My personal emergency information

Name
Local phone
Home phone
In case of emergency, call
Doctor’s name
Relationship
Address
Telephone
Blood type
Allergies
Medication
Auto insurance co.
Address
Agent
Policy no.
Medical insurance
Address
Agent
Policy no.
Other personal information

Notes


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Western Oregon University is the oldest liberal arts university in the Oregon University System. It consists of 160 acres and 39 buildings where faculty, staff and students live, study, learn and recreate. More than 5,500 students attend WOU from nearly every county in Oregon, many U.S. states and foreign nations. Located in Monmouth, Oregon, with a population of more than 9,000, it is just 20 minutes from the state capital of Salem. The university is within an hour of Oregon’s two largest cities, Portland and Eugene, and between the state’s three largest universities. It is a unique area with a small-town atmosphere but within minutes of the fast-paced major cities and population centers.

Western Oregon University is an open campus with no physical barriers between the university and the outside world. It is very easy to assume we are totally crime free. This booklet is intended to help us preserve a low rate of crime and maintain a safe environment for all of us. To do this, we need your help!

Campus environment

- Campus safety at Western Oregon University is a combined effort among the administration, faculty, staff and students. It is our desire to create and promote an open environment that encourages learning and freedom among all who come to the university.

- WOU considers your safety a very important part of your educational experience. It is also important to preserve an open environment where faculty, staff and students feel a sense of safety to academically explore the issues of the day. With this goal in mind, Western Oregon is committed to providing a competent and professional campus safety program that is administered using up-to-date procedures, trained and professional staff, and sufficient staffing levels to preserve a reasonably secure campus for all members of our university community.

- It is important for all of us to know and be aware that no university campus or community is totally risk free of crime. Western Oregon University’s president and administration strongly believe everyone has an important role in providing a safe learning environment. To accomplish this goal, everyone is responsible to use common sense precautions and practice crime prevention to reduce our vulnerability and the opportunity for criminal activity around us. Crime happens in our society, in Monmouth and at Western Oregon. To reduce the possibility that any faculty, staff or students may be exposed to hazards, WOU has taken steps and initiatives that are described in this booklet to help reduce the risks that may be present.

- Safety at Western Oregon University is under the direction and oversight of the Vice President for Finance and Administration and Director of Public Safety. The program is designed proactively, responding with visibility, education, prevention and immediate response to incidents at the university.

- The Western Oregon University Department of Campus Public Safety and the Office of the Vice President for Student Affairs work in conjunction each year to prepare the Campus Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement agencies, University Residential Services, and Campus Judicial Affairs Office. This report contains specific crime statistics and safety policies, information on crime prevention, and contact numbers.

In accordance with the 2008 changes to the Higher Education Opportunity Act, institutions that maintain on campus housing, shall, on an annual basis, publish a fire safety report. This new report requires an institution to report to the public, the statistics it reports to the Department of Education in its annual fire safety report, in the same manner as the current regulations require of the annual security act. In compliance with the new regulations, the fire safety report is being combined into the annual Clery Report information that Western Oregon University publishes on an annual basis and the new report will become the Clery Compliance and Fire Safety Reporting Campus Community Safety Guide.

Vice President for Student Affairs Office Report

<table>
<thead>
<tr>
<th>Crime</th>
<th>2007 A</th>
<th>2008 A</th>
<th>2009 A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime</td>
<td>2007 B</td>
<td>2008 B</td>
<td>2009 B</td>
</tr>
<tr>
<td>Homicide</td>
<td>2007 C</td>
<td>2008 C</td>
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</tr>
<tr>
<td>Criminal</td>
<td>2007 D</td>
<td>2008 D</td>
<td>2009 D</td>
</tr>
</tbody>
</table>

- **Denotes statistics not required by Cleary Act.

A = On campus  B = Residential facilities (subset of on campus numbers)  C = Public property  D = Non-campus property

These incidents were either referred to the Vice President for Student Affairs or reported directly to them for Student Conduct Action.

Legend:

**These incidents were either referred to the Vice President for Student Affairs or reported directly to them for Student Conduct Action.

= Public property

= Non-campus property

= Residential facilities (subset of on campus numbers)

= Non-campus property

= Public property

Legend:

A = On campus  B = Residential facilities (subset of on campus numbers)  C = Public property  D = Non-campus property

These incidents were either referred to the Vice President for Student Affairs or reported directly to them for Student Conduct Action.

**Denotes statistics not required by Cleary Act.
### Western Oregon University Public Safety Activity Report

<table>
<thead>
<tr>
<th></th>
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**Legend:**
- A = On Campus
- B = Residential Facilities (Subset of On Campus number)
- C = Public Property, and
- D = Non-Campus Property

### Other Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
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<tr>
<td>Buildings Locked</td>
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<td>Alarm Responses</td>
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<td>Fire Alarms - False</td>
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<td>157</td>
<td>192</td>
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<tr>
<td>Fire Alarms - Actual***</td>
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<td>Vehicle Assists</td>
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<td>361</td>
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<td>Safe Escorts</td>
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<td>General Campus Service Calls</td>
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<tr>
<td><strong>Total</strong></td>
<td>23,472</td>
<td>30,920</td>
<td>29,044</td>
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</tbody>
</table>

*Denotes statistics not required Cleary Act.

**Include responses to alarms caused by smoke detectors due to miscellaneous reasons (i.e., burnt food, kilns smoking, etc.) New category as of 2007.

### Responsibility

The primary responsibility of our Campus Public Safety Department is to protect our university community by providing general assistance to visitors, employees and others doing business or associated with the university and safeguard the vehicles, buildings and property on campus.

### Monmouth Police

The Monmouth Police Department is the primary law enforcement agency in Monmouth. They have jurisdiction and will respond, upon our request, to all crimes against the state of Oregon Revised Statutes and Oregon Administrative Rules Violations. They have sworn officers who patrol the city 24 hours a day and seven days a week.

All major crime incidents on campus will generally be handled by or include the Monmouth Police Department in cooperation with Campus Public Safety. As a general operating procedure, Monmouth Police will conduct all investigations or arrests as the responsible law enforcement jurisdiction. This response to calls for criminal investigation currently is handled by mutual agreement.

The Campus Public Safety Department at Western Oregon University serves all students, staff, faculty and guests to our campus community. The department has a director, assistant director, officers and office support. Student staff members assist with building lockups, escorts and related responsibilities.
1. Can I be arrested by a public safety officer?

Yes! The Public Safety officers are sworn officers with the legal power of arrest, stop and detain authority prescribed by Oregon Revised Statutes. Because of shared jurisdiction, in most cases these will be in concert with the Monmouth Police Department.

2. What happens if I fail to comply or follow the direction of a uniformed public safety officer?

If you have committed a crime, you may be arrested and cited into the local Polk County court system. If you fail to comply with the officer's direction, it may result in student conduct violations and turned over to the Vice President for Student Affairs for disciplinary action, up to and including removal from school (administrative). Both criminal and administrative sanctions may be assessed for the same violation.

3. Is Western a safe university?

Yes. However, like all communities, you will be vulnerable if you fail to take safety precautions when moving about the campus community. Always walk in pairs after dark. Travel the sidewalk corridor and follow the paw prints on the sidewalks. Lock valuables up; always lock your car and room. If you are returning late at night, call the public safety office for a “free” escort from your vehicle to your room. Remember that the campus is open to the community at large.

4. What are the most common crimes on campus?

The number one crime on campus is THEFT! Over 70% of all incidents reported are theft and nearly ALL were preventable. Lock up your personal items. Do not prop your door open. Lock valuables in the car in your trunk. Do not leave books, backpacks or other loose items on chairs or unattended in the buildings, library or classroom (they will get taken). Every year students report items of theft from their unlocked rooms, laundry rooms, library, lockers without locks, dining areas, etc. ALL WERE PREVENTABLE. Do not take safety for granted … lock it up.

5. What if I get caught with alcohol on campus or in my room?

Without specific authorization, alcohol is prohibited on the university campus. Violations will result in immediate intervention including arrest, conduct code violations or both. Each year there are students who violate this policy and are cited into court for minor in possession and/or receive sanctions from the University Conduct Committee up to and including removal from school.

6. What incidents most often result in removal from the university?

Sexual assault, assaults (fighting) and drugs. There is zero tolerance for any of these incidents in our living community. They will be investigated immediately and swift intervention including legal action is likely to occur. Additionally, removal from school, civil action and arrest are possible. You do not have to tolerate any of these illegal activities and we ask that you report them immediately.

7. What should I do if I know that a crime or university student conduct code is being violated?

Report it immediately to the Public Safety Office, your RA, Advisor, a friend who can report it for you, Student Affairs, University Counseling office, University Health Center, etc. We want to help you report the information so we can.

8. Do public safety officers have the right to confiscate my property?

Yes. The property may be confiscated if it is in violation of university policy. Usually items considered weapons (anything not approved by the student code of conduct) are the most likely to be removed for safety of the campus community. Property, which is considered part of a crime, may be confiscated and turned over to the Monmouth Police Department until such time as the incident is resolved.

9. If I’m involved in an accident, will the school contact my parents?

The only time the university will contact the parents is in times of extreme emergencies where the person is unable to, or if we are asked to do so by the student. We are not at liberty to disclose student information to those not associated directly with the incident. Parents are not considered a part of this process and will not be contacted unless the student requests us to. The exception to this is if the student is under 18 years of age and not emancipated.

### 2009 Descriptions of WOU fire safety systems for residence halls and family housing

<table>
<thead>
<tr>
<th>Residence halls</th>
<th>On site fire alarm monitoring</th>
<th>Full sprinkler system</th>
<th>Partial sprinkler system</th>
<th>In room/unit smoke detection</th>
<th>Corridor smoke detection</th>
<th>Fire extinguisher checks</th>
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<td>Butler Hall</td>
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<td>Apartments</td>
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</tbody>
</table>

### Reported Fires in WOU Residential Facilities

<table>
<thead>
<tr>
<th>Residence halls</th>
<th>Date</th>
<th>Time</th>
<th>Cause of fire</th>
<th>Number of injuries requiring treatment</th>
<th>Number of deaths related to fire</th>
<th>Estimated value of property damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ackerman Hall</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Barnum Hall</td>
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<tr>
<td>Butler Hall</td>
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<tr>
<td>Gentle Hall</td>
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<tr>
<td>Heritage Hall</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landers Hall</td>
<td>2/25/09</td>
<td>10:35 p.m.</td>
<td>burnt poster</td>
<td>0</td>
<td>0</td>
<td>$200</td>
</tr>
<tr>
<td>Arbor Park</td>
<td>10/3/08</td>
<td>6:37 p.m.</td>
<td>burnt picture</td>
<td>0</td>
<td>0</td>
<td>$200</td>
</tr>
<tr>
<td>Family housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Alder View</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Townhomes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knox Street</td>
<td>9/22/09</td>
<td>11:45 a.m.</td>
<td>electrical</td>
<td>0</td>
<td>0</td>
<td>$355.00</td>
</tr>
</tbody>
</table>
IN CASE OF FIRE, SOUND THE NEAREST FIRE ALARM AND EVACUATE THE BUILDING!

Evacuation procedures are as follows:

- Put on coat and shoes. Make sure you have your keys/fob.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters (call 911) and advise them that you are trapped in your room and the residence hall name and room number.
- Keep your head low and move quickly to the nearest exit.
- If you can, do not breathe the smoke, cover your mouth and nose with a cloth, and if the smoke is heavy drop to your knees and crawl to the nearest exit.
- Shut your door tightly when you leave.

Exit your building as follows:

- Butler: exit and move towards the Grove across the fire lane.
- Barnum and Gentle: exit and proceed across the J Loop parking lot to the west side of the fire lane.
- Landers: exit and proceed towards Public Safety to the north side of the fire lane.
- Heritage: exit and proceed to north or south of fire lanes behind pillars.
- Arbor Park and Alder View: exit and proceed to Parking Lot J.
- Knox St. Apartments: exit and proceed east (away from campus) across Knox St.
- Ackerman Hall: the east half of the facility will exit and go to Lot H and the University Center, the west half will exit and go to Lot P (nearest to the NPE and Jensen Arctic Museum).

DO NOT remain in the courtyards or in close proximity to the buildings. Remain in designated locations until cleared for re-entry by either the Area Coordinator (AC) or a member of the University Housing staff acting on behalf of the AC.

Always be alert for the arrival of emergency services apparatus and equipment, do not stand in driveways or roadways.

Fire life safety equipment

Fire extinguishers are placed throughout the campus and the residence halls for the protection and use by the campus community. The residential staffs (RA’s and AC’s) are all trained yearly on fire life safety and on the proper use of the extinguishers. In the event you come across a small fire (never attempt to fight a large fire or one that blocks your escape route) and an extinguisher is available, remember the proper use is: PASS

Pull - Pull the pin
Aim - Aim at the base of the fire
Squeeze - Squeeze the handle
Sweep - Sweep slowly from side to side

Smoke detectors and alarms are installed in each residential room as well as hallways and common areas for the safety and protection of the residents. The devices are inspected annually as well as on an as needed basis. In the event the smoke detector in your room begins to “chirp” contact Housing maintenance or Campus Public Safety immediately so that the device can be checked and serviced. In the event the detector activates, leave the area immediately and call Campus Public Safety (8-9000 or 503-838-9000) and report the activation.

Other Campus Public Safety services

- Parking - Information, guest passes, parking lot assistance, gas can loans, jump starts for dead batteries and assistance with car unlocks is available by calling the office at 503-838-8481.
- Special events - Campus Public Safety staff assist at dances, sporting events, speaking events and other university functions. The department can help provide crowd control, barricade set up, traffic control, vehicle assistance and related officer assistance associated with the function.
- Door unlocks - University community members without a key who need to access a building (with building manager approval) may request assistance after proper clearance or verification. The officer may request to see a University photo ID card for verification purposes.
- Evening escorts - Officers are generally available to assist and escort individuals who are on campus to their vehicles, buildings or other university locations after normal business hours. This is on an availability basis of the officers at the time of the request.
- Vehicle use validation - The agency verifies driving records through the Department of Motor Vehicles (DMV) for approval to drive on university business.
- Lost and found - Campus Public Safety is the central lost and found station and receives periodic turn in of lost and found property. Check with us if you have lost an item on campus!
- Crime prevention/safety information - The department is available to assess potential security or building problems or concerns as they impact you on campus. Information, brochures and assistance with procedures or developing your ideas are available upon request.

Campus Public Safety services

The normal office hours are from 8 a.m. to 5 p.m., Monday through Friday except holidays. The office is staffed 24 hours a day, 7 days a week by our student staff that covers the front desk with limited services. The Public Safety officers are on duty 24 hours a day to respond to campus incidents, building alarms, crimes, injuries or illnesses, traffic and parking accidents, safety hazards, calls for assistance, coordination with local law enforcement, crowd control, building inspections, parking enforcement and related activity. If you have an emergency situation or need assistance, it is appropriate to contact our office at 503-838-8481 (non-emergency), 503-838-9000 (emergency) or the on-duty officer 503-932-3419 (cell phone).

Crime prevention/education

The Campus Public Safety Department supports crime prevention through a number of activities. Uniformed officers and the department director and assistant director provide various educational talks, workshops and information exchanges throughout the academic year.

The department continues to develop programs and provide the following prevention services:

- Wolf Watch - Daily incident and crime reports to the campus community, crime data and information to the media and Western Oregon Journal (student newsmagazine); posters and brochure materials in high-traffic areas; workshops you can request on theft prevention, sexual assault, alcohol/drugs, personal safety, fire/life safety and self-defense.
- Resident Assistant Program - Campus community policing and residence hall leadership training. Conducting rounds of the residence halls with the RAs.
- Alcohol Awareness Week
- University-wide presentations - (Booth/information exchange) - Preview Day, New Student Week, new student check-in, registration, summer orientation and pre-registration.

The Campus Public Safety Department publishes information, data and pamphlets that are available to all students, faculty and staff members. The department holds sessions on various topics upon request. Information is provided through workshops, films, bulletins, crime alerts, posters, brochures and notices in the university student newsmagazine.

When crimes do occur on campus, we want the university community to be aware so you can take precautions and avoid being a victim. If you have information or questions, call us at 503-838-8481.
prevent and report crime

The key to a safe university begins with self-education, taking precautions and becoming aware of prevention methods. At Western Oregon University, the Campus Public Safety Department, staff, faculty and students continue to work together and take responsibility for their own safety and are ready to assist others in time of need. This strategy is effective and works! Most incidents on campus can be avoided if we recognize we’re all potential victims and take basic precautions, such as walking in pairs when out at night or during high-risk periods, locking offices and car doors, and not leaving personal valuables unattended. The Campus Public Safety Office is always available to meet with individuals, groups, clubs, and other organizations to discuss safety, crime prevention methods and related issues.

Reporting

Western Oregon University encourages the reporting of all crimes that you witness or have information about, even minor crimes, incidents, and/or suspicious activity. It is your observation and willingness to help that makes a difference. Campus Public Safety views a false alarm much more valuable than missing a real crime because someone didn’t think it was important to report.

WE NEED YOUR HELP! If we don’t know or aren’t informed about crime, we can’t inform the university community and shift our resources and/or patrols to high-risk areas. Please report all crimes!

All reports will be investigated by the appropriate authorities. Reports made to licensed counselors and campus clergy are exempt from reporting requirements; however, if and when they deem it appropriate, they may file voluntary, confidential reports with the Campus Public Safety Department.

In the event a situation arises either on or off campus, that, in the judgment of the Campus Public Safety Director, constitutes an ongoing or continuing threat a campus wide “timely warning” alert will be sent out campus wide. The alert may be disseminated by; WOU Alert, electronic medium (e-mail system), posters on bulletin boards, or inclusion in the campus news media- whichever is appropriate for the information.

To report a crime:

To report a crime or an emergency, members of the campus community should call Campus Public Safety at 8-9000 (503-838-9000) on campus or 9-911 to reach the Monmouth Police Department. One or more of our agencies will respond immediately.

NO CHARGE to dial 911

Fire inspections and fire code violations

Fire Safety Inspections are conducted during Fall Term by the Oregon State Fire Marshal or a person acting on his or her behalf, who will do a fire inspection of every residence hall room. You will be notified as to when these inspections will take place, and you will be required to allow the Fire Marshal, or his or her designee (residential staff), entrance to your room for inspection. If you or your roommates are not home, the room will be inspected without your presence and a note will be left indicating the status of your room.

Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to make immediate compliance. If the violations have not been corrected after an unannounced re-inspection, you and/or your roommate will be fined a minimum of $25.00 per violation, and will be subject to disciplinary action. Some common violations are as follows:

- Use of lightweight extension cords. Use only approved power strips with circuit breakers.
- Over 50% of walls covered with combustibles (posters, signs, cloth of any kind, etc.).
- Any combustibles on the ceiling.
- Use of unapproved multi-taps. All multi-taps must have a circuit breaker.
- Disconnecting the battery in the smoke detector, or dismantling the smoke detector.
- Storing or placing items within 18 inches of the sprinkler head (Heritage and Arbor Park only), or storing anything within 32 inches of the ceiling in any other hall.

Violation of the fire code or rules pertaining to fire and life safety which may involve the State Fire Marshal and possible criminal action include:

(a) Tampering with, playing with, intentionally damaging, or accidentally damaging fire alarms, smoke detectors (including disconnecting or removing the battery in the smoke detector in your room), extinguishers, or other fire/life safety equipment.
(b) False Alarms: Setting off a general and/or smoke alarm in a residence hall for false reasons.
(c) Failure to evacuate a residential facility under a general alarm or whenever directed to do so by a university official (including Resident Assistants); or unauthorized use of a fire escape at times other than during an evacuation or emergency.
(d) Storage of flammable liquids/gases and other materials (Propane, gasoline, etc.).

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(d) Storage of flammable liquids/gases and other materials (Propane, gasoline, etc.).
Residential policy on smoking, electrical appliances, open flames

Each student who occupies one of the on-campus residential units enters into an agreement with the University of Oregon, Department in which the following items and policies are included. For a full copy of the Guide to Residential Living you can go to the following web location: www.wou.edu/student/residences/contracts.php

- Smoking in or around the Residence Halls (outside of designated exterior smoking areas) or within 10 feet of any building or entry to building is prohibited. Covered smoking areas are available outside several of the residence halls for use by those who wish to smoke.

- Cooking/Electrical Appliances/Equipment/Open Flames/Flammable Materials and items that are prohibited include but are not limited to:
  
  a. Cooking in any of the residential rooms on campus, excluding those residential facilities which have kitchen or kitchenette spaces.
  
  b. Possession or use of a blender, rice cooker, toaster, or any appliances (i.e., George Foreman Grills®) with open heating surfaces in rooms without kitchens.
  
  c. Use of a refrigerator larger than 20 inches wide by 20 inches deep by 36 inches high.
  
  d. Possession or use of a halogen light.
  
  e. Possession or use of an electric blanket.
  
  f. Possession or use of a space heater.
  
  g. Possession or use of a single element burner.
  
  h. Storage of flammable liquids/gases and other materials (Propane, gasoline, etc.).
  
  i. The use of open flame devices including but not limited to candles and incense in or around the residence halls.

How to describe a suspect and automobile

Try to note the following characteristics of suspicious persons and automobiles and report them to Campus Public Safety:

**Person**

- Sex
- Age
- Weight
- Hair
- Eye color
- Hat
- Glasses
- Complexion
- Mustache/beard
- Speech style
- Tattoos
- Amputations
- Earings

**Automobile**

- Make
- Color
- Body style (two-door, convertible, etc.)
- Year
- License plate number
- Identifying marks or scratches

Remember, Campus Public Safety officers cannot be everywhere at once and they depend on individuals in the community to assist in crime prevention by reporting suspicious activities.

Solitors

Report solicitors in the residence halls or buildings to Campus Public Safety. Although student groups are permitted to go door-to-door in the residence halls, solicitation is not allowed by persons not associated with Western Oregon University. If a solicitor or any suspicious-looking person approaches you in the halls, jot down a description and call the Public Safety Office at 503-838-8481 as soon as possible. Do not confront the person.

Peeping Toms

- It is usually best not to yell or try to detain an offender. He or she may panic and react in an unpredictable manner.
- If an offender runs away, note the direction in which he/she traveled. If there is a place from which you can observe safely, watch to see if he/she gets into a car, goes to another hall, etc. Try to get a good description of the person and report the incident by calling 8-9000 immediately.

Residence hall safety

Campus Public Safety officers routinely patrol the residence halls with the RA’s and respond to requests and assist students as needed. Officers are generally within a couple of minutes response time. Public areas of the halls are accessible to hall residents and their visitors. Heritage and Landers’ halls are locked 24 hours a day, and Barnum, Butler and Gentle lock at 12 a.m., Sunday through Thursday and at 2 a.m. on Friday and Saturday. After these times, doors are locked and only persons with keys to the halls can enter. Public Safety officers do patrol the area. However, hall residents must be certain doors are locked and they should watch for unusual persons or circumstances.

The halls have student resident assistants on duty in the evening. They also make routine rounds and hall checks and have someone on call at all times (access is limited only to the extent residents abide by the procedures). Visitors and guests are to be escorted and checked in by the Residential Service Center (RSC) pursuant to rule 22. Students should call Campus Public Safety at 8-9000 whenever they observe unusual circumstances or need safety assistance.
Missing student

Recent changes to the Higher Education Opportunity Act (2008) provide that any student residing in on-campus housing who is believed to be missing, regardless of age, should be reported as a missing person and an investigation into their disappearance will be made.

If a member of the university community has reason to believe that a student has been missing for 24 hours or more, they should report their beliefs to the Campus Public Safety Department, the Dean of Students Office, the Office of the Vice President for Student Affairs, or the local law enforcement agency where the student resides. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the Campus Public Safety Department, the Office of Student Affairs, the Office of University Housing, and the Monmouth Police Department. If the student is an on-campus resident, the Campus Public Safety Department will secure authorization from University officials to make a welfare entry into the student’s room. If an off-campus student resident, Campus Public Safety will inform law enforcement.

Emergency contact selection

Each student residing in an on-campus residential facility has the option to select an emergency contact person for notification in the event the student should become missing. The University will notify the selected contact within 24 hours if the student is determined to actually be a missing person by Campus Public Safety or the local law enforcement agency.

At this time the emergency contact will be noted on the emergency contact form that is maintained by the University Housing office and accessible only to the residential staff, Campus Public Safety or the law enforcement agency investigating the missing person report. In the event the missing student is under 18 years of age and not emancipated at the time the student is reported missing, the University must notify a custodial parent or guardian. The University will also notify the local law enforcement agency of jurisdiction (on-campus is Monmouth Police) if it is determined that the student meets the missing person criteria and is under 18 years of age.

Standards of conduct and policies governing student conduct

Disciplinary sanctions as serious as suspension or expulsion by the university or eviction from campus housing may be imposed against any student found guilty of committing attempting to commit or intentionally assisting in the commission of any of the offenses listed in WOU’s Code of Student Responsibility, Residence Hall Handbook, and Auxiliary Contract.

Residents should read and understand these agreements. For questions contact the office of the Dean of Students or the Vice President for Student Affairs.

Pedestrian safety zones—regarding mopeds, scooters, and motorcycles

No motorcycle, motor scooter or moped shall be driven, operated, stopped, left standing or parked anywhere except for marked parking lots and streets. These vehicles may not be operated within an area closed to other motor vehicles.

Small-wheeling across university

- Wheels - be sure your skates or skateboard are in good repair. The wheels should be in good shape, with the bearings free of grit and able to turn freely.
- Helmet - you may not think that it’s fashionable to wear one, but you should never roll without one. You can get moving pretty fast and even the best have accidents now and then. Your helmet could save your life.
- Pads - like your helmet, knee and elbow pads and wrist guards can be life savers. Wear them! No matter how good you are, you could still have accidents due to the mistakes of others.
- Clothing - it is very important that you be visible while skating across campus. Always wear bright and/or reflective clothing for maximum visibility, both day and night.

Skating into trouble

If you break the rules, there are consequences. You can and will be asked to refrain from skating on campus. You can also face a criminal trespass notice issued to you to stay off the Western Oregon University campus.

If you are a student or faculty/staff member at WOU, you are subject to institution disciplinary proceedings as well. If you are not, you may be required to take off the skates or stop using the skateboard and leave the immediate premises and/or property controlled by Western Oregon University. It doesn’t have to be an officer with Campus Public Safety requesting that you leave — any authorized agent of the university can do it, and this includes building managers, deans, department heads and directors.Only the cautious use of skates and skateboards is permitted on university property. This means no stunts and no skating in or on buildings, or structures, and you must always yield the right-of-way to pedestrians.

University policy

It is the policy of Western Oregon University that only university affiliated students, staff and faculty are authorized to use skateboards, roller blades or roller skates on the WOU campus. This includes sidewalks, entry ways, patios, alleys, streets, parking lots, tennis courts or common areas frequented by pedestrians and automobiles or other foot traffic areas unless expressly sanctioned and authorized by the president or her/his designee for university-related purposes, events or activities. All non-university individuals will be asked to leave campus for this activity.

- All users are to adhere to pedestrian laws and university policies and may not exceed six miles per hour when using university sidewalks.
- All users are to adhere to pedestrian laws and university policies when using campus streets and parking lots.
- Users may not use stairways, patios, deck areas, benches, picnic tables or other university property for jumping, as these are obvious hazards.
- Users are to refrain from using skateboards, rollerblades and roller skates in any university building and may not use the outside tennis courts for this activity unless given approval to do so.
- All users must contact Campus Public Safety (8-8481) to learn what areas are available and authorized prior to playing any sort of games in or on university property.

Skating rules of the road

All skaters and skateboard users must obey all university traffic signs. On the Western Oregon University grounds, the use of skateboards and skateboards is permitted on paved roads designed for vehicular or bicycle traffic provided that you obey all traffic safety rules. This means that you must keep to the paved streets and marked bicycle paths/routes – no skating on walkways, sidewalks, loading docks, driveways or access ramps.
Bicycle safety

Below is a list of safety items that will assist any rider:

• a bike light when riding at night;
• working brakes – you can get new pads and adjustments at any bike shop;
• helmets – are required by law for everyone under 16 years of age and highly recommended for any age.

Five rules to keep in mind when riding at WOU

1. Always ride on the right side and with the flow of traffic (ride on the road and not on the sidewalks when possible).
2. Ride predictably, whether on a roadway or in a public area. Maintain a steady course and speed.
3. Obey all traffic laws. Bicyclists must STOP at marked intersections. Pedestrians have the right of way.
4. Pay attention to your surroundings. Warn pedestrians or fellow riders when you are passing them with, “on your right” or “on your left.” Likewise, pedestrians should warn bicyclists when they are placed in danger. You should also warn drivers if they are putting you in danger with their driving. (A quick yell to get their attention should suffice.)
5. Take extra care when passing parking lot exits.

Identifying your bicycle

• Always keep a record of your bicycle description including make, model, frame/serial number, size, color and number of speeds to be reported in case your bike is stolen.
• Engrave your driver’s license number and state in an inconspicuous place on your bike frame. You can borrow an engraver from the Campus Public Safety Department.
• Register your bike with Campus Public Safety.

Locking your bike

• Use a U-lock to secure your bike. When possible, lock at least your front wheel and frame. Try not to leave your bike locked free standing. A thief can easily remove the lock and walk away with the bike.
• Seriously consider using a space reduction device to make it more difficult for a thief to remove the lock.
• Don’t park your bike in a doorway or pedestrian walkway. Persons in wheelchairs must have a three-foot pathway, and bikes left in blue handicapped zones are illegal.
• Helmets – are required by law for everyone under 16 years of age and highly recommended for any age.

If you see suspicious activity or a bike theft in progress

• Dial 8-9000 from a campus phone.
• Give the Campus Public Safety staff member the time and location of the incident and description of the suspect.

If your bike is stolen, report it to Campus Public Safety (B-8481) immediately. Give them the serial number, make, model, size and color of the bike.

Bicycle accidents

• Call 8-9000 to report bicycle accidents as soon as possible.
• In non-injury accidents, survey and assess property damage.
• You must inform the damaged property owner of your name, address and phone number. Leave a note if you cannot find the owner of the property and report the accident to the police.

Abandoned bicycles

If left unattended, a bicycle may be tagged by Campus Public Safety as abandoned. If the bicycle is left unclaimed, the department may dispose of it. This abatement process is performed annually in the student living areas and other university locations at the conclusion of summer term – hence, DO NOT store your bike over the summer by locking it to a bike rack. It may be removed by the time you return to campus.

Academic building security

Most academic and administrative facilities are open to all members of the university community and public from 8 a.m. to 5 p.m. Monday through Friday, but they are closed on weekends. Some buildings can be open for longer periods to accommodate evening classes, research or other special program needs. Each academic and administrative department is responsible for unlocking its respective area. Campus Public Safety locks down the campus beginning at 5 p.m. except where evening classes or business are conducted. All buildings are locked after the evening activity is completed.

Building safety

Unauthorized entry to or use of the university facilities, including buildings and grounds, is prohibited. Each building on campus property has a designated building manager. Use of any building and/or access for special use during non-business hours requires the building manager’s approval. In the event you are working alone or are going to be in your building after normal work hours, please contact the Campus Public Safety Office to notify us of your time and location of entry. Immediately report all strangers or suspicious activity in any building to Campus Public Safety at 503-838-8481 (B-8481 from on campus phones).

Keys

Members of the university community are issued keys to help access their place of business on campus. If an issued key is lost, misplaced or stolen, you are required to report it to Campus Public Safety immediately. This is for everyone’s safety! University keys may not be duplicated, transferred or loaned to others and should be regarded as the highest level of university-wide security. Report all key issues immediately.

Exterior/grounds doors

The university maintains a strong commitment to the campus exterior safety and security. Maintenance of lighting, shrubbery, trees and other vegetation is important to all security efforts. Parking lots, pedestrian walkways, high-traffic areas and building exterior lighting and grounds are checked nightly during routine foot patrols. Doors are locked and secured each evening and shrubs, trees and vegetation are trimmed regularly and surveyed annually by the Physical Plant.

Members of the university community are encouraged to immediately report all hazards, exterior lighting deficiencies or grounds problems to the Physical Plant at 503-838-8239.

Personal safety

Everyday living

• Keep emergency phone numbers near your phone.
• Lock all doors and windows every time you leave your room, even if it is just to go to the bathroom.
• Keep house and car keys on separate rings.
• Do not lend your keys to service people you do not know well.
• Always ask service people to identify themselves before allowing them to enter your home or residence hall room.
• Get to know your neighbors so you can help each other.
• Do not keep large sums of money, jewelry or other valuable items in plain view in your home or room.
• Set radios, lights and televisions on timers when out of town.
• Leave spare keys with trusted neighbors, not under a door mat or in a flower planter off campus.

Elevators: Try to avoid entering elevators occupied by strangers. If you are waiting for an elevator with a stranger, stand away from the door to avoid being pushed inside. Get off on the next floor if you feel uneasy. Hit the alarm button if you are accosted on the elevator.

Locks: Please report any broken or malfunctioning locks to the facilities supervisor at the Physical Plant. For residence halls contact your RA or the Residential Service Center.

Firearms, munitions, explosives on university property

Possession, use or threatened use of firearms, fireworks, ammunition, explosives, chemicals or any other objects as weapons on university property or at university-sponsored or supervised activities (except as expressly authorized by law or university regulation) are prohibited. Professional law enforcement officers are the only persons permitted to possess firearms while on campus. Concealed weapons are prohibited even with a concealed carry permit under current OUS Student Code of Conduct and campus policies for students, staff, and faculty.
Walking

- Avoid dark, vacant or deserted areas; use well-lit and traveled areas.
- Avoid walking or jogging alone, especially at night. Ask a friend to jog with you.
- Call Campus Public Safety at 503-838-8481 for evening escorts on campus.
- Dress in clothes and shoes that will not hamper movement.
- Be alert and aware of your surroundings at all times.
- Report suspicious activity or noises to 503-838-9000 immediately.
- Carry a noise-making device with you at all times and call it if you suspect you are in danger, then move to a well-lit area or building and raise a commotion.
- Call 503-838-9000, 911 or activate an emergency phone in the event of an emergency.
- Western Oregon University recommends that you use the established sidewalk safety corridor. While traveling around campus after dark pay attention to the painted paw prints and signs that guide you through the most well-lit and traveled pathways on campus.
- It is recommended that you continue to walk in pairs, pay attention to your surroundings or use the Public Safety Escort program.
- Please take a moment to familiarize your self with the Sidewalk Safety Corridor map on the inside back cover of this booklet.

If you sense you are in trouble

- Move away from the potential threat if possible.
- Join any group of people nearby.
- Cross the street and increase your pace.
- If a threatening situation is imminent and people are close by to help, yell, scream or make a commotion in any way you can to get their attention. Remember, dialing 503-838-9000 and/or activating an emergency phone are part of the personal safety system.
- If you are facing an armed criminal, you may minimize the risk of injury if you comply with his/her demands; however, if your life is in immediate danger, use any defense you can to get away.

- Dial 911 first, then 503-838-9000 immediately and give a description of the suspect.

When driving...

- Have your key ready when you approach your car. Check inside and under your car to make sure no one is hiding.
- Drive on well-traveled streets and keep your car in gear while stopped.
- Keep doors locked, windows shut and keep valuables out of sight, either covered or in the trunk.
- Open the hood and stay inside if your car breaks down. If someone stops to help, do not open your window or door but have them call for assistance.
- Ask someone for specific directions before you leave if you do not know the location of your destination.
- Do not pull over until you find a well-lit public area where you can stop and ask directions if you get lost.
- Drive to a well-lit public area and call the police (911) if you suspect you are being followed.

Because carjacking has become a growing phenomenon, beware of people who:

- Yell, honk and point at your car as if something is wrong. If your car breaks down, stay inside and lock the doors. If anyone approaches to help, crack the window and ask them to call the police. Ask non-uniformed people to show identification.
- Motion and ask you to stop and lend assistance. If you want to assist someone whose car has broken down, go to the nearest phone and call the police.
- Flash headlights at you.
- Bump your vehicle from behind. If you think you were bumped intentionally, signal the other person to follow you to the nearest police station.
- Most importantly, if a person with a weapon confronts you and wants your vehicle, give it up. No car is worth being injured or losing your life over.

- Drive to a well-lit area or building and raise a commotion.
- Dial 911 immediately.
- Call 503-838-8481 if you leave campus during the school holidays:
  - Secure your bicycle to a rack or leave it in your room.
  - If you leave your car on campus, remove all valuables.
  - Place all valuables in your residence hall room out of sight and unplug all appliances before you leave.

If you stay on campus during the holiday or summer:

- Be alert to any suspicious persons around residence halls, bike racks or parking lots.
- Do not walk, jog or bike alone at night – consider asking a friend to go with you.
- Call 8-9000 immediately to report any unusual activity.

If you live off campus and are leaving for vacation:

- Lock all doors and windows securely.
- Make your house/apartment look occupied – have a friend or neighbor pick up your mail and newspapers; set your television and lights on timers; keep lawns mowed and watered.
- Leave information about your home security system, such as whether or not you have one, with a trusted friend.
- Leave your vacation itinerary with a friend.

Holiday security

Personal identity protection

Not only can thieves steal your physical possessions, they can also use your personal information to steal from you.

Many times you unknowingly provide them with this information. Here are some items you should NEVER provide to strangers over the phone:

- Your credit card number or expiration date, unless you know the company is reputable. Thieves can use these numbers to make purchases of their own.
- Your checking account number can be used to withdraw money from your account.
- Your telephone calling card number can be used to charge unwanted calls to your account.
- Your Social Security Number can be used by someone else to find out information about you or to establish a false identity. Only give it out if it is legally required.
- Your driver’s license number may allow someone to obtain information about you, such as your physical description.
- Health information, such as your insurance, medical and mental history, and doctor can be used to fraudulently obtain health care.
- Information about those who live with you and whether you live alone.
- Financial information, such as annual income or mortgage.
- Do not allow persons to make a copy of your driver’s license, identification cards, credit cards, etc. unless you know the person or company.
**Fire and Theft**

**Fire prevention**
- Keep exits and hallways clear and free of potential obstructions, such as boxes, bicycles and mattresses.
- Do not overload outlets – plug one appliance into an outlet at a time.
- Avoid using extension cords whenever possible.
- Do not use hot plates or cooking appliances in your dorm rooms with the exception of microwave ovens.
- Use large, safe ashtrays if you smoke and make sure all smoking material is fully extinguished; do not smoke in any university building. You can only smoke in designated areas.
- Be aware that candles or open flame devices are prohibited from use on campus.
- Avoid hanging lights and paper together in your room. Do not hang lights or streamers on the side of doors facing corridors and avoid hanging anything from fire sprinkler systems.

In the event of a fire
- Activate the nearest alarm and call 8-9000 immediately from a safe location if you smell smoke or detect a fire.
- Use the back of your hand to feel if a door is hot before opening it. If it is hot, leave it closed, stuff towels or clothes in the cracks and open a window.
- Open a door slowly (CAUTION: the doorknob may be hot) if it is not hot and be prepared to close it quickly if necessary.
- Exit the building cautiously – carry a towel or blanket to protect you from flames and smoke.
- Make an attempt to warn others as you leave.
- Do not re-enter the building until given approval by fire officials or the building staff.
- Go directly to your building’s Emergency Assembly Point.

**Office equipment**
- Record the serial numbers, brand names and descriptions of property or valuables that are kept in your office.
- Keep a duplicate copy of this information in another location. It can be used to recover stolen property.
- Engrave property with “Western Oregon University” and your department name.
- Have all equipment secured with a locking device.

**Car protection**
- When you leave your car, always remove the ignition key and lock all doors. If you must leave valuables in the car, lock them in the trunk.
- Engrave your car stereo and other removable equipment with your driver’s license number and home state.
- When parking at night, park in well-lit, well-traveled areas.
- Consider installing tamper-proof door lock buttons and/or a car alarm. Also consider using a lockable car cover.

**Tampering with fire equipment**
A $25 charge will be imposed for tampering with fire alarms, smoke detectors or other fire life safety equipment. This includes disconnecting or removing the battery, or by other means rendering smoke detectors inoperable, and removal of the fire EXIT signs.

**Sexual Assault**

**Sexual assault**
Sexual assault is a general term used to describe any unwanted sexual activity. It includes, but is not limited to, rape. Anyone can be the target of sexual assault, regardless of age, gender, race, ethnicity, sexual orientation, sexual history or social class. There is no stereotypical rapist. Acquaintances (people who know each other in some way) are involved in 85 percent of campus sexual assaults in the United States.

**Sexual Harassment**
Sexual harassment is a violation of federal law (Title VII and Title IX) and the Oregon Administrative Rule 580-015-0015 prohibiting any form of discrimination and Oregon Administrative Rule OAR 574-10-800(2)(e) which defines discrimination and sexual harassment as an act of discrimination. It is important that Western Oregon University provide a respectful environment for all its citizens. Sexual harassment of students, faculty or staff by other members of the university community is prohibited and will not be tolerated. Unwanted sexual activity by persons abusing positions of economic, supervisory or academic power is undesirable and oppressive. Sexual harassment is also sexual discrimination, which is against the law and administrative rules.

If you believe you are being sexually harassed, please contact the Human Resource Director. The HR Director is also the Affirmative Action officer for WOU and will deal with all harassment matters directly and confidentially. For more information: www.wou.edu/sexualharassment.

**Prevention education**
Campus Public Safety and persons involved in the Self Defense Program (503-838-8481) are available as resources for questions or comments regarding sexual assault. The self-defense program is used to develop and enhance the options of self-defense so that they may become viable considerations to the person who is attacked. Campus Public Safety has a certified instructor for the program and offers courses upon request. Please contact Campus Public Safety for more information.

**Campus Public Safety crime prevention programs**
Campus Public Safety generally holds sessions each term on “Prevention of Sexual Assaults” and “Date Rape.” Through this program and information provided to the campus community, WOU encourages everyone to report sexual offenses.

**Sexual Assault Awareness Week**
Western Oregon University sponsors a university-wide Sexual Assault Awareness week each year in which various groups sponsor events dealing with the theme of sexual assault. The university invites experts in the field to come and inform the campus community about issues related to sexual assault. Please contact the Vice President for Student Affairs Office at 503-838-8221 for information.

**Evaluate and communicate your intentions**
Sexual assault is an issue for women and men. Because 85 percent of all university rapes are committed by acquaintances, it is important that you decide what you want to happen in intimate situations.

Both women and men should consider the following:
- Pay close attention to what is happening around you. Clearly communicate your desires, limits and intentions to your date, partner or friend.
- Intercourse becomes rape when a person is under the influence of any intoxicating or controlled substance and is thereby prevented from resisting the sexual assault. Be aware that alcohol and other drugs can impair your judgment, make you slow or unable to escape from a dangerous situation.
- Previous sexual contact, regardless of frequency, does not constitute consent for sexual activity in the present or future. A current or previous dating relationship does not constitute the basis for implied consent.
- Do not assume that sexual intercourse is permissible if a person is dressed in a certain way or is incapacitated and does not give consent.
- Being turned down for sexual activity is not necessarily a personal rejection. It should be accepted as expressed because NO means NO.
If you are sexually assaulted

- Remember that you are not to blame – no one deserves to be raped.
- You should contact one of the following offices: Campus Public Safety, Vice President for Student Affairs, Student Health Services, or the Monmouth Police Department.
- For Campus Public Safety assistance, dial 8-9000 (on campus) or 503-838-9000 (off campus).
- For the Vice President for Student Affairs office, dial 8-8221 (on campus) or 503-838-8221 (off campus).
- For Student Health Services, dial 8-8313 (on campus) or 503-838-8313 (off campus).
- For police assistance, dial 9-911 (on campus) or 911 (off campus).
- Talk to someone you trust about the incident – a good friend, a family member and/or a member of the university community. Talking to someone can help you clarify your options.
- Do not wash, shower, douche, change, destroy or clean the clothes you wore during the assault. These provide vital evidence should you later decide to prosecute.
- Contacting the police department does not mean you must press charges. Ask about filing an “informational” (informal) report, which covers the expenses for a rape exam and provides a record of the incident if you later decide to file charges.

Rape evidence collection examination

A rape exam provides essential treatment for exposure to sexually transmitted diseases and pregnancy. It also collects evidence to be used against your assailant, should you choose to press charges. Campus Public Safety will assist in reporting to the Monmouth Police Department. The exam must be completed within 72 hours of the sexual assault. The examination will be conducted at a medical facility by a certified Sexual Assault Nurse (S.A.N.E.).

General medical attention

You can receive medical attention from the following areas:
- Student Health Service: 8-8313 (on campus) or 503-838-8313 (off campus)
- Salem Hospital: 503-561-5200
- West Valley Hospital (Dallas): 503-623-8301

Explore reporting options

- If you contact the police, you can choose to make either an “informational” (informal) report or a formal report. A formal report initiates a criminal investigation. An informational report is not activated until you file a formal complaint and ask police to do so.
- You can explore reporting options with Campus Safety (8-8481 or 8-8090). Ask to speak with an officer. You do not have to fill out a report or press charges against the offender.
- You can report a sexual assault that did not occur within the past 72 hours. Call 503-838-8481 and ask to speak with an officer regarding a “personal matter.” You do not have to give your name. The officer will talk to you then or call you back.

Before the earthquake

- Secure heavy furniture and equipment in your home, room or office. Do not place heavy equipment over your desk or bed. Connect bookshelves to walls.
- Relocate beds away from large glass windows.
- Assemble an emergency supply kit with the following:
  - 72-hour supply of water and non-perishable food,
  - flashlight with extra batteries,
  - radio with extra batteries,
  - first aid kit,
  - hygiene items/medications,
  - bedding,
  - shoes and clothes.
- Formulate a plan NOW with your family and/or housemates on how and where you will communicate and reunite after an earthquake.
- Learn first aid and CPR. Obtain first aid training information by contacting the Polk County Fire District at 503-838-1510.
- Because local phone lines may be down, keep an out-of-state phone contact you can use as an information center for your friends and relatives. Also, inform your parents, relatives and friends to call Campus Public Safety (503-838-8481) to find out information about the university if a major earthquake strikes here.

After an earthquake:

- If you live in a residence hall, go directly to your hall’s Emergency Assembly Point.
- Check the outside of your room, house or office for structural damage – do not re-enter the building until it has been inspected by a university official.
- Help those who are injured and administer first aid if needed.
- Check for fire hazards.
- Leave phone lines open – call for emergencies only (fire, police, ambulance).
- Keep streets clear for emergency vehicles and avoid the temptation to sight-see.
- Open doors, drawers and cupboards carefully – items may fall on you.

Emergency volunteer squads:

Each department/area on campus is recommended to have the following to assist in case of a major earthquake:
- Rescue Squad - assist physically disabled or injured persons with evacuation; move the injured to first aid station as soon as possible.
- First Aid Squad - locate safe area for a first aid station; administer first aid to the injured; inform Support Squad of the number and type of injuries so that accurate information will reach the Emergency Operations Center.
- Support Squad - send two runners to the Emergency Operations Center (located in the Campus Public Safety Building) to relay information about the damage and injuries and to act as a liaison between Campus Public Safety and your group; help establish first aid and living areas, obtain clothing and supplies needed for survival, check for fires and fire hazards, and assist those suffering psychological trauma.
Campus emergency response and evacuation procedures

- Western Oregon University is committed to maintaining a safe and secure environment for the students, faculty, staff and visitors to enjoy the campus community. In order to maintain this safe environment, WOU has institutional an updated emergency procedures manual as well as an emergency notification system. A copy of the Emergency Response Guide and the WOU Alert System information can be found at www.wou.edu/safety.

- It is the intent of the WOU administration that the campus community shall be notified immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on campus. In the event issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, then the emergency notification will not be made until safe to do so. This notification shall be made using the most appropriate method, to include the regular campus email system, telephone trees, and the WOU Alert Emergency Notification System, which includes cell phone, text messaging, emails, fax, and land line telephones.

- Upon notice of a potential event or issue, the Campus Public Safety Department (CPS) shall be notified and will make every effort to confirm that the event is occurring and that emergency notification should be considered. If the event is confirmed, CPS shall notify one or more of the following campus administration – Office of the President, Office of the Vice Presidents for Finance and Administration, Student Affairs, Academic Affairs (Provost), or Dean of Students. A decision will be made to initiate the emergency notification system and that sent out immediately, unless as stated above, there are exigent circumstances that prevent the immediate notification being sent. Notification shall also be made to the local law enforcement and fire services by CPS. Media outlets will be notified by the WOU Public Relations Department.

- The notification shall advise persons as to whether or not they should evacuate or remain in place, where to avoid and where to safely exit the campus. All building managers shall have posted in their facilities an evacuation map showing safe routes to take when exiting the building.

- Reasonable efforts will be made to provide follow-up information on an active event using the WOU website in order to keep the campus community up to date. Upon the culmination of the event an all clear notice will be sent out using the same notification system as used to initiate the original alert.

- The University shall annually review the policies and procedures and make any changes necessary for the protection of the campus community. Annual drills and exercises are to be conducted and the results of these will be documented and assessed for changes and or modifications of the policy and procedures.

Building evacuation

- You have the right to have someone present (an Advocate) with you during a medical examination or police report.

Sanctions against sexual assault offenders

Following an on-campus disciplinary procedure, university sanctions for rape, acquaintance rape or other sex offenses include actions from probation up to and including expulsion from school. The disciplinary procedures in all alleged sexual assaults include the following:

- The accuser and the accused are entitled to the same opportunities to have others present during a university disciplinary proceeding.

- Both the accuser and the accused shall be informed of the outcome of any university disciplinary proceeding alleging a sexual assault.

Other information and options

- Western Oregon University Vice President for Student Affairs Office at 8-8221 (on campus) or 503-838-8221 (off campus). This office can help you explore potential university judicial disciplinary actions that could follow a sexual assault incident in compliance with the Western Oregon University Code of Student Responsibility, which governs internal disciplinary sanctions and procedures.

- Western Oregon Campus Public Safety at 8-8481 (on campus) or 503-838-8481 (off campus) between 8 a.m. and 5 p.m. or 503-932-3419 after business hours. They will help you in any manner possible, including contacting a counselor, helping you get a medical exam, reporting an assault to the Monmouth Police Department, etc.

- Monmouth Police Department at 503-838-1109 or 911 in an emergency. They hold jurisdiction for any criminal action occurring in the city of Monmouth. Officers will respond and assist in getting an incident documented and can follow up on any needed action.
The following laws were taken from the Oregon Revised Statutes and the Oregon Vehicle Code

- No person shall peddle or deliver alcoholic liquor to or at any place, where, without a license, alcoholic liquor is sold or offered for sale. O.R.S. 471.410.
- No person shall sell, give or otherwise make available any alcoholic liquor to any person who is visibly intoxicated and no person other than the person's parent or guardian shall sell, give or otherwise make available any alcoholic liquor to a person under the age of 21 years. O.R.S. 471.410.
- No person under the age of 21 years shall attempt to purchase or acquire alcoholic liquor. Except when such minor is in a private residence accompanied by the parent or guardian of the minor and with such parent's or guardian's consent, no person under the age of 21 years shall have personal possession of alcoholic liquor. O.R.S. 471.430.
- Whenever a person who is 17 years of age or younger, but not younger than 13 years of age, is convicted of any offense described in this subsection or determined by juvenile court to have committed one of the described offenses, the court in which the person is convicted shall order a denial of driving privileges for the person so convicted.

The offenses include the delivery, manufacture or possession of controlled substances or the possession, use or abuse of alcohol. O.R.S. 809.260.

- A person commits the offense of violation of the open container law in a motor vehicle if the person does any of the following:
  - Drinks any alcoholic liquor in a motor vehicle when the vehicle is upon a highway, or;
  - Possess on one's person, while in a motor vehicle upon a highway, any bottle, can or other receptacle containing any alcoholic liquor, which has been opened, or a seal broken, or the contents of which have been partially removed, or;
  - Keeps in a motor vehicle when the vehicle is upon any highway, any bottle, can or other receptacle containing any alcoholic liquor, which has been opened, or a seal broken, or the contents of which have been partially removed, or;
  - A person commits the crime of driving while under the influence of intoxicants if the person drives a vehicle while the person:
    - has 0.8 percent or more by weight of alcohol in the blood of the person as shown by a chemical analysis of the breath or blood of the person made under O.R.S. 813.100, 813.140 or 813.150;
    - is under the influence of intoxicating liquor or a controlled substance; or
    - is under the influence of intoxicating liquor or a controlled substance. O.R.S. 813.010 (1)(a)(b)(c).

Campus policy on controlled substances and alcohol

There are many other issues involved in alcohol or drugs, including: Policy on Controlled Substances and Alcohol - Western Oregon University participates in the “Drug Free Schools and Community Act” (Public Law 101-223) and is committed to providing an environment that maximizes the potential for a drug and alcohol free lifestyle.

- Possession, consumption or furnishing alcohol beverages is prohibited anywhere on campus with certain exceptions. You should be familiar with local ordinances and university policy that regulate alcohol consumption and possession.
- The use, possession, sale, giving or exchange of illegal drugs or controlled substances is prohibited on campus by state law and university policy. Persons who violate the policy are subject to discipline and corrective intervention by the university, including possible suspension, expulsion and filing of criminal charges.
- Health Risks of Alcohol/Drugs - The health risks associated with the misuse and the abuse of mind-altering drugs, including controlled substances and alcohol, include but are not limited to: physical and psychological dependence; damage to the brain, pancreas, kidneys and lungs; high blood pressure; heart attacks; strokes; birth defects; a diminished immune system; and death.
- Drinking and Driving - In addition to the legal risks, you could be putting the lives of your friends in danger by letting them drive after drinking. If you plan on using alcohol, you should always designate a driver who will not be drinking.
- Sex and Alcohol - Many sexual assaults occur while people are under the influence of alcohol. Judgment, good decision-making skills and the ability to clearly communicate limitations are impaired when a person consumes alcohol. In addition, resistance is difficult and ineffective, thus increasing vulnerability. Alcohol sometimes gives the mistaken message that the survivor of sexual assault was “asking for it.” Nobody asks to be sexually assaulted.

Intoxication is not an excuse or defense for assaulting another person.

- Help for Addiction - The Student Health and Counseling Center provides assessment and referral services to WOU students as well as serving as an alcohol and other drug information/education resource. They can be reached at 503-838-8313.

Protecting children

Child abduction has always been a primary fear of all parents. Here are some steps parents can take to protect their children from being abducted:

- Never leave small children unattended.
- Make certain your children know their full names and your name, address and telephone number, including the area code. Teach them how to use the telephone and how to dial 911 or 0 in case they are in danger.
- Teach your children never to go anywhere with anyone who does not know a family code word.
- Teach your children never to open the door to anyone while at home alone and never tell strangers on the telephone that they are alone.
- Tell baby sitters or friends caring for your children to never let them go with anyone but you.
- Teach your children that adults ask kids for directions, so if someone in a car stops and asks for directions, they should not go in the car.
- Think about getting your child a passport, because it is difficult for an abductor to obtain another one to take your child out of the country.
- If your child is going anywhere, such as walking to school, make sure they go with other children if you cannot accompany them.
- Keep records of fingerprints, footprints, dental records and doctor information, birthmarks and birth certificates in a safe location.
- Have pictures taken every year and four times a year for preschoolers.

Machines (ATMs)

- Try to use ATMs during the daylight hours.
- Do not go alone if you must go at night.
- Avoid ATMs that are not well-lit or clearly visible from the street.
- Beware of people loitering or sitting in cars around ATMs.
- Prepare your transaction ahead of time. Do not spend a lot of time at the machine.
- Do not give out your Personal Identification Number (PIN). Memorize it and do not keep a written copy of it in your wallet.
- Either keep, shred or burn your ATM receipt. Thieves can acquire valuable information from these receipts, such as your account number and balance.

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