



Annual Security and Fire Safety Report

2018

Southern Oregon University

Campus Locations: Ashland, Oregon and Medford, Oregon

This information is provided in compliance with federal law, known as the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act, & Violence Against Women Act (VAWA).

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## INTRODUCTION

### **What is the Annual Security Report?**

The Annual Security Report, mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), informs the campus community of the reported crimes occurring within Southern Oregon University's geography in the three most recent calendar years. Data is collected from a variety of sources including Ashland Police Department, Campus Public Safety, Student Support Services, University Housing, Women's Resource Center, Student Life and the Title IX Coordinator.

The purpose of the Annual Security Report is to provide our community with the information and understanding needed to make informed and reasoned decisions about personal safety. Campus crime statistics and a wide range of related policies, procedures, resources and programs at Southern Oregon University are included in this report. The Annual Fire Safety Report is also included in this report.

This report is prepared annually in compliance with the federal requirements of the Clery Act and submitted to the Department of Education. The Southern Oregon University Campus Public Safety Department prepares and publishes this report by October 1st each year. Recent amendments to the law mandate that schools receiving Financial Aid (Title IV) monies must also report specific information about fire safety issues on their campuses.

The Annual Security Report is available at [sou.edu/security](http://sou.edu/security) or a printed copy can be picked up during normal business hours at Campus Public Safety Office located at 382 Wightman Street, Ashland, OR 97520.

All policies addressed in the Annual Security Report and the Annual Fire Safety Report apply to the Southern Oregon University Ashland Campus.

## CRIME STATISTICS

### **A. Collecting and Preparing Statistics**

SOU Campus Public Safety collects reports of Clery Geographic reportable crimes and law violations from the Ashland Police Department, HEC security, the Medford Police Department, Student Conduct, Student Support and Intervention, Title IX and other designated Campus Security Authorities. The statistics are then compiled and published in the Annual Security Report for the previous three calendar years. Statistics for the Ashland Campus are reported separately from the Medford HEC Campus.

By October 1st of each year, an email notification is sent out to all current faculty, staff and enrolled students that notifies them of the availability of the updated Annual Security and Fire Safety Report. Free copies are available to the public during regular business hours at the Campus Public Safety Office: 382 Wightman Street, Ashland, Oregon 97520.

Southern Oregon University also maintains a daily crime log which is available for the public to view upon request during regular business hours at the Campus Public Safety Office: 382 Wightman Street, Ashland, Oregon 97520.

**B. Clery Act Reportable Crimes**

The Clery Act specifies which crimes must be disclosed in the crime statistics. The crimes are listed in the table below. The column beside each crime indicates how the crime is counted. In the case of liquor, drug and weapon offenses, the numbers are divided into two categories: the number of individuals who are arrested/cited, and the number of individuals who could have been arrested/cited but were instead referred to student conduct for disciplinary actions.

This is not a distinction between breaking the law and not breaking the law; the numbers in both groups are the result of a violation of the law. It is an attempt to reflect the actual impact of liquor, drug and weapons violations occurring in the campus community even if the incident does not result in an arrest or citation. A peace officer or the district attorney may choose not to prosecute one of these offenses because there is insufficient evidence to convict, however the university may still sanction the individual for violating the SOU student code of conduct.

Incidents should be reported to law enforcement, or a person who, according to the Clery Act, is defined as a Campus Security Authority (CSA). A person designated as a Campus Security Authority is any person who works for the University in a paid or volunteer status and has significant responsibility for student activities. If you are someone to whom a student reasonably believes they can report a crime to and expect that the matter will be addressed directly through your intervention, or that you will contact law enforcement for a response, then you are a CSA.

**Table 1 – Clery Reportable Crimes (see detailed definitions below)**

<b>CRIME</b>	<b>COUNT BY NUMBER OF:</b>
Murder and Non-Negligent Manslaughter	Victims
Negligent Manslaughter	Victims
Rape	Victims
Fondling	Victims
Statutory Rape	Incidents
Incest	Victims
Robbery	Incidents
Aggravated Assault	Victims
Burglary	Incidents
Motor Vehicle Theft	Vehicles
Arson	Incidents

Hate Crimes	Incidents Based on Perception of Perpetrator
Weapons, Drug, and Liquor Law Violations	Arrests/Citations
Weapons, Drug, and Liquor Law Violations	Referrals for Disciplinary Action

**Table 2 – Violence Against Women Act (VAWA) Offenses**

OFFENSE	COUNT BY NUMBER OF:
Domestic Violence	Victims
Dating Violence	Victims
Stalking	Victims

**C. Hierarchy Rule**

The Hierarchy Rule requires that only the most serious offense be counted in situations where more than one offense was committed during a single incident. The charts above list the crimes in order of severity. For example, if a person committed a burglary and a murder in a course of a single act, then only the murder would be counted for Clery Act purposes. During the 2012 calendar year, hate crimes and arson were the primary exceptions to this rule. For example, if a person committed any reportable offense and, while doing so, also committed a hate crime or arson, then both incidents were reported. As of 2013, domestic violence, dating violence and stalking were added to the list of exceptions. Therefore, from 2013 forward, domestic violence, dating violence, stalking, arson and hate crime incidents are not subject to the Hierarchy Rule and will always be counted in the crime statistics alongside any other reportable offense committed simultaneously.

**D. Crime Definitions**

- **Murder and Non-Negligent Manslaughter:** the willful killing of one human by another.
- **Negligent Manslaughter:** the killing of another person by gross negligence.
- **Sex Assault Offenses:**

*Note: The following four definitions apply to sex offense statistics (as of 2013 crime statistics, sex offenses are reported according to the following categories: Rape, Fondling, Statutory Rape, and Incest. The Rape definition is based on the Uniform Crime Reporting Handbook 2004 (Summary Reporting Statistics) and the remaining sex offense definitions are from the National Incident Based Reporting System Edition of the Uniform Crime Reporting Program).*

- **Rape:** penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victims or perpetrator.
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim, including instances where the victim is incapable of

giving consent because of his/her age or temporary or permanent mental or physical incapacity.

- **Statutory Rape:** non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Incest:** non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  
- **Robbery:** the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
- **Burglary:** the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
- **Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Hate Crimes:** any of the aforementioned offenses and any other crime involving bodily injury and or vandalism reported to local police agencies or to a Campus Public Safety Officer that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.

Categories of bias are:

- Race
- Gender
- Religion
- Sexual Orientation
- Gender Identity
- Ethnicity
- National Origin
- Disability

In addition to the standard list of Clery Act reportable crimes listed above, the following crimes are also classified as hate crimes when there is evidence that the offense was committed with bias against a protected class, as described above:

- Larceny / Theft
- Simple Assault
- Intimidation
- Destruction/Damage or vandalism of property

- **Liquor Law Arrests and Violations:** the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages. This does not include driving under the influence and public drunkenness.
- **Drug Law Arrests and Violations:** the violation of state or local laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local law or ordinances, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **Weapon Law Arrest and Violations:** the violation of state or local laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

\*In cases where one individual is in violation of more than one weapon, drug, or liquor law violation in the same incident, only one of those law violations is included in the statistics. Weapons law violations get counted over both drug and alcohol violations, and drug violations get counted over alcohol violations.

- **\*Domestic Violence:** asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- **\*Dating Violence:** violence by a person who has been in a romantic or intimate relationship with the victim. Whether there is such relationship will be gauged by its length, type and frequency of interaction.
- **\*Stalking:** a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or other's safety, or to suffer substantial emotional distress.

\*Expanded definitions for Domestic Violence, Dating Violence, Stalking, and Sexual Assault found on page 32.

**E. Geographic Areas – The crime statistics are then divided into groups by the type of crime being reported and the location where the incident occurred.**

- **On-Campus** – This area includes any building or property owned or controlled by Southern Oregon University within the same reasonably contiguous geographic area and used by

Southern Oregon University in direct support of, or in a manner related to Southern Oregon University's educational purposes. This category also includes any building or property described above that is owned by Southern Oregon University but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

- **Residential Facilities** – This area can be described as any building or structure that is owned or controlled by the university and used by students as a dwelling. This category includes residence halls and other student housing located on campus.
- **Non-campus** – This area includes off-campus property that is owned or controlled by the university if it meets the following criteria: is used in direct support of or in relation to the university's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the university. Examples may include rented classrooms, rented offices, off-campus research stations, and other buildings and facilities.
- **Public Property** – This area can be described as public streets/sidewalks that run through campus or form the border of campus. Perimeter streets are described in the following way: "Sidewalk – Street – Sidewalk." This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable as an incident occurring in the street. But an incident occurring in a building (a privately owned property) on the distant side of a perimeter street would not be included.

## F. Counting Considerations

Each of the following five standards must be met for an incident to be counted in the annual report:

1. **Reported to the Proper Authorities** – The incident must be reported to law enforcement or a person who, according to the Clery Act, is defined as a Campus Security Authority. The term is applied to any person who works for the university in a paid or volunteer status and has significant responsibility for student activities. Some examples include faculty/staff advisors to student organizations, resident assistants, coaches for University Athletics and persons who perform security or access control functions.
2. **Reportable Crimes** – The crime reported must be one of those defined in the Clery Act as a reportable crime. See the reportable crimes hierarchy table on page 6.
3. **Reportable Area** – The crime must have occurred in one of the Clery Act reportable areas. These areas include On-Campus, Residential Facilities, Non-campus and Public Property.
4. **Made in Good Faith** – For an incident to be included, there must be a determination that the report is made in good faith. Crimes can be reported by the victim, the accused, a witness or a third party. When the incident is reported through a law enforcement agency, the assumption is that this determination has already been made.
5. **Unfounded** – If in the case of a particular incident, law enforcement determines that the incident could not have occurred or did not occur (i.e., false report), the crime would not be included in the annual report. However, beginning with calendar year 2014, we will now be reporting in our statistics the number of unfounded Clery Act crimes.

## Crime Statistics for Southern Oregon University (Ashland Campus):

2017 Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
MURDER/NONNEGLIGENT MANSLAUGHTER	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0
<b>SEX OFFENSES</b>					
SEX OFFENSE: FONDLING	2	0	2	0	0
SEX OFFENSE: INCEST	0	0	0	0	0
SEX OFFENSE: RAPE	4	2	6	0	0
SEX OFFENSE: STATUTORY RAPE	0	0	0	0	0
<b>ROBBERY</b>					
ROBBERY	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>					
AGGRAVATED ASSAULT	0	0	0	0	0
<b>BURGLARY</b>					
BURGLARY	2	0	2	0	0
<b>MOTOR VEHICLE THEFT</b>					
MOTOR VEHICLE THEFT	0	1	1	0	0
<b>ARSON</b>					
ARSON	1	1	2	0	0
<b>UNFOUNDED CRIMES TOTAL: 0</b>					

2016 Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
MURDER/NONNEGLIGENT MANSLAUGHTER	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0
<b>SEX OFFENSES</b>					
SEX OFFENSE: FONDLING	3	0	3	0	0
SEX OFFENSE: INCEST	0	0	0	0	0
SEX OFFENSE: RAPE	5	0	5	0	0
SEX OFFENSE: STATUTORY RAPE	0	0	0	0	0
ROBBERY	0	1	1	0	0
AGGRAVATED ASSAULT	0	0	0	0	0
BURGLARY	1	0	1	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0
ARSON	0	0	0	0	0
UNFOUNDED CRIMES TOTAL: 0					

2015 Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
MURDER/NONNEGLIGENT MANSLAUGHTER	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0
<b>SEX OFFENSES</b>					
SEX OFFENSE: FONDLING	1	2	3	0	0
SEX OFFENSE: INCEST	0	0	0	0	0
SEX OFFENSE: RAPE	10	1	11	0	0
SEX OFFENSE: STATUTORY RAPE	1	0	1	0	0
ROBBERY	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0
BURGLARY	1	0	1	0	0
MOTOR VEHICLE THEFT	0	1	1	0	0
ARSON	0	0	0	0	0
UNFOUNDED CRIMES TOTAL: 0					



2017 Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>ARRESTS</b>					
LIQUOR LAW VIOLATIONS	18	3	21	0	1
DRUG LAW VIOLATIONS	21	0	21	0	0
ILLEGAL WEAPONS POSSESSION	0	1	1	0	0
<b>JUDICIAL REFERRALS</b>					
LIQUOR LAW VIOLATIONS	19	0	19	0	0
DRUG LAW VIOLATIONS	11	2	13	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0

2016 Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>ARRESTS</b>					
LIQUOR LAW VIOLATIONS	23	3	26	0	1
DRUG LAW VIOLATIONS	23	5	28	0	1
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
LIQUOR LAW VIOLATIONS	52	2	54	0	0
DRUG LAW VIOLATIONS	4	0	4	0	0
ILLEGAL WEAPONS POSSESSION	3	0	3	0	0

2015 Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>ARRESTS</b>					
LIQUOR LAW VIOLATIONS	36	4	40	0	4
DRUG LAW VIOLATIONS	31	13	44	0	2
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
LIQUOR LAW VIOLATIONS	56	4	60	0	0
DRUG LAW VIOLATIONS	13	1	14	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0

2017	VAWA	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
<b>VAWA Crimes</b>						
	Dating Violence	6	1	7	0	0
	Domestic Violence	1	0	1	0	0
	Stalking	0	1	1	0	0

2016	VAWA	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
<b>VAWA Crimes</b>						
	Dating Violence	3	2	5	0	0
	Domestic Violence	5	0	5	0	0
	Stalking	2	8	10	0	0

2015	VAWA	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
<b>VAWA Crimes</b>						
	Dating Violence	2	0	2	0	0
	Domestic Violence	8	0	8	0	0
	Stalking	1	2	3	0	0

### HATE CRIMES:

The SOU Ashland campus had **zero** hate crimes reported for the calendar years of 2015, 2016 and 2017.

### Unfounded Crimes:

The SOU Ashland Campus had **zero** unfounded crimes for the calendar years of 2015, 2016 and 2017.

**Crime Statistics for the Higher Education Center (Medford Campus):**

<b>2016 - Criminal Offenses Higher Education Center</b>	<b>On Campus</b>	<b>Non Campus</b>	<b>Public Property</b>
<b>Criminal Homicide:</b>			
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>Sex Offenses:</b>			
Fondling	0	0	0
Incest	0	0	0
Rape	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>2017 - Criminal Offenses Higher Education Center</b>	<b>On Campus</b>	<b>Non Campus</b>	<b>Public Property</b>
<b>Criminal Homicide:</b>			
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>Sex Offenses:</b>			
Fondling	0	0	0
Incest	0	0	0
Rape	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0

<b>2016 - VAWA (Violence Against Women's Act) Higher Education Center</b>	<b>On Campus</b>	<b>Non Campus</b>	<b>Public Property</b>
<b>VAWA Crimes:</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	3	0	0

<b>2017 - VAWA (Violence Against Women's Act) Higher Education Center</b>	<b>On Campus</b>	<b>Non Campus</b>	<b>Public Property</b>
<b>VAWA Crimes:</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>2016 - Arrests and Referrals Higher Education Center</b>	<b>On Campus</b>	<b>Non Campus</b>	<b>Public Property</b>
<b>Arrests:</b>			
Weapons Law Violations	0	0	0
Drug Law Violations	1	0	4
Liquor Law Violations	0	0	0
<b>Referrals:</b>			
Weapons Law Violations	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

<b>2017 - Arrests and Referrals Higher Education Center</b>	<b>On Campus</b>	<b>Non Campus</b>	<b>Public Property</b>
<b>Arrests:</b>			
Weapons Law Violations	1	0	0
Drug Law Violations	1	0	2
Liquor Law Violations	0	0	0
<b>Referrals:</b>			
Weapons Law Violations	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

### **HATE CRIMES:**

The HEC Medford campus had **zero** hate crimes reported for the calendar years of 2016 and 2017.

### **Unfounded Crimes:**

The HEC Medford campus had **zero** unfounded crimes for the calendar years of 2016 and 2017.

## CAMPUS SAFETY IS A SHARED RESPONSIBILITY

No university campus or community is completely risk free. Each person must contribute to fostering a safe learning environment by using common precautions and practicing crime prevention. These measures help reduce vulnerability as well as opportunities for criminal activity on campus.

Campus safety at Southern Oregon University involves students, faculty and staff. Southern Oregon University desires to create and promote an open and inclusive environment that encourages learning and freedom among all who attend or visit the university. Safety is an important part of the educational and occupational experience.

If you see or suspect a crime in progress, within the campus boundaries or adjacent properties, report it immediately to Campus Public Safety at **541-552-6911** or **9-1-1** for emergencies. Everyone needs to be an active member of our campus community to report crimes and point out safety concerns to the appropriate departments or agencies. It is our collective responsibility in helping to keep our campus crime free. Whether a victim or bystander, everyone can play an important role in keeping our community safer.

### **SOU Cares Reports**

Any issue of concern at SOU can be reported through SOU Cares Reports, which inform the Office of Student Support and Intervention and the Student Support Network (SSN) by identifying students who may benefit from extra resources, support or intervention. Individuals are encouraged to submit a Cares Report when intervention is required, or simply when the student is of concern.

Areas of concern for SOU Cares Reports may include:

- Mental health or emotional issues
- Academic performance
- Family concerns
- Relationship issues
- Personal illness or injury
- Alcohol or other drug use
- Academic integrity
- Distressing, disruptive or threatening behavior
- Hate and/or bias-related incident
- Crime victim

A completed SOU Cares Report is immediately sent to the Office of Student Support and Intervention for initial evaluation. Students who exhibit distressing or disturbing behavior that significantly impacts the university community may be referred to Student Support Network, a behavioral intervention team, to assess the behavior and coordinate an organized university response. Behavior that merits urgent response will be referred immediately to appropriate resources.

SOU Cares referrals are available to SOU students, faculty and staff on the “Online” section of the SOU portal (insideSOU) and can be accessed [here](#). Concerned family members should call the Director of Student Support and Intervention (541-552-6223). The Office of Student Support and Intervention is located in Stevenson Union 321.

## **LAW ENFORCEMENT RESOURCES AND AUTHORITY**

### **A. General**

On the Southern Oregon University Ashland campus, law enforcement services are provided by the Ashland Police Department and SOU Campus Public Safety (CPS). Ashland Police Department Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on campus. If minor offenses involving university rules and regulations are committed by a student, law enforcement agencies may also choose to refer the individual to the Office of Student Support and Intervention.

Officers of Campus Public Safety have the authority to ask persons for identification and to determine whether individuals have lawful business on the Southern Oregon University property. They have the authority to enforce Southern Oregon University policies as well as Municipal and State laws. Campus Public Safety Officers have probable cause arrest authority as well as stop and frisk authority under State law. Campus Public Safety Officers have the authority to write citations under Ashland Municipal Code. The Ashland Police Department responds along with Campus Public Safety to all serious criminal matters on campus, and has sole authority and jurisdiction.

Major offenses such as Rape, Murder, Aggravated Assault, Robbery and Motor Vehicle Theft are reported to Campus Public Safety and Ashland Police Department. The prosecution of all criminal offenses, both Felony and Misdemeanor, are conducted at the Jackson County Circuit Court.

The SOU Campus Public Safety personnel work closely with local, state and federal police agencies and have direct radio communications with the Ashland Police Department and Jackson County Sheriff’s Office on the emergency communications radio network.

Campus Public Safety patrols the Ashland campus, which generally ranges from Main Street on the north, Walker Avenue on the east, Mountain Avenue on the west, and Oregon Street on the south. Certain portions of the university’s owned or controlled property may extend beyond these boundaries and other portions of the property within these boundaries are not owned or controlled by the university. A map of the Ashland campus is available at <https://inside.sou.edu/home/map.html>.

### **B. Ashland Campus - Police Authority**

Officers of the Ashland Police Department and Jackson County Sheriff’s Office have full police authority and may enforce all municipal, state and federal statutes. Campus Public Safety maintains a highly professional working relationship with the Ashland Police Department and the Jackson County Sheriff’s Office.

**C. SOU Higher Education Center in Medford - Police Authority**

Officers of the Medford Police Department and Jackson County Sheriff’s Office have full police authority and may enforce all municipal, state and federal statutes. Campus Public Safety maintains a highly professional working relationship with the Medford Police Department and the Jackson County Sheriff’s Office with regard to law enforcement at the SOU Higher Education Center in Medford.

**UNIVERSITY SECURITY SAFETY POLICIES,  
PROCEDURES AND PROGRAMS**

The following section of this report provides information about various security and safety related issues for people who live, study, work or visit Southern Oregon University. By making this information available, our goal is to provide the community with the information necessary to protect themselves from threats to their health and safety potentially occurring on our campus.

These policies, including those regarding residential facilities, apply to Southern Oregon University Ashland Campus and the SOU Higher Education Center in Medford, unless otherwise specified below.

**A. Reporting Crimes or Emergencies**

**How can a report of a crime or an emergency be made?**

All individuals are strongly encouraged to accurately and promptly report all crimes and emergencies. Reports may be made in person, by phone or by using the Blue Light phones found in many locations around the Southern Oregon University campus.

**To whom should the report be made?**

<b>All Emergencies On and Off Campus</b>	Call 911
<b>On-Campus Crimes</b>	Urgent Campus Calls: (541) 552-6911 Campus Public Safety Office Calls: (541)552-6258 Campus Public Safety Address 382 Wightman Street, Ashland, OR 97520

<b>Off-Campus Non-Emergencies</b>	Ashland Police Department: (541) 482-5211  Ashland Police Department Anonymous Tip Line: (541) 552-2333  Medford Police Department: (541) 774-2250  Jackson County Sheriff: (541) 774-6800
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**B. Suspicious Activity**

Any suspicious person or activity observed in the parking lots, around vehicles, inside of residence halls or buildings should be reported to SOU Campus Public Safety by calling 541-552-6911, unless a life-threatening situation occurs, then call 9-1-1. For off-campus options, you may report to the Ashland Police Department, the Jackson County Sheriff’s Office or local law enforcement for the area in which the crime occurred.

**C. Criminal Activity**

Any crime, no matter how small, is important to SOU Campus Public Safety. SOU Campus Public Safety encourages all campus community members to promptly report crimes, which assists in the investigation and the apprehension of the perpetrator(s), aids in providing timely warning notices to the community when appropriate, may aid in the prevention of similar crimes, and ensures inclusion in annual crime statistics. For off-campus options, you may report to the Ashland Police Department, the Jackson County Sheriff’s Office or local law enforcement for the area in which the crime occurred. Representatives from Campus Public Safety regularly meet with the Ashland Police Department to exchange ideas and discuss problems which may be of concern for the university community.

**D. Other Important Phone Numbers**

Additional Emergency Contact Information	
Ashland Police, Fire and Medical Emergency	Dial 9-1-1
Campus Public Safety Dispatch	(541) 552-6911
Ashland Community Hospital (280 Maple Street, Ashland OR)	(541) 201-4000
Jackson County Mental Health 24/7 Crisis Line	(541) 774-8201
Helpline 24/7 Crisis Line for Domestic Violence and Sexual Assault	(541) 779-HELP (4357)
National Suicide Prevention Lifeline	(800) 273-TALK (8255)
National Sexual Assault Hotline	(800) 656-HOPE (4673)
Additional Important Resources	
Office of Student Support and Intervention	(541) 552-6223

Student Health and Wellness Center (includes personal counseling services)	(541) 552-6137
Residential Life	(541) 552-6377
Sexual Assault Victim Services	(541) 779-4357
Jackson County Sexual Assault Response Team	(541) 840-0904
SOU Women’s Resource Center	(541) 552-6216
SOU Queer Resource Center	(541) 552-8329
SOU Multicultural Resource Center	(541) 552-8793
Campus Public Safety Non-Emergency Line	(541) 552-6258
Ashland Police Department Non-Emergency Line	(541) 482-5211

**E. In Person Reports**

A report may be made at SOU’s Campus Public Safety Office located at 382 Wightman Street, Ashland, OR 97520 during regular business hours. If it is after hours, call 541-552-6911 and let dispatch know you would like to come to the office to make a report so an officer can meet you to let you in. A report may also be made at Ashland Police Department located at 1155 E. Main Street, Ashland, OR 97520 during regular business hours, or after hours by calling 541-770-4784 (non-emergency dispatch line).

**F. Response to Reports**

All reported crimes will be investigated by the Ashland Police Department, the university (for disciplinary action) or local law enforcement and may be a matter of public record. Campus Public Safety incident reports may be forwarded for review and referral to the Office of Student Support and Intervention for potential action, as appropriate.

**G. Persons Wishing to Make an Anonymous or Confidential Report**

***SOU CARES***

As explained above, any issue of concern at SOU can be reported through SOU Cares Reports to help inform the Office of Student Support and Intervention and the Student Support Network (SSN) by identifying students who may benefit from extra resources, support or intervention. **An SOU Cares Report can be submitted anonymously, if that is the preference of the person reporting the incident.** An individual is encouraged to submit a Cares Report when intervention is required or simply when the student is of concern. SOU Cares referrals are available to SOU students, faculty and staff on the “Online” section of the SOU portal (insideSOU) and there is a link to an anonymous report that can be submitted for sexual assault, sexual harassment, domestic violence, stalking, and dating violence using the [Southern Oregon University’s Sexual Misconduct and Equal Opportunity Form](#).

Concerned family members should call the Director of Student Support and Intervention (541-552-6223). The Office of Student Support and Intervention is located in Stevenson Union 321. SOU Cares is discussed further in

this report above at page 12.

### ***Confidential Advising***

You can also report incidents of Sexual Assault or other violations of Title IX by meeting with a Confidential Advisor without giving identifying information. These anonymous reports give you the opportunity to provide any information you would like about an assault and allow you to decide whether or not you would like to make a formal report to the University or to Law Enforcement. If you are unsure of your options or would like more information about what choices are available to you it is recommended you speak with a Confidential Advisor. At any time you can decide to make a formal report with the assistance of a Confidential Advisor. You can also get connected to a Confidential Advisor by filling out [Southern Oregon University's Sexual Misconduct and Equal Opportunity Form](#). SOU's Campus Choice Program and the availability of Confidential Advising is discussed further in this report at page 18.

### ***Confidential Counseling Resources***

In addition to the ability to meet with a Confidential Advisor, students may also seek confidential assistance of a professional counselor through the Student Health and Wellness Center. Counseling staff are professional mental health providers including Licensed Professional Counselors (LPC) and Marriage and Family Therapists (MFT). These professional mental health providers will assist students with such issues as personal growth and well-being, relationship problems, social and sexual struggles, self-esteem enhancement, academic difficulties, eating disorders, major life decisions, grief, depression and anxiety. Staff at the Student Health and Wellness Center will also refer to Confidential Advising and local law enforcement when appropriate. The Student Health and Wellness Center can be reached by phone at (541) 552-6136.

### ***Fraud, Waste and Abuse***

SOU Internal Audit provides an independent, objective, assurance and consulting activity. One aspect of this service is the availability of the Fraud, Waste and Abuse Hotline. When employees do not feel comfortable discussing a matter directly with the SOU Internal Audit or campus management, confidential reporting can be made through the EthicsPoint toll free hotline at (855) 375-6776 or online at [sou.ethicspoint.com](http://sou.ethicspoint.com). If the confidential report concerns a Clery Act crime, then the matter will be reported to the appropriate authority for investigation and to Campus Public Safety for inclusion in SOU's Clery Act statistics.

## **REPORTING CRIMES OF DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING OR SEXUAL VIOLENCE**

### **A. Incidents of Sexual Harassment or Sexual Violence**

It is the university's obligation to take reasonable steps to eliminate sexual violence and harassment, prevent its recurrence and address its effects. In every instance, the university will seek to honor a complainant's desire to remain anonymous and will take reasonable steps to respond in the manner consistent with such requests. However, once a formal report is submitted, we do not have the ability to guarantee that personal information or the details of reports will remain confidential. It is recommended anyone with questions, concerns or desire to report an

incidence of sexual violence contact a Confidential Advisor. Reporting parties who wish to discuss the incident and maintain confidentiality may do so with a Confidential Advisor at (541) 552-7079.

For those who do not want to report but would like to seek support they can speak to a counselor at the Student Health and Wellness Center at 541-552-6136. Additionally, the Coordinators of the Multicultural Resource Center, the Queer Resource Center and the Women's Resource Center can provide confidential advocacy.

All other state employees, including students working as resident advisors, faculty advisors to student groups and athletic coaches, must immediately pass on information you provide to the Title IX Coordinator at (541) 552-6459 and/or to the Confidential Advisor, so that the Title IX Team can take appropriate next steps under its Campus Choice Program.

### **B. SOU On-Campus Reporting Options - Campus Choice**

Southern Oregon University is a Campus Choice Campus. Campus Choice is an administrative partner to the lauded law enforcement program, You Have Options: a program intended to reduce barriers to reporting. Designated Confidential Advisors will advise victims of sexual violence of their options for reporting crimes of sexual violence. Campus Choice helps you choose which option is best for you allowing those reporting sexual assault, domestic violence, dating violence and stalking the opportunity to access information and support without making a formal report. You can also make a formal report through Campus Choice. Confidential Advisors are exempt from mandatory Title IX reporting. Employees in the Student Health and Wellness Center are also Title IX exempt. The designated Coordinators of the Multicultural, Women's and Queer Resource Centers are also exempt from Title IX reporting.

The SOU Confidential Advisor is a specially trained professional who is available to survivors, or those who know a survivor, to answer questions, provide information and help navigate the options available at SOU as well as in the community. It is recommended that if you or someone you know has experienced sexual violence or has questions about or needs help with issues related to sexual violence that you start with the Confidential Advisor by calling (541) 552-7079.

### **Elements of Campus Choice**

#### **Campus Choice Element #1**

##### **1. A victim of sexual assault is offered three options for reporting: Anonymous, Confidential and Formal.**

- a. An Anonymous Report can be submitted by a reporting party through an online report that is directed to a Confidential Advisor. An anonymous report can also be submitted in person to a Confidential Advisor. Reporting parties can give as much information as they feel comfortable without submitting any identifying information.
- b. A Confidential Report can be submitted online or to a Confidential Advisor. This form of reporting can include a limited information report or a full report. At this time the Confidential Advisor should offer to

take a formal report from the reporting party.

- c. A Formal Report can be submitted to a Confidential Advisor at any time. A Formal report is when the reporting party is choosing to participate in an administrative investigation and would like to participate in that process.
- d. At any time an Anonymous or Confidential Report can move their concern into a Formal Report.
- e. Victims of sexual assault are encouraged to report to a Confidential Advisor even if they do not intend to pursue an administrative process or a criminal justice process.
- f. Data collected from Anonymous and Confidential Reports will be reflected in Clery reporting, but the information reflected in the Clery report will not identify the reporting party or victim.

### **Campus Choice Element #2**

#### **2. A victim or other reporting party may remain anonymous and still have the information they provide documented by a Confidential Advisor.**

- a. Sexual assault information received from any of the reporting options shall be documented in written form and retained in a way that best preserves a victim's options and supports retrieval at a later date.
- b. All information received on a reported sexual assault shall be documented regardless of the apparent credibility of the reporter or apparent veracity of the information being provided. Failure to document all available information inhibits the potential for increasing safety on campus.
- c. The Confidential Advisor or other official will keep the victim of sexual assault informed regarding the status of the investigation resulting from a formal report.
- d. Reporting parties will be informed that all formal reports will require a complete investigative process. Reporting parties will be adequately informed about the limitations of the Anonymous and Confidential reports.

### **Campus Choice Element #3**

#### **3. A victim or other reporting party may have questions answered regarding options for reporting, including an explanation of an administrative investigation and/or a criminal investigation prior to providing any identifying or incident information.**

- a. A Confidential Advisor will make inquiries to appropriate school personnel and outside agencies, including law enforcement, in order to answer questions of the reporting party regardless of whether they have provided identifying or incident information.

### **Campus Choice Element #4**

#### **4. When making a report there is no requirement to meet in person with a school official. For example, a victim or other reporting party may report using an online form.**

### **Campus Choice Element #5**

#### **5. Reasonable efforts will be made to allow the reporting party control over the location, time and date where the initial report is made.**

- a. If accommodations are unable to be made as requested by a victim or reporting party, then a clear explanation as to why will be given.
- b. The college or university will create space for law enforcement to conduct an interview on campus if the victim requests it.

#### **Campus Choice Element #6**

**6. Reasonable efforts will be made to meet the needs of the reporting party and address any barriers the reporting party faces in providing a report.**

- a. The Confidential Advisor will discuss any concerns the reporting party has about moving forward with an administrative or law enforcement investigation and work to address those barriers so that the reporting party may feel comfortable with proceeding.
- b. Interviews will be conducted in a trauma informed manner.

#### **Campus Choice Element #7**

**7. The Confidential Advisor or any university official interviewing the reporting party shall be trained in Trauma Informed Interviewing such as, Forensic Experiential Trauma Interview training, and will employ this method of interviewing when working with the reporting party.**

- a. Reasonable efforts shall be made to limit the number of times a victim is interviewed regarding the assault.
- b. The victim's safety, cognitive impairment and mental health shall be taken into consideration prior to any interview.

#### **Campus Choice Element # 8**

**8. All reporting parties will be given information regarding the university administrative process and criminal justice process.**

- a. When a report is made to a Confidential Advisor, the reporting party will receive detailed and accurate information about both the criminal justice system and the administrative process.
- b. The Confidential Advisor will have specific and accurate knowledge of student conduct violations as well as criminal laws and statutes. The Confidential Advisor cannot, however, provide legal advice to the reporter or others.
- c. The Confidential Advisor must discuss any appropriate campus interim measures that may be taken by the school, the timeline for the process, and the various steps for the administrative process. This must include a safety check to assess the reporting party's immediate safety, the safety of others, and the ability of the victim to continue engaging in their role in the campus community.
- d. The Confidential Advisor will provide clear and accurate information about the law enforcement reporting process. This will include a verbal explanation of the process and not be limited to a website or handout.

- e. If the reporting party would like accompaniment to law enforcement, the Confidential Advisor will accompany or arrange for a community based advocate to accompany the reporting party.

### **Campus Choice Element #9**

**9. Reasonable efforts will be made to meet the needs of the victim and address any barriers the victim faces when participating in sexual assault investigations with campus and law enforcement.**

- a. Understanding that each victim's individual situation is unique, the Confidential Advisor shall attempt to view the investigative process from the victim's perspective and not assume what barriers a victim faces when participating in an investigation.
- b. As barriers arise during an administrative or criminal justice investigation, reasonable efforts will be made by the school to address those barriers such as: housing, classes, or employment accommodations.
- c. The Confidential Advisor will, at the victim's request, collaborate with law enforcement to address any barriers to the criminal investigation.

### **Campus Choice Element # 10**

**10. After making a report, a victim or reporting party will not be pressured to participate or not participate in an administrative or criminal investigation.**

- a. When a report is made to a Confidential Advisor, the reporting party will receive information and support regardless of whether they choose to pursue further action.

### **Campus Choice Element #11**

**11. After a formal report is given, no involved party shall be required to attend the administrative hearing.**

- a. The report taken by the Confidential Advisor will serve as the representation of the reporting party's account of what occurred; the report taken by the Title IX Process Advisor will serve as representation for the accused if they choose not to attend.
- b. Once the report is written, the Confidential Advisor will verify with the reporting party that the account has been reflected accurately. The Title IX Process Advisor will verify with the accused that the account has been reflected accurately.
- c. The school will not require any involved party to participate in a hearing. If any party would like to participate in the hearing, they may, but it will not be mandatory.
- d. The Confidential Advisor will gather any supplemental information needed from the reporting party at the request of the Title IX investigator; unless the reporting party would like to interface directly with the Title IX team.
- e. The Title IX Process Advisor for the Respondent will gather any supplemental information needed from the accused at the request of the Title IX investigation team; unless the reporting party would like to interface directly with the Title IX team.

### Campus Choice Element # 12

#### **12. When reporting to a Confidential Advisor, a victim's right to confidentiality shall be respected.**

- a. When legally permissible, no person shall be notified that the victim has reported without the victim's consent. This includes the interviewing of identified witnesses or respondents.

### Campus Choice Element #13

#### **13. College or university officials will collaborate with victims during the investigative process. As the law allows, investigations will be conducted at a pace set by the victim, not the college or university.**

- a. The Confidential Advisor or other official will keep the victim of sexual assault informed regarding the status of the investigation.
- b. The Process Advisor will keep the respondent informed regarding the status of the investigation.
- c. Reporting parties will be informed that no case can proceed without a complete investigative process. They will be adequately informed about the limitations of the information only report.

### Campus Choice Element # 14

#### **14. Campuses will have monthly collaborative meetings; including, but not limited to, Title IX Officials, Confidential Advisors, Campus Law Enforcement, Municipal Law Enforcement and Community Based Advocacy.**

- a. The intention of these meetings is information sharing related to sexual assault perpetration on campus while still respecting the requested level of confidentiality of victims.
- b. Information from these meetings can be used to formulate specific educational and prevention activities to increase the safety of the entire campus community.
- c. Information from these meetings can be used to take steps to eliminate a hostile environment and prevent further occurrences of sexual violence.
- d. These meetings will provide a venue for continuous evaluation to ensure that the school is providing adequate, reliable, and impartial investigation for complaints.

**Aside from the SOU Confidential Advisor, the Student Health and Wellness Center, and designated, coordinators of the Multicultural, Women's and Queer Resource Centers; no other Campus Security Authority (CSA), faculty, staff or administrator on our campus can guarantee that what you tell them will be held in confidence.**

Through SOU's Campus Choice program there are multiple ways of reporting sexual harassment, dating or domestic violence, stalking and interpersonal misconduct:

#### 1. Anonymous Reports

**Anonymous Reporting at SOU:** Anyone can submit an anonymous report using the [Southern Oregon University's Sexual Misconduct and Equal Opportunity Form](#). You can also meet with a Confidential Advisor without giving identifying information. Anonymous reports give you the

opportunity to provide any information you would like about an assault and allow you to decide if you would like to make a formal report or not in the event another report is made about the same person. At any time you can decide to make a formal report.

**Anonymous Reporting Directly to Law Enforcement at the Ashland Police Department: [The You Have Options Program](#),**

The Ashland Police Department (APD) victim/survivor-centered sexual assault response and reporting program, provides an online reporting form that gives you the option to make an anonymous report. The You Have Options Program focuses on changing two fundamental elements in the law enforcement response to sexual violence: increasing the number of victims who report to law enforcement and thoroughly investigating identified offenders for serial perpetration. You Have Options Program participating law enforcement agencies recognize the need for a victim-centered and offender-focused response to sexual violence. The traditional law enforcement response to sexual violence tends to discourage sexual assault victims from seeking assistance through the criminal justice system. As a result, often law enforcement does not receive the information necessary to hold sexual offenders accountable and those offenders go on to victimize others. By addressing the barriers victims face when reporting sexual assault, and thereby increasing the number of sexual assault reports, the You Have Options Program provides investigators information they would otherwise never have received. For more information visit: <http://www.reportingoptions.org/>. The website provides comprehensive information about reporting options, frequently asked questions about sexual assault reporting and local resources for victims/survivors of sexual assault.

2. Confidential Report to SOU Confidential Advisor

You can make a non-anonymous but still confidential report at [Southern Oregon University's Sexual Misconduct and Equal Opportunity Form](#). You can also meet with a Confidential Advisor and make a report without initiating a formal report by calling (541) 552-7079. At any time, you can decide to make a formal report.

3. Formal Report (Not Anonymous)

You can also request to make a formal report at [Southern Oregon University's Sexual Misconduct and Equal Opportunity Form](#). You may also make a formal report by calling a Confidential Advisor at (541) 552-7079, the University Title IX Coordinator at (541) 552-6121, or one of several Deputy Title IX Coordinators. Additional contact information for the Title IX team is available [here](#). Students can also initiate a formal report through the SOU Cares system [here](#).

Southern Oregon University must investigate any formal report. Nearly all campus employees are considered Responsible Parties who are required to make a formal report to a Title IX official.

## C. Medical Assistance and Evidence Preservation

If you are the victim of sexual assault, a free sexual assault exam is available within 7 days of an assault at any Jackson County hospital. At the hospital, you will be given a private room after checking in. A specially trained Sexual Assault Nurse Examiner (SANE) will be called; a confidential, community-based advocate will also be available. You can receive a medical screening, STI medications, emergency contraception and evidence collection even if you do not want to report to law enforcement. A SANE will discuss options for medical care, reporting and follow up services. You are in complete control of what happens during the exam. All services are free, unless you need medical attention, and you will not be asked for insurance information.

A SANE examiner can also respectfully and privately collect evidence in the event you choose to submit a criminal report. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where the assault occurred if the offense occurred within the past 96 hours. This is to ensure the preservation of evidence to assist in proving the alleged criminal offense occurred or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages and other communications and keeping pictures, logs or other copies of documents, if they have any, that would be useful to university hearing boards/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, student conduct proceedings or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Choice, Campus Public Safety or other law enforcement to preserve evidence in the event the victim decides to report the incident to law enforcement or the university at a later date; this may assist in proving the alleged criminal offense occurred or may be helpful in obtaining a protection order.

## **INCIDENTS OF BIAS - THE SOU BIAS RESPONSE TEAM**

### **A. What is a Bias Incident?**

A bias incident is an action in which an individual is made aware that her/his status is offensive to another, but does not rise to the level of a crime. Bias incidents involve actions committed against a person or property that are consciously or unconsciously motivated by the bias against race, religion, sexual orientation, ethnicity, national origin, ancestry, gender, gender identity or expression, age or disability.

### **B. How to Report**

Individuals can submit an SOU Cares Report (explained above) and select the Hate/Bias Report type. SOU Cares Reports may be filled out anonymously. You may also submit a report through [Southern Oregon University's Sexual Misconduct and Equal Opportunity Form](#). The report will be submitted to the Interim Director of Equity

Grievance who will then assess the report and may assemble the Bias Response Team to discuss the nature of the incident and reach out to the parties who are impacted. You can also meet with a member of the BRT to process the report.

We recognize that incidents related to diversity and inclusion can be complicated and complex. Even if students are not sure if what they have experienced is bias, we encourage them to submit reports or talk to someone on the BRT.

In case of a life threatening emergency, always call 911 first. For non-emergent campus reports, we urge folks to contact Campus Public Safety at 541-552-6911.

## **SOU ENCOURAGES ACCURATE AND TIMELY REPORTING OF CRIMES**

Southern Oregon University has a responsibility to inform the campus community about crimes that pose a serious or continuing threat to safety.

Students, faculty and staff of Southern Oregon University are encouraged to report such crimes or incidents to Campus Public Safety by calling 9-1-1 (for emergencies) or (541) 552-6911 (non-emergency line) at the earliest possible moment to allow Campus Public Safety to assess the crime for a Timely Warning Notice or an Emergency Notification.

Delaying the reporting of such incidents may prevent Campus Public Safety from making a Timely Warning or Emergency Notification to the campus community in accordance with the requirements established by the Clery Act. Additionally, crimes that are reported are included when appropriate in the annual statistical disclosure.

### **SOU Mass and Timely Notification Procedures (SOU ALERT)**

The Higher Education Opportunity Act (Public Law 110-315) finalized in 2009 reauthorized and expanded the Higher Education Act of 1965 and amended the mandatory Clery Act reporting requirement. The federal law requires all colleges and universities to have a notification and warning plan in place to alert the campus community of an emergency.

*Section 668.46 (e) of the Federal Register states: An emergency notification is required in the case of immediate threat to the health or safety of students or employees occurring on campus. A timely warning may be sent in response to specific crimes reported to campus security or the local police and considered by the institution to represent a threat to students and employees, including those occurring on public property surrounding the University.*

#### **Objective**

To communicate with the campus community a crime that occurred and is considered to represent a serious or

continuing threat to the campus. To provide a timely mass notification warning/information to all students, faculty, and staff of a threat, occurring or imminent, that poses an **immediate** risk to their health, safety, or general welfare while on campus. Communicate with the campus advising of an event which occurred on or near campus property. These do not pose an immediate threat to life or safety, but are of a nature where a timely warning or instructions may directly affect the well being of the recipient.

## General Facts

The term “SOU Alerts” refer to both Emergency Notification Alerts and Timely Warnings. Both students and employees are automatically registered for the SOU Alert system. Students will receive a message by email using their SOU student email account and a voice message to the phone number they provided at registration. Employees will receive a message to their SOU staff email account and a voice message to their work extension phone. In addition, they can update and customize their SOU Alert by adding additional email or phone numbers and/or signing up to receive text message alerts.

## Scope

The authorization governing use of SOU Alert resides with Campus Public Safety (CPS) or designee as delegated by the President. The use of SOU Alert is at their discretion during emergency events. SOU Emergency Notification Alerts will be sent out to all individuals in the SOU Alert database including students, staff, faculty, and individuals requesting notifications such as local police, local fire, and private businesses on campus.

## Clery Reportable Crimes for Timely Warnings.

The following categories are considered reportable crimes by the Clery Act: *Homicide, manslaughter, forcible and non-forcible sex offences, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violation, illegal weapon possession, hate crimes, including: larceny-theft, simple assault, intimidation, destruction/vandalism of property and any other crime involving bodily injury, Domestic Violence, Dating Violence, and Stalking* Depending on the nature of the crime, they may be viewed as an immediate threat and reported via SOU Emergency Notification Alert, sent as a timely warning, or reported in CPS crime log. *Refer to Appendix A for guide.*

## Emergency Alert Notifications

Emergency Situations are events, anticipated or unexpected, that threaten life or safety and require immediate action. An Immediate Threat is an event that poses a significant emergency or dangerous situation involving an imminent or impending threat to the health or safety of students or employees occurring on campus. This type of situation most likely will utilize the full SOU Emergency Notification Alert.

## Timely Warnings

These are notifications that are sent to the campus community advising of event(s) that have occurred on the campus property or advising of event(s) occurring near the campus. The event(s) do not pose an immediate threat to life or safety, but are of a nature where timely warnings or instructions may directly affect the well being of the recipient. Timely warnings are meant to provide information to make SOU’s community aware of an ongoing threat or risk, aid in the prevention of similar crimes, and provide safety tips. These notifications usually occur as an all campus email and should be issued as soon as the pertinent information is available.

## Alert Levels

Depending on the nature, severity, location, and/or duration of an incident or threat, one of the following Alert Levels is selected:

- **SOU Emergency Notification Alert:** A situation which requires the immediate activation of **ALL** primary delivery groups and via **ALL** modes of delivery. Example: Confirmed armed intruder on campus.
- **Partial Activation of SOU Alert:** A situation which requires use of only certain, selected primary delivery groups via all modes of delivery. Example: Activation of the Crisis Management Team.
- **Timely Warning:** A situation which is not a warning of an immediate threat, but rather a dissemination of information in a timely manner. These are done via email all campus email and should include information around the safety alert and include safety tips, pertinent websites, and phone numbers.
- **Public Service Announcement:** The distribution of information which serves to promote safety and a culture of preparedness by raising awareness. These are done via email. Example: How to respond in an earthquake.
- **Post Event Message:** Information summarizing previous alert or message. These may come from CPS or administration. Example: Email detailing findings of police investigation and safety tips.
- **All Clear Message:** Announcing threat is over.

## Assumptions

In order to plan for and consider the effectiveness of the SOU Alert system, one must take into account several planning assumptions:

- Most emergencies requiring activation of the SOU Emergency Notification Alert will be “no notice.” This means that there is a potential immediate threat to life safety.
- No one method of communication will reach everyone, everywhere, or every time. Taking into account communication impairments, utilization of numerous and varied communication methods is required.
- Even with numerous and various communication methods, you can never guarantee 100% delivery.
- Due to limitations beyond the University’s control, a small portion of the intended audience will receive their emergency messages in a later timeframe than desired.
- Despite best efforts, errant information may still be generated and distributed by alternate means of communication (i.e., word of mouth, social networking). This requires SOU Alert messages to be clear, concise, , and accurate.
- Language barriers, such as with international students, can result in misunderstood messages.
- Emergency messages must be identifiable as “official” SOU Alert messages.
- An ongoing educational campaign is required to introduce the system to every person on campus.

## Access Control

SOU has a small group of administrators who are authorized to access and send alerts by the mass notification system SOU Alert.

- Executive Assistant for Finance and Administration
- Director for Campus Public Safety
- On duty Campus Public Safety Officer

- Chief Information Officer
- SOU Alert Super User

## Testing SOU Alert

Regular testing of the SOU Alert system is required to ensure functionality and to familiarize recipients with the system's features. All tests will be evaluated and corrective action recommendations developed, as necessary. This application will be tested annually. Testing of SOU Alert is usually announced. Each scripted test email message will include a link to add additional information to SOU Alert. Upon completion of testing, the result data is assessed. The SOU Alert Super User will send out an email to recipients who had incorrect / invalid phone numbers. This email will ask the recipients to update their SOU Alert information and give them instructions on how to log on and update their information.

SOU will keep records of each test for seven years which include:

- A description of the test
- Date test was held
- Time the test started and ended
- If the test was announced or unannounced

## User Training

All users of this system will attend quarterly training given by the SOU Alert super user. New employees who will have access to SOU Alert will receive initial training and a copy of this procedure.

## Procedures

Below is a summary of the steps taken to initiate an SOU Emergency Notification Alert or Timely Warning. Appendix A shows scenarios and possible modes of information dissemination to the campus.

### Immediate Threat

- 1) **SOU Emergency Notification Alerts shall be activated by or at the request of CPS as soon as they have confirmed there is an immediate threat present.** In the event of a public health emergency, SHWC will advise CPS if there is a need to send out an SOU Emergency Notification Alert, or a timely warning message. Possible unexpected emergencies which would activate SOU Emergency Notification Alerts include but are not limited to:
  - Armed Intruder or hostage situations
  - Bomb threats or other imminent violent threats
  - Building evacuations or lockdown
  - Natural disaster like earthquakes or severe storms
  - Power utility failure
  - Police activity on campus
- 2) CPS will take the following steps to verify an immediate threat exists in the absence of an obvious event (i.e., earthquake). In the event of a manmade event, CPS officers will respond to the area and investigate. They will immediately contact the CPS Director and report their findings. If the CPS Director assesses there is an immediate threat to the health and safety of the Campus, he will initiate a SOU Emergency Notification Alert to be sent out to all

recipients without delay.

- If the CPS Director is not immediately available, CPS will contact the CPS Sergeant. If the Sergeant is not immediately available, CPS will contact a member of the cabinet (Vice President for Administration and Finance, Provost, This cabinet member will order a SOU Alert to be sent, if needed.
  - If during the event, the exact nature of the event is not known, but it is determined to be a potentially dangerous situation (i.e., police activity on campus), the Police Activity SOU Emergency Notification Alert message may be initiated.
- 3) In order to facilitate SOU Emergency Notification Alerts being sent without delay, the Public Information Officer (PIO) has created messages for a variety of situations which have been preapproved.
    - Choose one of the pre-written messages loaded into SOU Alert. If there isn't a specific one, write one for the event
    - Review Message to see if any information needs to be added (identified by [ ].)
    - Record message for voicemail.
    - Send message to all recipients in database by phone, email, text message, and social networks.
  - 4) Follow- up communications will be sent by the University as more information is obtained.
  - 5) When the event is over an "All Clear Message" will be sent via SOU Alert and then followed with an informational email summarizing the event including crime, specific safety tips, and contact numbers/websites.
  - 6) The following are exceptions where SOU may not provide immediate notification without delay: *"unless issuing a notification will, in the professional judgment of responsible authorities, compromise effects to assist a victim or to contain, respond to, or otherwise mitigate an emergency"* FR 668.46(g)(3)

## Timely Warnings

In order to keep the campus community informed about ongoing safety and security issues, SOU will advise the campus community of reportable crimes which have occurred. These will be initiated by the Campus Public Safety Department.

- 1) Timely Warnings are sent regarding the situation of a crime occurring on or near campus, usually as soon as pertinent information is available and confirmed.
- 2) Situations which could initiate a timely warning include, but are not limited to:
  - a) Rash of burglaries on campus
  - b) Hate crimes
  - c) Aggravated assault, sexual assault
- 3) CPS Director may collaborate with administration to compose the timely warning email including safety tips, additional contact numbers, and information about crime(s) that triggered the timely warning.
- 4) Send a message as an all campus and all student email.
- 5) Follow up communications may be sent depending on the event.
- 6) Timely Warnings usually won't require an "all clear message".
- 7) This information will mainly be sent by email as a Timely Warning. At times a specific situation may alter the way a crime is reported to the campus. Example: female immediately reports being groped by an unknown assailant. This situation would usually be sent out as a Timely Warning in an all campus email. In addition, SOU may send out Timely Warnings for other (non-Clery reportable) crimes that may pose a serious or continuing threat to the campus community (i.e., kidnapping).
- 8) If a crime is reported solely to a counselor or pastor in confidence, a timely warning is not required to be sent out.

The following template is a guide showing the way in which SOU may notify the community of specific crimes. This is subject to change based on the circumstances, crimes and frequency. **Items in bold are mandatory for reporting purposes under CLERY ACT sec. 668.46 (C).**

Incident	SOU Alert (All Campus Emergency Notification)	All Campus Timely Warning	CPS Daily Crime Log
<b>Homicide (Suspect in Custody)</b>	X	X	X
<b>Homicide (Unknown Suspect/Suspect Loose)</b>	X	X	X
<b>Sexual Assault on Campus (Suspect in Custody)</b>		X	X
<b>Sexual Assault on Campus (Assailant Loose)</b>	X	X	X
<b>Non-Forcible Sex Offense</b>		X	X
<b>Robbery/Burglary of Person Suspect in Custody</b>			X*
<b>Robbery/Burglary of Person Suspect Loose</b>		X	X
<b>Aggravated Assault</b>		X	X
<b>Burglary of Residence</b>			X*
<b>Motor Vehicle Theft</b>			X*
<b>Hate Crimes</b>			X*
<b>Arson</b>		X	X
<b>Drug/liquor/Weapons Violations</b>			X
<b>Vandalism</b>			X*

<i>Kidnapping</i>		X	X
<i>Missing Person</i>		X	X
<i>Armed Intruder</i>	X		X
<i>Bomb Threat / Imminent Threat of Violence</i>	X		X
<i>Building Evacuation / Lockdown</i>	X		X
<i>Natural Disasters/Earthquakes/Wild Fires</i>	X		X
<i>Outbreak of Contagious Disease</i>		X	
<i>Unknown Event Police Investigating</i>	X	X	X

\* May go out as a timely warning notification if more than an isolated occurrence.

**A. Emergency Response and Notification**

Southern Oregon University will immediately notify the campus community, or the appropriate segments of the community, when a serious incident occurs that causes an immediate threat to the campus. Officers with Campus Public Safety, as appropriate, will be sent to the location of the incident to determine if the report is valid.

Examples of emergencies that would result in immediate notification:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching tornado or other extreme weather
- Earthquake
- Gas leak
- Terrorist attack
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

Examples of situations that would not necessitate an emergency notification:

- Power outage
- Snow closure
- String of larcenies

Southern Oregon University's response to these situations would be determined on a case by case basis.

The first responders to the scene are usually the members of the Ashland Police Department, Jackson County Sheriff's office, Ashland Fire and Rescue, and Ashland Emergency Medical Services Department. They typically respond and work together to manage an incident. Depending on the nature of the incident, other Southern Oregon University departments and other local or federal agencies could also be involved in responding.

### **B. Notification to the Southern Oregon University Community about an Immediate Threat**

If Campus Public Safety confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of the community, some or all members of Campus Public Safety and other university leadership will collaborate to determine the content of the notification. Campus Public Safety has the authority to distribute an immediate notification to the Southern Oregon University community in situations when university leadership is unavailable.

Campus Public Safety and university leadership will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to, Ashland Police Department and/or Ashland Fire and Rescue), compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Those offices will use the SOU Alert system to immediately communicate the threat to the Southern Oregon University Community or to the appropriate segment of the community or campus (e.g., if the threat is limited to a particular building or segment of the population or to a particular campus).

If you are a student, faculty or staff member of SOU, you are automatically registered to receive SOU Alerts using your SOU email account and the phone number given at registration. Employees will receive SOU Alert notification at their work number. In case of an appropriate emergency, this mass notification system will quickly send you an alert message. You can customize receiving these alerts through email, phone, cell phone and text messages. Since you never know where you will be when an alert is sent, we recommend utilizing all of these venues. You can log on and add other email addresses, sign up for text messages and add other phone numbers. If you add 541-552-7672 to your contacts as SOU Alert, you will know that you are receiving a message or call notification from SOU Alert.

In the event that a crime requiring notification is reported at the SOU Higher Education Center (HEC) in Medford, the HEC would proceed to contact the Medford Police Department and issue an SOU Alert notification using the means of notification set forth above.

Members of the larger community who are interested in receiving information about emergencies on campus can sign up for Southern Oregon University social media accounts or visit the Southern Oregon University website.

### C. Timely Warnings

**Circumstances for which a warning will be issued:** As discussed above, the university uses the SOU Alert system to notify students and employees of emergencies that pose an immediate threat to the health and safety of the community. The university also uses the SOU Alert system to issue a Timely Warning email for any reported Clery Act crime that occurs on Southern Oregon University geography and represents a serious or continuing threat to the campus community. The issuance of a Timely Warning depends on the facts of the incident and the information known by Campus Public Safety. Incidents of aggravated assault and sex offenses are considered on a case by case basis. For example, if an aggravated assault occurs between two students who have a disagreement, there may be no ongoing threat to other Southern Oregon University community members and a Timely Warning would not be distributed. Sometimes incidents involving Sexual Assault are reported long after the incident occurred. In these instances, it would not be effective to distribute a Timely Warning notice to the community.

The following are sent out usually as soon as pertinent information is available after receiving notification of a crime occurring on campus:

- a) Situations which could initiate a safety alert include, but are not limited to:
  - i) Kidnapping or missing person
  - ii) Hate crimes
  - iii) Aggravated assault
  - iv) Sexual assault
- b) Campus Public Safety Director, Director of Student Support and Intervention and Associate Provost will work together to compose the safety alert including safety tips and additional contact numbers.
- c) Send message as an all campus and all student email.
- d) Follow up communications may be sent depending on the event.
- e) Safety alerts usually will not require an “all clear message.”

SOU has a small group of administrators who are authorized to access and send out alerts via SOU Alert: Administrative Services Coordinator in the Office of Finance and Administration, Director of Campus Public Safety, Chief Information Officer, and Director of Emergency Preparedness.

All users of this system will attend quarterly training put on by the Director of Campus Public Safety.

**Testing SOU Alert:** This application will be tested one time a quarter. These tests are unannounced. Upon completion of testing, the result data is assessed. The Office of Emergency Preparedness sends out emails to recipients who had incorrect or invalid phone numbers with login instructions to SOU Alert, asking them to update their information.

## **D. Emergency Response Procedures**

The university's [Basic Emergency Operations Plan](#) includes information about the Crisis Management Team, emergency response priorities, emergency levels, recovery operations, local contingency and continuity planning. University departments are responsible for developing emergency procedures for their staff and areas of responsibility.

In addition, the [SOU Emergency Response Handbook](#) contains specific information on responding to: Armed Intruders, Bomb Threats, Crime in Progress, Crime Prevention, Earthquakes, Emergency Preparedness, Evacuation, Evacuation for People with Disabilities, Fire, Hazardous Material Spill or Gas Leaks, Serious Injury, Severe Weather, Suspicious Mail, and Threatening and Violent Behavior.

The university conducts numerous emergency response exercises each year, such as table-top exercises, field exercises and tests of the emergency notification systems on campus. One or more of the procedures are tested at least once per year. Following each exercise, participants evaluate the effectiveness of the plan, determine if specific objectives of the test were accomplished and make recommendations for improvement. Exercise results are shared with Southern Oregon University administration and Crisis Management Team for implementation of improvements.

General information about the emergency response and evacuation procedures for Southern Oregon University are available on the Southern Oregon University Emergency Preparedness website:

<https://inside.sou.edu/emergencypreparedness/index.html>

## **E. Emergency Evacuation Procedures**

### **1. Southern Oregon University Ashland Campus**

Evacuation drills are coordinated by University Housing at least once each term for all of the residence halls to ensure all residents are familiar with the alarm and evacuation procedures.

Thus, the emergency response and evacuation procedures are tested at least three times each year and, for some of the buildings, four times a year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a building evacuation. Southern Oregon University staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. At Southern Oregon University, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their buildings. Emergency procedures, including evacuation routes, are posted on the back of every residence hall room door.

During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the university an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Campus Public Safety and University Housing staff to evaluate egress and behavioral patterns. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation procedures from their Resident Assistant at the beginning of the academic year. The residence hall staff members are trained in these procedures as well and act as ongoing resources for the students living in residential facilities.

Additional information on evacuation, including evacuation for people with disabilities, is provided in the [SOU Emergency Response Handbook](#).

## **2. Fire Evacuation Procedures**

- Activate Fire Alarm.
- Call 911 (cell phones work too).
- Evacuate the building at least 300 feet.
- Notify occupants as you evacuate.
- DO NOT use elevators.
- Feel doors - DO NOT open hot doors.
  
- Only attempt to extinguish a fire if trained.
- Tell authorities if you suspect someone is trapped inside.
- Do not return to the building until instructed to do so.

## **3. Injury or Illness Procedures**

- Call 911 or (541) 552-6911.
- Do not move the injured person.
- Remain with the person until emergency personnel arrive.
- Render first aid if trained.
- If the injured person is an employee, report the injury to the department head or supervisor.

## **4. General Evacuation Procedures**

When alarm activates or if instructed:

- Follow your building or department’s evacuation plan.
- During an earthquake, move away from windows and shelves; drop, cover and hold on until the shaking

stops.

- Assist persons with disabilities.
- Move well away from the building if possible.
- Never re-enter a building after evacuating unless cleared by emergency personnel.

#### 5. Bomb Threat Procedures

- Keep caller on the phone and listen for details (speech patterns, background noises, etc.).
- Look at telephone display and write down the number.
- Call 911.
- Evacuate.

#### 6. Crime and Suspicious Person Procedures

- Do not attempt to apprehend or interfere.
- Observe and write down specific details about the incident and person(s).
- Call 911.
- Give your name, location, department and as many details as possible.

#### 7. Suspicious Object Procedures

- DO NOT touch or move anything.
- Call Campus Public Safety at (541)-552-6911 and *evacuate*.

#### 8. Hazardous Substance Release or Gas Leak Procedures

- Contain spill if trained and if safe to do so.
- For *immediate response* call 911.
- Move away or *evacuate* if there is a health risk and do not return.
- Notify others and close doors as you leave.
- Notify incident responders if you have details about the hazardous substance.

#### F. Personal and Property Safety

Students are advised to take the following actions to reduce the risk of becoming a victim of personal or property crimes:

1. Make sure your room or office doors are locked at night and when unattended.
2. Mark all valuable personal belongings.
3. Insure your personal property against theft or casualty loss.
4. Do not prop open exterior doors for convenient access, as it can compromise the safety of other building occupants.
5. Walk or jog with friends if you choose to exercise outside in the early morning hours or after dark.
6. Heed your instincts and don't take unnecessary risks.

7. Report all suspicious circumstances or persons to Campus Public Safety Office or Ashland Police Department.
8. Report all crimes, no matter how minor or insignificant.
9. If you have been victimized, call us! If we are unable to help, we will refer you to someone who can.

### **G. Missing Students**

Students, staff, faculty, parents/legal guardians, Campus Security Authorities or any other person who is aware that a student, who resides on campus, is missing should report that information immediately. Reports should be made to Campus Public Safety by either calling 9-1-1 (for emergencies), or (541) 552-6911 (for non-emergencies).

All on campus residents must provide a general emergency contact. The contact listed may be disclosed to law enforcement personnel in furtherance of a missing person investigation for that resident. This contact will be notified within 24 hours from the time the student has been determined missing.

If the student is under 18 years of age and not emancipated, the institution must 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. Whether the student has identified a specific contact person is above the age of 18 or is an emancipated minor, Southern Oregon University will inform Campus Public Safety that the student is missing within 24 hours.

### **H. Security and Access to Campus Facilities**

Campus buildings and facilities access is controlled by a standard lock and unlock schedule. This schedule is maintained and updated by Campus Public Safety. Access outside of the schedule is granted by key or electronic access or by contacting Campus Public Safety.

Residence halls are secured 24 hours a day with the exception of move in day. Over extended breaks, the doors of all residence halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. In those cases, the facilities will be secured according to schedules developed by the department responsible for those facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed to be problematic will have security surveys conducted. This information shall be forwarded to the appropriate building manager for resolution, including administrators from the Facilities, Management and Planning Department, University Housing, Dining Services, or any person or department that has responsibility over specific areas of campus. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Security concerns discovered by, or reported to, Campus Public Safety are reviewed daily and contact is made with building managers and other persons in authority to resolve them in a timely manner.

Campus Public Safety regularly patrols around the perimeter and streets near all Ashland campus buildings

and assists SOU campus Housing staff and Resident Assistants in evening rounds upon request.

### **I. Security Considerations Used in the Maintenance of Campus Facilities**

Southern Oregon University requires the successful completion of a criminal history check for all staff who perform maintenance or repair in student housing facilities where interaction with persons under 18 years of age in a private setting is likely to occur. Criminal history checks are also performed for those with functions or duties that require the possession of master keys to housing and dining facilities.

Doors, windows, locks and other elements of the security system for an individual building receive maintenance on a priority basis. For example, maintenance for a broken window in a building with little or no valuable equipment may be deferred to a later time. However, a residence hall with a broken window that allows access to the building will be secured as soon as maintenance personnel can be summoned to the location.

### **J. Security Awareness Programs**

During student orientation, Ashland campus students are informed of services offered by Campus Public Safety. Students are told about crime on campus and in surrounding neighborhoods. Crime Prevention programs and Sexual Assault Prevention programs are offered on a continual basis. Periodically during the academic year, the Office of Student Support and Intervention, in cooperation with other university organizations and departments, present crime prevention awareness services on Sexual Assault (Rape and acquaintance Rape). Campus Public Safety offers educational sessions on personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

### **K. Education of Members of the University Community**

Campus Public Safety, Office of Student Support and Intervention, Office of Environmental Health and Safety, and University Housing departments participate in forums and programs in residence halls to address students and explain university security, public safety and fire safety measures and procedures at Southern Oregon University.

Members of Campus Public Safety conduct crime prevention and general security and safety awareness presentations when requested by various community groups including students and employees of the university. During these presentations, the following information is typically provided: crime prevention tips, statistics on crime at Southern Oregon University, fire safety information and campus security procedures and practices.

In addition to encouraging participants to be responsible for their own security and safety, they are encouraged to be responsible for the security and safety of others on campus.

New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees of the institution.

Campus Public Safety conducts security assessments of buildings and facilities to make recommendations for security enhancements such as alarm systems, video surveillance, improved door and window security measures, etc.

## **L. Alcohol and Drug Use at the University**

### **Alcohol Use**

The possession, sale or furnishing of alcohol on the university campus is governed by Southern Oregon University policies and standards. Laws regarding the illegal possession, sale, use, consumption or furnishing of alcohol are enforced by the Ashland Police Department and other peace officers who may patrol the campus during athletic events or when providing assistance to Campus Public Safety.

The Oregon Liquor Control Commission investigators are also commissioned police officers. They have jurisdiction to patrol Southern Oregon University and the City of Ashland and enforce state laws pertaining to alcohol possession, sale and consumption.

In addition, Campus Public Safety may refer incidents of alcohol use in violation of university policy to the Office of Student Support and Intervention.

The Southern Oregon University policy for alcohol use on campus can be found at <https://inside.sou.edu/assets/policies/docs/Alcohol-and-Drugs.pdf>. Oregon Revised Statutes dealing with alcohol can be found at <http://www.oregonlaws.org/ors/chapter/471>.

### **Drug Use**

The Southern Oregon University campus has been designated as “Drug Free.” The illegal possession, sale, use, manufacturing or distribution of any controlled substance is illegal under both state and federal laws. Enforcement of state and federal drug laws are strictly enforced by Oregon law enforcement agencies. Violators are subject to university disciplinary action, criminal prosecution, fine and imprisonment. Oregon Revised Statutes dealing with drugs may be found at <http://www.oregonlaws.org/ors/chapter/475>.

## **M. Enforcement of State Underage Drinking Laws and Marijuana Laws**

The enforcement of alcohol and state marijuana laws on campus is the primary responsibility of the Ashland Police Department. Violators are subject to Southern Oregon University disciplinary actions, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol or marijuana to a person under the age of 21. The possession of alcohol or marijuana by anyone less than 21 years of age in a public place or a place open to the public is illegal.

It is also a violation of the Southern Oregon University Alcohol Policy for anyone to consume or possess alcohol in any public or private areas of campus without prior university approval. Organizations or a group violating alcohol or substance abuse policies or laws may be subject to sanctions by the university.

Though possession and use of marijuana is legal in Oregon for anyone age 21 or older, such uses remain a violation of federal law. Possession and use of marijuana by anyone under the age of 21 may be referred to Oregon law enforcement. Possession and use of marijuana by anyone on the Southern Oregon University campus, regardless of age, is a violation of federal law and university policy and, as such, is subject to disciplinary action under the Code of Student Conduct.

#### **N. Substance Abuse Education Programs**

Southern Oregon University has developed a program to prevent the abuse of alcohol and the illicit use of drugs by students and employees. The program offers services related to alcohol and drug use and abuse including dissemination of informational materials, educational programs and counseling services.

Southern Oregon University's Student Health and Wellness Center provides alcohol and drug abuse counseling services and can be contacted at (541) 552-6136.

In compliance with the Drug Free Schools and Communities Act of 1989, Southern Oregon University has policies available at: <https://inside.sou.edu/assets/policies/docs/Alcohol-and-Drugs.pdf>.

Many services are the responsibility of other areas of the institution:

- Alcohol and Drug Education – Student Health and Wellness Center at (541) 552-6136
- Counseling Services – Student Health and Wellness Center at (541) 552-6136
- Referral Services – Office of Student Support and Intervention at (541) 552-6223 and the Employee Assistance Program at (800-433-2320)
- Disciplinary Actions – Office of Human Resources at (541) 552-8553 and Office of Student Support and Intervention at (541) 552-6223

## **POLICIES, PROCEDURES AND RESOURCES IN SUPPORT OF THE VIOLENCE AGAINST WOMEN ACT**

### **A. General**

Southern Oregon University prohibits the offenses of Domestic Violence, Dating Violence, Sexual Assault and Stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, Southern Oregon University issues this statement of policy to inform the campus community of its programs to address Domestic Violence, Dating Violence, Sexual Assault and Stalking as well as the procedures for institutional disciplinary action in cases of alleged Domestic Violence, Dating Violence, Sexual Assault or Stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a university official.

Southern Oregon University does not discriminate on the basis of gender in its educational programs and sexual

harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include Domestic Violence, Dating Violence and Stalking.

Compliance with the provisions of the Violence Against Women Act (VAWA) does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

If a report of sexual violence is received by the university, the university will take prompt and effective steps to end the sexual violence, prevent its recurrence and address its effects. This section identifies the policies, procedures and resources for offenses of sexual violence.

There are several legal and policy definitions for Domestic Violence, Dating Violence, Sexual Assault and Stalking under federal law, state law and SOU policy. These definitions apply to such conduct under federal law, state law and SOU policy. To ensure the campus community is informed of how such conduct is defined by these important legal and policy standards, the federal, state and university definitions of each are presented separately below.

## **B. Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

### **1. Domestic Violence:**

- a. A Felony or Misdemeanor crime of violence committed by—
  - i. A current or former spouse or intimate partner of the victim;
  - ii. A person with whom the victim shares a child;
  - iii. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - iv. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA); or
  - v. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- b. For the purposes of complying with the requirements of this section and Title 34 of the Code of Federal Regulations, section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **2. Dating Violence:**

- a. Violence committed by
  - i. A person who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - ii. Where the existence of such a relationship shall be determined based on a

consideration of the following factors:

1. The length of the relationship
2. The type of relationship
3. The frequency of interaction between the persons involved in the relationship.

b. For the purposes of complying with the requirements of this section and Title 34 of the Code of Federal Regulations, section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

3. **Sexual Assault:**

a. An offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's Uniform Crime Reporting (UCR) Program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- i. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- ii. Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- iii. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- iv. Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

4. **Stalking:**

a. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- i. Fear for the person's safety or the safety of others; or
- ii. Suffer substantial emotional distress.

b. For the purposes of this definition—

- i. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens or communicates to or about, a person, or interferes with a person's property.
- ii. Reasonable person means a reasonable person under similar circumstances and with

similar identities to the victim.

- iii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

c. For the purposes of complying with the requirements of this section and Title 34 of the Code of Federal Regulations, section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **C. Oregon Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

1. **Domestic Violence as defined by ORS 135.230** ([oregonlaws.org/ors/135.230](http://oregonlaws.org/ors/135.230)):

- a. Domestic Violence means abuse between family or household members.
- b. Family or household members means any of the following:
  - i. Spouses.
  - ii. Former spouses.
  - iii. Adult persons related by blood or marriage.
  - iv. Persons cohabiting with each other.
  - v. Persons who have cohabited with each other or who have been involved in a sexually intimate relationship.
  - vi. Unmarried parents of a minor child.
- c. Abuse means:
  - i. Attempting to cause or intentionally, knowingly or recklessly causing physical injury;
  - ii. Intentionally, knowingly or recklessly placing another in fear of imminent serious physical injury; or
  - iii. Committing sexual abuse in any degree as defined in ORS 163.415 (Sexual abuse in the third degree), 163.425 (Sexual abuse in the second degree) and 163.427 (Sexual abuse in the first degree).
- d. ORS 147.450 includes Teen Dating Violence with Domestic Violence.
- e. Teen Dating Violence means:
  - i. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
  - ii. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are

13 to 19 years of age.

2. **Dating Violence:** Under Oregon state law, there is no specific definition of “Dating Violence.” However, other statutes form a working definition.
3. **Teen Dating Violence as defined by ORS 339.366** ([oregonlaws.org/ors/339.366](http://oregonlaws.org/ors/339.366)):
  - a. Dating or dating relationship means an ongoing social relationship of a romantic or intimate nature between two persons. Dating or dating relationship does not include a casual relationship or ordinary fraternization between two persons in a business or social context.
  - b. Teen Dating Violence means:
    - i. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
    - ii. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
4. **Dating Violence as defined for Southern Oregon University Clery Purposes:** Violence committed by a person
  - a. Who is, or has been, in a social relationship of a romantic and/or intimate nature with the victim and
  - b. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
  - c. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - d. Dating Violence does not include acts covered under the definition of Domestic Violence.

For the purposes of complying with the requirements of this section and Title 34 of the Code of Federal Regulations, section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

5. **Sexual Assault as defined by ORS 163.305** ([oregonlaws.org/ors/163.305](http://oregonlaws.org/ors/163.305)): The following definitions apply to sexual assault offenses under Oregon state law:
  - a. Deviate sexual intercourse means sexual conduct between persons consisting of

contact between the sex organs of one person and the mouth or anus of another.

- b. Forcible compulsion means to compel by:
  - i. Physical force; or
  - ii. A threat, express or implied, that places a person in fear of immediate or future death or physical injury to self or another person, or in fear that the person or another person will immediately or in the future be kidnapped.
- c. Mentally defective means that a person suffers from a mental disease or defect that renders the person incapable of appraising the nature of the conduct of the person.
- d. Mentally incapacitated means that a person is rendered incapable of appraising or controlling the conduct of the person at the time of the alleged offense.
- e. Physically helpless means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
- f. Sexual contact means any touching of the sexual or other intimate parts of a person or causing such person to touch the sexual or other intimate parts of the actor for the purpose of arousing or gratifying the sexual desire of either party.
- g. Sexual intercourse has its ordinary meaning and occurs upon any penetration, however slight; emission is not required.

6. **Stalking as defined by ORS 163.732** ([oregonlaws.org/ors/163.732](http://oregonlaws.org/ors/163.732)):

- a. A person commits the crime of Stalking if:
  - i. The person knowingly alarms or coerces another person or a member of that person's immediate family or household by engaging in repeated and unwanted contact with the other person;
  - ii. It is objectively reasonable for a person in the victim's situation to have been alarmed or coerced by the contact; and
  - iii. The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victim's immediate family or household.
- b. Stalking is a Class A misdemeanor.
  - i. Notwithstanding paragraph a of this subsection, Stalking is a Class C Felony if the person has a prior conviction for:
    - 1. Stalking; or
    - 2. Violating a court's Stalking protective order.

When Stalking is a Class C Felony pursuant to paragraph i of this subsection, Stalking shall be classified as a person Felony and as crime category 8 of the sentencing guidelines grid of the Oregon Criminal Justice Commission.

In the event of an emergency please call 911.

SOU utilizes Campus Choice for students to receive Coordination, Help, Options, Information, Care and Education when they have experienced sexual assault, domestic or dating violence, or stalking. This program is designed to give students as many options as possible when reporting an assault.

#### **D. Definitions Used Pursuant to SOU Policy**

There are numerous terms used by Southern Oregon University in its policy and procedures. In this section, you will find a list of terms and their definitions for the purposes of this report.

- 1. Consent:** Consent is not defined in Oregon State Criminal Code. Consent is defined by Southern Oregon University in its [Equal Opportunity, Harassment and Sexual Misconduct Policy](#) as follows:

Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual responding party in a sexual misconduct case was intoxicated and, therefore, did not realize the incapacity of the other.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical, mental or cognitive restraint or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In Oregon, a minor (meaning a person under the age of 18 years) cannot consent to sexual activity except in limited circumstances dictated by law. This means that sexual contact by an adult with a person younger than 18 years old is generally a crime, as well as a violation of this policy, even if the minor consented to engage in the act.

2. **Non-Consensual Sexual Intercourse (Rape):** Non-Consensual Sexual Intercourse (Rape) is defined as any sexual penetration or intercourse (anal, oral or vaginal), however slight, with any body part or object, by any person(s) upon another person(s) that is without consent and/or is by force.
3. **Non-Consensual Sexual Contact (Sexual Assault):** Non-consensual sexual contact is defined as any intentional sexual touching, however slight, with any body part or object, by any person(s) upon another person(s) that is without consent and/or is by force.
4. **Sexual Exploitation:** Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse, or Non-Consensual Sexual Contact.
5. **Sexual Harassment:** Sexual harassment is defined by SOU as unwelcome, sexual verbal, written, online or physical conduct.

Anyone experiencing sexual harassment in any university program is encouraged to report it immediately to the university's Title IX Coordinator or a Deputy Coordinator. Sexual harassment creates a hostile environment and may be disciplined when it is sufficiently severe, persistent/pervasive and subjectively and objectively offensive that it (a) has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university's educational, social or residential program and (b) is based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.

\*Employee conduct directed towards a student - whether unwelcome or welcome - can constitute sexual harassment under SOU's [Equal Opportunity, Harassment and sexual Misconduct Policy](#).

6. **Stalking:** A course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear.

## PREVENTION AND AWARENESS OF SEXUAL VIOLENCE

**A. Violence Prevention and Response Advocates (ViPRA):** Southern Oregon University has a multi-disciplinary body that gathers monthly to review the campus response to Title IX-related reports. This group is comprised of Title IX officers, Confidential Advisors, community partners and representatives from Campus Public Safety. This entity looks at overall campus community safety, trends in reporting and most importantly reviews how we as a team responded to each individual report, the outcome of the report and how the system can be improved. ViPRA provides leadership in the development and provision of a variety of educational awareness programs and campaigns, described further below.

**B. Educational Awareness Programs and Campaigns**

SOU provides a variety of programs and campaigns for the purpose of promoting awareness of dating violence, domestic violence, sexual assault and stalking. These prevention efforts are provided to faculty, students, staff on issues of Title IX, the Violence Against Women Act and the Clery Act. During the summer Raider Orientation and Registration events, Campus Public Safety, University Housing, Student Health and Wellness staff, and members of the Office of Student Support and Intervention provide information to incoming students and their families about the resources and climate on campus. In 2017, there were panels entitled Culture of Care where these university departments answered questions and provided tips on how new students could acclimate to our campus safely at each of the summer registration events.

The Title IX team also provides multiple trainings to different constituents on campus. The team meets with faculty from each of the seven academic divisions to discuss the spirit of Title IX and their obligations under it. Within these sessions the Title IX team covers Mandatory Reporting obligations. The Title IX team also provides at least 20 additional training sessions to for staff, faculty, and community members.

Title IX programs are also developed for the benefit of student education and awareness. During “Week of Welcome,” the Orientation group brought in Zero Shades of Grey (a professional Sexual Assault Prevention Program) to provide three presentations on sexual violence. Over 300 students attended. Additionally, the Coordinator of the Women’s Resource Center and the Health Promotion Specialist facilitated trainings on Sexual Assault Prevention and Bystander Intervention for thirteen first-year seminar sections. Students were educated on issues concerning rape culture, consent and how to intervene in problematic situations. Alcohol Consumption and campus culture is addressed as well. Student leaders within University Housing, ROTC, and the student government also receive training.

This year, the campus also had an opportunity to complete a sexual harassment and sexual misconduct online module from Campus Clarity and Lawroom. Over 93% of our employees completed the online module, whereas 927 students signed up for the training.

ViPRA at Southern Oregon University meets regularly to head campus prevention and education efforts. ViPRA Prevention is able to respond to campus trends and issues discovered by ViPRA Response in a timely and educational way. This allows our campus to respond to issues that are currently affecting our campus and enables us to get information and preventative care to our students quickly.

### **C. Sex Offender Registration Information**

In accordance with applicable laws, Southern Oregon University provides information on how to access information on registered sex offenders. In the state of Oregon, Oregon State Police maintains the sex offender registry which can be accessed at [sexoffenders.oregon.gov/](http://sexoffenders.oregon.gov/).

The information found in the registry is provided for general public safety. Users are authorized to use the information only to protect themselves or children who may be at risk. The release of the information to the public is meant to assure public protection, not to punish an offender or harass an offender's family. Anyone who uses the information to commit a criminal act against another person is subject to criminal prosecution and civil action.

## **PROCEDURES FOR REPORTING A COMPLAINT**

Southern Oregon University has many avenues for reporting a complaint of Domestic Violence, Dating Violence, Sexual Assault and Stalking.

### **Campus Choice**

Campus Choice is a voluntary confidential reporting procedure. Designated Confidential Advisors will advise victims of sexual violence of their options for confidentially or formally reporting crimes of sexually based forms of violence. Campus Choice provides choices for help, support, and reporting and provides Confidential Advising to help choose which option is best for you allowing those reporting sexual assault, domestic violence, dating violence and stalking the opportunity to access information and support without making a formal report. Confidential Advisors are exempt from mandatory Title IX reporting. Employees in the Student Health and Wellness Center are also Title IX exempt. The designated Coordinators of the Multicultural, Women's and Queer Resource Centers are also exempt from Title IX reporting.

The SOU Confidential Advisor is a specially trained professional who is available to survivors, or those who know a survivor, to answer questions, provide information and help navigate the options available at SOU as well as in the community. It is recommended that if you or someone you know has experienced sexual violence or has questions about or needs help with issues related to sexual violence that you start with the Confidential Advisor by calling (541) 552-7079.

### **Formal Reporting (Not Anonymous)**

Complaints reporting incidents of Sexual Assault, Domestic Violence, Dating Violence Stalking and other types of harassment and discrimination are received, investigated and adjudicated under SOU's policy on [Equal Opportunity, Harassment, and Nondiscrimination](#).

Any member of the campus community, guest or visitor who believes that the policy on Equal Opportunity, Harassment, and Nondiscrimination has been violated should contact the Interim Director of Equity Grievance at

(541) 552-7079, the Title IX Coordinator at (541)552-6121 and/or a Deputy Coordinator (contact information for Deputy Title IX Coordinators is available [here](#)). It is also possible for employees to notify a supervisor or for students to notify an administrative advisor or faculty member. Any member of the campus community may also contact Campus Public Safety. These individuals will in turn notify the Interim Director of Equity Grievance, the Title IX Coordinator, Deputy Title IX Coordinator or other designee. To initiate a grievance under Equal Opportunity, Harassment and Nondiscrimination Policy discussed in full below, the university website also includes an [online reporting form](#).

A full investigation will be pursued if there is evidence of misconduct or a perceived threat of further harm to the campus community or any of its members. The university aims to complete all investigations within a 60 business day time period.

You can also request to make a formal report at [Southern Oregon University's Sexual Misconduct and Equal Opportunity Form](#). You may also make a formal report by calling a Confidential Advisor at (541) 552-7079, the University Title IX Coordinator at (541) 552-6121, or one of several Deputy Title IX Coordinators. Additional contact information for the Title IX team is available [here](#). Students can also initiate a formal report through the SOU Cares system [here](#).

Southern Oregon University must investigate any formal report. Nearly all campus employees are considered Responsible Parties who are required to make a formal report to a Title IX official.

A report may be made at SOU's Campus Public Safety Office located at 382 Wightman Street, Ashland, OR 97520 during regular business hours. If it is after hours, call 541-552-6911 and let dispatch know you would like to come to the office to make a report so an officer can meet you to let you in. A report may also be made at Ashland Police Department located at 1155 E. Main Street, Ashland, OR 97520 during regular business hours.

### **SOU Cares Report**

Any issue of concern at SOU can be reported through SOU Cares Reports to help inform the Office of Student Support and Intervention and the Student Support Network (SSN) by identifying students who may benefit from extra resources, support or intervention. **An SOU Cares Report can be submitted anonymously, if that is the preference of the person reporting the incident.** An individual is encouraged to submit a Cares Report when intervention is required or simply when the student is of concern. SOU Cares referrals are available to SOU students, faculty and staff on the "Online" section of the SOU portal (insideSOU) and an anonymous report can be submitted using the [SOU Cares Reporting Form](#).

Concerned family members should call the Director of Student Support and Intervention (541-552-6223). The Office of Student Support and Intervention is located in Stevenson Union 321. SOU Cares is discussed further in this report above at page 12.

### **Anonymous Reports**

Anyone can submit an anonymous report using the [Southern Oregon University's Sexual Misconduct and Equal Opportunity Form](#). You can also meet with a Confidential Advisor without giving identifying

information. Anonymous reports give you the opportunity to provide any information you would like about an assault and allow you to decide if you would like to be contacted or not in the event another report is made about the same person. At any time you can decide to make a formal report.

### **Anonymous and Non-anonymous Reporting Directly to Law Enforcement at the Ashland Police Department**

**The You Have Options Program**: The You have Options Program is the Ashland Police Department's victim/survivor-centered sexual assault response and reporting program, provides an online reporting form that gives you the option to make an anonymous report. The You Have Options Program focuses on changing two fundamental elements in the law enforcement response to sexual violence: increasing the number of victims who report to law enforcement and thoroughly investigating identified offenders for serial perpetration. You Have Options Program participating law enforcement agencies recognize the need for a victim-centered and offender-focused response to sexual violence. The traditional law enforcement response to sexual violence tends to discourage sexual assault victims from seeking assistance through the criminal justice system. As a result, often law enforcement does not receive the information necessary to hold sexual offenders accountable and those offenders go on to victimize others. By addressing the barriers victims face when reporting sexual assault, and thereby increasing the number of sexual assault reports, the You Have Options Program provides investigators information they would otherwise never have received. For more information visit: <http://www.reportingoptions.org/>. The website provides comprehensive information about reporting options, frequently asked questions about sexual assault reporting and local resources for victims/survivors of sexual assault.

**In the event of an emergency, members of the campus community should call 911.** Non-anonymous reports can also be made to the Ashland Police Department by calling (541) 482-5211 or the Medford Police Department by calling (541) 774-2250.

### **Confidential Counseling**

In addition to the ability to meet with a Confidential Advisor, students may also seek confidential assistance of a professional counselor through the Student Health and Wellness Center. Counseling staff are professional mental health providers including Licensed Professional Counselor (LPC) and Family and Marriage Therapist (FMT). These professional mental health providers will assist students with such issues as personal growth and well-being, relationship problems, social and sexual struggles, self-esteem enhancement, academic difficulties, eating disorders, major life decisions, grief, depression and anxiety. They are also trained to inform students on procedures for formally reporting crimes, with or without confidentiality, through Campus Choice or directly to law enforcement and Campus Public Safety. The Student Health and Wellness Center can be contacted at (541) 552-6136.

## ADDITIONAL ASSISTANCE FOR VICTIMS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking and will provide each victim a written explanation of his or her rights and options.

In Oregon, a victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking has rights under state law. These rights include financial assistance for a variety of things, like counseling, medical expenses, loss of earnings and more. For more information on victims' rights in the State of Oregon, visit [doj.state.or.us/victims/pages/compensation.aspx](http://doj.state.or.us/victims/pages/compensation.aspx).

Further, the university complies with Oregon law in recognizing orders of protection/restraining orders and will assist any university member who obtains an order of protection from any U.S. state with information and safety planning. A person with such an order should provide a copy to Campus Public Safety and the Office of the Title IX Coordinator. A complainant may then meet with the Office of Student Support and Intervention and Campus Public Safety to develop a safety plan, which is a plan for Campus Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. Anyone who needs help gaining information about or obtaining a protective order can contact the Confidential Advisor for assistance.

This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cell phone, changing classroom location or allowing a student to complete assignments from home (or other accommodations, if deemed necessary by the institution). Employees who are victims of Domestic Violence may be eligible to take advantage of intermittent or continuous leave in order to secure restraining orders, attend court or the like.

While the university will assist those persons who have a protection/restraining order, the university cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. The Confidential Advisor can assist with gathering information or understanding the process for applying for a protective order. A victim can also seek help at the Jackson County Circuit Court or through the Court Advocate.

The university may issue an institutional "no contact" order or directive, if deemed appropriate, or at the request of the victim or accused. To the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement.

Additionally, personally identifiable information about the victim will be shared only with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act

reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a)(20)). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The university does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Public Safety Daily Crime Log or online. Victims may request that directory information on file be removed from public sources. Students should contact the Office of the Registrar and employees should contact the Office of Human Resources.

The victim is required to apply directly for these services. Information from the State of Oregon regarding the types of orders available to victims of Domestic Violence, Sexual Assault or Stalking and the accompanying forms associated with the orders may be accessed here:

- Stalking Order:  
[courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/Pages/FL\\_Stalking.aspx](https://courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/Pages/FL_Stalking.aspx)
- Restraining Order:  
[courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/Pages/fapaforms.aspx](https://courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/Pages/fapaforms.aspx)

## ADJUDICATION OF VIOLATIONS OF SEXUAL VIOLENCE AND HARASSMENT

### A. Submission and Investigation of Complaints

Complaints reporting incidents of Sexual Assault, Domestic Violence, Dating Violence Stalking and other types of harassment and discrimination are received, investigated and adjudicated under SOU's policy on [Equal Opportunity, Harassment, and Nondiscrimination](#).

Any member of the campus community, guest or visitor who believes that the policy on Equal Opportunity, Harassment, and Nondiscrimination has been violated should contact the Title IX Coordinator and/or a Deputy Coordinator. It is also possible for employees to notify a supervisor or for students to notify an administrative advisor or faculty member. Any member of the campus community may contact Campus Public Safety. These individuals will in turn notify the Title IX Coordinator, Deputy Title IX Coordinator or other designee. To initiate a grievance, the university website also includes an [online reporting form](#).

A full investigation will be pursued if there is evidence of misconduct or a perceived threat of further harm to the campus community or any of its members. The university aims to complete all investigations within a 60 business day time period.

If a party bringing a grievance wishes to pursue a formal grievance or if the university, based on the alleged policy violation, wishes to pursue a formal grievance, then the Title IX Team will designate which investigators will initiate the investigation.

If, in the judgment of the Title IX Coordinator or a Deputy Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the accused individual or the ongoing activity of a student organization whose behavior is in question, the Title IX Coordinator or designee may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation (i.e., to redress harm to the alleged victim and the campus community and to prevent further violations).

During or upon the completion of the investigation, the investigators will make a decision on whether to refer the matter for mutually agreeable conflict resolution, resolution without a hearing or a formal hearing, according to the guidelines for each discussed further below. If the investigators decide the preponderance of evidence (i.e., whether it is more likely than not that the accused individual did not commit the alleged violation) does not support a finding of a policy violation, then the process will end at the investigation stage.

### **B. Conflict Resolution**

Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. Conflict resolution will not generally be used to address grievances of sexual misconduct or violent behavior or in other cases of serious violations of policy.

Resolution without a hearing can be pursued for any behavior that falls within the policy on Equal Opportunity, Harassment and Non Discrimination, at any time during the process. The Title IX Coordinator or designee will provide written notification of a grievance to any member of the university community who is accused of an offense of harassment, discrimination or retaliation. The Title IX Coordinator or designee will meet with the responding individual to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Title IX Coordinator or designee will render a finding that the individual is in violation of university policy for the admitted conduct and will normally proceed to convene a formal hearing on any remaining disputed violations. For admitted violations, the appropriate co-chair of the Equity Grievance Panel (EGP) will recommend an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the party bringing a grievance and responding party, the Title IX Coordinator or designee will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the campus community. If either party rejects the sanction/responsive action, an EGP hearing will be held on the sanction/responsive action only, according to the EGP procedures below.

In the absence of an informal resolution, the process will proceed to a formal EGP hearing.

### **C. Notification of Charges**

At least four business days prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the EGP Co-Chair or Title IX Coordinator will send a letter to the parties with the following information. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The letter will contain:

- A description of the alleged violation(s), a description of the applicable procedures and a statement of

the potential sanctions/responsive actions that could result.

- The time, date and location of the hearing and a reminder that attendance is mandatory and supersedes all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in his or her absence and sanctions may be imposed despite the party's absence. For compelling reasons, the Co-Chair may reschedule the hearing.
- The parties may have the assistance of an EGP panel member, or other advisor, at the hearing. Typically, advisors are members of the campus community, but the Title IX Coordinator may grant permission for an outside advisor upon request. For employees represented by a union, the respondent may choose a union representative to serve as the advisor. The advisor may not make a presentation or represent the party bringing a grievance or responding party during the hearing. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advisors. The advisor may consult with the advisee quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel. In cases where the advisor is an attorney representing a party to the grievance, the university may also elect to have counsel present at the hearing.

Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the university and remain within the 60-day goal for resolution.

#### **D. Hearing Procedures**

EGP hearings will be convened, usually within one to two weeks of the completion of the investigation, and will be conducted in private. The EGP is trained annually and has the authority to hear all collateral misconduct, meaning that it hears all allegations of discrimination, harassment and retaliation, but also may hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within EGP jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants will include the non-voting Chair, the three members of the panel, the investigator(s) who conducted the investigation on the grievance, the party bringing a grievance and responding party(ies) (or three organizational representatives in a case where an organization is charged), advisors to the parties, and any called witnesses. The Chair will disclose to the parties the names of witnesses the university intends to call, all pertinent documentary evidence, written statements to be presented at the hearing and any written findings from the investigators at least three business days prior to the hearing. Information not disclosed prior to the hearing shall be excluded from the hearing. In addition, the parties will be given a list of the names of each of the EGP panel members at least three business days in advance of the hearing. Should any party object to any panelist, he or she must raise all objections, in writing, to the Chair immediately. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the grievance. Additionally, any panelist or Chair who feels he or she cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the

investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms (such as screens, Skype, questions directed through the Chair, etc.) are desired, parties should request them from the Chair at least two business days prior to the hearing.

Once the procedures are explained and the participants are introduced, the Chair will present the report of the investigation first, and be subject to questioning by the parties and the EGP. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. The EGP will permit questioning of and by the parties and of any present witness. Questions may be directed through the panel at the discretion of the Chair.

Formal rules of evidence will not apply. Any evidence the panel believes is relevant and credible may be considered, including evidence of past discriminatory behavior or sexual misconduct. The Chair will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence and may ask the panel to disregard evidence lacking in credibility. Evidence regarding the responding student's character intended for consideration as an aggravating or mitigating factor in the determination of sanctions may only be submitted in writing and will only be reviewed by the EGP after the EGP has reached a finding of responsibility. Such aggravating and mitigating evidence may include evidence of past misconduct by the respondent or letters of support evidencing the respondent's propensity for good character.

Such evidence must be presented at the hearing and may not be submitted as new information during an appeal. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on his or her own behalf.

No one will present information or raise questions concerning: (1) incidents not directly related to the possible violation, unless they show a pattern, or (2) the sexual history of or the character of the victim/party bringing a grievance.

There will be no observers in the hearing. The Chair may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the panel or the parties involved. The panel does not hear from character witnesses, but will accept up to two letters supporting the character of the individuals involved.

In hearings involving more than one accused individual or in which two parties bringing grievances have accused the same individual of substantially similar conduct, the standard procedure will be to hear the grievances jointly; however, the Title IX Coordinator may permit the hearing pertinent to each grievance to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings and may be subject to further university discipline for failure to do so.

A record of the hearing will be maintained in the form of written minutes for the purposes of review in the event of an appeal. EGP members, the parties and/or the persons who initiated the grievance, and appropriate

administrative officers of the university will be allowed to review the minutes in a location determined by the Title IX Coordinator or designee. No person will be given or be allowed to make a copy of the minutes without permission of the Title IX Coordinator. Persons given access to the minutes will be required to sign an agreement confirming that they will protect the privacy of the information contained in the minutes.

### **E. Decisions**

The EGP will deliberate in closed session to determine whether the responding party is responsible or not responsible for the violation(s) in question. If the responding party is found responsible, the EGP will also determine the sanctions to be imposed. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an individual responding party or organization is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Title IX Coordinator.

The Chair will prepare a written deliberation report and deliver it to the Title IX Coordinator, detailing the finding, the information cited by the panel in support of its recommendation, and any information the hearing panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report will typically not exceed two pages in length and must be submitted to the Title IX Coordinator within two (2) days of the end of deliberations.

The Title IX Coordinator or designee will inform the accused individual and the party bringing a grievance of the final determination of the EGP with the rationale within 10 business days of the hearing, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official university records; or emailed to the parties' university-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

### **F. Sanctions**

Sanctions or responsive actions will be determined by the EGP. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of and circumstances surrounding the violation.
- An individual's disciplinary history.
- Previous grievances or allegations involving similar conduct.
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation.
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation.
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the victim and the campus community.

***Student or Organization Sanctions*** - The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- *Warning.* A formal statement that the behavior was unacceptable and a warning that further infractions of any university policy, procedure or directive will result in more severe sanctions/responsive actions.
- *Probation.* A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event the student or organization is found in violation of any university policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- *Suspension.* Termination of student status for a definite period of time, not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at the university. This sanction will be noted as a Conduct Suspension on the student’s official transcript.
- *Expulsion.* Permanent termination of student status, revocation of rights to be on campus for any reason or attend university-sponsored events. This sanction will be noted as a Conduct Expulsion on the student’s official transcript.
- *Withholding Diploma.* The university may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree.* The university reserves the right to revoke a degree awarded from the university for fraud, misrepresentation or other violation of university policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions.* Deactivation, de-recognition and loss of all privileges (including university registration), for a specified period of time.
- *Other Actions.* In addition to or in place of the above sanctions, the university may assign any other sanctions as deemed appropriate.

Student sanctions imposed are implemented immediately unless the Title IX Coordinator or a Deputy Coordinator stays their implementation in extraordinary circumstances, pending the outcome of an appeal.

**Employee Sanctions** - Sanctions or responsive actions for an employee who has engaged in harassment, discrimination and/or retaliation include:

- warning
- written instruction or reprimand
- required training or

counseling

- o demotion
- o suspension with pay
- o suspension without

pay o termination

Following any appeal and issuance of discipline regarding employee-members of the SEIU classified staff and faculty bargaining units, such employees will have the opportunity to grieve tangible employment sanctions to the extent provided by their respective grievance processes.

### **G. Appeals**

All requests for appeal considerations must be submitted in writing to the Title IX Coordinator within ten business days of the delivery of the written finding of the EGP. The Title IX Coordinator will then share the appeal with the appeal panel, which will have 14 business days to reach its decision. The appeal panel will be comprised of three university employees selected by the Title IX Coordinator from a pool of university employees trained to hear appeals under this policy. If necessary, members of the appeal panel may conduct their business by electronic means at the discretion of the Title IX Coordinator.

Both parties may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- To determine whether the decision reached was based on substantial information. Were there enough facts to establish a violation of university policy occurred under the “more likely than not” standard?
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included. Such new information must be relevant to the determination of responsibility regarding whether or not the offense was committed. Evidence that could have been presented at the original EGP hearing, including but not limited to character evidence intended to enhance or mitigate the sanctions imposed, will not be accepted on appeal as new evidence on appeal.
- The sanctions imposed are substantially disproportionate to the severity of the violation or the sanctions fall outside the range of sanctions the university has designated for the offense.

### **H. Statement of the Rights of a Party Bringing a Grievance**

- To be treated with respect by university officials.
- To take advantage of campus support resources (such as the Student Health and Wellness Center's counseling and medical services, the Office of Student Support and Intervention for students or Employee Assistance Program services for employees).
- To experience a safe living, educational and work environment.

- To have an advisor or union representative/accompanist during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have grievances heard in substantial accordance with these procedures.
- The injured party will be allowed full participation in any EGP process, whether the injured party is serving as the party bringing a grievance or the university is serving as the party bringing a grievance.
- To be informed in writing of the outcome/resolution of the grievance, sanctions where permissible and the rationale for the outcome where permissible.
- Referral to law enforcement for assistance.
- Continued access to housing and living accommodations.
- No contact orders appropriate to the circumstances, prohibiting the responding party from engaging the grievant about the grievance or its underlying events.

### **I. Note Regarding Disclosures to Victims of Violent Crimes and Non-Forcible Sex Offenses**

Southern Oregon University will, upon written request, disclose to the survivor of a crime of alleged violence (as that term is defined in section 16 of title 18, United States Code) or a non-forcible sex offense (Incest and Statutory Rape), the report on the results of any student conduct proceeding conducted by Southern Oregon University against a student who is the alleged perpetrator of such crime or offense. If the survivor is deceased as a result of such crime or offense, the next of kin of such survivor shall be treated as the victim for purposes of this paragraph.

### **J. Statement of the Rights of the Responding Party**

- To receive a fair and impartial investigation and hearing process.
- To be treated with respect by university officials.
- To take advantage of campus support resources (such as the Student Health and Wellness Center's counseling and medical services, the Office of Student Support and Intervention for students or Employee Assistance Program services for employees).
- To have an advisor or union accompanist/representative during this process (The responding party may consult with this person, but not have this person speak on his or her behalf).
- To refuse to have an allegation resolved through conflict resolution procedures.
- To have grievances heard in substantial accordance with these procedures.
- To be informed of the outcome/resolution of the grievance and the rationale for the outcome, in writing.

## **ADJUDICATION OF STUDENT CONDUCT VIOLATIONS**

### **A. Standards of Conduct**

Disciplinary sanctions as serious as suspension or dismissal from the university or eviction from university

housing may be imposed against any students found responsible for committing, attempting to commit or intentionally assisting in any of the offenses listed in the Code of Student Conduct and the housing contract.

## **B. Prohibited Conduct**

The following list describes actions that detract from the effectiveness of a university community and/or which students are subject to disciplinary action. All violations below are also prohibited off-campus and may be adjudicated by the university when the behavior potentially jeopardizes an individual's or the community's safety or educational opportunities. The Code of Student Conduct in its entirety can be found at:

<https://inside.sou.edu/assets/policies/CodeofStudentConduct.pdf>

***Prohibited conduct includes, but is not limited to, the following violations for the purposes of the Clery Act and VAWA:***

- Failure to acknowledge the ideas or words of another that have been intentionally taken from any published or unpublished source.
- Furnishing false and/or misleading information to any university or community official, faculty member, administrative office or conduct body.
- The unlawful use, abuse, sale, purchase, transfer, possession, manufacture, distribution or dispensing of alcohol or other drugs on university property or as part of any university activity.
- The service of alcohol to and/or consumption by any person who is under the age of 21 or is intoxicated.
- Common source containers of alcohol, such as kegs, on campus, except with prior written permission from the Vice President for Academic and Student Affairs.

***Prohibited conduct also includes, but is not limited to, the following actions for the purposes of the Clery Act and VAWA:***

- Disorderly Conduct. Loud, aggressive, profane, abusive, drunken and/or other behavior which disrupts or obstructs the orderly functioning of the university or disturbs the peace and/or comfort of person(s) on campus, on university owned or controlled property, or at university sponsored or supervised functions is prohibited. Exhibiting behavior that creates a concern for harm to self or others or behavior that suggests a serious problem which is detrimental to the university and university community is prohibited.
- Disruption, Obstruction or Interference. Engaging in, or inciting others to engage in the disruption, obstruction and/or interference with of any of the following is prohibited:
  - i. University student conduct proceedings.
  - ii. Educational activities in classrooms (both physical and online), lecture halls, campus library, laboratories, computer laboratories, theatres or any other place where education and teaching activities take place.
  - iii. Classroom expectations. Disruption, obstruction or interference includes classroom behavior, which, in the judgment of the instructor, impedes other students' opportunity to learn and/or which interferes with class objectives. This provision includes university classes held on and off SOU premises, including distance learning and online courses.

- iv. Administrative, auxiliary, support or other campus offices. This may include behavior that demands unreasonable allocation of time or resources beyond the intended scope of the office.
- v. Operations of Campus Public Safety, fire, police, emergency services and/or residential life staff.
- vi. Interference with campus safety instruments.
- vii. Any student's ability to study, learn and/or complete academic requirements including, but not limited to, destroying, preventing and/or limiting access to information or records.
- viii. Intentionally interfering with the freedom of expression of others on university premises or at university sponsored activities.
- ix. University activities, including its public service functions, whether on- or off-campus, and other non-university activities which occur on university premises.
- Failure to Comply.
  - i. Failure to comply with university regulations, state and/or federal laws, and/or the directives of university and/or community officials while acting in their duties is prohibited.
  - ii. Failure to comply with the conditions of the Residential Life Housing Contract is prohibited.
  - iii. Failure to comply with university student conduct proceedings, including rules governing hearings procedures and sanctions imposed by university student conduct officials is prohibited.
- Harassment as defined in SOU's Equal Opportunity, Harassment and Sexual Misconduct Policy is prohibited. University Statement on Hate and Bias-motivated language: The university appreciates the complexity of defining language and actions that are not acceptable in a community which values freedom of expression. All members of the SOU community must be free to hold views that others may find distressing or offensive. However, freedom of expression does not include the right to intentionally and maliciously aggravate, intimidate, ridicule or humiliate another person.
- Hazing. Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited.
- Misuse of Emergency Equipment and Procedures. The following actions are prohibited:
  - i. Tampering with, damage of, or intentional misuse of emergency devices or blocking of fire exits or other means of impeding traffic.
  - ii. Use of fire escapes, ground level fire doors, fire hoses, extinguishers and/or alarm equipment in nonemergency situations.
  - iii. Failure to comply with fire drill procedures or emergency building evacuation.
  - iv. Initiating a false report or warning, or the threat of fire, explosion, false fire alarm or other emergency.
- Weapons and Destructive, Chemical and/or Incendiary Devices.
  - i. On-campus use, possession, storage (unless authorized) or manufacture of the following is

prohibited:

1. Firearms or other devices capable of casting a projectile;
  2. Any weapon, device, instrument, material or substance which is designed to, or may by use, inflict injury upon another person;
  3. Explosives, bombs or other incendiary or destructive devices;
  4. Fireworks of any kind.
- ii. Attempting, committing or aiding the intentional commission of an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property.

of the university, to the property of another individual, or to personal property is prohibited.

- Noise. Activities in violation of established quiet hours in residence halls and academic buildings or which violate local, state or federal noise ordinances is prohibited.
- Sexual Misconduct as defined in SOU's Equal Opportunity, Harassment and Sexual Misconduct Policy is prohibited.
- Stalking is defined in SOU's Equal Opportunity, Harassment and Sexual Misconduct Policy and is prohibited.
- Unwelcome Use of Electronic Devices. Unwanted communication with another person using computers, email, cell phones or any other digital device is prohibited. Abuse, misuse and/or theft of computer data, equipment and/or software, including unauthorized file-sharing and distribution of electronic materials is also prohibited.
- Violation of local, state or federal laws on or off university premises that may be reasonably expected to have a negative impact on the university or members of the university community in any form is prohibited.
- Violent, Threatening, Coercive or Abusive Conduct. Examples of prohibited violent and abusive behavior include, but are not limited to, the following:
  - i. Slapping, punching or otherwise physically attacking a person;
  - ii. A direct or implied threat of harm or hostile behavior that creates a reasonable fear of injury to another person or unreasonably subjects another individual to emotional distress;
  - iii. Brandishing a weapon or an object which appears to be a weapon in a threatening manner;
  - iv. Intimidating, threatening or directing abusive language toward another person;
  - v. Intentionally damaging university property and/or the property of a member of the SOU community or a visitor;
  - vi. Committing acts motivated by and/or related to racial or sexual harassment or domestic violence;
  - vii. Retaliation and/or harassment against a person making a report in good faith.

### C. Conduct Referrals and Hearing Process

Any person may refer a student or a student group or organization suspected of violating university policy to the Office of Student Support and Intervention. Persons making such referrals are required to provide information pertinent to the situation and will normally be expected to provide an incident report and written statement,

and/or appear at a hearing as the complainant. The hearing format for resolution will be selected at the discretion of the Director or designee.

The Director or designee may conduct an investigation (or request conduct of an investigation by other university officials) to determine if the allegations have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Director or designee. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Director or designee will proceed with a hearing.

All allegations of misconduct are presented to the respondent in written form. The notification includes the date or date range, location and description of the prohibited conduct relevant to the alleged violation. A time is set for a hearing, not less than three (3) calendar days and not more than fifteen (15) calendar days after the respondent has been notified. Minimum and maximum time limits for scheduling of hearings may be extended at the discretion of the Director or designee based on the academic calendar or at the written request of the respondent.

Hearings are conducted according to the following guidelines:

- i. Hearings are conducted in private, unless both the respondent(s) and the complainant(s), and the Director or designee agree to an open hearing.
- ii. Admission of any person to the hearing is at the discretion of the Director or designee.
- iii. In hearings involving more than one respondent, the Director or designee may permit the hearings concerning each respondent to be conducted separately.
- iv. The complainant and the respondent may be accompanied by an advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. The advisor may confer quietly with his or her advisee, exchange notes, clarify procedural questions with the chair and suggest questions to his or her advisee. The complainant and/or the respondent is responsible for presenting his or her own information. Comments from advisors may be requested from the Director or designee facilitating the hearing.
- v. The complainant, the respondent, and the conduct officer/board have the privilege of presenting witnesses, subject to questioning by the conduct officer/board.
- vi. Pertinent records, exhibits and written statements may be accepted for consideration by a conduct officer/board at the discretion of the Director or designee.
- vii. All procedural questions are subject to the final decision of the Director or designee.
- viii. After the hearing, the parties are dismissed and the conduct officer or board (by majority vote) determines whether the respondent is responsible for each alleged policy violation.
- ix. The conduct officer/board's determination is made on the basis of whether it is "more likely than not" that the respondent violated the policy(ies).
- x. Not more than ten (10) working days following the hearing, the respondent is notified in writing of the decision and its rationale, including any sanction(s) imposed and the opportunity to appeal the decision.

- xi. There is a record of all hearings before a hearing board, consisting of an audio recording and all written documentation including notes taken during the hearing. The record is the property of the university and is maintained in the Office of Student Support and Intervention.
- xii. Except in the case of a student accused of violating the “failure to comply with directives” policy by not appearing before a conduct board or university official, no student may be found to have violated the policy(ies) in question solely because the student failed to appear. In all hearings, the information in support of the allegations is presented and considered. Final decisions are based on the information available.

In decisions of alleged academic misconduct, academic penalties (grades) are imposed only by faculty members (course instructor). Sexual Misconduct Review Hearings are conducted in accordance with guidelines established in the Equal Opportunity, Harassment and Sexual Misconduct Policy.

#### **D. Sanctions**

A disciplinary sanction is an educational tool designed to send a clear message regarding violation of university policy. Sanctions relate to the nature of the violation, with stronger sanctions imposed for more aggravated or repeated misconduct. Sanctions of probation, suspension and dismissal require the approval of the Director or designee. All students, as members of the university community, are expected to comply with conduct sanctions within the timeframe specified by the Director or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions up to and including suspension from the university. In such situations, resident students may be required to vacate university housing within 24 hours of notification by the Director or designee. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director or designee.

The following sanctions may be imposed when a student is found responsible for policy violation(s):

- i. Warning: A notice in writing to the student that the student is violating or has violated university policy.
- ii. Loss of Privileges: Denial of specified privileges, permanently or for a designated period of time.
- iii. Fines: Previously established and published fines or special fees may be charged to a student’s account.
- iv. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- v. Discretionary Sanctions: Work assignments, censure, research, apology letters, service to the university or other related discretionary assignments.
- vi. Educational classes to be paid by fee assessed to violator. Fee may be paid directly or through community restitution.
- vii. University Probation: A written reprimand which may place the student’s participation in university activities in a provisional status. Probation may exclude the student from

- participation in co-curricular activities in which the student represents the university (e.g., varsity athletics and club sports, elected student office, debate, musical and dramatic groups). Probation may include mandatory counseling and includes the probability of more severe disciplinary sanctions if the student further violates university regulation(s) during the probationary period. Probation may also serve as an elevated warning where appropriate.
- viii. **Residence Hall Suspension:** Separation of the student from the residence halls for a stated period of time, after which the student is eligible to re-apply. Because the university maintains a one-year residency requirement, a residence hall suspension may result in a suspension from the university, if the student has not completed the one-year residency requirement. Conditions for readmission may be specified. The student may be issued a written trespass notice from campus for the duration of the suspension.
  - ix. **Residence Hall Expulsion:** Permanent separation of the student from the residence halls. The student will be issued a written trespass notice from all residence halls at the time of the expulsion.
  - x. **Eviction from University Housing:** Removal from any university owned or operated housing other than the residence halls. The student will be issued a written trespass notice from all university housing at the time of the eviction.
  - xi. **Unconditional Probation:** Immediate invocation of university suspension if additional violation(s) of university policies occur during a specified period of time. Unconditional probation also includes the provisions of a disciplinary probation.
  - xii. **University Suspension:** Separation of the student from the university for a specific period of time after which the student is eligible to return. Conditions for readmission may be specified. At the discretion of the Director or designee, a university trespass order is in effect for the period of the suspension. A suspension may be deferred to the end of a term at the discretion of the Director or designee.
  - xiii. **University Dismissal:** Permanent separation of the student from the university.

The following sanctions may be imposed upon groups or organizations:

- i. Those sanctions listed above.
- ii. **Deactivation:** Loss of all privileges, including university recognition, for a specified period of time.

**Interim Suspension** - In certain circumstances, the Director or designee may impose a university or residence hall suspension prior to the hearing.

- i. Interim suspension may be imposed only:
  1. to ensure the comfort, safety and well-being of members of the university community or preservation of university property; and/or
  2. to ensure the student's own physical or emotional safety and well-being; and/or
  3. if the student poses a definite threat of disruption of or interference with the

normal operations of the university

- ii. During the interim suspension, the student is denied access to the campus (including classes) and all other university activities or privileges for which the student might otherwise be eligible, as the Director or designee may determine to be appropriate.

More than one of the sanctions listed above may be imposed for any single violation. Other than university dismissal, disciplinary sanctions are not made part of the student's permanent academic record, but are part of the student's confidential disciplinary record. Where sanctions involve the separation of the responsible student from university housing, the student is accountable for all financial penalties or other conditions as outlined in the residential housing contract.

### **E. Appeals**

A decision may be appealed within ten (10) working days of the date of the decision letter to the Associate Provost or designee. Such appeals must be in writing and must be delivered by mail or email.

An appeal is limited to one or more of the following purposes:

- i. To determine whether the original hearing was conducted fairly in light of the allegations and information presented and in conformity with the procedures outlined in the Code of Student Conduct.
- ii. To determine whether the decision reached regarding the respondent was based on substantial information, that is, whether the facts were sufficient to establish that a violation of university policy occurred under the "more likely than not" standard.
- iii. To determine whether the sanction(s) imposed were appropriate for the violation(s) which the respondent was found to have committed.
- iv. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

If an appeal is granted, this written decision will be communicated to the original conduct officer/board for action, if appropriate. In cases of sexual misconduct, the complainant or victim will be notified of the decision and pertinent sanctions and may appeal the decision and sanctions according to the standard outlined above.

### **F. Student Groups and Organizations**

Student groups and organizations may be charged with violations of university policy. A student group or organization and its officers may be held collectively or individually responsible when violations of policy by those associated with the group or organization have received the tacit or overt consent or encouragement of the group or organization or of the group's or organization's leaders, officers or spokespersons.

The student officers or leaders or any identifiable spokespersons for a student group or organization may be directed by the Director or designee to take action to prevent or end violations by the group or organization.

Failure to make reasonable efforts to comply with any resulting directives shall be considered a violation of university policy, both by the officers, leaders or spokespersons for the group or organization and by the group or organization itself.

### **G. Parent and Guardian Notification**

A fundamental goal of the university is to support students' independence and maturity, in part by encouraging them to assume responsibility for their own educational and personal matters. The university also encourages students and parents or guardians to communicate directly, regularly and openly with each other about issues of mutual concern.

Under laws and policies that govern the privacy rights of students, SOU has the authority and reserves the right to contact parents or guardians of dependent students about a variety of serious matters and the parents or guardians of all students in certain emergencies regarding imminent serious injury or life or death situations. Parental or guardian notification may occur under the following circumstances:

- i. Hospital visits for alcohol poisoning or drug overdose;
- ii. Behavior or circumstances which put the student at an imminent safety risk, including repeated or alarming levels of prohibited substance abuse;
- iii. Serious mental health concerns.

## **BYSTANDER INTERVENTION**

### **A. General.**

SOU prohibits all forms of sexual harassment and sexual violence, which include, but are not limited to, the offenses of sexual assault, dating violence, domestic violence and stalking. University officials respond swiftly to all reports of these incidents to provide support services for those who have experienced sexual or relationship violence or stalking; protect the rights of all students under Title IX and Clery obligations; apply the Code of Student Conduct; and cooperate fully with law enforcement.

Sexual violence affects everyone: individuals, families, communities and the larger society. While some forms of sexual violence might not be illegal, such as sexist and sexually violent jokes, comments about someone's appearance, sexual orientation or gender identity, catcalling, sexually explicit comments and vulgar gestures, this does not make them any less threatening or harmful to the person victimized. All of these behaviors contribute to a culture that accepts sexual violence. Bystanders can speak up when they witness these actions in order to promote safety, respectful relationships and safer communities.

Research has shown that, on the average, third parties (individuals who are neither the victims nor the perpetrators of violence) prevented injuries in 1.2 million violence victimizations annually between 1993 and 1999 (Planty, 2002). The term "bystander" is used to describe these third parties. An engaged bystander is someone who intervenes before, during or after a situation when they see or hear behaviors that promote sexual

violence.

**B. What is Bystander Intervention?**

Bystander intervention is safe and positive options that may be carried out by faculty, staff or fellow students to prevent harm or intervene when there is a risk of sexual harassment, sexual assault, dating violence, domestic violence or stalking.

Bystander intervention includes recognizing situations of potential harm and understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking actions to intervene. Risk reduction are options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.



# 2018 Annual Fire Safety Report

Ashland, Oregon Campus

## **FIRE SAFETY REPORT**

### **Campus Fire Safety Act**

These annual fire safety statistics are provided in compliance with Higher Education Opportunity Act of 2008. Information is reviewed and updated on an annual basis. This Fire Safety Report is only for the Ashland, OR campus; the Higher Education Center Medford campus does not have residence halls.

### **Organization to which Students and Employees Should Report that a Fire Occurred**

A daily fire log is available for review at Campus Public Safety, 382 Wightman Street, Ashland, OR 97520. The fire log includes information about fires that occur in residential facilities including the nature, date, time and general location. A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

If a fire occurs in any Southern Oregon University building, the campus community member should immediately call 911. When calling, please provide as much information as possible about the location and possible cause of the fire.

If a member of the Southern Oregon University campus community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Public Safety has already responded, the campus community member should immediately notify Campus Public Safety to investigate and document the incident.

### **Fire Safety at SOU**

The annual fire safety report is made available as part of the university's commitment to safety and security on campus. This report contains information about university fire safety and is prepared in cooperation with University Housing, Campus Public Safety and the Office of Environmental Health and Safety.

All student housing on campus is equipped with fire extinguishers for fire safety protection. Fire drills/evacuations are conducted each term for all residence halls. Open flames are prohibited in residence halls and portable electrical appliances must be UL approved.

Residence Assistants and Residence Hall Directors are trained on fire safety annually. The procedure for evacuation for all student housing buildings is to proceed to the nearest fire exit and assemble in the nearest safe area. A count is taken and recorded.

The Higher Education Opportunity Act requires SOU to maintain a fire incident log, annually publish a fire safety report and report fire statistics annually. The fire log includes the case number for the incident, the date it took place, the location of the fire, the time of the incident, the type (e.g., accidental, arson, etc.) and the incident (a brief description of what the fire was).

**Fire Safety Report- SOU Residence Halls (Ashland, OR 97520)**

<b>Residence Hall</b>	<b>Fire Alarm</b>	<b>Fire Sprinkler</b>	<b>Partial Sprinkler</b>	<b>Smoke – Room</b>	<b>Smoke – Corridor</b>	<b>Fire Extinguisher</b>	<b>Annual Fire Drills</b>
Suzanne Homes	X	X		X	X	X	3
Madrone (1380 Madrone St.)	X	X		X	X	X	3
Cascade (1401 Oregon St.)	X		X*	X	X	X	3
Cox (600 Indiana St.)	X	X		X	X	X	3
Greensprings (450 Wightman St.)	X		X*	X	X	X	3
McLoughlin (445 Wightman Street).	X	X		X	X	X	3
Shasta (481 Wightman St.)	X	X		X	X	X	3

\* Sprinklers in common areas and basement

**Fire Safety Report- Student Apartments & Family Housing (Ashland, OR 97520)**

Physical Address	Smoke Detector	Sprinkler System	Exterior Extinguisher	Fire Alarm	# of Annual Fire Drills
<b>1361 Quincy St.</b>					
1A - 1F	X	X	X	---	0 - N/A
2A - 2F	X	X	X	---	0 - N/A
3A - 3D	X	X	X	---	0 - N/A
4A - 4F	X	X	X	---	0 - N/A
5A - 5D	X	X	X	---	0 - N/A
6A - 6L	X	X	X	---	0 - N/A
7A - & 7B	X	X	X	---	0 - N/A
8A - 8D	X	X	X	---	0 - N/A
9A - 9H	X	X	X	---	0 - N/A
10A - 10F	X	X	X	---	0 - N/A
11A - 11D	X	X	X	---	0 - N/A
12A - 12L	X	X	X	---	0 - N/A
13A & 13B	X	X	X	---	0 - N/A
14A - 14D	X	X	X	---	0 - N/A
15A - 15H	X	X	X	---	0 - N/A
16A - 16F	X	X	X	---	0 - N/A
17A - 17D	X	X	X	---	0 - N/A
18A - 18L	X	X	X	---	0 - N/A
19A & 19B	X	X	X	---	0 - N/A
20A - 20D	X	X	X	---	0 - N/A
21A - 21H	X	X	X	---	0 - N/A
22A - 22F	X	X	X	---	0 - N/A
<b>Wightman St.</b>					
40#1 - 40#8	X	X	X	---	0 - N/A
120#1 - 120#4	X	---	X	---	0 - N/A
144#1 - 144#3	X	---	X	---	0 - N/A
60#1 - 60#3	X	---	X	---	0 - N/A
132#1 & 132#2	X	---	X	---	0 - N/A
72#1 - 72#4	X	---	X	---	0 - N/A
84#1 - 84#5	X	---	X	---	0 - N/A
96#1 - 96#3	X	---	X	---	0 - N/A
108#1 - 108#3	X	---	X	---	0 - N/A

**SOU Campus Housing Fire Statistics for 2015, 2016, and 2017:**

The below incidents are for reported fires in campus housing facilities only. Any fires at other on campus non-housing locations are not included in the following:

<b>SOU On Campus Housing Fire Statistics: 2017</b>					
<b>Case #</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Type</b>	<b>Incident</b>
17-148	04/06/2017	Shasta Hall: 3rd floor Stairwell	10:45am	Arson/ Intentional	Burning of flyer on wall
17-393	10/08/2017	Family Housing: Unit # 6C	3:13pm	Accidental/ Unintentional	Cigarette not put out completely, caught porch on fire

<b>SOU On Campus Housing Fire Statistics: 2016</b>					
<b>Case #</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Type</b>	<b>Incident</b>
N/A					In 2016 there were <b>zero</b> fires reported in on campus student housing facilities.

<b>SOU On Campus Housing Fire Statistics: 2015</b>					
<b>Case #</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Type</b>	<b>Incident</b>
15-025	01/17/2015	Shasta Hall: 481 Wightman St.	9:30pm	Intentional/ Arson	Burning of paper door tag
15-146	03/10/2015	Madrone Hall: 1380 Madrone St	9:40pm	Unintentional	Paper towel roll caught on fire. Unknown cause
15-483	10/18/2015	Housing: 1058 Henry St.	8:20pm	Unintentional	Cooking oil fire

## Fire Emergency Guide: Residence Halls

### Fire Extinguishers

All SOU buildings are equipped with portable fire extinguishers. These extinguishers may be used to put out an incipient fire. An incipient fire is defined as a fire in its initial stage and is no larger than a trash can fire. Anyone attempting to extinguish a fire should remember the PASS system. Even after extinguishing a fire, call 911 as soon as it is safe to do so. Only AFR can determine that a fire has been put out entirely.

- **P**ull the pin from the handle.
- **A**im the nozzle at the base of the fire.
- **S**queeze the handle to activate the extinguisher.
- **S**weep the nozzle from side to side at the base of the flame until the fire is out.

Fires are classified into four types: A – ordinary combustibles, B – flammable liquids, C – electrical and D – flammable metals. Fire extinguishers are grouped into five classes (A, B, C, D and K), each of which extinguishes a specific type of fire:

**Class A Extinguishers** will put out fires in ordinary combustibles, such as wood and paper.

**Class B Extinguishers** should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc.

**Class C Extinguishers** are suitable for use on electrically energized fires.

**Class D Extinguishers** are designed for use on flammable metals.

**Class K Extinguishers** are specific for kitchen fires involving burning oil or grease.

### Response to Fire and/or Alarms

If you discover or suspect there is a fire, pull the nearest fire alarm and exit the building. Make an attempt to warn others as you leave. On exiting the building, occupants shall proceed to the nearest safe area away from the building. First contact the Fire Department at 911, then contact Campus Public Safety at 541-552-6911 from a safe location. Do not re-enter the building until Fire Department or Campus Public Safety personnel give permission. The silencing of a fire alarm does not mean it is safe to return to a building.

### If You See a Fire

1. Immediately pull the nearest fire alarm pull station.
2. Call 911.
3. If the fire is small and controllable, attempt to put it out, but do not endanger yourself. Don't forget to use the **PASS** system (mentioned above) when using a fire extinguisher.
4. If you cannot put out the fire with **one** fire extinguisher, leave the building, knocking on doors, yelling for students to leave and evacuating students on your way out.
5. Call professional staff on-call.
6. Follow the evacuation procedure developed for your hall(s).
7. Make certain that students/guests are far enough away from the building to be safe and not in the parking lot or street when an emergency vehicle might be coming.

8. Inform AFR if you believe any students are still in the building and in danger or if you have any students with mobility concerns.
9. After situation is completed, submit an IR documenting what happened in detail.

### **If the Fire Alarm Goes Off**

1. Call 911.
2. Evacuate the building, instructing residents to leave on your way out.
3. Call the professional staff on-call.
4. Follow the evacuation procedure developed for your hall(s).
5. Make certain that students/guests are far enough away from the building to be safe and not in the parking lot or street where an emergency vehicle might be coming.
6. Inform Ashland Fire and Rescue if you believe any students are still in the building and in danger or if you have any students with mobility concerns.
7. After situation is completed, submit an incident report documenting what happened in detail.

### **Policy Statement**

Residence hall students will not tamper with fire safety equipment. This includes pull stations, smoke detectors, sprinklers or fire extinguishers. Residence hall students will report equipment malfunctions to Maintenance. Residence hall students must also evacuate the building in a reasonable and timely manner during the sounding of a fire alarm.

Evacuation drills are coordinated by University Housing at least once each term for all of the residence halls to ensure all residents are familiar with the alarm and evacuation procedures. Thus, the emergency response and evacuation procedures are tested at least three times each year and, for some of the buildings, four times a year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a building evacuation. Southern Oregon University staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. At Southern Oregon University, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. Emergency procedures, including evacuation routes, are posted on the back of every residence hall room door.

During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the university an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Campus Public Safety and University Housing staff to evaluate egress and behavioral patterns. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation procedures from their Resident Assistant at the beginning of the academic year.

The residence hall staff members are trained in these procedures as well and act as ongoing resources for the students living in residential facilities. In addition, other policies have been implemented to ensure the safety of all who live on campus. The following is verbiage relating to fire/hazards within the housing contract, which is signed by residents upon move in:

The university regards room entry for purposes of improvements, maintenance, cleaning, and recovery of unauthorized university-owned property, and fire and safety as necessary for the health and general welfare of all residents. Therefore, entry is agreed to and authorized by the resident. The following are prohibited:

- Carrying or possessing firearms, explosives (including fireworks), dangerous chemicals, martial arts weapons, air-powered guns and rifles, any device that produces a projectile through a barrel or other dangerous weapons or replicas of any of the above-mentioned items.
- Tampering with fire safety equipment, including pull stations, smoke detectors, sprinklers or fire extinguishers. Doing so will result in disciplinary action that could include removal from University Housing and assessed fines. The resident will report equipment malfunctions and evacuate the buildings on any and all fire alarms.
- Cooking in residence hall rooms.
- Having a space heater, halogen lamp, microwave, refrigerator or open cooking element in the resident's room, unless provided by the university.
- Burning a candle, creating an open flame or storing propane or gas.
- Smoking any substance, including E-cigarettes, or burning incense in the residence halls.

All spaces, including resident rooms, balconies and entryways, within University Housing are designated non smoking areas. Violations of this policy may result in disciplinary action as outlined in the University Handbook and Community Standards and Housing Policies.

### **Fire Evacuation Locations for Residence Halls**

Greensprings: All Greensprings students are to evacuate to the quad between Shasta & McLoughlin. Students must be clear of the pedestrian pathways at all times to not impair emergency vehicle access.

Shasta: All Shasta students are to evacuate through the three stairwells to the grass area past the Shasta parking lot along Ashland Street. Students and/or staff are to not use the elevator to exit the building during a fire alarm.

McLoughlin: All McLoughlin students are to evacuate through the three stairwells to the grass area past the Shasta parking lot along Ashland Street. Students and/or staff are to not use the elevator to exit the building

during a fire alarm.

The Dining Commons (The Hawk and The Landing): All guests are to evacuate to the courtyard between Shasta & McLoughlin. Students must be clear of the pedestrian pathways at all times to not impair emergency vehicle access.

Madrone: All Madrone students will evacuate out the two primary exits. The first exit used is the front door facing Susanne Homes Hall. Students using this exit will gather down the stairs on the sidewalk on the corner of Indiana Street and Madrone Street. The second exits will be the back doors on the first and second floor. Students using this exit will gather at the back end of the Madrone parking lot. Students and/or staff are to not use the elevator to exit the building during a fire alarm.

Cox Hall: All guests are to evacuate through the nearest safe exit and continue to Cox Lawn.

Cascade Complex (Aspen, Baker & Cedar Hall): All guests are to evacuate through the nearest safe exit and continue to the Cox Hall Lawn.

## **Fire Emergency Guide: Student Apartments and Family Housing**

Residents of student apartments and family housing are given physical copies of the following evacuation plans upon move in to inform residents of the fire safety features of their buildings.

In the event of a fire emergency inside:

- Leave your apartment immediately
- Call 9-1-1
- Once outside, go to the designated meeting place
- Do not return to the building until the fire department has said it is safe to re-enter.

Your apartment building is equipped with fire safety equipment and tools which will help to protect you.

### **Smoke Alarms**

Each apartment is equipped with smoke alarms. The smoke alarms are powered either by electricity with battery backup or non-electric with a 10 year battery as the sole power. In order to make sure the smoke alarm works when it is needed, please do the following:

- Test the smoke alarm monthly
- Change the smoke alarm battery annually (unless equipped with 10 year battery)
- Never remove or disable the smoke alarm

### **Portable Fire Extinguishers**

Each apartment building has been equipped with a fire extinguisher. These extinguishers can be used by residents to put out a small fire if safe to do so. Please familiarize yourself with the location of fire extinguishers in the event you need to use one. Do not jeopardize your safety or the safety of others by attempting to put out a fire that is more than one fire extinguisher can extinguish. A trash can or stove top fire may be within the scope of one fire extinguisher. If a skillet or pan catches fire, the quickest way to extinguish is putting a lid on it if safe to do so.

Some apartments are equipped with sprinkler systems. These are designed to give residents time to escape. Student Apartments and Family Housing do not have fire alarm systems.

# Student Apartments and Family Housing Emergency Evacuation Assembly Areas

In the event of the need to evacuate for any emergency, including fire, earthquake or other natural or human caused reason, please proceed to the common lawn area of each section as noted with the red star on the aerial view below, if safe to do so. Please do not gather in parking lots as it may impede the response from emergency crews. If it is not safe to proceed to the common lawn areas, please stay as near the front of your apartment building as possible if safe to do so. It will be much easier to account for our residents.

