decisions about filing formal complaint/charges and seeking medical care or counseling. These resources can also assist students in managing the impact of misconduct on their academic and social functioning.
- **Formal University Discipline System:** A formal complaint may be brought forward to the University as long as the person accused (the respondent) is a student or employee at ASU. The University reserves the right to take whatever measures it deems necessary and appropriate to respond to a charge of sexual misconduct in order to protect students' safety, physical and mental well-being, and individual rights. Such measures include, but are not limited to, no-contact agreements, immediate modification of academic and living arrangements, summary removal from campus pending a hearing, and reporting to the ASU or local police.

PROCESS FOR SEXUAL ASSAULT HEARINGS

Sexual harassment/violence investigation/Judicial process for students under Title IX.

Step 1: A formal complaint is filed. The Title IX Coordinator is contacted about the complaint. Arrangements are made for a meeting and the complainant is informed that they may bring someone with them for support, etc.

A confidential interview is conducted and recorded. A support individual for the Title IX Coordinator is also present during the interview.

Relevant laws and policies are explained to the complainant and he/she is provided with a copy of the university's policy on sexual harassment/violence. The investigation process is explained to the complainant.

The complainant is advised of the option of utilizing a victim advocate during the entire process.

An intake form is completed by the complainant and they are asked to also complete a written signed statement of the alleged discrimination.

The complainant is briefed on confidentiality and retaliation issues.

During the interview the complainant will be asked to identify witnesses and any pertinent evidence.

The complainant is informed that the respondent will be notified of the charge, provided a copy of the complaint, and given an opportunity to respond. The respondent will be directed to have no contact with the complainant and will be directed to sign the no retaliation form.

The complainant will be given a time frame for the complaint process and will be kept informed by the Title IX Coordinator as the investigation progresses.

The complainant will be informed of other support services available to them i.e., ASU Counseling Office and Tu Casa.

Step 2: The respondent is notified of the complaint and provided with a copy of the complainant's written statement. Respondent is told that they may bring someone with them. The respondent is provided with information on relevant laws and policies. Respondent is provided with a copy of the university's policy on sexual harassment/violence.

A recorded interview is conducted and the respondent is asked to complete a written statement as a rebuttal to the charge.

During the interview the respondent will be asked to identify witnesses and any pertinent evidence.

The respondent is instructed about confidentiality and directed to sign the no retaliation form. The respondent is directed to have no contact with the complainant. The respondent is told that they will be kept informed by the Title IX Coordinator about the progress of the investigation.

Step 3:The investigation begins with additional interviews of relevant witnesses and the gathering of evidence. Normally to be completed within 60 days.

Step 4:Follow up meetings with the complainant and respondent are conducted to review evidence and preliminary findings.

Step 5:The Title IX Coordinator drafts a final report. The report contains the factual information obtained through the investigation.

Step 6:The report is given to the Adjudicator who is appointed by the President, who determines whether university policies have been violated and what sanctions are appropriate. The appointed Adjudicator will read all the information submitted by the Title IX Coordinator, police reports, and statements and then make a determination if violations have occurred and what sanctions are appropriate.

Step 7:The complainant and respondent are informed via separate letters of the outcome of the investigation and any appropriate sanctions. Sanctions are effective immediately.

Step 8:Either party can request an appeal. Request for appeals are heard by the Vice President of Student Affairs or his designate. Appeals must be filed in writing 10 business days following receipt of the letter to the VP of Student Affairs. Both parties will be kept informed of the appeal request, process and its outcome.

Appeals are limited to three areas:

- A. Discovery of new evidence
- B. Investigation or Adjudicator bias
- C. The sanction or action was unduly severe or not serve enough

Step 9:**The appeal is a process of reading all the documentation, listening to all the recorded testimony and any other evidence presented to the Title IX Coordinator involving the case. No witnesses will be called and the decision will be based on one of the three areas listed above depending on which area the respondent lists as the reason for the appeal. The appeal decision is final.**

Preservation of Evidence: If you know that you wish to have medical evidence collected, you may go directly to the SLV Regional Medical Center Emergency Room for this process. When you arrive in the ER, tell the intake nurse that you are requesting a SANE (Sexual Assault Nurse Examiners) exam. The ASU PD or Victim Services Coordinator may also help transport you to SLV RMC and support you through this process.

- You should not bathe, douche, change clothes, or brush teeth. This will help preserve evidence in the event you decide to prosecute. If you have changed clothing, it is best to bring the clothes that you were wearing at the time (or immediately after) the assault.
- Once collected, the evidence will be held for two years, so you have time to decide whether you wish to prosecute the assault; having medical evidence may improve the strength of your case.

Support Resources: Experiences like sexual assault, intimate partner violence and stalking can be traumatic, leading to confusion, anxiety and depression, as well as concerns about safety, well-being and social and academic functioning. If you need help, the first action is get to a safe place. Once you are safe, the following resources can assist you in obtaining medical attention, emotional support, and information regarding judicial options.

Tu Casa Victim Advocacy Organization: An off-campus domestic violence / sexual assault / stalking / elder abuse / hate crime advocacy center. Tu Casa is available 24/7 to the ASU communi 24-Hour Hotline: (719) 589-2465

ASU Counseling Center: a place where students can receive confidential direct-intervention & consultation, short-term counseling, and information on a variety of issues. (719)587-7746

United Campus Ministry at ASU: The Campus Ministers are confidential resources who can assist with emotional and spiritual needs. (719) 587-7516

Title IX Coordinator: a person trained to monitor the overall implementation of Title IX on campus. The Title IX Coordinator may provide counseling and mediation services. (719)587-8213
Cell: (719)480-4487

ASU Police Department: Emergency: 911
Office: (719)587-7901

The University is committed to responding to incidents of sexual misconduct in order to eliminate any hostile environment, as well as to prevent recurrence of sexual misconduct and address its effects. Individuals with questions about the campus Anti-Discrimination Policy and/or the Student Sexual Misconduct Policy may also contact the ASU Title IX coordinator at joelkorngut@adams.edu.

Policy on Illegal Use of Drugs and Alcohol

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, ASU has adopted the following policy concerning the unlawful use of drugs and alcohol by students and employees. For employees of ASU, abiding by the policy is a condition of continued employment.

ASU neither encourages nor discourages the use of alcohol, but it does condemn the abuse of alcoholic beverages. All members of the University community are responsible for their own behavior within the context of civil law and University regulations. Those responsible for organizing and overseeing social

events must be aware of, and adhere to, all University and civil laws and regulations. The University is committed to educating its constituencies regarding alcohol use and abuse. Efforts are made to ensure an understanding of all civil and University regulations by all concerned. However, individuals must recognize a responsibility to educate themselves, since ignorance of the law is no excuse. The legal drinking age in Colorado is 21. No one under the age of 21 may purchase, consume, or possess any alcoholic beverage.

Regulations, Rules and Enforcement:

All of the laws of the State of Colorado related to alcohol and illicit drugs shall be obeyed. Please refer to the Uniform Controlled Substances Act, Article 18, Title 18, Colorado Revised Statutes; the Uniform Beer Code, Article 46, Title 12, Colorado Revised Statutes; the Uniform Liquor Code, Article 47, Title 12, Colorado Revised Statutes; and Drug Free schools and Campuses, 34 Code of Federal regulations, Part 86, Subpart B.

ASU will not permit possession or consumption of alcoholic beverages of any kind on campus, with the exception that the President of the University may allow, in accordance with Colorado law, alcoholic beverages at official functions and special events, if so requested and written approval is obtained. The following actions constitute violations of the ASU Alcohol Policy:

1. Visible inebriation in public and/or creating a disturbance after having consumed alcohol;
2. Consumption of alcoholic beverages in campus residence halls, public, during intercollegiate events, intramural recreation events, or in any area or at any event where such consumption is prohibited;
3. Use of University funds for the unauthorized purchase of alcoholic beverages, including 3.2% beer.

Students and Employees violating alcohol and drug regulations will be subject to disciplinary action by ASU which may include, but is not limited to, the following: reprimand, probation, suspension, termination, the group or organization being barred from further use of University facilities, other disciplinary action as determined by the Vice President for Student Affairs, or referral for criminal action.

All University groups are expected to uphold all regulations. Failure to comply may result in disciplinary and/or criminal action.

Non- University personnel, while on the University campus, are subject to the laws of Colorado, as well as the regulations of the University. Persons violating any regulations will be asked to leave the campus. If necessary, the ASU Policy Department will be called to deal with violations.

All guests of University students, faculty, and staff are the responsibility of their hosts. Any violation by guests will subject the University person (host) to disciplinary action, and the guests will be subject to the action stated for non-university persons.

Any student or guest participating in an event where drugs or unauthorized alcohol are being used or consumed will be disciplined under this policy.

Notation of the alcohol/drug violation will be entered into the student's permanent education records. The University prohibits students, employees, and guests on University property from possessing, using, providing, manufacturing, distributing or selling drugs or drug paraphernalia in violation of the law or university policies. Sanctions for violating this policy may include warnings, probation, suspension, expulsion, mandatory counseling/education, fines, loss of privileges, loss of employment, or referral for criminal prosecution.

System for Dealing with Violations:

THE ADAMS STATE UNIVERISTY POLICE DEPARTMENT IS MANDATED TO ENFORCE STATE LAW, AND APPROPRIATE CRIMINAL CHARGES WILL BE FILED WHENEVER A CASE REFERRED TO THE DEPARTMENT IS SUPPORTED BY PROBABLE CAUSE.

The University has a ZERO TOLERANCE when it comes to possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of the law or university policies.

The following guidelines apply to sanctioning violations of the University’s Drug Policy
1st offense: 10 hours counseling (minimum) at the student’s expense; community services from 20-40 hours; written warning about consequences of second violation; possible referral for criminal action, and entry of violation into the permanent education record.

2nd offense: EXPULSION from the University and forwarding of charges for criminal action; notation of expulsion will be placed on the student’s transcript and permanent education record.

Note: If the student refuses to enter the mandatory drug education program as directed by the

Vice President for Student Affairs, the case will be referred to the University Magistrate with recommendation for expulsion for failure to comply with an administrative mandate and unwillingness to obtain assistance. Total hours mandated, if not completed during the same semester when imposed due to insufficient days left in the semester, must be completed during the semester immediately following. If sufficient days remain in a semester to complete drug education, but the student does not complete this mandate, the case may be referred to the University Magistrate with a recommendation for expulsion for failure to comply with an administrative mandate. Depending upon the severity of the infraction, the Vice President for Student Affairs may upgrade the sanction to whatever level fits the situation and bypass any lower sanctions described.

Medical Marijuana: Possession of a valid and appropriately held Medical Marijuana Registry identification card does not authorize a Resident or his or her guests to possess, use, or distribute marijuana in any university residence hall or apartment, university - owned property or in any public area of the university. Students who request and receive a valid and appropriately held Medical Marijuana Registry identification card during the term of the Residence Halls Contract, may be granted an exception by the Director of Auxiliary Services & Housing or his/her designee to be released from the contract without financial penalty.

Drug and Alcohol Treatment Resources: Drug and alcohol confidential assessment, referral, and counseling are available to students at the ASU Counseling Center (for more information contact 719-587-7746). The Housing and Residence Life staff, Student Affairs Office, Human Resources, and Counseling Center staff can provide information or counseling on the physiological, psychological, and legal aspects of drug and alcohol use. For more information, please contact their offices.

The following community counseling, treatment, and rehabilitation programs are available to students:

- ASU Counseling Center.....(719)587-7746**
- Crossroads Turning Points.....(719)589-5176**
- San Luis Valley Family Resources.....(719)589-2974**
- San Luis Valley Behavioral Health Group.....(719)589-3671**
- Ascension Counseling.....(719)589-6438**
- Alcoholics Anonymous.....(719)937-5083**
- National Drug / Alcohol Hotline (24 Hour).....1-866-684-6303**

Crime Statistics

The following statistics include information on crimes reported to ASU PD, to Campus Security Authorities (CSAs), and to the APD or other law enforcement agencies having jurisdiction over ASU Clery-reportable geographic areas. Statistics are listed for the calendar year in which the crime was reported.

A written request for statistical information is made annually to all Campus Security Authorities and to the Vice President of Student Affairs, all Directors, Department Heads, Coaches, Faculty Advisors to student organizations, and Residential Life Coordinators, Counseling Center, CSP, APD and ASO.

All of the statistics are gathered, compiled, and reported to the University community via this handbook, which is published by the ASU PD. The ASU PD also submits these crime statistics to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the ED website. If you would like to review statistics from other institutions go to <http://ope.ed.gov/security/>

The ASU PD will send a postcard and e-mail to every enrolled student and current employee on an annual basis notifying them of the availability of this Annual Security Report. The postcard provides information about how to request a hard copy of the handbook and also the address for the website where the ASR may be found on-line at: www.adams.edu/ps .

Crime Statistic Definitions - Locations:

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; *and*

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Residence Halls: A subset of "on-campus" crimes, which include only those crimes that were reported to have occurred in dormitories or other residential facilities for students on campus.

Non-Campus: Any building or property owned or controlled by a student organization officially recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purpose, is frequently used by students and is not within the same reasonably contiguous area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, and is within the campus, or immediately adjacent to and accessible from the campus.

Crime Statistic Definitions - Offenses:

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, suicide, accident, and justifiable homicide are excluded.

Negligent Manslaughter: the killing of a person through gross negligence.

Forcible Sex Offenses: any sexual acts directed against another person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-Forcible Sex Offenses: acts of unlawful, non-forcible sexual intercourse, which include incest and statutory rape.

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

Aggravated Assault: an unlawful attack on another person for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce serious bodily injury or death.

Burglary: the unlawful entry of a structure to commit a felony or a theft. Burglary attempts are reported the same as completed offenses.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

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

Liquor Law Violations: the violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (driving under the influence and drunkenness are not included).

Drug Abuse Violations: the violations of laws or ordinances prohibiting the unlawful possession, sale, growth, manufacture, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Weapon Law Violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

ASU Annual Crime Statistics 2011, 2012, 2013

Incident Type	On-Campus			Non-Campus			Residence Halls			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses												
Forcible	0	0	0	0	0	0	2	0	4	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery & Attempted Robbery												
Robbery	0	0	1	0	0	0	0	0	0	0	0	0
Aggravated Assault												
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary & Attempted Burglary												
Burglary	4	3	5	0	0	0	5	6	1	0	0	0
Arson												
Arson	1	1	3	0	0	0	1	1	0	0	0	0
Motor Vehicle Theft												
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Larceny												
Larceny	32	142	34	0	0	0	11	44	1	0	0	0
Drug Related Arrests												
Drug Related Arrests	2	0	17	0	0	0	16	25	46	0	0	0
Liquor Law Arrests												
Liquor Law Arrests	11	0	10	0	0	0	0	3	4	0	0	0
Domestic Violence												
Domestic Violence			0			0			0			0
Dating Violence												
Dating Violence			1			0			2			0
Stalking												
Stalking			0			0			0			0
Weapons Poss.												
Weapons Poss.	1	1	3	0	0	0	1	1	0	0	0	0
Simple Assault												
Simple Assault	2	1	0	0	0	0	3	3	0	0	0	0

“Residence Halls” is a subset of “on campus;” any incidents listed as having occurred in residence halls are also counted as having occurred on campus

Hate Crimes

The ASU PD is required to report statistics for hate (bias) related crimes by type of bias as defined below for the following classifications; murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations, weapon law violations, larceny, vandalism, intimidation, and simple assault. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury (see definitions below), the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related offense is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

Larceny: the unlawful taking and carrying away property of another with the intent to permanently deprive.

Vandalism: to willfully or maliciously destroy, injure, disfigure, or deface any property without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: an unlawful physical attack by one person upon another that does not involve a weapon, severe bodily injury, or loss of consciousness.

ASU Annual Hate Crime Statistics 2011, 2012, 2013

Incident Type	On-Campus			Non-Campus			Residence Halls			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery & Attempted Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary & Attempted Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0

ADAMS STATE UNIVERSITY CAMPUS FIRE SAFETY

Overview: The Higher Education Opportunity Act became law in August 2008, requiring all United States Academic Institutions to produce an annual Fire Safety Report outlining fire safety practices, standards, and all fire related on-campus statistics. The following public disclosure report details all information required by this law as it relates to ASU PD.

Adams State University Student Residential Housing: Most student residence halls contain integrated fire sprinkler systems and fire alarm systems that are monitored 24 hours/day, seven days/week by the ASU PD and SimplexGrinnell Monitoring. These buildings also have fire extinguishers, emergency lighting, exit signs and exit doors. Buildings that are not covered with a monitored sprinkler system or fire alarm system are listed in our Fire Safety Amenities table on page 32 of this document, however, these buildings are equipped with smoke detectors and fire extinguishers.

Health and Safety Inspections: SimplexGrinnell, a certified independent company, annually reviews the fire systems in the Residence Halls and Academic Buildings and makes upgrades, repairs or revisions when problems are identified. The ASU Residence Life Office also conducts additional Fire/Safety Inspections in Residence Halls throughout the year. The inspections include, but are not limited to, a visual examination of sprinkler heads, smoke detectors, fire strobes and horns, fire extinguishers, exit signs, emergency lights, emergency exit doors, and other life safety systems. In addition each room will be examined for the presence of prohibited items (see list below) or prohibited activity. Residence Hall Staff also conduct random Fire/Safety Inspections throughout the school year.

Residence Hall Fire Drills and Training: Fire drills are held once a semester for each student residence hall, including buildings that do not have a monitored fire alarm system, using a “bullhorn” for door to door evacuations. Fire drills are mandatory supervised evacuations of a building under a simulated fire scenario. Fire drills are scheduled by the Residence Life staff and announced at least 48 hours in advance. Everyone in the building must participate in the fire drill to the greatest extent possible. Evacuation route maps are posted in each resident room showing where the closest egress route is located. Everyone should utilize the designated fire escapes and/or all recommended emergency procedures when the fire alarm sounds.

Residence Life staff receive comprehensive fire safety training from the Alamosa Fire Department at the beginning of the academic year.

All existing employees are provided periodic fire safety tips through basic emergency procedures trainings.

Fire Log: A fire log is maintained at the ASU PD and is available to the public during normal business hours. This log records data by the date that the fire was reported and any fire that occurred in an on-campus facility. This log includes the nature, date, time and general location of each fire.

Fire Safety: Tampering with or misusing fire and safety equipment, such as fire alarms, fire extinguishers, smoke alarms, and exit signs, or creating a false alarm poses a serious threat to life and property and will result in a fine and/or a possible suspension. The University reserves the right to take disciplinary action through the appropriate University channels and/or law enforcement agencies.

The following standards exist for safety purposes. Violations of these standards may result in disciplinary action.

- Never tamper with smoke detector. If there is a question about whether or not a detector is working properly, immediately consult a Residence Life staff member or ASU PD. If a smoke detector starts beeping occasionally, and there is not heat or smoke source, the

mechanism likely needs a new battery. Contact the Administrative Assistant for that department or staff member on duty. After hours contact ASU PD. NEVER REMOVE A SMOKE DETECTOR!

- Door closer mechanisms must remain on doors at all times.
- Don't abuse fire safety equipment. Report all non-functioning equipment to residence life staff.
- Keep hallways free of debris and personal items.
- Do not hang anything on the ceiling or drape materials that can cover or block lights, or smoke detectors or sprinklers.
- Do not stack belongings or furniture where it can block the flow from a sprinkler.
- Do not store items where they may be blocking a fire exit route. This includes windows, window sills, and hallways.
- Do not tamper with or spray fire extinguishers. These actions will cause the release of a chemical that can set off the building fire alarm.
- Do not burn any flammable items.
- Do not use or store flammable substances, such as gasoline, propane, sterno, and cleaning fluids on or near residential life areas. This category includes camping stoves and flammable supplies.
- Do not overload electrical outlets. The college recommends only one appliance per outlet, especially in the older historic buildings.
- Do not splice electrical wires or remove any outlet plates or light switches.
- Fire exit doors must remain closed when they are not being used as an exit during an emergency. Residents are responsible for keeping door closed and unpropped.
- Do not place refrigerators in closets. Allow for proper air circulation behind the unit.
- Do not leave running electrical appliances unattended
- Extension cords or decorative lights may not be routed under rugs or carpets, through doorways, or positioned in any manner that could present a fall or trip hazard or impede egress.
- Dispose of trash as quickly as possible.
- Flammable decorations, such as live or excessive greenery, excessive amounts of paper, and large paper decorations are prohibited.
- Keep all items at least three feet away from heating units.
- No lofts may be built or used in student housing, other than those provided.
- Candles, incense and hookahs are not permitted.
- Open flames and fire pits are not permitted.

Appliances and Electrical Equipment:

Sharing a residential community includes sharing the utility capabilities of that facility. Outlets and overall electrical capacity in housing areas can be overloaded if misused, especially in some of the more historic buildings. Students are advised to use caution and limit their use of electrical equipment in the residential buildings to minimize risk of harm to themselves and the community.

- All electrical items must be Underwriters Laboratory (UL) listed and in good operating condition.
- Appliances may not have open flames or exposed heating elements and must be rated for 1,500 watts (maximum power draw) and/or approved for 15-amp circuit.
- Permitted personal electronics are computers, stereo/radio, printer, razor, TV, hair dryer, fan, small lamp, cell phone charger, alarm clock, answering machines.
- The only permitted cooking related items in residence halls are coffee pots, hot pots and popcorn poppers. All these items must have an automatic shut-off feature in use.
- Each outlet can draw up to 20-amps. Student should distribute appliances within a room or apartment to lessen the load on individual outlets.
- Mini refrigerators, hair dryers and other such appliances should be plugged directly into the outlet rather than a power strip. If your outlet is a two-prong outlet, you can purchase an adapter at a local hardware store.
- Do not leave items such as irons, microwaves and ovens unmonitored while they are in use.
- The same standards apply to the student apartments, except that they may have additional cooking items that meet the above standards in their kitchen. Permitted items are: blenders, larger refrigerators, toasters, microwave ovens, ovens and electric grills.

Prohibited Items: Any item that was not mentioned above as approved is prohibited. Examples include: electric blankets, sun and heat lamps, torchiere-style halogen lamps or other lamps at risk of causing fire, hot plates, kegerators, grills, etc.

Smoking Policy: In compliance with the requirements of the Colorado Clean Indoor Air Act, Students, Faculty, Staff and Guests are prohibited from smoking in all indoor campus areas, and buildings including elevators, restrooms, theaters, museums and libraries, lobbies, reception areas, hallways and any other common-use areas, any place of employment, restaurants, gaming facilities and any food service areas. Smoking is also prohibited in all sports arenas, gymnasiums and auditoriums, residential facilities and government-owned mass transportation of any kind. Smoking is prohibited from all entryways, including the area of a public or private property within a radius of 15 feet outside of the doorway. For employees of ASU, abiding by this act is a condition of continued employment.

Fire Safety Definitions

Fire – Any instance of open flame or other burning in a place not intended to contain the burning, or burning in an uncontrolled manner.

False Alarm – The fire alarm system was intentionally activated when no fire or danger existed, or the system malfunctioned.

Unwanted Alarm – The fire alarm system was activated as it was designed to do, although the ultimate cause of the alarm was false, for example, dust entering a smoke detector.

Fire-Related Injury – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, faculty, staff, visitors, firefighters, Campus Safety or any other individuals.

Fire-Related Death – Any instance in which a person is killed as a result of a fire, including deaths resulting from a natural or accidental cause while involved in fire control, attempting rescue or escaping from the dangers of a fire, or deaths that occur within one year of injuries sustained as a results of the fire.

Fire Safety System – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including sprinkler or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanism, and fire doors and wall that reduce the spread of a fire.

Value of Property Damage – The estimated value of the loss of the structure and contents, in terms of cost of replacement in like kind and quantity, including contents damaged by fire, related damages caused by smoke, water and overhaul; however it does not include indirect loss such as business interruption.

ASU Annual Fire Statistics 2011, 2012, 2013

	Academic Buildings			Residence Halls			Non-Campus Bldgs		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Fires									
Damage	0	0	0	0	1	0	0	0	0
Injuries	0	0	0	0	0	0	0	0	0
Fatalities	0	0	0	0	0	0	0	0	0
Total Fires	0	0	0	1	3	1	0	0	0
False Alarms									
Damage	0	0	0	0	0	0	0	0	0
Injuries	0	0	0	0	0	0	0	0	0
Fatalities	0	0	0	0	0	0	0	0	0
Total False Alarms	0	0	0	1	3	1	0	0	0
Unwanted Alarms									
Damage	0	0	0	0	0	0	0	0	0
Injuries	0	0	0	0	0	0	0	0	0
Fatalities	0	0	0	0	0	0	0	0	0
Total Unwanted	0	0	0	0	1	0	0	0	0

Fire Safety Amenities at Adams State University

RESIDENCE BUILDING FIRE SAFETY SYSTEMS

Building	Type of Building	Fire Detection (smoke/heat)System	Fire Suppression System	Fire Extinguishers	Monitoring System	Fire Drills in 2013
Art	Academic	Yes	No	Yes	Yes	0
CASA House	Residential	No	No	Yes	No	0
Community Partnership	Academic	Yes	No	Yes	Yes	0
East Campus	Academic	Yes	No	Yes	No	0
Facilities Services	Academic	Yes	No	Yes	Yes	0
Gingerbread House	DayCare Center	No	No	Yes	No	
Cor/Gir Addition	Residential	Yes	No	Yes	Yes	0
Leon Hall	Academic	Yes	No	Yes	Yes	0
Marvel House	Residential	No	No	Yes	Yes	0
McDaniel Hall	Academic	Yes	Yes	Yes	Yes	0
Music	Academic	Yes	No	Yes	Yes	0
Nielsen Library	Academic	Yes	No	Yes	Yes	0
Plachy Hall	Recreational	Yes	Yes	Yes	Yes	0
Porter Hall	Academic	Yes	Yes	Yes	Yes	0
Rex Activity Center	Academic	Yes	Yes	Yes	Yes	0
Richardson Hall	Academic	Yes	Yes	Yes	Yes	0
School of Business	Academic	Yes	No	Yes	Yes	0
Student Union	Recreational	Yes	Yes	Yes	Yes	0
Theatre	Academic	Yes	Yes	Yes	Yes	0
Zacheis Observatory	Academic	Yes	No	Yes	Yes	0
Conour Hall	Residential	Yes	No	Yes	Yes	2
Coronado Hall	Residential	Yes	No	Yes	Yes	2
Faculty Drive	Residential	No	No	Yes	No	2
Girault Hall	Residential	Yes	No	Yes	Yes	2
Houtchens Hall	Residential	No	No	Yes	No	2
McCurry Commons	Residential	Yes	No	Yes	No	2
McCurry Hall	Residential	No	No	Yes	No	2
Moffatt Hall	Residential	No	No	Yes	No	2
Petteys Hall	Residential	Yes	No	Yes	Yes	2
Rex Apartments	Residential	Yes	Yes	No	Yes	2
Savage Hall	Residential	No	No	Yes	No	2

Reporting Smoke or Fire: If you smell smoke, immediately contact ASU PD to investigate further, even if you do not see fire. If a minor fire appears controllable, immediately contact ASU PD and use the fire extinguisher by directing the charge towards the base of the flame. If it is an uncontrollable fire, immediately contact the Alamosa Fire Department via CSP Dispatch and then ASU PD. If you find evidence that a fire occurred and has been extinguished, and you are not sure ASU PD has already responded, notify ASU PD to investigate and document the incident.

In the Event of a Fire: Alert others in the immediate area and activate the nearest fire alarm on your way out.

- Call 911. Alamosa Fire Department and ASU PD will be dispatched.
- Don't fight a fire if you have not been trained or if you are unsure which type of fire extinguisher to use. Most portable extinguishers are appropriate for only small contained fires, such as a fire in a wastebasket.
- Remember never to fight a spreading or growing fire and never block your escape.
- Close doors to help prevent the fire from spreading.
- Advise emergency personnel of the size and location of the fire.
- Do not re-enter a building that is on fire.
- Advise emergency personnel if you know that someone is in the building.

Emergency Evacuation Procedures: If a fire alarm occurs, the AFD and ASU PD will respond to the affected building. When a fire or other evacuation alarm sounds, follow these procedures:

- In the event of a building evacuation, all individuals who can safely do so are required to exit the building immediately.
- Take your keys and ASU ID with you. Take small personal items (your backpack, briefcase, purse, etc.), if you have time.
- Carefully and calmly exit via the closet fire exit route. **DO NOT USE THE ELEVATORS.**
- Check each door for heat or hazard prior to opening. If the door feels hot or the exit path is hazardous, remain in the building.
- If there is a designated fire exit through your window, use it.
- Leave room door closed.
- Smoke is the greatest danger in a fire, so stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- If you notice that individuals cannot negotiate the exit, move them laterally away from any obvious danger to a safe place. Person with disabilities, such as those who cannot walk or who must be assisted down the stairs, may elect to remain in the building until emergency personnel arrive.
- Report the status and location of anyone remaining in the building to campus responders (ASU PD) and public officials (Police, Fire). Repeat this message often.
- Stay together at a safe distance (300 to 500 feet, upwind) from the building until Campus Safety advises you can return to the building.
- Contain smoke or fire by closing all windows and doors to rooms, stairwell, and corridors. This will help to confine the fire and deprive it of oxygen. **DO NOT LOCK THE DOORS.**
- Fire doors at any location may not be propped open for any reason, and will automatically close in the event of a fire alarm.
- Residence at Rex has areas of refuge in the stairway landings that may be used to help support the evacuation process.

If You Are Trapped Or Unable To Exit:

- Stay calm and take steps to protect yourself.
- Close the room door(s).
- Put cloth at the bottom of the door(s).
- Call 911 (9-911 from a campus phone) and stay on the line and state your location.
- If possible, move to a room with an outside window.
- Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
- If possible open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
- Be patient. The rescue of occupants of large structures could take time.

Shelter-in-Place Procedures: If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus to “shelter-in-place” means to make a shelter of the building that you are in; with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told by emergency personnel it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, ASU ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter quickly at the nearest college building. If emergency personnel are on scene, follow their directions. Follow these building emergency protocols when you receive an emergency shelter-in-place notification.

- Locate a room to shelter inside. It should be an interior room, above ground level, without windows or with the least number of windows.
- Shut and lock all windows and doors.
- Turn off lights.
- Stay away from windows and exterior doors.
- Turn off air conditioners, heaters and fans.
- Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible).
- Move near walls or under sturdy locations (e.g., doorways or desks).
- Make a list of the people with you and alert public safety personnel of your location and/or medical emergencies by calling 911 (9-911 if calling from a campus phone).
- Make yourself comfortable.
- Await public safety personnel instruction regarding building evacuation.

- Carefully, calmly exit via route designated by public safety personnel. Leave room door closed.
- Report any symptoms of chemical exposure (e.g., mucous membrane irritation) to public officials.

Additional information about the emergency response and procedures, and preparedness trainings for ASU may be found on the Emergency Procedures Guide Website: www.adams.edu/about/safety/erproced.php.

Missing Person Policy

The ASU PD recognizes the importance of investigating all reports of missing children and other persons. Additionally we hold that every child or other person reported as missing will be considered at risk until significant information to the contrary is confirmed.

Missing Person Definitions:

Missing Person: A person whose whereabouts are unknown and whose safety or welfare is the subject of concern.

Missing Person with Developmental Disabilities: A person with a verified developmental disability domiciled in Colorado, whose whereabouts are unknown and whose disappearance poses a credible threat to the safety and health of the person.

Missing Senior Citizen: A person aged 60 or older with a verified developmental disability domiciled in Colorado, whose whereabouts are unknown and whose disappearance poses a credible threat to the safety and health of the person.

Missing Adult: A missing person who is 18 years or older.

Missing Child: A missing person younger than 18 years.

Emancipated Juvenile: A juvenile over fifteen years of age and under eighteen years of age who has, with real or apparent assent of the juvenile's parents, demonstrated independence from the juvenile's parents in matters of care, custody and earnings. The term may include, but shall not be limited to, any such juvenile who has the sole responsibility for the juvenile's own support, who is married, or who is in the military.

Abducted Child: A child whose whereabouts are unknown;

1. Whose domicile at the time he or she was reported missing was Colorado;
2. About whom credible information is received from a law enforcement agency located in another state that the abducted child is traveling to or in the state of Colorado;

3. Whose age at the time he or she was first reported missing was seventeen years of age or younger, including a newborn; and
4. Whose disappearance poses a credible threat as determined by local law enforcement to the safety and health of the child.

At Risk Missing Child or Adult: A missing person and one or more of the below circumstances are present:

1. Child is 13 years of age or younger.
2. Child or adult who is out of the zone of safety for his or her age and physical and mental condition.
3. Child or adult who is developmentally disabled or emotionally disturbed, or has difficulty communicating needs, identity or address to others.
4. Child or adult who is drug dependent. Drug dependence may include legally prescribed medicines necessary for physical or mental wellbeing, or illicit drugs.
5. Child or adult who is potential victim of foul play.
6. Child or adult in a potential life threatening situation due to environmental factors (i.e. toddler near busy roadway, or extreme weather conditions exist.)
7. Child or adult absent from home for more than 24 hours before being reported to law enforcement as missing.
8. Child or adult believed to be with persons who could endanger his or her welfare.
9. Child or adult whose disappearance involves circumstances that would cause a reasonable person to conclude that the missing person should be considered at risk.

Response to a Report of a Missing Child or Missing Person:

- A. Upon receiving a report of a missing person, the responding officer shall assess the information received from the reporting person and other available information. Initial investigation should include:
 1. Interview the persons who made the initial report, and if the person is a child, the child's parent or guardian.
 2. Obtain a detailed description of the missing person, abductor, vehicles and other pertinent information.
 3. Verify that the person is in fact missing.
 4. Identify the circumstances of the disappearance.
 5. Determine when, where and by whom the missing child/person was last seen.
 6. Interview the individual who last had contact with the person.
 7. Confirm custody status in the case of a missing child.
 8. Evaluate whether circumstances of the child/person's disappearance meet existing Amber Alert or Colorado Missing Senior Citizen and Person with developmental Disabilities Alert Program criteria.
 9. Determine the correct NCIC Missing Person File category and ensure that a notification is promptly transmitted. There are 6 categories within the Missing Person File; Disability, Endangered, Involuntary, Juvenile, Catastrophe, & Other.
 10. Provide detailed descriptive information to communications for broadcast to other law enforcement agencies, if deemed appropriate.

11. If necessary, secure and safeguard the area as a potential crime scene.
 12. If it is determined that unusual circumstances are involved in the report of a missing adult or child, the person will be considered at-risk, the sworn officer will begin an expanded investigation. This may include calling out additional ASU PD officers, and/or other agencies for assistance.
 13. Officers will cause the Chief of Police or designee to be notified any time a missing person report is not resolved within 2 hours. If the missing person is a child, senior citizen, person with developmental disabilities or an at risk child or adult, the Chief of Police or designee will be notified if the report is not resolved within 15 minutes.
- B. No waiting period/criteria is required for the ASU PD to document information and report an individual as missing.
 - C. ASU PD shall ensure all reasonable and necessary investigation, notification, dissemination or information, coordination of resources and searches are conducted to resolve missing person cases.
 - D. ASU PD shall, within twenty-four hours after receiving the report of a missing child, senior citizen or person with developmental disabilities, notify the Colorado Bureau of Investigation pursuant to section § C.R.S. 24-33.5-415.1 (3) or § C.R.S. 24-33.5-415.8 (II). Additionally, if the missing child is an ASU student living on campus, and is not an emancipated individual pursuant to § C.R.S. 19-1-103(45) the ASU PD shall notify the custodial parent or legal guardian of the missing child report. Ideally this notification will be immediate but must be made within 24 hours of the receipt of the report.
 - E. In compliance with the Higher Education Opportunity Act (HEOA) of 2008, the emergency contact name, as indicated by the student, shall be contacted in the event the missing party is an ASU employee. The ASU PD should consider contacting the law enforcement agency with jurisdiction at the missing student's previous home address and provide all known information in an effort to coordinate investigative and reporting requirements.
The HEOA also provides that for each non-emancipated student under 18 that a custodial parent or guardian must be notified within 24 hours after the student is determined to be missing.
 - F. The Office of Student Affairs shall be contacted whenever a student is reported missing.
 - G. All notifications will be documented to include time of contact, person informed and nature of information passed on.
 - H. Jurisdictional conflicts are to be avoided when a child or other person is reported missing. If a missing child or other person either resides on, or was last seen on campus, the ASU PD will immediately initiate the required reporting process. If a child or other person resides on campus and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a missing child or missing person report, the ASU PD will assume reporting and investigative responsibility.
 - I. Questions concerning parental custody occasionally arise in relation to missing child reports. It shall be the policy of this agency to accept the report of a missing child even if custody has not been formally established. Reporting parties shall be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing child or children is paramount, members of this agency will open a case when it can be shown that the child is missing, without explanation, from his or her usual place of residence.

Amber Alert Program

- A. Once the ASU PD verifies that a child abduction has occurred, staff may notify the Colorado Bureau of Investigation and provide the CBI with the pertinent information regarding the child abduction. Upon receipt of the notice of a child abduction, the CBI shall confirm the accuracy of the information and then issue an alert via the state emergency alert system.
- B. The ASU PD will update the CBI of any new information relevant to the alert.
- C. If the ASU PD locates the child who is the subject of an Amber Alert (whether or not it was initially reported by ASU PD), staff shall notify the CBI as soon as possible advising the child has been located.

Missing Senior Citizen and Persons with Developmental Disabilities Alert Program

- A. When the ASU PD receives notice that a senior citizen is missing and has a verified impaired mental condition, or a person with developmental disabilities is missing, the responding officer shall require the family, legal guardian or service provider of the missing person to provide documentation of the person's mental impairment or developmental disability. Once it has been verified that the person with developmental disabilities is missing, the local law enforcement agency may notify the CBI. The CBI shall confirm the accuracy of the information and then issue an alert.
- B. The ASU PD will update the CBI of any new information relevant to the alert.
- C. IF the ASU PD locates a person who is the subject of a Missing Senior Citizen or Person with Disability Alert (whether or not it was initially reported by the ASU PD), staff shall notify the CBI as soon as possible that the person has been located.

Recovery and/or Return of a Missing Child/Person

In the event a missing child or other person has been located and the ASU PD is involved in the recovery or return of the missing child or person, the sworn officer should:

1. Verify that the located person is, in fact, the reported missing person.
2. Inform, in the case of a missing adult who has been located, the located person that he or she is the subject of a missing-person investigation.
3. Notify the initial reporting person(s) of the well-being and, if permissible, the whereabouts and contact information of the person who has been located.
4. In the case of a runaway or missing child from on campus, arrange for the return of the child to his or her legal guardian or to an appropriate children's shelter, as long as the child is not wanted on a warrant or other law violation.
5. In the case of a runaway reported by another local agency, the warrant or NCIC hit should be verified and the child should be taken into protective custody. The reporting agency should be notified as soon as possible and advised the runaway has been located.
6. In the case of a runaway from another jurisdiction, or out-of-state, the child should be taken into protective custody and the Department of Human Services (DHS) should be contacted. Custody should be transferred to DHS as soon as practical after taking the child into custody.
7. Cancel all outstanding notifications including any alerts made by the CBI and the NCIC Missing Person File entry, if applicable.

Safety Tips

Each year numerous thefts are reported on campus. Residence hall rooms left unlocked, bicycles not secured with an adequate lock, and personal property left unattended account for the majority of reports of stolen property. Incidents of violence, such as assaults and robberies are infrequent; however, the prevention of these crimes should remain foremost in the minds of all members of the community. There is a certain amount of risk involved in nearly everything we do. These risks will vary with conditions such as time of the day or season of the year. We can reduce these risks by exercising care in our everyday activities.

Members of the ASU community must assume responsibility for their own personal safety and security of their personal property. The following precautions provide guidance.

Personal Safety:

- Most assaults are one-on-one. Decrease your chances of assault by walking with someone. If a friend is not available, request an escort from ASU PD.
- Avoid walking, running or biking alone on the greenways and trails. Go in pairs.
- Avoid walking in areas with limited lighting.
- If you think you are being followed, walk toward areas that are most likely to be populated and then immediately call ASU PD.
- Tell others where you are going and when you expect to return.
- Report anyone who is acting suspiciously to ASU PD.
- Always lock your door when in your room or apartment.
- When using crosswalks on 1st Street, make sure that cars appear to be coming to a complete stop before stepping into the street.
- Don't hide a spare key outside your room or apartment.
- Report broken locks, doors, windows and lights to Maintenance immediately.

Property:

- Keep your room locked at all times even if you will be out for "just a minute."
- Don't advertise when you will return to your room with notes on your door like "I'll be back at 5:30."
- Lock your bicycle with a U-type lock to a secure bicycle rack. Take all quick-release items off your bicycle and store them in your room.
- Don't leave books or other valuable, such as purses, backpacks or laptops unattended for even short periods.
- Keep money and jewelry in a safe place. Use the safe that is provided in your room. Keep valuables out of sight.
- Make a record of your valuables, including serial numbers. Engrave valuables.
- Never prop doors open because anyone could walk in.
- Never lend your key to others.

Sexual Offenses:

- Most sexual assaults are perpetrated by subjects who are acquaintances or friends. Awareness of the possibility that it could happen to you is the first step in prevention.
- Avoid becoming intoxicated to the point of mental or physical impairment.
- Go to parties with a group of friends and agree to leave together.
- Communicate your expectations and desires clearly. Hints and insinuations may lead to miscommunication.
- **NO means NO!** It should be respected.
- Trust your instincts. If you sense something is wrong, get away as soon as possible. It's always best to be cautious.
- Avoid risky situations by staying out of isolated areas, never hitchhike, and don't go off alone with anyone you don't know well.
- Take a self-defense course. Contact ASU PD for more information.
- Refer to the University's sexual misconduct policy, or the excerpts of the student conduct policy in this ASR for more information regarding sexual offenses.

Driving:

- Avoid driving in inclement weather – snow, floods, and blizzard conditions. If you must drive, learn the basics of driving in poor conditions.
- Be especially careful driving in the mountains during winter conditions. Check weather reports in advance. Be prepared to use chains and drive slowly.
- Carry an emergency kit in your car.
- Park in a well-lighted area when possible.
- Lock all vehicle doors at all times, even while driving.
- Never pick up hitchhikers.
- Keep an eye on your fuel gauge.
- Maintain your car to reduce the chances of breakdown.
- **DO NOT DRINK AND DRIVE.**
- **DO NOT TEXT AND DRIVE.**

Pedestrian Safety Tips:

- **Be Aware of Your Surroundings:** While walking, maintain a sense of situational awareness. Keep your eyes up and refrain from texting while walking. You should keep at least one ear free and able to hear things happening around you. You can only avoid the accidents you are watching out for.
- **Use Sidewalks:** The safest place for a pedestrian is the sidewalk. If there is no sidewalk present and you have to walk on the street, walk against on-coming traffic and stay as far to the outside of the road as possible. Avoid shortcuts and alleys if possible.
- **Only Cross at the Crosswalk:** The safest place to cross a street is at a marked crosswalk. Even in areas where crosswalks signals are automatically activated, stop first and look both ways. Make sure to press the button and wait for the crossing signal to indicate it is safe to cross.

- Always Watch for Vehicles in Both Lanes: When crossing at a crosswalk, watch for oncoming vehicles in all lanes to make sure that they have stopped. Assume that the driver cannot see you and cross when you know that they have stopped.
- Make Yourself Visible: Take efforts to make yourself visible to motorists. Wear reflective clothing and carry a flashlight.

Bicycle / Long board Safety Tips:

- Be Aware of Your Surroundings: You should never ride a bicycle while listening to headphones. This prevents you from hearing other cyclists or motorists and increases the likelihood of an accident.
- Always Yield to Pedestrians: The proper place for a bicycle is on the road, riding with traffic. If you have to use a sidewalk, always yield to pedestrians. If approaching a pedestrian from behind, make your presence known and indicate on which side of the pedestrian you intend to pass.
- Always Dismount Your Bike When Going Through a Crosswalk: Crosswalks are for pedestrian use. Always dismount and walk your bike through a crosswalk abiding by the pedestrian rules for crosswalks as listed above.
- Obey all Posted Traffic Regulations While Riding on the Street: When being ridden on the street, a bicycle must obey the same laws as a car. A cyclist should ride on the right quarter of the street closest to the curb and obey all posted regulations and stop lights.
- Always ride with the flow of traffic.
- Make Yourself Visible: When riding in low light conditions, make sure to take efforts to make yourself and your vehicle visible to pedestrians and motorists. Wear reflective clothing and make sure you have a functional headlamp and tail lamp.
- Always Assume Drivers Cannot See You: When passing a stopped vehicle or crossing at an intersection or crosswalk, always assume that drivers cannot see you. Stop, look both ways, and make sure all lanes of cross traffic have seen you and stopped. Make sure that vehicles know where you are on the road and that motorists stop before you cross.
- Register your bicycle with ASU PD
- Record serial number / model / make / color and value of your bike.
- Always use bicycle lanes when available.

More information on Bicycle Thefts & Safety, as well as Bicycle and Electronics registration forms may be found at www.adams.edu/ps .

Closing Comments

ASU strives to ensure an open and honest level of communication regarding campus crime and issues of safety, security and fire safety in and around our campus. We hope that this report has helped you identify those resources and programs that can assist you in having a good experience at ASU.

In our efforts to continually enhance our safety program, we welcome your input regarding the Adam State University’s safety and security programs and services along with the fire safety programs and services.

Important Phone Numbers

- ASU Police Department.....ext. 7901**
Emergency..911
Campus Escort..(719)589-5807

- CO State Patrol Dispatch.....(719)589-5807**

- ASU Title IX Coordinator.....ext. 8213**

- Tu Casa Victim Services 24-Hour Hotline.....(719)589-2465**

- SLV Sexual Assault Response Team Coordinator.....(719)480-2488**

- Alamosa County SO Victim Advocate Division.....(719)589-5807**
Non-Emergency..(719)589-6608

- SLV Regional Medical Center.....(719)589-2511**

- VWHS Convenient Care.....(719)589-2562**

- Housing & Residence Life.....ext.7227**

- Student Affairs.....(719)587-7221**

- ASU Campus Minister.....ext. 7516**

- Counseling Services.....ext. 7746**

- Alamosa Police Department.....911**
Non-Emergency..(719)589-2548

- Alamosa Sheriff.....(719)589-6608**
Victim Advocate Division..(719)589-5807

- Alamosa Fire Department.....911**
Non-Emergency..(719)587-2533