

***University of Delaware***  
***2014 Campus Security and Fire Safety Report***



***University of Delaware Police***  
***Department of Public Safety***  
***[www.udel.edu/police](http://www.udel.edu/police)***

# Table of Contents

<b>A Message From the Chief</b>	3
<b>Section One: Campus Security Report</b>	
University of Delaware Police Department of Public Safety	5
Reporting of Criminal Actions or Emergencies	5
Access to Campus Facilities	6
Maintenance and Security of Campus Facilities	6
Emergency Response Procedures	6
Security Awareness and Crime Prevention Programs	7
Crime Reporting	8
Off-Campus Conduct	8
Gender Based Violence	8
Definitions	9
Resources	9
Statement of Victims' Rights	10
Prevention and Education	10
Sex Offender Registration in Delaware	10
Drug and Alcohol Policies	11
Reportable Crimes	11
<b>Section Two: Fire Safety Report</b>	
Fire Statistics for On-Campus Student Housing Facilities	13
Description of On-Campus Student Housing Fire Safety Systems	14
Number of Regular Mandatory Supervised Fire Drills	14
Policies on Portable Electronic Appliances, Smoking and Open Flames	14
Fire Safety Education and Training Programs for Students, Faculty and Staff	15
Plans for Future Improvements in Fire Safety	15
<b>Section Three: Referenced Student Policies</b>	17
<b>Attachments:</b>	
A - Newark Campus Crime Statistics	20
B - Lewes Campus Crime Statistics	22
C - Wilmington Campus Crime Statistics	24
D - Other Crime Statistics	26
E - Emergency Preparedness	27
F - Policy #7-52	33
G - Policy #7-6	36
H - Policy #7-51	39
I - Valuable Property and Lost & Found	44
J - Valuable Property Form	45
K - Policy #4-29	46

# A Message From the Chief



On behalf of the University of Delaware Police, Department of Public Safety, welcome to the University of Delaware. We hope you find this report helpful as it regards your safety and security on campus.

As a community, we recognize that safety is everyone's responsibility. We appreciate the opportunity to share with you information regarding Public Safety policies, programs, and services; campus crime statistics; and fire safety statistics, education and training, and evacuation policies and procedures.

The safety and well-being of all members of the University of Delaware community—students, faculty, staff and visitors—is of utmost importance to the University and a primary responsibility of the University of Delaware Police, Department of Public Safety. The Department is responsible for the protection of life and property, the enforcement of state laws and University policies, the prevention and detection of on-campus crimes and other violations, emergency response management, and fire and other safety services.

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Administrative Services division using statistical and other information supplied by Environmental Health and Safety, Newark Police, Wilmington Police, Lewes Police, Department of Natural Resources Police, Delaware State Police, Student Life, Residence Life, and Campus Security Authorities.

Statistics on crimes reported to the University Police for the past three years that occurred on campus, on public property adjacent to the campus and on university property located off campus, as well as arrests for selected offenses can be found at: [www.udel.edu/police/crime-stats](http://www.udel.edu/police/crime-stats) [Attachments A-D]

Fire safety statistics, in compliance with the Higher Education Opportunity Act of 2008, can be found at: <http://www.udel.edu/ehs/generalhs/fire/fire-prevention.html> [Page 13]

UD's Missing Student Policy [Page 17], in compliance with the Higher Education Opportunity Act of 2008, can be found at: <http://www.udel.edu/police/policies/missing-student.html>

The University of Delaware is a state-assisted, privately controlled institution of higher education. The main campus is located in Newark, Delaware and there are branch campuses located in Wilmington, Delaware and Lewes, Delaware. Over half of the 14,500 undergraduates live in residence halls on the Newark campus. The University of Delaware community is made up of over 24,000 people.

Thank you for taking the time to review this report. If you have questions or would like further information about safety and security at the University of Delaware, please contact the University of Delaware Police, Department of Public Safety at 302-831-1204.

Sincerely,

A handwritten signature in black ink that reads "Chief Patrick A. Ogden". The signature is written in a cursive, flowing style.

Patrick A. Ogden  
Chief of Police

# *Section One*

## *Campus Security Report*





## University of Delaware Police Department of Public Safety



The main office of the University of Delaware Police, Department of Public Safety is located at 413 Academy Street in Newark, Delaware and is open 24-hours-a day, seven days a week.

The well-being of all who attend, work or visit the University of Delaware is vitally important to the University of Delaware Police. While Newark is a relatively safe place, crimes do occur both on and off campus. Our police officers are trained to understand the needs of students, faculty and staff. Officers patrol the campus by vehicle, foot and bicycle. Public Safety security officers and student aides assist the University Police in their preventive patrols. Everyone must do his or her part to maintain a safe environment. All members of the University Community have a responsibility to themselves and to others to use due care for their safety and to comply with all local, state and University regulations. The University Community is encouraged to promptly report crimes to the University and/or local police departments; timely reports of information make it easier for the police to gather critical evidence and increase the odds of recovering stolen property and successfully prosecuting a criminal.

The University Police are law enforcement officers of the State of Delaware and are certified by the Delaware Council on Police Training. They have full investigative and arrest authority on campus, as well as on contiguous streets and highways and elsewhere in the state as provided by law.

A criminal or traffic summons issued by the University Police will be adjudicated by the court system of the City of Newark or the State of Delaware, as appropriate. The

University Police work closely with federal, state, county and municipal law enforcement agencies to provide the best possible service.

The University of Delaware Police department has working relationships with state and local law enforcement agencies. UDPD also has jurisdictional agreements and or MOU's with several agencies. In addition, Delaware Code outlines mutual aid between law enforcement agencies within the state. All members of the University of Delaware Police are empowered to enforce University rules and regulations.

## Reporting of Criminal Actions or Emergencies

Like any other community of its size, the University of Delaware experiences accidents, injuries, crimes and other emergencies. To report a crime or emergency, the UD Police should be notified at 911 or 831-2222 as soon as possible. These telephone numbers are staffed 24-hours a day by trained telecommunications officers. The University of Delaware does not have a confidential reporting program and all victims are encouraged to report crimes and emergencies to the UD Police.

The University of Delaware campuses are equipped with over 100 outdoor emergency telephones. These telephones are programmed to automatically dial the Department of Public Safety when activated. The emergency phones located outdoors are identified by blue lights and are activated by picking up the receiver or pushing a button.



## Access to Campus Facilities

The University restricts access to its facilities to members of the academic community and bona fide guests. Access times vary depending on the building and the activity, except for those students, faculty and staff with keys or appropriate access authority.

Entry to Residence halls with central corridors is controlled electronically with card access 24 hours a day. They are equipped with special electronic systems intended to indicate a propped door condition that will sound a local alarm if the alarmed doors are not closed promptly.

All students, faculty and staff are required to possess ID cards and to present them when requested by a University official. Individuals who do not have legitimate reasons for being on campus or in a University building and who refuse to leave may be arrested pursuant to Section 22-39 (Criminal Trespass) of the Code of the City of Newark or Title 11 Section 821 of the Delaware Code.

## Maintenance and Security of Campus Facilities

Lighting and landscaping on the University of Delaware campuses are important considerations. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Public Safety officers, paying attention to any burned out lights, check exterior lights periodically.

Deficiencies are reported to the Facilities Division. Members of the campus community are also encouraged to report any exterior lighting deficiencies to the Department of Public Safety at 831-2222 or via email to [Fixit@udel.edu](mailto:Fixit@udel.edu).

Each summer the UD Police conduct a lighting survey of the main campus in concert with representatives of the Facilities Division and other members of the University Community. Additionally, a campus wide security survey is conducted annually with representatives of the Resident Student Association, Facilities Division and members of the university administration.

Security officers employed by the Department of Public Safety are responsible for patrolling designated areas of the campus on foot and in vehicles, locking and unlocking buildings, providing escorts and transportation to students and staff, reporting security deficiencies and providing courier service to the campus community.



## Emergency Response Procedures

The University of Delaware's primary emergency notification tool, UD Alert, allows us to send emergency messages to students and staff within minutes. These notices will be sent in a variety of ways: voice messages (to local, cell or home phone), e-mail, and text message (to a pager or cell phone). The University of Delaware will test its UD Alert System once each semester during the academic year. Information will be posted on UDaily prior to the test so as not to alarm the campus community.

Information on additional methods that may be used to communicate emergency information can be found at:

[http://www.udel.edu/emergency/stay\\_informed.html](http://www.udel.edu/emergency/stay_informed.html)  
[Attachment E]


The University recognizes its responsibility to provide accurate and timely information to the campus community and the public during emergencies. The University also recognizes its responsibility to students, faculty, and staff to respond to concerns about personal safety and security, and to follow university policies concerning the release of personal information. In order to guide this process the Emergency Communications Policy was implemented; for additional information please see the full policy [#7-52](#) [Attachment F]. Please also see [#7-06](#) and [#7-51](#) [Attachments G and H] for details on processes that will be followed when an emergency is declared, and for the persons/positions responsible for carrying out the process.


## Security Awareness and Crime Prevention Programs

The following is a listing of the crime prevention programs and projects employed by the University of Delaware.

- **Escort Program:** The Department of Public Safety provides an escort service to the campus community. This service is staffed by student aides who are employed and trained by the department. This free service is available during hours of darkness seven days a week.
- **New Student Orientation:** The UD Police Department participates in new student orientation held each summer; meeting new students and their parents and making available to them printed materials dealing with campus safety.
- **Emergency Telephones:** As previously indicated, exterior emergency telephones linked directly to the Department of Public Safety are located throughout the University's three campuses.
 
- **Crime Prevention Presentations:** Crime prevention presentations are made to various campus departments, student groups and organizations such as commuter students, international students, resident student association and other recognized student organizations.
- **Electronic Alarm Systems:** The campus wide network of intrusion, duress, elevator and fire alarm systems is monitored by the Public Safety Communications Center.
- **Security Surveys:** Security surveys are conducted for selected campus departments each year.
- **Valuable Property Identification:** The UD Police provides engraving tools for members of the University community to engrave their personal property. In addition, on campus students may register their valuable property [Attachments I and J] with the Department of Public Safety.

- **Bicycle Registration:** Students and staff who bring bicycles to the campus are encouraged to register their bicycles with Parking Services. Registration forms are available at the department or electronically at: <http://www.udel.edu/transportation/parking>

- **Rape Aggression Defense (R.A.D.) Systems:** RAD is designed to help women learn self-defense. It consists of tactics that help women become more aware of the possible dangers that can develop at any time. It teaches them to be preventive, and to reduce or avoid high-risk situations. RAD classes are conducted throughout the school year and there is no charge for this program.
 

- **Community Policing Program:** The UD police are committed to providing quality service and protection to the students, staff, faculty and visitors of the University of Delaware. The Community Policing Program is an integral part of this quality service. It is based upon the concept that police officers and the campus community as a whole can work together in creative ways to solve problems related to crime prevention. The primary focus of community policing is to foster positive interaction between the police, students and staff. Officers have been assigned to specific campus areas and have designated offices in the residence halls to better serve the security needs of the student population.
 

- **Web Site:** The UD Police, Department of Public Safety has developed a web site at [www.udel.edu/police](http://www.udel.edu/police) for quick and up-to-date information on services it provides.
- **Statistics** on crimes reported to the University Police for the past three years that occurred on campus, on public property adjacent to the campus and on university property located off campus, as well as arrests for selected offenses can be found at: [www.udel.edu/police/crime-stats](http://www.udel.edu/police/crime-stats) [Attachments A-D]



## Crime Reporting

Programs are in place to advise members of the campus community on a timely basis about campus crime and crime-related problems. The media used include the following:

- **Daily Crime Report:** A crime report log is prepared daily describing incidents reported to the University Police and reports made. Information contained in the log can be searched at a public computer site in the lobby of the public safety building or via any computer with Internet access.
- **Student Newspaper:** The University of Delaware student newspaper, The Review, has access to all the information contained in the daily crime report log. If a serious or unique crime has occurred, a special article may be printed in the newspaper.
- **UDaily:** The University of Delaware's online news service provides daily e-mail news updates and can be accessed at [www.udel.edu/udaily](http://www.udel.edu/udaily)
- **Timely Alerts:** If circumstances warrant it, special timely crime alerts are prepared and distributed through the UDaily online news reporting service. These alerts advise the community of the situation, steps to take to avoid being victimized and the number to call for more information. The Chief of Police or his designee, with assistance from the Office of Communications and Marketing, is responsible for preparing the alerts for dissemination to the university community.
- **Web Site:** The University maintains its own website ([www.udel.edu](http://www.udel.edu)) which all University faculty, staff and students, as well as the general public, have access to via their personal or University computers. The UD Police, Department of Public Safety maintains its own website ([www.udel.edu/police](http://www.udel.edu/police)) within this system which is also available as listed above.
- **Uniform Crime Reports:** The University Police annually contribute crime statistics to the State Bureau of Identification for the state of Delaware to be included in the Uniform Crime Report published yearly by the Federal Bureau of Investigation. The yearly report provides detailed statistical information and is available at academic and public libraries.

## Off-Campus Conduct

Students are reminded that all violations of local, state or federal law are subject to University action. A student is responsible for notifying the University of any off-campus arrest.

A student may be subject to withdrawal or emergency suspension from the University under certain circumstances.

For more information, see the [Student Guide to Policies: Code of Conduct, Section L.](#)

## Gender Based Violence

The University of Delaware prohibits all forms of violence and harassment; please review UD Policy [#4-29](#) [Attachment K] and visit [www.udel.edu/gbv](http://www.udel.edu/gbv) for additional information.

**Confidentiality** - The University will maintain confidentiality to the fullest extent possible. When it is required to conduct an investigation without the consent of the victim, every effort will be made to keep information private.

**Procedure** : The procedure followed for assistance with instances of harassment or violence depend on the course of action the victim would like to take. If you are seeking:

**Care and Support** - you have many options available both on and off campus; for a full list of those resources please visit [www.udel.edu/gbv](http://www.udel.edu/gbv).

**University Charges** - you can report to the Title IX Coordinator, Office of Equity and Inclusion, Office of the Dean of Students, Residence Life staff, Office of Graduate and Professional Education, Vice Provost for Faculty Affairs, or UD Police. If you are unsure which area your complaint should be referred to please call any of the offices listed above and they will assist you.

**Criminal Charges** - University of Delaware Police. If the incident occurred off campus the police jurisdiction will depend on the location; the UD Police can assist you with determining which agency to contact. For the Newark campus most incidents will fall under Newark Police or New Castle County Police jurisdiction; for Lewes Campus, Lewes Police Department; for Wilmington Campus, Wilmington Police Department.



## Definitions

**Sexual assault** is any unwanted non-consensual physical contact of a sexual nature, whether by an acquaintance or a stranger. Sexual assault can occur under physical force and/or coercion or when a person is physically or mentally unable to give consent. Sexual assault includes but is not limited to rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, and forcible fondling (i.e., unwanted touching or kissing of a sexual nature). The University of Delaware will not tolerate sexual assault and will adjudicate such acts of violence through the campus judicial system as well as encourage the accuser to pursue criminal and/or civil remedies. Judicial sanctions for violations of the Code of conduct range from deferred suspension to expulsion from the University.

**Domestic Violence** includes physical, sexual, or psychological harm by a current or former spouse (partner).

**Dating Violence** includes physical, sexual, or psychological harm by a current or former dating partner.

**Stalking** is generally defined as repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, and/or implied threats, that would cause a reasonable person fear. Cyber-stalking, or stalking through technology such as texting, facebook, and GPS trackers, is increasingly prevalent. The University of Delaware's policy defines stalking as "Purposely and repeatedly engaging in behavior directed at a specific person which reasonably causes that person alarm, distress, fear or a change of normal behavior" and it is a prohibited activity.

**Consent** is an affirmative decision to willingly engage in mutually acceptable sexual activity given by clear words or actions. It is an informed decision made freely and actively by all involved parties. In order for a sexual encounter to be consensual, each participant must agree to engage in each act of sexual activity in the sexual encounter.

## Resources

No matter when or where the incident occurred, support and referral resources are available to help you. Visit [www.udel.edu/gbv](http://www.udel.edu/gbv) for more information on receiving assistance from the offices listed below.

The University understands that not everyone wishes to file an official incident report with the police; however, would like to ensure that assistance and resources are available to those who need them. The following offices can assist you with options, rights, and resources:

### Campus

**UD Police:** 911 or (302) 831-2224

**Counseling Center:** (302) 831-2141

**Student Life Office:** (302) 831-8939

**Office of Equity and Inclusion:** (302) 831-8063  
Faculty/Staff Assistance Program (302) 831-

Human Resources (302) 831-

Office of Student Conduct (302) 831-

**Sexual Offense Support Services (S.O.S.):**

(302) 831-2226

(The 24-hour S.O.S. provides round-the-clock, immediate personal support on a confidential basis. Members are trained to listen, advise and counsel victims of rape and sexual assault. They can also refer you to other services.)

### Community

**State of Delaware:** (800) 842-8461

**Newark Police Department:** (800) 842-8461

**Wilmington Police Department:** (800) 262-9800

**Lewes Police Department:** (302) 645-6264

**Crisis Intervention:** (302) 577-2484

**Domestic Violence Hotline:** (302) 762-6110 or (302) 762-6111 (These numbers also put you in touch with the battered women's shelter)

**Rape Crisis Contact:** (302) 761-9100

**Suicide Hotline:** 1-800-652-2929

**Victim Crisis Center:** 1-800-842-8461

## Statement of Victim's Rights

- Victims have the right to choose counseling and medical treatment, and to prosecute and report their case through the University Judicial System and/or the off-campus court system. They also have the right to refuse all these options without reproach from any University personnel.
- Victims have the right to be treated with dignity and seriousness by campus personnel.
- Victims of crimes against an individual have the right to be reasonably free from intimidation and harm.
- University personnel are encouraged to inform all victims that (1) victims are not responsible for crimes committed against them; (2) victims are not negligent toward their own safety and thus do not assume the risk of crime; and (3) victims should always report their crime, despite the possibility of adverse publicity for the University.
- Victims will be made aware of appropriate student services, including counseling.
- Victims are entitled to the same support opportunities available to the accused in a campus disciplinary proceeding.
- If the accused is prohibited from contacting the victim or entering the victim's residence, the victim will be notified that the ban is in effect.
- Any victim who does not wish to remain in his/her present residence hall or class section may be granted a transfer to any available housing or class section.
- The victim has the right to information regarding the status of his/her case, including the results of any disciplinary proceedings.<sup>1</sup>
- Both the accused<sup>2</sup> and the victim<sup>3</sup> are entitled to have an advisor/advocate present during the student conduct process.

1. See Student Guide to Policies, Student Conduct System, Section D, 2, a, xiii

2. See Student Guide to Policies, Student Conduct System, Section C, 1, i

3. See Student Guide to Policies, Student Conduct System, Section C, 2, g

## Prevention and Education

Programs in the prevention of gender based violence are offered regularly throughout the year to students, faculty, and staff. Programs are offered throughout the year by many departments and committees; Sexual Assault Prevention and Education, Office of Equity and Inclusion, Human Resources, UD Police Community Resource Unit, Student Wellness, and Residence Life to name a few. During 2013 there were numerous programs presented to the University community (faculty/staff/students) covering the following topics: bystander intervention, sexual assault, dating violence, stalking, harassment, discrimination, consent, diversity and inclusion, rights and responsibilities, sexual assault myths, decision-making, alcohol, hate-based discrimination, and substance abuse.

## Sex Offender Registration in Delaware

In accordance with Title 11, Chapter 41 of the Delaware Code, information regarding registered sex offenders is maintained by the Delaware State Police. The Delaware State Police have created the Sex Offender Central Registry, a searchable database that may be accessed via an internet website. This database located at [www.state.de.us/dsp/sexoff/](http://www.state.de.us/dsp/sexoff/) may be used to locate registered sex offenders by name, address, city, county, or zip code. Convicted sex offenders from out of state must register with the Delaware State Police within 7 business days of establishing permanent or temporary residency within the State of Delaware and all registrants must indicate where they intend to reside, be employed and/or study. A list of registered offenders who have identified the University of Delaware as their place of employment, residence, or study can be found at the above listed website.

## Drug and Alcohol Policies

The abuse of alcohol and the use of illegal drugs by members of the University community are incompatible with the goals of an academic institution. In order to ensure that alcohol and illegal drugs do not interfere with the goals of the University, substance abuse programs have been developed that apply to the University as both an educational institution and a work place.

The student policies of the University of Delaware on alcohol and drugs appear on the World Wide Web in the University of Delaware Student Guide to University Policies <http://www.udel.edu/stuguide/14-15/index.html> University regulations clearly prohibit the unauthorized possession, use, manufacture, distribution, or sale of alcoholic beverages on University property or in University facilities. In addition, students are prohibited from using drugs, possessing drugs or drug paraphernalia, and from selling or otherwise distributing drugs.

Violations of these policies will result in immediate sanctions within the University's Student Judicial System. Students may receive penalties that include mandatory alcohol and drug evaluations and other sanctions from disciplinary probation to expulsion.

If students are found guilty of violating any local, state or federal laws concerning alcohol and drugs, they will receive significant sanctions. These penalties may include fines and mandatory prison terms. The State of Delaware, in particular, has very strict minimum mandatory sentencing laws for the selling of drugs. State and local laws concerning drugs and alcohol are summarized in the Student Guide to University Policies.

The University of Delaware is committed to educating its students in the areas of drug and alcohol use. Student Wellness in Laurel Hall provides education on substance use and abuse. If students have any questions concerning the health risks associated with the illicit use of drugs and the abuse of alcohol, or would like more information on drug/alcohol abuse education programs offered by the University, they should contact Student Wellness or visit: [www.udel.edu/studentwellness/drugs\\_alcohol.html](http://www.udel.edu/studentwellness/drugs_alcohol.html) .

The University of Delaware employs licensed psychologists and psychiatrists in the Center for Counseling and Student Development who will assist students having problems with alcohol and drug abuse.

Every student at the University should read and become familiar with the policies on drugs and alcohol use and abuse that are discussed in the Student Guide to University Policies. In addition, more information is available on the health risks associated with drugs at the Wellspring Office in the Student Health Service.

If you have any questions concerning alcohol and drug regulations or health risks, please feel free to contact the following offices:

**Student Wellness:** (302) 831-8992

**Student Life Office:** (302) 831-8939

**Counseling and Student Development:**  
(302) 831-2141

**Psychiatric Services:** (302) 831-8992

**Student Health Service:** (302) 831-2226

## Reportable Crimes

Criminal Homicide - Murder, Non-negligent Manslaughter, Negligent Manslaughter

Sex Offenses- Forcible (Rape, Sexual Assault, Fondling)

Sex Offense - Non-forcible (Statutory Rape and Incest)

Robbery

Aggravated Assault

Burglary

Motor Vehicle Theft

Arson

Dating Violence

Domestic Violence

Stalking

Hate/Bias

Alcohol, Drug, Weapon - Violation of Law; arrest and student judicial referrals only.

# *Section Two*

## *Fire Safety Report*





# University of Delaware 2013 Annual Fire Safety Report



ENVIRONMENTAL  
HEALTH &  
SAFETY

A Safe and Healthful Campus Environment



## Higher Education Opportunity Act Reporting

The **Higher Education Opportunity Act**, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

### 2013 Fire Statistics for On-Campus Student Housing Facilities

Location	Date/Time	Cause	Injuries	Deaths	Property Damage
Thomas McKean Room #004	03/13/13 2:15 p.m.	Unattended electric fan left on upholstered chair	0	0	\$400
Warner Hall Attic	04/20/13 4:47 a.m.	Overheated HVAC motor	0	0	\$250
Independence Room #242	04/22/13 8:14 a.m.	Overheated fan coil unit motor	0	0	\$250
Conover Apartments #W-14	05/14/13 9:23 p.m.	Attended cooking accident, spilled grease on lit burner	0	0	\$400
Rodney B Room #190	08/23/13 6:26 p.m.	Short circuit in a supplemental heating unit	0	0	\$250
Louis Redding Room #007	10/11/13 5:46 a.m.	Short circuit on fan coil unit motor	0	0	\$100
Rodney D Restroom #218	12/06/13 2:15 p.m.	Wastebasket fire	0	0	\$100

# University of Delaware 2013 Annual Fire Safety Report

## A. Description of On-Campus Student Housing Fire Safety Systems:

- All On-Campus Student Housing, Graduate Student Housing and On-Campus Fraternity/Sorority Housing is equipped with the following fire safety features:
  - Complete automatic sprinkler system
  - Fire alarm system monitored by the UD Department of Public Safety
  - Smoke alarm in each sleeping room, interconnected within common areas of suites and apartments. Activation is initially local to the room of origin and transmits a fire alarm signal to UD Department of Public Safety. After 15-minutes of local alarm activation, or activation of a second smoke alarm, the alarm will sound a General Fire Alarm within the building. All fire alarm events, troubles and supervisory signals are monitored by UD Department of Public Safety.
  - Egress corridors and stairwells are fire rated
  - Residents with disabilities are accommodated according to their needs
- Each UD Owned Off-Campus Fraternity and Sorority housing facility has the following:
  - Automatic sprinkler system
  - Fire alarm system monitored by the UD Department of Public Safety
  - Smoke alarm in each sleeping room
  - Egress corridors and stairwells are fire rated
  - Residents with disabilities are accommodated according to their needs

## B. Number of regular mandatory supervised fire drills:

Each on-campus undergraduate student housing facility has two fire evacuation drills conducted and evaluated by the University Police and evaluated by the University Fire Protection Engineer each semester.

## C. Policies on portable electrical appliances, smoking and open flames:

On-campus housing facilities have prohibitions against the following activities:

- 1.Smoking.
- 2.Using lighted candles or other open flames devices.
- 3.Cooking in unapproved areas (bedrooms) including use of toaster ovens and appliances with an open heating element. Microwaves are allowed in Student Housing Rooms.
- 4.Use of space heaters (Except when issued by Residential Facilities for emergency outages of heat).
- 5.Use of extension cords.
- 6.Tampering with or blocking any fire protection equipment.
- 7.Possession of fireworks.
- 8.Use of halogen lamps or halogen bulbs.

Additional information is available on the following web sites:

Fire Safety Program in Residence Halls: [http://www.udel.edu/reslife/community\\_living/prohibited.html](http://www.udel.edu/reslife/community_living/prohibited.html)

Residential Facilities - Safety and Environment: [http://www.udel.edu/reslife/community\\_living/safety.html](http://www.udel.edu/reslife/community_living/safety.html)

Facilities Management Guidelines for Student Housing: <http://www.facilities.udel.edu/resfacilitiesmaintenance.aspx>

# University of Delaware 2013 Annual Fire Safety Report

## **D. Fire safety education and training programs for students, faculty and staff:**

The Fire Protection Element within the Department of Environmental Health & Safety provides training to housing staff including Resident Assistants, Complex Coordinators, Hall Directors and Greek House Directors. The training includes annual R/A Fire Safety Training. Training provides information on fire protection features of facilities, fire prevention, emergency procedures, and conducting fire safety education sessions for residents, and hands-on fire extinguisher training. Graduate students and staff for Chemical, Engineering and Biology Lab Programs were provided fire safety and hands-on fire extinguisher training.

The Fire Protection Engineering Element is also involved in public education programs like New Student Orientation, AG-Day, Grad Fair, Grad Student Lab Fire Safety, ARAMARK Employee Training; Public Safety In-Service Training, Transportation Bus Drivers and General Population Fire Extinguisher Training. A web-based Student Resident Fire Safety Pilot Training Program was developed and provided by the National Institute of Fire and Safety Training (NIFAST). The training was tested by Residence Life professionals and staff and offered to on and off-campus student residents.

## **E. Plans for future improvements in fire safety:**

UD continually evaluates the fire protection systems within student housing facilities. Evaluations culminate in the incorporation of fire safety upgrades. Such upgrades occur through replacements or building renovations. Current plans include:

- New construction of 3-story combination Dining/Student Housing building is scheduled for occupancy in September 2015; fire safety features being incorporated are state of the art fire alarm detection and automatic fire sprinklers.
- Corrected serious deficiency with primary and alternate fire pumps serving six major residence halls on Laird Campus.
- Continuing to provide enhanced fire extinguisher training with recently obtained BullEX Bull's-eye laser fire extinguisher training system. Hands-on fire extinguisher training at Sorority and Fraternity houses is provided on location at each residence.
- Modified NIFAST Training program by adding Safety/Security Elements including, Active Shooter, Campus Safety, UD Alert System, and Alcohol Awareness. Currently seeking full implementation of NIFAST web based Residential Fire Safety Training program through funding via FEMA Fire Prevention and Safety Grant. The goal is to have all student residents successfully complete this valued training.

**Access to UD Department of Public Safety Clery Reporting at:**

<http://www.udel.edu/police/initiatives/clery-act.html>

# *Section Three*

## *Referenced Student Policies*





## Missing Student Policy

- 1.** The University of Delaware (UD) takes student safety seriously. To this end, and in compliance with the Missing Student Notification Policy and Procedures (Section 488 of the Higher Education Opportunity Act of 2008), the following policy has been developed in order to assist in locating UD students, who, based on the facts and circumstances known to the University, are determined to be missing. It is the policy of UD to actively investigate any report of a missing student. All students will be notified of the missing student policy and the procedures UD would follow in the event that they are reported missing.
- 2.** Each student will be asked to identify the name and contact number of the individual(s) whom UD will notify within 24 hours of the determination that the student is missing. For any student under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Students' contact information will be registered confidentially, made accessible only to authorized campus officials, and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
- 3.** If a member of the University community has reason to believe that a student is missing, he or she must report it to the University of Delaware Police Department (UDPD), located at 413 Academy Street, Newark DE 19716. For non-emergencies call 831-2222; for emergencies call 911. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, calling the student's cell phone and sending a text message, looking at social networking sites, checking the student's room, interviewing roommates and friends, checking attendance in class, checking ID card access and key fob use, and locating the student's vehicle.
- 4.** If upon investigation by UDPD, the student is determined missing for at least 24 hours, the Dean of Students will contact the student's designated emergency contact (or custodial parent or legal guardian if the student is under the age of 18 or has failed to designate an emergency contact). UDPD will notify the Newark Police Department within 24 hours of the determination that a student is missing, unless Newark police was the entity that made the determination that the student is missing. UDPD will continue to investigate utilizing established police investigative procedures and in collaboration with staff from the Dean of Students' Office and Residence Life. UDPD will also co-ordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and good police practice.
- 5.** The Missing Student Policy will be included in the following documentations:

  - a. Student Guide to University Policies;
  - b. Residence Life Website;
  - c. Information provided to students at point they complete emergency contact information (SIS);
  - d. Annual email to all students from Dean of Students; and
  - e. Annual Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

## Student Guide to Policies: Student Conduct System, Section D, 2, a, xiii

*The Office of Student Conduct will notify the charged student and the complainant via e-mail of the outcome, rationale, proposed sanction(s) (if any), and the right of appeal. The Office of Student Conduct will notify the victim of sexual assault or sexual harassment of the outcome and sanctions applied and the right of appeal.*

## Student Guide to Policies: Student Conduct System, Section C, 1, i

*A charged student is entitled to. . . .*

*i. Be assisted by a student conduct advisor of his or her choice from among the members of the University community. For undergraduate students, names of advisors familiar with the student conduct process are available upon request through the Office of Student Conduct. It is the responsibility of the charged student to obtain an advisor if so desired and to provide the advisor's name to the Office of Student Conduct (for undergraduate students) or the Office of Graduate and Professional Education (for graduate students) at least 3 business days prior to the Administrative Hearing. An advisor should be selected promptly. The advisor may:*

- Advise the charged student on the presentation of a response to the allegations;*
- Accompany the charged student at all student conduct meetings; and*
- Advise the charged student in the preparation of any appeal.*

## Student Guide to Policies: Student Conduct System, Section C, 2, g

*A victim of sexual assault or sexual harassment is entitled to. . . .*

*g. Have an advocate throughout the conduct process, with the advocate serving the same role as a student conduct advisor to the charged student. It is the responsibility of the victim to obtain an advocate if so desired and to provide the advocate's name to the Office of Student Conduct (for undergraduate students) or the Office of Graduate and Professional Education (for graduate students) at least 3 business days prior to the hearing.*

## Student Guide to Policies: Code of Conduct, Section L

### *L. Off-Campus Conduct*

#### *1. Statement of Policy*

*Violations of local, state, or federal law are subject to University action. A student who has pleaded guilty to or otherwise accepted responsibility for a violation (e.g. Probation Before Judgment or no lo contendere) should be aware that the University may also sanction the student.*

#### *2. Notification of Criminal Arrest*

*a. A student is responsible for notifying the University of any off-campus arrest.*

*b. When the Office of Student Conduct (for undergraduate students) or the Office of Graduate and Professional Education (for graduate students) is informed of the arrest of a student, the University will send a letter to the student requiring that he or she make an appointment for an interview with the Office of Student Conduct or Office of Graduate and Professional Education. During this interview, the facts involved in the student's arrest, the student's obligation to keep the University informed of the progress of the criminal charge(s), and the student's obligation to advise the University of the final disposition of the criminal charge(s) will be discussed with the student.*

#### *3. Withdrawal When Certain Criminal Charges are Pending*

*The University may withdraw any student when certain charges are pending against that student, subject to the procedures set forth in the Student Conduct System section of this Guide.*

*Specifically, withdrawal may be mandated where the crime involves an act of violence, the sale, manufacture or delivery of drugs or any other conduct that is egregiously offensive to the University's mission.*

*4. Emergency Suspension The University may remove any student where the continued presence of the student on-campus poses a threat to safety or the rights, welfare, or property of another, subject to the procedures set forth in the Student Conduct System section of this Guide.*

# Attachment A



## 2011—2013 University of Delaware Crime Statistics—Newark Campus



This chart includes offenses that were reported to the University of Delaware Department of Public Safety. These offenses were compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Crime Reports	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
<b>Murder</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Non-Negligent Manslaughter</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Sex Offense—Forcible (Rape, Sodomy, Forcible Fondling)</b>	2013	0	3*	0	0
	2012	1*	1	1*	0
	2011	0	3*	0	0
<b>Sex Offense - Non Forcible (Statutory Rape, Incest)</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	1	0	0	0
<b>Robbery</b>	2013	0	0	0	1
	2012	2*	0	0	2
	2011	4	0	0	2
<b>Aggravated Assault</b>	2013	3	0	0	6
	2012	1	0	1	1
	2011	1	2	0	4
<b>Burglary</b>	2013	6	16	1*	0
	2012	5	6	0	0
	2011	15	11	1	0
<b>Motor Vehicle Theft</b>	2013	0	0	0	0
	2012	1	0	0	2
	2011	1	0	0	0
<b>Arson</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	1	0	0

New Categories—2013	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
<b>Domestic Violence</b>	2013	0	0	0	0
<b>Dating Violence</b>	2013	0	0	0	0
<b>Stalking</b>	2013	1	0	0	0

\*These incidents/arrests occurred on property adjacent to campus or at off-campus student organization locations, and may have been handled by the Newark Police Department.

\*Seven of the nine reported sex offense incidents for 2011-2013 were reported to CSA's and were not investigated by the UD Police Department.

\*One of the two robbery incidents in 2012 was reported to a CSA and was not investigated by the UD Police Department.

\*13 of the 2013 burglaries were attributed to two suspects; both arrested and prosecuted; the non-campus burglary was reported to a CSA and not investigated by the UD Police (study abroad).



# Attachment A



## 2011—2013 University of Delaware Crime Statistics—Newark Campus



This chart includes offenses that were reported to the University of Delaware Department of Public Safety. These offenses were compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Hate Crimes	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0

Arrests	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
<b>Liquor Law</b>	2013	116	31	4	52
	2012	127	26	2	4
	2011	107	25	2	0
<b>Drugs</b>	2013	112	58	0	6
	2012	80	38	2	0
	2011	73	25	0	4
<b>Weapons</b>	2013	4	1	0	2
	2012	2	1	0	0
	2011	2	0	0	1

Campus Judicial Referrals	Year	On-Campus	On-Campus Resi- dence Hall	Non-Campus*	Public Property*
<b>Liquor Law</b>	2013	708	124	2	0
	2012	725	114	0	0
	2011	817	168	1	0
<b>Drugs</b>	2013	30	44	0	0
	2012	70	43	0	0
	2011	40	74	0	0
<b>Weapons</b>	2013	0	1	0	0
	2012	1	0	0	0
	2011	1	0	0	0

\*These incidents/arrests occurred on property adjacent to campus or at off-campus student organization locations, and may have been handled by the Newark Police Department.

The increase in arrests for alcohol and drug violations can be attributed to zero tolerance and joint operations between UD Police and Newark Police.

## Attachment B



### 2011—2013 University of Delaware Crime Statistics—Lewes Campus



This chart includes offenses that were reported to the University of Delaware Department of Public Safety. These offenses were compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Crime Reports	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
<b>Murder</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Non-Negligent Manslaughter</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Sex Offense - Forcible</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Sex Offense - Non Forcible</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Robbery</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Aggravated Assault</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Burglary</b>	2013	5	6	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Motor Vehicle Theft</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Arson</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0

New Categories - 2013	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
<b>Domestic Violence</b>	2013	0	0	0	0
<b>Dating Violence</b>	2013	0	0	0	0
<b>Stalking</b>	2013	0	0	0	0

\*These incidents/arrests occurred on property adjacent to campus or at off-campus student organization locations, and may have been handled by the Lewes Police Department.

# Attachment B



## 2011—2013 University of Delaware Crime Statistics—Lewes Campus



This chart includes offenses that were reported to the University of Delaware Department of Public Safety. These offenses were compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Hate Crimes	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0

Arrests	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
<b>Liquor Law</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Drugs</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Weapons</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0

Campus Judicial Referrals	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
<b>Liquor Law</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Drugs</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Weapons</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0

\*These incidents/arrests occurred on property adjacent to campus or at off-campus student organization locations, and may have been handled by the Lewes Police Department.

# Attachment C



## 2011—2013 University of Delaware Crime Statistics— Wilmington Campus



This chart includes offenses that were reported to the University of Delaware Department of Public Safety. These offenses were compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Crime Reports	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
<b>Murder</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Non-Negligent Manslaughter</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Sex Offense - Forcible</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Sex Offense - Non Forcible</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Robbery</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Aggravated Assault</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Burglary</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Motor Vehicle Theft</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Arson</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0

New Categories—2013	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
<b>Domestic Violence</b>	2013	0	0	0	0
<b>Dating Violence</b>	2013	0	0	0	0
<b>Stalking</b>	2013	0	0	0	0

\*These incidents/arrests occurred on property adjacent to campus or at off-campus student organization locations, and may have been handled by the Wilmington Police Department.



# Attachment C



## 2011—2013 University of Delaware Crime Statistics— Wilmington Campus



This chart includes offenses that were reported to the University of Delaware Department of Public Safety. These offenses were compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Hate Crimes	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
Arrests	Year	On-Campus	On-Campus Residence Hall	Non-Campus*	Public Property*
<b>Liquor Law</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Drugs</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
<b>Weapons</b>	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
Campus Judicial Referrals	Year	On-Campus	Non-Campus*	Public Property*	
<b>Liquor Law</b>	2013	0	0	0	
	2012	0	0	0	
	2011	0	0	0	
<b>Drugs</b>	2013	0	0	0	
	2012	0	0	1	
	2011	0	0	0	
<b>Weapons</b>	2013	0	0	0	
	2012	0	0	0	
	2011	0	0	0	

\*These incidents/arrests occurred on property adjacent to campus or at off-campus student organization locations, and may have been handled by the Wilmington Police Department.

## Attachment D

### 2011-2013 University of Delaware Crime Statistics

#### Associate in Arts Program

The University of Delaware's Associate in Arts Program offers qualified applicants the opportunity to pursue a University of Delaware Associate in Arts (AA) degree by taking UD courses at the UD Academic Centers on the campuses of Delaware Technical & Community College in Wilmington, Dover, and Georgetown. The University provides advisement and academic support services for Associate Degree Program students at all sites at which instruction is provided. The Associate Degree Program is a nonresidential program; campus housing is not provided.

Incidents for this location are compiled by DTCC and their most recent report can be found at:

<https://www.dtcc.edu/about/public-safety/your-right-know>

#### Carvel Research & Education Center

The University of Delaware's Elbert N. and Ann V. Carvel Research and Education Center in Georgetown is a research and educational facility located in southern Delaware; the 24,000-square-foot facility, adjacent to Lasher Laboratory on the north side of Route 9, serves as the central office building and meeting facility for UD in Georgetown, and also is used by Sussex County Cooperative Extension, 4-H, state Cooperative Extension, Master Gardeners and the Expanded Food and Nutrition Education Program, among other programs. Lasher Lab houses facilities dedicated to poultry health research, weed research and soil and environmental studies.

There were no incidents to report for this location during 2011-2013.

#### Paradee Center

The W. Charles, Sr. and Eleanor Clement Paradee Center in Dover is a 10,000-square-foot, Georgian-style building on Route 113 (69 Transportation Circle, Dover, DE), which since 1998 has given the University of Delaware a presence and visibility in Kent County. The Paradee Center is a hub for educational programming for the University, business, government, and civic and corporate institutions throughout the county. The facility has a conference room, two UD classrooms, two classrooms scheduled and coordinated by the state of Delaware, and accommodates UD Cooperative Extension staff. Extension disciplines represented in Dover include youth development commercial agriculture, animal science, renewable resources, family and consumer sciences & home gardening.

There was one incident of Burglary to report for this location during 2011.

## Attachment E



# EMERGENCY PREPAREDNESS

## Things to Remember

1. Remain calm, use common sense, and provide aid. Take time to think before acting.
2. Always evacuate the building immediately when you hear an audible alarm or see a visible alarm, when directed by authorities, or when the building becomes life-threatening, e.g., smelling natural gas.
3. Proceed to the emergency gathering point for further instructions.
4. Do not use the telephone for reasons other than emergency purposes.
5. Do not enter elevators during an emergency. If stuck in an elevator do not attempt to force open stalled elevator doors, use the emergency phone to contact Public Safety.
6. Keep a flashlight handy if you are in an area that does not have emergency lighting or natural lighting.
7. Know the location of all marked exits from your working area.

## Emergency Reporting

Dial 911 to reach the emergency dispatcher who can summon medical, fire or police response. These individuals can also contact emergency personnel who are not “first responders” but will oftentimes be needed to assist the first responders with incident resolution.

1. If you are in a hazardous situation, don’t endanger yourself further. Avoid unstable structures, smoke, electrical hazards, fire, radiation, chemical, or biological exposure, etc. Do not risk your well being to save personal or University property.
2. When you call, give your name, telephone number and location, and the nature and location of the emergency.
3. Don’t hang up until the dispatcher ends the conversation.
4. If phone lines are dead, take the message to 413 Academy Street in person or use a cell phone if available and dial 831-2222.



# EMERGENCY PREPAREDNESS

## Medical emergencies

1. Summon help by dialing 911 to report the illness or injury.
2. Provide the level of first aid for which you are trained and equipped.
3. Whenever possible, have someone meet the ambulance or Public Safety officer at a clearly visible location to quickly direct them to the injured person.
4. Never put yourself at risk to help the injured or ill person.
5. Whenever possible, have someone accompany the injured or ill person to the emergency care facility.
6. Inform department personnel about the incident to assure proper documentation and investigation of the incident are performed.

## Fire emergencies

1. Be prepared. Practice by holding a fire drill in your building at least once a year.
2. Know where the fire alarm pull stations are and how to activate them.
3. Know your evacuation routes and keep them clear at all times.
4. Know where your emergency telephones are to contact Public Safety.
5. Know where the closest fire extinguishers are and how to use them.
6. Never use the elevator to evacuate.



# EMERGENCY PREPAREDNESS

## **If fire or smoke is detected:**

1. Activate the building alarm system.
2. Evacuate the building moving a distance of at least 200 feet from the building. Check your building evacuation plan to determine your gathering point. When outside notify public safety by using a blue light phone or cell phone giving as much information as possible. Persons knowing the reason for the fire should go to the command post established by Public Safety to provide this information.
3. If there is no alarm system, notify others as you leave the building by shouting "fire" and knocking on doors.
4. If possible, close doors and windows as you leave to prevent the fire's spread.
5. If there is smoke in the area, get down on the floor and crawl out of the building.
6. Feel all doors before opening them. If a door is hot, don't open it. Move to a second exit, or if one is not available, stay there and try to open a window for fresh air.
7. Open doors slowly. If you encounter smoke, close the door quickly and stay in the room. Call 911 and give your location. Try to do something to help identify your location from the outside of the building.
8. Never try to fight a fire alone unless it is required to exit the building.

## **Your Response in a Shooting**

Please note that such incidents are highly unpredictable and your response will depend on the exact circumstances. Your first priority is to have an "out" strategy. If you can do so safely, leave the building or area immediately, via door, window or emergency exit. Move away from the immediate path of danger, and take the following steps:

1. Notify anyone you may encounter that they should leave the building or area immediately.
2. Get to a safe area away from the danger, and take protective cover. Stay there until assistance arrives.
3. Call 911, providing dispatchers your name, the location of the incident (be as specific as possible), the number of shooters (if known), identification or description of the shooter or shooters, the number of persons who may be involved, your exact location, and information about wounds and injuries to anyone, if known.
4. If you are not immediately affected by the situation, take protective cover, staying away from windows and doors until notified otherwise.





# EMERGENCY PREPAREDNESS

## **If you are directly involved in an incident and cannot leave the building:**

1. Go to the nearest room or office, close and lock the door, turn off the lights and seek protective cover. If possible barricade the door. Students should scatter when in the same room, rather than huddle in a corner, which can provide an easy target for a shooter.
2. Keep quiet, act as if no one is in the room, and do not answer the door.
3. If possible, pull the fire alarm to alert authorities to an emergency situation.
4. If you have a cell phone at hand and if it is safe to do so, notify 911, providing dispatchers with as much pertinent information as possible.
5. Wait for University Police and other police officials to assist you out of the building.

## **Bomb Threats**

1. Take all calls seriously and report them to Public Safety at 911 immediately.
2. Notify your supervisor or the person responsible for the building.
3. Try to obtain as much information from the caller as possible, such as location of the bomb; detonation time; reason for threat; information about the caller, age, affiliation with any organization, etc.
4. Do not try to locate the bomb and never touch suspicious objects.
5. Do not use portable radios in the facility where the bomb is located.

## **Robbery/Assault**

1. Cooperate, giving the person exactly what they are asking for, nothing more.
2. Try to notice distinguishing traits: clothing, race, height, weight, age, eye color, facial hair, or other identifying features such as scars, moles, etc.
3. Pay attention to the type of weapon used, if applicable.
4. Listen carefully to their voice for distinguishing characteristics.
5. Record what direction they go after the confrontation. If they use a vehicle, record the license plate number and make and model of the vehicle.
6. Call Public Safety at 911 immediately following the confrontation.



# EMERGENCY PREPAREDNESS

## Motor Vehicle accidents

1. Report all accidents involving University vehicles immediately to Public Safety at 911 and to Transportation Services at 831-1187 regardless of the amount of damage.
2. Collisions that occur after hours are reported to Transportation Services on the next business day.
3. If you collide with a parked vehicle, stop immediately and attempt to locate the owner after notifying Public Safety while on campus. If the collision occurs on the street, notify Newark Police Department.

## Severe Weather

1. The Vice President for Administration in consultation with the President decides when to cancel class and dismiss employees from work due to extreme weather. Unit managers are not authorized to make this decision unilaterally.
2. In general, the University will remain open unless the conditions are very severe. However, if an employee believes they are placed in an unnecessary risk by staying at work or coming to work during severe weather they are permitted to take annual leave or leave without pay, whichever is appropriate.
3. Listen to local radio stations for notifications regarding cancellation of campus activities. Other options include checking the University's home page [www.udel.edu](http://www.udel.edu) or calling 831-2000.

## Utility failure

When a building loses power, it is no longer considered a controlled environment. Normally emergency power is supplied to buildings to provide for safe evacuation and not for continued occupancy. Except in situations where leaving the building would be more hazardous, take the following steps:

1. Evacuate laboratory buildings immediately since most fume hoods will not operate when building power ceases.
2. Persons in non-laboratory buildings may occupy for periods up to one hour provided they have a sustainable source of emergency lighting or natural lighting to allow for continued occupancy and safe evacuation. Battery powered emergency lighting generally lasts only 90 minutes.
3. Report the outage to Facilities by calling 831-1141.

More information regarding power outage procedures: <http://www.udel.edu/ehs/generalhs/power-outage.html>.



# EMERGENCY PREPAREDNESS

## Fumes, vapors or gas leaks

1. If an odor of gas, toxic or noxious material is detected in your work area, leave the area immediately and call Public Safety at 911.
2. If the hazard is thought to place all occupants at risk, i.e. natural gas, pull the building fire alarm to evacuate the building.
3. Do not re-enter the building until it is determined safe by the emergency responders.

### Reporting unsafe conditions

The University is committed to maintaining a safe campus environment. To this end, everyone in the campus community is urged to help by reporting conditions that may pose a serious risk of injury or property damage. Do not assume that someone else will report observed concerns. Report them to one of the following departments:

**Facilities Management 831-1141**

**Public Safety 831-2222**

## Hazardous material spills

1. Report the spill or other incident involving these hazards to Public Safety immediately at 911.
2. Leave the area taking precautions to contain the spill without putting yourself at additional risk if possible and if you know how.
3. Secure the area to prevent others from entering.
4. Remain in a safe area until emergency responders arrive and release you from the scene. Provide all information requested by emergency responders including MSDSs if available. Notify department personnel as appropriate.

# Attachment F

**Section:** Safety and Security

**Policy Number:** 7-52

**Policy Name:** Emergency Notification Policy

**Date:** April 23, 2008

**Revisions:** May 8, 2012; January 2013

## I. INTRODUCTION

The University of Delaware is responsible for providing accurate and timely information to the campus community and the public during emergencies. The University is also responsible to students, faculty, and staff when they express concerns about personal safety and security, and consistent with University policies concerning the release of personal information. This Emergency Notification Policy specifies policies and procedures for facilitating the communication of critical emergency information. The policy utilizes the best science and technology available in order to ensure that the University can notify both University and other interested parties of an emergency and provide appropriate direction on how to avoid potential harm.

## II. PURPOSE

The University's approach to crisis incidents follows the Phases of Emergency Management as addressed in the full University Emergency Operations Plan (EOP) and Critical Incident Management Plan (CIMP). These documents can be found online at [www.udel.edu/safety/plans](http://www.udel.edu/safety/plans). This supplemental document builds on the principles found in these documents and is designed to achieve a comprehensive, coordinated approach to communications that will:

1. Disseminate clear and accurate information to interested constituencies and the public at large.
2. Assist in the management of crises.
3. Provide direction to faculty, staff, and students.
4. Reduce rumor and uncertainty and,
5. Maintain the institution's credibility and minimize damage to its reputation.

## III. DEFINITIONS

1. **Urgent message** means a message related to an event, expected or unexpected, that threatens life or safety and require immediate action. An urgent message is a message that requires the recipient to react immediately.
2. **Informational message** means a message related to a situation that does not present a threat, but as to which the campus community has a right to know. This adheres to the requirements in the Clery Act.
3. **Quick acting tool** means a notification tool that can be promptly initiated, take minimal time to deploy and reach a broad audience.
4. **Additional tool** means a notification tool that may be time consuming to deploy, take longer to initiate, and have a limited audience.

**Section:** Safety and Security

**Policy Number:** 7-52

**Policy Name:** Emergency Notification Policy

**Date:** April 23, 2008

**Revisions:** May 8, 2012; January 2013

(continued)

#### IV. ACTIVATION DECISION TREE

1. The process to activate a quick acting tool employs the following work flow:
  - a. Situation is identified by a University Department/Unit.
  - b. Situation is related to Public Safety or Communications and Marketing.
  - c. A conference occurs between:
    - i. Chief of Police;
    - ii. Executive Director of Campus and Public Safety
    - iii. Vice President for Communications and Marketing
    - iv. General Counsel;
    - v. Dean of Students; and
    - vi. Other Subject-Matter Experts (SMEs) as needed.
2. Decision is made whether to send a notification or not.
  - a. If yes:
    - i. Determination of type of notification urgent message or informational message;
    - ii. Determination of speed of delivery (quick acting or additional);
    - iii. Determination of content of message;
    - iv. Notification tool or tools are chosen based on the discussion above and;
    - v. A member of Campus and Public Safety or Communication and Marketing is delegated to activate notification tool or tools
  - b. If no:
    - i. the decision is documented.

**Section:** Safety and Security

**Policy Number:** 7-52

**Policy Name:** Emergency Notification Policy

**Date:** April 23, 2008

**Revisions:** May 8, 2012; January 2013

(continued)

#### IV. TABLE AND LIST OF NOTIFICATION TOOLS

<b>Situation/Tools</b>	<b>Quick Acting</b>	<b>Additional</b>
Urgent	Send Word Now Classroom Projection Override Emergency Homepage Facebook Twitter	Carillon System Local Radio Stations Area TV Stations Digital Signs Voicemail System
Informational	UD Homepage Crime Alert Emails PO Box Group Email System Send Word Now (email only)	Variable Message Boards Digital Signs Voicemail System Safety Alert Programs

#### List of Available University Notification Tools

1. Sent Word Now (Text, Voice and Email Messaging System)
2. Classroom Projection Override
3. Emergency Homepage Override
4. Facebook/Twitter
5. Carillon
6. Local and Area Media (Radio, TV and News)
7. Digital Signs
8. UD Homepage
9. Crime Alerts
10. PO Box Group Email System
11. Voicemail System
12. Safety Alert Postings



# Attachment G

**Section:** Safety and Security

**Policy Number:** 7-6

**Policy Name:** Emergency Response/Fire--Other Emergencies

**Date:** November 15, 1978

**Revisions:** September 26, 2003; June 5, 1989; October 1, 1990; May 1, 1996

## I. PURPOSE

To establish uniform procedures throughout the University for the provision of reasonable life safety for employees, students, and guests of the University in case of a fire or other emergencies.

## II. POLICY

A. Evacuate the building. The actions listed below in sections B-1, 2, 3, and 4 should be completed using reasonable judgment and provided no persons are endangered in the process.

B. An individual who discovers a fire or other emergency, such as abnormal heating of material, hazardous gas leaks, hazardous material or flammable liquid spill, smoke, or burning odor, shall immediately follow these procedures:

1. Don't risk self - leave the area if unsafe.
2. Give the alarm by:
  - a. Sounding the building evacuation alarm by pull box or, if not available, orally notifying occupants of the building.
  - b. Notifying Public Safety by University telephone (911) or by an Emergency Phone.
3. Isolate the area by closing all doors and windows.
4. Shut down all equipment in the area if possible.
5. Use a portable fire extinguisher to:
  - a. assist oneself to evacuate,
  - b. assist another to evacuate, or
  - c. control a small fire, if you are properly trained.

C. When notified of fire or other emergency alarm system or orally, personnel must evacuate the building and move to an area at least 200 feet from the building. Do not reenter the building until advised by the person in charge. Entrances, sidewalks, and driveways shall be kept clear to allow emergency vehicles and personnel access.

**Section:** Safety and Security

**Policy Number:** 7-6

**Policy Name:** Emergency Response/Fire--Other Emergencies

**Date:** November 15, 1978

**Revisions:** September 26, 2003; June 5, 1989; October 1, 1990; May 1, 1996

(continued)

1. Exception #1 to Section IIC. (This exception pertains only to a fire situation)

If a small contained fire is discovered, the following may be done using good judgment:

- a. Evacuate the immediate area of the fire using verbal instructions.
- b. Ask for assistance from a person in the immediate area.
- c. Extinguish the fire with a portable fire extinguisher.
- d. Contact Public Safety at 911 and wait for their response.
- e. Contact Environmental Health and Safety immediately even if no appreciable damage results. This will assure that the City Fire Marshal is notified as required by law, that extinguishers are recharged, insurance reports filed, and hazardous conditions corrected to reduce the chance of recurrence.
- f. Do not allow re-occupancy of the immediate fire area until cleared by Public Safety and/or Occupational Health and Safety.

2. Exception #2 to Section IIC. (This exception pertains only to persons with disabilities that would not permit normal evacuation from a facility.) In case of an emergency a person with a disability shall do the following:

- a. Proceed immediately to an "AREA OF REFUGE."
- b. If an "AREA OF REFUGE" is not available proceed immediately to the nearest marked exit and wait inside the stair tower landing.
- c. Alert a responsible person of your intentions.
- d. Wait for trained emergency responders to rescue you.

3. Faculty and other supervisory personnel who note that individuals who may have been in the building are missing, should immediately inform the Fire Department Officer in charge and/or University Police.

4. Supervisory personnel should assist in the evacuation of persons from the building. In specific, for faculty/supervisors of persons with disabilities, note the area of refuge your student/employee has occupied and communicate this information to Public Safety at the Command Post once outside the building. Remain at the command post to provide additional information as necessary for the Fire D Department.

5. Anyone having specific information concerning the nature and/or location of the emergency condition should report this information to the Public Safety Command Post (University Police car with green light). These individuals shall remain at the Command Post until their help is requested by the Fire Department, Fire Marshal, representative of the Department of Environmental Health and Safety, or University Police.

**Section:** Safety and Security

**Policy Number:** 7-6

**Policy Name:** Emergency Response/Fire--Other Emergencies

**Date:** November 15, 1978

**Revisions:** September 26, 2003; June 5, 1989; October 1, 1990; May 1, 1996

(continued)

#### D. Delegation of Authority in Emergency Situations

1. When the Fire Department responds to an emergency situation the Fire Chief or his designee has the ultimate authority for the resolution of the incident.
2. A Fire Marshal may be called to the scene to act as a liaison to the Fire Chief. This individual is responsible for the investigation of the cause and origin of the fire as well as assuring compliance with applicable codes.
3. When an emergency situation involves only the University Police, the Department of Environmental Health and Safety and the building occupants, the Department of Environmental Health and Safety has the ultimate authority to resolve the incident to assure the protection of human health and the environment.

The University Police have responsibility for initial response and crowd control as well as enforcing directions given by the Department of Environmental Health and Safety. Building occupants/owners shall comply with directives from the Department of Environmental Health and Safety and University Police.

# Attachment H

**Section:** Safety and Security

**Policy Number:** 7-51

**Policy Name:** Emergency Preparedness Policy

**Date:** June 2007

## I. PURPOSE

The University of Delaware can be threatened by emergency and disaster situations both natural, such as, winter storms, hurricanes, floods, tornadoes and man-made situations such as hazardous materials accidents, biological outbreaks, terroristic threats and criminal activity. When such incidents occur, it is the policy of the University to:

- Protect human life; prevent/minimize personal injury
- Protect the environment
- Prevent/minimize damage to existing structures, research data, laboratories and library collections
- Restore normal operations

## II. POLICY

Emergency situations are handled according to their severity and potential impact on campus so that the response is commensurate with the actual conditions. Emergency incidents may require the following response:

### 1. Canceling Classes:

- It is the President's responsibility, or his or her designee, to determine the need to cancel classes based on notification of an emergent situation. Severe weather, a biological outbreak, a chemical accident and criminal activity are examples of situations that may occasion such a decision.
- The Executive Vice President, the Provost and the Vice President for Administration will notify appropriate offices of the determination to cancel classes and the extent of the cancellation.
- The Public Relations Office will make class cancellation known using University and other media outlets, text messaging and student voice mails.

### 2. Closing Campus:

- It is the President's responsibility, or his or her designee, to make determinations concerning incidents requiring campus closure. The President may consult with senior staff concerning the level of the response required by an emergent situation.
- If the situation warrants, the President, or his or her designee, may authorize the evacuation of a University facility and/or the closing of selected parts of the campus.
- Individual colleges and academic departments are not authorized to close buildings and/or cancel classes.
- The Executive Vice President, together with the President, and his or her designee, assembles University's Disaster Planning Group, and manages the response to the emergency. The Chief of Police heads the group.

**Section:** Safety and Security

**Policy Number:** 7-51

**Policy Name:** Emergency Preparedness Policy

**Date:** June 2007

(continued)

### **Types of Incidents Requiring Campus Closure**

1. **Minor, localized incident that occurs in a building or affects a small portion of the campus that can be quickly resolved with existing University resources,** e.g., localized chemical spill, plumbing failure in a building, etc. Only a quadrant of the campus may need to be closed and the determination for doing so will be made by the Department of Public Safety, in concert with the President, his or her designee, and the Executive Vice President. The Public Relations Office will provide the University community with information about the incident using the emergency notification systems and local media outlets.
2. **Major emergency that disrupts a substantial portion of the University community,** e.g., building fire, severe flooding, major chemical spill, terroristic threats, criminal activity, etc. As soon as information becomes available about the severity of the incident the President, or his or her designee, in concert with the Executive Vice President, the Provost, the Chief of Police, and other key members of the University's Disaster Planning Group will evaluate the scope of the incident, coordinate essential services and provide emergency information through the Public Relations Office. Because such incidents escalate quickly and may have serious consequences for critical University functions and/or life safety, the campus may be closed in whole or in part as appropriate.
3. **Disaster affecting the entire University grounds and surrounding community,** e.g., hurricane, tornado, widespread chemical or biological agent contamination, etc. Disasters of this magnitude require the immediate assembling of the Disaster Planning Group who will work in concert with the President, his or her designee, and surrounding agencies to address the crisis and return University operations to normal as soon as possible. As information is received, emergency conditions may intensify or lessen that will affect the closure of campus facilities. At all times, authorization must be secured from the President, or his or her designee, to close the campus in whole or part.
4. **Emergency Response of the Department of Public Safety.** When the determination is made by the President, or his or her designee, to close the campus because of an emergency or disaster, the Chief of Police will authorize the following actions:
  - Activate the Emergency Operations Center in the Department of Public Safety.
  - Close the Trabant, Perkins and CFA parking garages to incoming vehicles depending on the nature of the emergency.
  - Deploy police and security staff and, if possible, enlist the help of custodial personnel to close and lock academic buildings, if it is safe to do so.
  - Notify the Vice President for Student Life of the decision to close campus and advise the unit to have students stay in their residence halls until the "all clear" notice is given.
  - Activate mutual aid agreements with the City of Newark, New Castle County and Delaware State Police agencies.
  - Station police officers at key intersections to direct people off campus.
  - Request that message boards at the intersection of Routes 896 and Route 4 indicate that the University is closed.
  - Close the streets surrounding the University depending on the nature and severity of the emergency. (see Appendix A)

**Section:** Safety and Security

**Policy Number:** 7-51

**Policy Name:** Emergency Preparedness Policy

**Date:** June 2007

(continued)

## **Appendix A**

### **Closing University Campus and Blocking off Surrounding Streets**

If the determination is made by the President to close streets surrounding University property, the Department of Public Safety will utilize sworn officers and mutual aid agreements with other police jurisdictions in closing the following intersections:

- **Laird Campus**
- New London Road and Pencader Way (both places where Pencader Way intersects New London Road)
- New London Road and Christiana Drive
- Independence Bridge for Foot Traffic
- Ray Street
  - Prospect Avenue and North College Avenue
  - North Street and North College Avenue
  - Ray Street and Rose Street
- **West Campus**
- Elkton and Apple Roads
- Apple and Hillside Roads
- West Main Street and Hillside Roads
- Sypherd Drive and Hillside Roads
- Cheltenham and Hillside Roads
- Dallam and Hillside Roads
- Pedestrian underpass off Elkton Road
- English Language Institute
  - Old Oak Road and West Main Street
  - Old Oak Road and Dallam Roads
  - Dallam and Hillside Roads
- **Central Campus**
- West of South College and South of Main Street
  - South College Avenue and Park Place
  - Academy Street and Park Place
  - Courtney and Manual Streets
  - Lovett Avenue and Haines Street
  - Delaware Avenue and Academy Street
  - Delaware and South College Avenues
  - East Main and Academy Streets
  - North College Avenue and East Main Street (for pedestrian traffic)



**Section:** Safety and Security

**Policy Number:** 7-51

**Policy Name:** Emergency Preparedness Policy

**Date:** June 2007

(continued)

- East of South College and South of Main Street
  - South College Avenue and Park Place
  - Academy Street and Park Place
  - Courtney and Manual Streets
  - Lovett Avenue and Haines Street
  - Delaware Avenue and Academy Street
  - Delaware and South College Avenues
  - East Main and Academy Streets
  - North College Avenue and East Main Street (for pedestrian traffic)
- West of North College Avenue and North of Main Street
  - Main Street and South College Avenue
  - North College and Cleveland Avenue
  - West Main Street and New London Road
  - Hollingsworth Parking Lot (foot patrol officer for pedestrian traffic)
- East of North College and North of Main Street
  - Academy and East Main Streets
  - North College and Cleveland Avenues
  - Delaware and South College Avenues
  - Academy Street and Delaware Avenue
  - East side of Frazier Field for pedestrian traffic
  - Newark Parking Authority Lot#3 for pedestrian traffic
- **East Campus**
- East of Academy Street
  - Park Place and Academy Street
  - Courtney Road and Manual Street
  - Park Place and Manual Street
  - Wyoming Road and South Chapel Street
  - Chambers and South Chapel Street
  - Lovett Avenue and South Chapel Street
  - Continental Avenue and South Chapel Street
  - Academy Street and Delaware Avenue
  - Delaware Avenue and Haines Street
  - Haines Street and Park Place
  - Park Place and South Chapel Street

**Section:** Safety and Security

**Policy Number:** 7-51

**Policy Name:** Emergency Preparedness Policy

**Date:** June 2007

(continued)

- Computing Center
  - South Chapel Street and Ashley Road
  - South Chapel Street and Chambers
  - Gilbert Complex and Wyoming Road
  - Wyoming Road and Library Avenue
- Delaware Technology Park
  - Wyoming Road and Route 72
  - Wyoming and Marrows Roads
- **South Campus**
  - Sincock Lane and Christina Parkway
  - Sincock Lane and Old Chapel Road
  - Farm Lane and Route 72
  - South College Avenue and South Campus Loop near the Bob Carpenter Center
  - South College Avenue and Delaware Stadium Entrance
  - South College Avenue and Delaware Field House Entrance
  - South College Avenue and Fred Rust Ice Arena Entrance
  - South College Avenue and South Campus loop near Townsend Hall

## Attachment I

### Valuable Property

During the school year, the University of Delaware Department of Public Safety recovers thousands of dollars' worth of property. Much of the property cannot be returned as the rightful owner cannot be identified. The Crime Prevention Unit is using Operation Identification to help solve this problem. The property owner completes an **Operation Identification Valuable Property Form [Attachment J]** with specific information about the property and forwards it to Public Safety where the information is kept on file. If the property is reported stolen the police will have the needed information to enter it into a nationwide computerized network. When the property is recovered, the recovering police agency will be able to access the owner's information via computer. When engraving an item - DO NOT use your social security number or other personal information. Think of something that will have meaning only to you. If you do not have access to an engraver, the Department of Public Safety will loan you one. The University Police recommend that you register all valuable equipment (computers, stereos, televisions, etc.). **There is no fee for this service.**

If you have questions, comments, or suggestions, please email Public Safety at [publicsafety@udel.edu](mailto:publicsafety@udel.edu).

### Lost and Found

Looking for your backpack, can't find your car keys, found someone's eyeglasses? If so, please contact the Department of Public Safety's Lost and Found unit. Lost and Found can be contacted at 831-2222 at any time. If you have found someone's property please forward it to 413 Academy Street where it will be logged and kept between thirty days and six months, depending on the value of the item. After that time has elapsed items are discarded, given to charitable organizations or sold by the Department (depending on their value). If you are looking for something you have lost please call the Lost and Found Unit and they can determine if your property has been turned in; you can then make arrangements to identify it and pick it up.

## Attachment J



# Public Safety

## Valuable Property Form

<b>Name:</b>	
<b>Permanent Address:</b>	
<b>City/State/Zip code:</b>	
<b>Property type/make/model:</b>	
<b>Owner applied number:</b>	
<b>Additional Information</b>	

**Please return completed form to:**

**University of Delaware Public Safety  
Attention: Administration  
413 Academy Street  
Newark, DE 19716**

# Attachment K

**Section:** Personnel

**Policy Number:** 4-29

**Policy Name:** University Policy Against Sexual and Other Unlawful Harassment

**Date:** August 25, 1998

**Revisions:** October 31, 2005; May 5, 2006; October 9, 2009; July 1, 2010; April 30, 2012

## **PURPOSE**

The purpose of the policy set forth below is to promote an academic and work environment that is free from all forms of harassment and discrimination whether that discrimination or harassment is because of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other characteristic protected by law. It is designed to ensure a safe and nondiscriminatory environment that protects both the constitutional and civil rights of students, faculty and staff. Acts of discrimination and harassment undermine the University's mission by threatening the careers, educational experiences, and well-being of those associated with the University. This policy expresses the University's opposition to discrimination and harassment and assists the University to comply with federal, state, and local legal mandates in relation to such misconduct.

This policy is intended to ensure that the University community remains free from harassment and discrimination against all members of the University community. As such, students, faculty, staff and third-party vendors are permitted to file a complaint under this policy. Relatedly, students, faculty and staff are permitted to file a complaint against a third-party vendor working for the University. Following an investigation, if the third-party vendor is determined to have engaged in harassment or discrimination in violation of this policy remedial actions will be taken up to and including restricting the individual from being on the University campus and/or providing services to the University.

## **NOTICE AND POLICY OF NON-DISCRIMINATION**

### **Prohibition Against Discrimination.**

The University of Delaware does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

### **Coordination**

The following person has been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations: Tom Webb, Director, Office of Disabilities Support Services, 240 Academy Street, Alison Hall Suite 119, University of Delaware, Newark, DE 19716, 302-831-4643.

(continued)

The following individuals have been designated as deputy Title IX coordinators: for Athletics, Samantha Huge, Deputy Director, Athletics & Recreational Services, 127 Bob Carpenter Center, University of Delaware, Newark, DE 19716, 302-831-3103; and for Student Life, Dawn Thompson, Dean of Students/AVP for Student Life, 101 Hullahen Hall, University of Delaware, Newark, DE 19716, 302-831-8939. Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX coordinators or to the Office for Civil Rights, United States Department of Education.

Inquiries concerning compliance with the Age Discrimination Act and the Age Discrimination in Employment Act should be referred to the Office of Labor Relations.

The name of the official heading each of the responsible offices listed above and the address and telephone number for each office can be obtained by referring to the contact information listed on the [website](#).

For further information on notice of nondiscrimination, visit [U.S. Department of Education - Office for Civil Rights](#) for the address and phone number that serves your area, or call 1-800-421-3481.

### **Complaints Against Students.**

Discrimination and harassment complaints filed against students are subject to a separate procedure set forth at the [Office of Student Conduct](#).

### **First Amendment Protections.**

Nothing in this policy is meant to infringe upon First Amendment or academic freedom protections set forth in the Faculty Handbook and in the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors (AAUP).

## **PROHIBITED CONDUCT**

### **Sexual Harassment.**

Sexual harassment is unlawful and is prohibited at the University of Delaware.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or unreasonably creating an intimidating, hostile, or offensive working or academic environment.

The alleged conduct must be evaluated from the perspective of a reasonable person in the alleged victim's position taking into account all of the circumstances involved in a particular matter.

The following is a non-exhaustive list of actions that may constitute sexual harassment, whether the harasser is a co-worker, supervisor, student, faculty member or vendor:

A demand for sexual favors accompanied by implied threats about the person's employment or academic status, or implied promises of preferential treatment;



(continued)

Persistent, unwelcome flirtation, requests for dates, advances or propositions of a sexual nature;

Unwanted touching such as patting, pinching, hugging or repeated brushing against an individual's body;

Repeated degrading or insulting comments that demean an individual's sexuality or sex;

Unwarranted displays of sexually suggestive objects or pictures; or

Sexual assault.

Behavior of a sexual nature that is not sexual harassment may nonetheless be unprofessional in the workplace, disruptive in the classroom, or violate other University policies and could warrant remedial actions and/or discipline.

### **Other Discriminatory Harassment.**

Harassment of an individual or group of individuals based on race, color, national origin, disability, religion, age, veteran status, gender identity or expression, or sexual orientation or any other characteristic protected by law is unlawful and is prohibited at the University of Delaware.

Other discriminatory harassment includes any unwelcome verbal or physical conduct toward another that is based on the other's race, color, national origin, disability, religion, age, veteran status, gender identity or expression, or sexual orientation or any other characteristic protected by law, and that (a) unreasonably creates an intimidating, hostile, or offensive learning and/or working environment or (b) unreasonably interferes with an individual's work or academic performance.

Discriminatory harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious that it unreasonably limits an individual's ability to participate in or benefit from the activities of the University.

The alleged conduct must be evaluated from the perspective of a reasonable person in the alleged victim's position, taking into account all of the circumstances involved in a particular matter.

Certain behavior alleged to be discriminatory may not rise to the level of discriminatory harassment but may nonetheless be unprofessional in the workplace, disruptive in the classroom, or violate other University policies and could warrant remedial actions and/or discipline.

**Non-Retaliation.** It is a violation of University policy to retaliate in any way against students or employees because they have raised allegations of sexual or other discriminatory harassment. Person(s) against whom the complaint is lodged also bear a responsibility to abstain from retaliatory behavior toward the complainant(s) and/or any individual participating in the investigation.

Because a charge of discriminatory harassment may have serious consequences, complainant(s) must bring the charge in good faith and in accordance with University policy. A complainant whose allegations are found to be brought with malicious intent will be subject to disciplinary action.

(continued)

### **Consensual Relationships.**

Romantic and/or sexual relationships (hereafter referred to as “consensual relationships”) that occur in educational or supervisory contexts present serious ethical concerns and can compromise the University’s academic and working environment. Relationships between students/employees and their teachers, advisors, teaching/graduate assistants, coaches, and/or supervisors should be conducted in a way that avoid potential conflicts of interest, exploitation, or bias. For example, a conflict of interest arises when an individual evaluates the work or performance of a person with whom he or she is engaged in a consensual relationship because of the inherent power differential.

### **Prohibited Conduct.**

An employee shall not exercise academic responsibility (instructional, evaluative or supervisory) for any student with whom the employee has a consensual relationship.

An employee shall not conduct performance evaluations, or make salary decisions, decisions regarding promotion and tenure, or decisions on continuation of employment for a person with whom he or she has a consensual relationship.

Consensual relationships are prohibited when effective arrangements to remove the conflict and mitigate adverse effects on third parties cannot be made.

### **Procedural Requirements.**

An employee entering or in a consensual relationship as defined in this policy, or a current or prospective employee offered a position who will be in such a relationship should the position be accepted, shall immediately:

Report the relationship to a higher level administrator, to the hiring official, or to an administrator above the hiring official; and

Cooperate in actions taken to eliminate any actual or potential conflicts of interest and to mitigate adverse effects on third parties.

The administrator or official who receives the report shall:

Treat the information as confidentially as possible;

Promptly eliminate conflicts of interest and mitigate adverse effects on third parties by:

Transferring one of the individuals to another position; or

Transferring supervisory, decision-making, evaluative, academic or advisory responsibilities; or

Providing an additional layer of oversight to the supervisory role; and

Document the steps taken.

The administrator or official should consult with the Office of Human Resources for assistance in complying with these steps.

**Non-Retaliation.** Retaliation against persons who report concerns about consensual relationships is prohibited and constitutes a violation of this policy.

(continued)

**Complaints.** Complaints alleging harassment or bias may be filed by either party to the consensual relationship or by an aggrieved party outside the relationship affected by the perceived harassment or bias. Complaints will be investigated by the Vice President for Finance and Administration (or designee) following the procedures described below.

## **COMPLAINT PROCEDURES**

**Introduction.** An individual who believes that he or she has been discriminated against or harassed, as defined in this policy, by another University employee or vendor may seek resolution through the following complaint procedures. While these procedures contain reporting and response deadlines, please note that the Vice President for Finance and Administration may extend for a reasonable period of time any of the deadlines specified in this section.

**Definitions.** As used in this policy, the following terms shall have the meanings indicated:

“Days” means business days when the University is open.

“Vice President for Finance and Administration” means that official or his or her designee.

“OVPFA” means the Office of the Vice President for Finance and Administration.

“Investigator” means the person in the OVPFA designated by the Vice President for Finance and Administration to serve in that capacity. The Vice President for Finance and Administration shall not appoint himself or herself to serve as Investigator.

The “Complainant” means the person who initiates the complaint process under this policy.

The “Respondent” means the person against whom a complaint is lodged under this policy.

### **Initiating a Complaint.**

Individuals who believe that they are being subjected to discriminatory harassment, including sexual harassment, shall discuss the matter with their supervisor/advisor, if appropriate, or directly contact the Office of Equity and Inclusion (OEI), Office of Labor/Employee Relations (OLR), or Office of Human Resources (HR) for information, resources, and possible informal resolution. Supervisors/advisors who have been contacted by a Complainant pursuant to this section shall promptly notify and consult with OEI, OLR or HR. If a supervisor/advisor is contacted by a Complainant regarding allegations of sexual harassment, the supervisor/advisor will promptly notify the Title IX coordinator. Faculty members who believe they are being subjected to sexual or other discriminatory harassment, or are being accused of sexual or other discriminatory harassment, may also contact the AAUP.

If the Complainant wishes to pursue the matter beyond informal resolution, a formal complaint must be filed with the OVPFA. Once a formal complaint is filed, it will be subject to further investigation by the Investigator.

**Title IX Obligations.** If a supervisor/advisor or other University office (such as OEI, OLR, HR, Office of Student Conduct, etc.) is contacted by a Complainant regarding allegations of sexual harassment, the individual in receipt of such information will promptly notify the Title IX coordinator. In order to meet the University’s legal obligations, the Title IX coordinator may determine that an investigation is warranted without a formal complaint if the University has sufficient notice that sexual harassment may have occurred and/or the allegations of sexual harassment are particularly serious (such as coerced sexual acts). Pursuant to its Title IX obligations, the University may take interim measures it deems necessary during an investigation to ensure the safety and well-being of the Complainant and/or University community.

(continued)

### **Formal Complaint Procedures.**

Upon receipt of a formal complaint, the Investigator shall meet with the Respondent, his/her department chairperson or immediate supervisor, and, if the Respondent is a faculty member, the college dean or unit head. A Respondent who is a faculty member may also choose to have the AAUP Contract Maintenance Officer present at the meeting. Such meeting or meetings shall ordinarily be conducted within 10 days of receipt by the Vice President for Finance and Administration of a formal complaint.

The AAUP will be notified if the complaint involves a faculty member(s) in any way. If the Respondent is a faculty member, the AAUP will be notified in time to allow consultation with the Respondent prior to the meeting between the faculty member(s) and the Investigator. The Investigator shall advise a Respondent who is a faculty member that it is in his/her best interest to seek out the appropriate AAUP officer for consultation prior to any meetings.

The Investigator shall interview the Complainant, the Respondent, and other individuals, when needed, to ascertain the validity of the complaint. The investigation shall proceed in a timely manner and every effort will be made to conclude the investigation within 60 days of receipt of the complaint by the VPFA.

All individuals contacted or interviewed during the review of a complaint, including the Complainant and the Respondent, are required to maintain confidentiality to the fullest extent possible within the requirements of conducting a complete investigation.

At the conclusion of the investigation, the Investigator shall prepare a written report consisting of findings. The Vice President for Finance and Administration will review the Investigator's written report and provide prescriptions for corrective action, if warranted. The following is a non-exhaustive list of corrective actions one or more of which may be levied depending on the severity of the offense:

A verbal warning that a repetition of the reported impropriety will result in additional action.

Placement of a letter in the individual's personnel file indicating the nature of the improper behavior. The letter may include a notation about required remedial efforts and any action that will be taken in the future should there be a repetition of the offensive behavior(s).

Executive mentoring or appropriate counseling.

Immediate removal of the individual from the classroom/worksite and placement on leave of absence so that the individual can perform remedial efforts. Return to teaching and/or professional duties will be guided by the individual's progress.

Initiation of formal action by the dean or appropriate supervisor to dismiss the individual from the University's employ. For faculty, dismissal will follow the procedures set forth by the Faculty Senate Committee on Welfare and Privileges.

The Investigator's written findings coupled with the Vice President for Finance and Administration's prescriptions for corrective action shall be the "Final Report." A copy of the Final Report shall be delivered to the Respondent as quickly as practicable. The Complainant will be notified as quickly as practicable that the investigation has concluded and whether a finding for sexual or other discriminatory harassment was made.

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**Appellate Rights.** A more formal means of redress may also be sought through specific grievance procedures for employees and students.

For faculty, a complaint may be filed with the Faculty Senate Committee on Welfare and Privileges. Upon review of a written appeal, the Committee may elect to pursue the matter and make additional recommendations to the University Provost.

For unionized staff members and police officers, the grievance procedures are found in their collective bargaining agreements.

For professional and salaried staff, the grievance procedures are found in the Personnel Policies & Procedures Manual.

For students, the grievance procedures are found in the Student Guide to University Policies.