

SOUTHERN ARKANSAS UNIVESITY TECH

2021

Clery Act
Annual Campus Safety Report

TABLE OF CONTENTS

| Page 6 | SAUTPD Mission Statement |
|------------|--|
| Page 6 | The Clery Act |
| Page 7 | The College Police Department Law Enforcement Authority |
| Page 8 | Crime Reporting Policy |
| Page 10-14 | Three Year Disclosure of Campus Crime Statistics — Years: 2021, 2020, 2019 |
| Page 15 | Preparation and Disclosure of Crime Statistics |
| Page 15 | Timely Warnings |
| Page 15 | Emergency Preparedness |
| Page 16 | Response |
| Page 16 | Evacuation |
| Page 16 | Emergency Notification |
| Page 17 | College Website |
| Page 17 | Outdoor Warning System |
| Page 17 | College Email |
| Page 18 | Rave Alert (students, faculty, and staff) |
| Page 18 | Testing and Evaluation |
| Page 18 | Campus Prevention Activities |
| Page 18 | Campus Facilities Security and Access |
| Page 19 | Residence Apartments Access |
| Page 19 | Resident Safety Policies |
| Page 19 | Maintenance of Campus Facilities |
| Page 20 | Access to Southern Arkansas College Tech Grounds and Buildings |
| Page 20 | Drug and Alcohol Abuse Education |

| Page 21 | Drug Free Workplace Policy |
|------------|---|
| Page 21 | Statement of Disciplinary Action |
| Page 21-22 | Sexual Assaults: Reporting a Rape or Sexual Assault |
| | I. What to Do In the Event You are Assaulted Personal safety Armed encounters Dangers Contact information |
| Page 22 | Rape Awareness Program |
| Page 23 | Changing Classes and Living Accommodations for Sexual Assault Victims |
| Page 23 | Southern Arkansas University Tech Policy on Sexual Harassment, Domestic Violence, Dating Violence, and Stalking |
| Page 24 | Procedures to Follow if Sexual Harassment, Domestic Violence, Dating Violence or Stalking Occurs |
| | How to report Preservation of evidence Assisting in contacting law enforcement Notification of counseling and Assistance |
| Page 25 | Student Sanctions/Procedures for On Campus Disciplinary Actions |
| Page 25 | Filing of False Reports |
| Page 25 | Duty to Cooperate |
| Page 26 | Prohibition of Retaliation |
| Page 26 | Disclosures to Victims of Alleged Crimes |
| Page 27 | Sex Offender Registration |
| Page 27 | Fire Safety |
| Page 28 | Fire Evacuation |
| Page 28 | Fire Safety Procedures |
| Page 28 | Fire Alarm Systems in College Residence. |
| Page 28 | Communicating a False Alarm |
| | _ |

| Page 29 | Flammable Materials, Explosives, Fireworks, and Open Fires |
|------------|---|
| Page 29 | Fire Drills |
| Page 29 | Fire Prevention |
| | Eliminating fire hazards Cooking Appliances Storage Smoking Reporting Safety Hazards |
| Page 31 | Fire Emergencies |
| | Alarm Leaving buildings No re-entering Contacting College police |
| Page 31 | Reporting Fires on Campus |
| Page 31 | Fire Safety Education and Training Programs for Students, Faculty, and Staff |
| Page 32 | Basic "Shelter in Place" Guidance |
| Page 31 | How You Will Know to "Shelter in Place" |
| Page 32 | How to Shelter in Place |
| Page 33 | Procedure If a Member of the College Community Is Reported Missing |
| Page 33 | Annual Disclosures and Distribution |
| Page 34 | Safety Tips on Campus |
| | Personal safety Home safety |
| Appendices | |
| Page 35 | Appendices |
| Page 35 | Campus Safety Authorities |
| Page 35-36 | Sex Offense Definitions |
| | 1. Rape |

Page **4** of **43**

- 2. Fondling
- 3. Incest
- 4. Statutory Rape

Page 36-37 Crime definitions from the Uniform Crime Reporting Handbook

- 1. Aggravated Assault
- 2. Arson
- 3. Burglary
- 4. Motor Vehicle theft
- 5. Murder and Non-Negligent Manslaughter
- 6. Robbery
- 7. Weapon Law Violations
- 8. Drug Abuse Violations
- 9. Liquor Law Violations

Page 37 Geography definition from the Clery Act

- 1. On-Campus
- 2. Non-Campus Building or Property
- 3. Public Property

Page 38 Emergency Numbers

Southern Arkansas University Tech Police Department's

Mission Statement

It is the mission of the Southern Arkansas College System Police Department to provide a safe and effective learning, living, and working environment for the students, faculty, staff, and visitors of Southern Arkansas College System Campuses.

"Keeping Southern Arkansas University Tech a safe place to learn"

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires institutions of higher education to distribute to all current and prospective students and employees two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, which is now known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall, or public property. The Clery Annual Report is prepared by the SAU Tech Police Department and is the college's "student right to know" report. An updated hard copy is printed each year in September. Copies are available in the SAU Tech Police Department offices. Persons requesting copies may contact the SAUTPD at (870) 574-4710. A digital version is available on the SAUTPD website. SAUTPD also publishes an annual fire log which can be accessed on the SAUTPD website at http://www.sautech.edu/campus-police/ . Each year, the SAU Tech Police Department notifies the campus community via email message of the availability of this report and how it can be obtained.

The College Police Department Law Enforcement Authority

The College Police Department is the law enforcement agency serving the Southern Arkansas University (SAU) System that includes campuses in the State of Arkansas

Page 6 of 43

located in the cities of Magnolia and East Camden. The SAU Police Department is responsible for and provides law enforcement services to both SAU Magnolia and Southern Arkansas University Tech (East Camden).

The officers of the SAU Tech Police Department are trained and certified under the guidelines of the Arkansas Commission on Law Enforcement Standards and Training (ACT 328 of 1967 and 452 of 1975) and have the authority of commissioned police officers with full power of arrest under Arkansas State Statue 25-17-304 on all property owned and controlled by the College, including all streets and state highways contiguous to and running through the campus. The campus falls under the jurisdiction of several law enforcement agencies.

The Southern Arkansas University Tech Police Department, through a cooperative agreement, works closely with the Camden Police Department and enforces city and state laws with the jurisdiction of the City of Camden. Officers are expected to exercise law enforcement authority in a manner consistent with the educational mission and purpose of the institution. Officers are dedicated to providing first-class service to the community. Officers patrol the campus on foot, electric carts, and in marked police vehicles. Officers are on duty during identified service hours as directed by the President of SAU and Chancellor of SAU Tech by recommendation of the Systems Chief of Police.

By mutual agreement with state and federal agencies, University Police Department (UPD) maintains NCIC access (Nation Crime Information Center computer system); and ACIC (Arkansas Crime Information Center computer system). Through these systems police personnel receive criminal history data, nationwide police records, driver and vehicle identification information and other local, state and federal law enforcement information. UPD had direct radio communication throughout the state using the Arkansas Wireless Information Network to include City of Camden Police Department, Calhoun/Ouachita County Sheriff's Office and Arkansas State Police.

Crime statistics are compiled by coordination with the local police agencies and by an electronic record keeping system dedicated to the department.

Crime Reporting Policy

Every crime should be reported to law enforcement officials as soon as possible. This is the most effective way to ensure the well-being of the campus community. If this is not possible for some reason, the crime should be reported to one of the following: VC of Student Services, Office of Student Life, Director of Counseling, or to a faculty or staff member that an individual student is comfortable talking to about the crime.

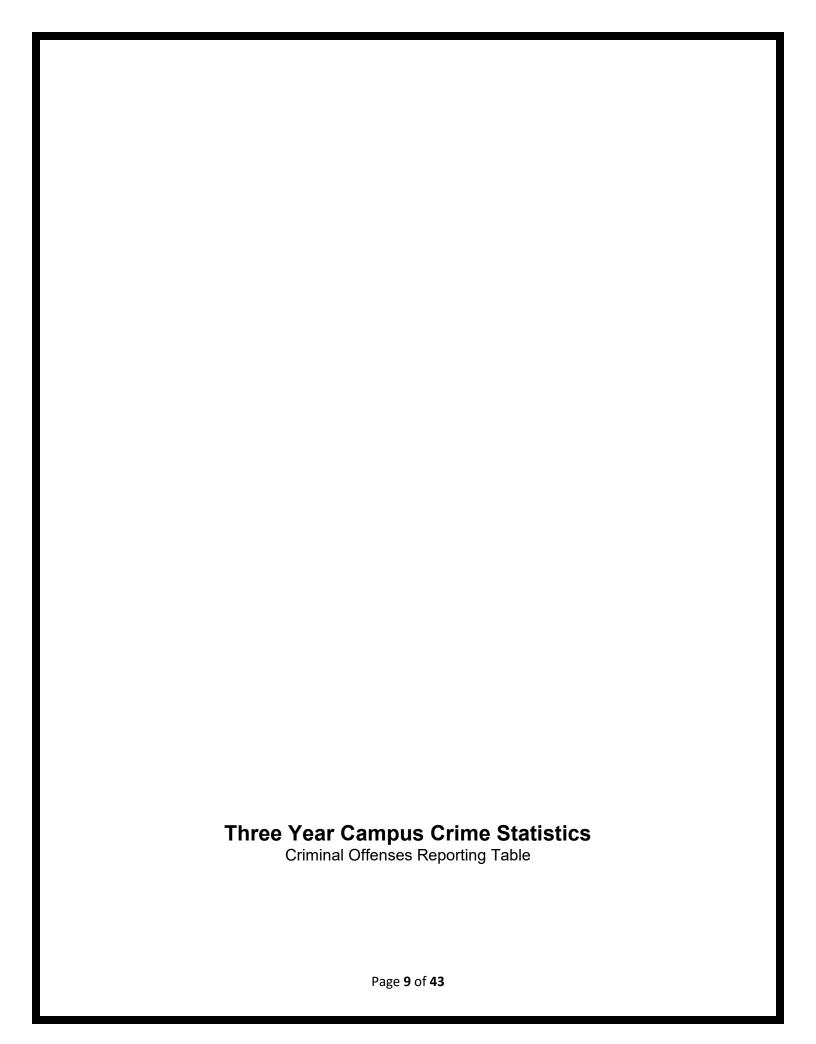
The Campus Police will investigate every crime and request assistance from other state and local law enforcement agencies when needed. The serial numbers of all vehicles, equipment and other personal property stolen from the campus are reported to a central dispatch location at the Camden Police Department for appropriate circulation. The College Police policies and practices are similar to the practices of local law enforcement agencies in the area.

Local police agencies provide information to the College Police Department on matters of criminal activity at off-campus recognized student activities. (This includes student organizations recognized by the College including any organization with off campus housing facilities. At this time, there is no off campus housing recognized by any campus organization.)

In the area of sexual assault, all faculty and staff are strongly encouraged to do all that they can to get the victim into a support environment through the Office of Enrollment Service and Counseling even if there is not a report filed with the Campus Police. Confidential Crime Reporting is essential in reporting. The preferred and primary point of crime reporting should be to the College Police Department. If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. If you choose to file a confidential report through the College Police, with your permission, the Officers or a designee of SAUTPD can file a report on the details of the incident without revealing your identity, or you may utilize the on-line confidential report form. This form is located https://sautech.formstack.com/forms/report_crime_anon

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. It is the policy of the College to encourage the reporting of crimes even if the victim does not wish to file a complaint.

All faculty and staff are informed of the policy annually and that they are to encourage the reporting of the crime, but if the victim chooses not to report it to the police, as listed above, then the faculty or staff member is required to report the crime on forms that exclude the name of the victim. This form is available at https://sautech.formstack.com/forms/report crime anon and at the College Police Department, Any information received will be reported to the College Police for crime reporting notifications, campus crime statistics reporting, and campus education programs. The Chief of Police at Southern Arkansas University and the Southern Arkansas University Tech Police are responsible for the collection, reporting, and disseminating of the annual crime statistics from the local police agencies and Campus Security Authorities for inclusion in the Annual Crime Report.



| Offense | Year | On-Campus Property | On-Campus Student Housing Facilities | Non-Campus Property | Public Property |
|----------------------|------|-----------------------|---|------------------------|-----------------|
| | 2021 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| Murder/Non-Negligent | 2020 | 0 | 0 | 0 | 0 |
| Manslaughter | Unfd | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| Manslaughter by | 2020 | 0 | 0 | 0 | 0 |
| Negligence | Unfd | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| Rape | 2020 | 1 | 1 | 0 | 0 |
| | Unfd | 1 | 1 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| Fondling | 2020 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| Incest | 2020 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2020 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| Robbery | 2020 | 0 | 0 | 0 | 0 |
| | Unfd | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| TI | Unfd | 0 | 0 | 0 | 0 |

Three Year Campus Crime Statistics Criminal Offenses Reporting Table (cont.)

| | | Geographic Location | | | | |
|---------------------|------|---------------------------|---|------------------------|-----------------|--|
| Offense | Year | On- Campus Property | On-Campus Student Housing Facilities | Non-Campus Property | Public Property | |
| | 2021 | 0 | 0 | 0 | 0 | |
| Aggravated Assault | 2020 | 0 | 0 | 0 | 0 | |
| | 2019 | 1 | 0 | 0 | 0 | |
| | 2021 | 0 | 0 | 0 | 0 | |
| Burglary | 2020 | 0 | 0 | 0 | 0 | |
| | 2019 | 0 | 0 | 0 | 0 | |
| | 2021 | 0 | 0 | 0 | 0 | |
| Motor Vehicle Theft | 2020 | 0 | 0 | 0 | 0 | |
| | 2019 | 0 | 0 | 0 | 0 | |
| | 2021 | 0 | 0 | 0 | 0 | |
| Arson | 2020 | 0 | 0 | 0 | 0 | |
| | 2019 | 0 | 0 | 0 | 0 | |

Three Year Campus Crime Statistics
Arrest and Disciplinary Referrals Reporting Table Page **11** of **43**

| Offense | Year | Geographic Location | | | |
|--|------|-----------------------|---|----------------------------|-----------------|
| Offense | Year | On-Campus Property | On-Campus Student Housing Facilities | Non- Campus Property | Public Property |
| | 2021 | 1 | 1 | 0 | 0 |
| Arrest: Weapons Violations | 2020 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Weapons Violation | 2020 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| Arrest: Drug Violations | 2020 | 0 | 0 | 0 | 0 |
| Drug Violations | 2019 | 0 | 0 | 0 | 0 |
| | 2021 | 4 | 4 | 0 | 0 |
| Disciplinary Referrals: | 2020 | 0 | 0 | 0 | 0 |
| Drug Violations | 2019 | 0 | 0 | 0 | 0 |

Three Year Campus Crime Statistics
Arrest and Disciplinary Referrals Reporting Table (cont.)

| | Year | Geographic Location | | | |
|--|------|-----------------------|---|----------------------------|-----------------|
| Offense | | On-Campus Property | On-Campus Student Housing Facility | Non- Campus Property | Public Property |
| Arrests: Liquor Law Violations | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Liquor Law Violations | 2020 | 4 | 4 | 0 | 0 |
| | 2019 | 3 | 3 | 0 | 0 |

Hate Crime Offense Reporting

No Hate Crimes were reported for years 2021, 2020 or 2019.

Three Year Campus Crime Statistics

VAWA Offenses Reporting Table

| | | Geographic Location | | | |
|-------------------|------|-----------------------|---|----------------------------|--------------------|
| Offense | Year | On-Campus Property | On-Campus Student Housing Facilities | Non- Campus Property | Public Property |
| | 2021 | 0 | 0 | 0 | 0 |
| Domestic Violence | 2020 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| Dating Violence | 2020 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| Stalking | 2020 | 0 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 | 0 |

Southern Arkansas University Police Department in conjunction with the SAUT Police are the departments responsible for compiling and publishing the college's annual security and fire safety report. This document is intended to serve as the annual security and fire safety report, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of the report is to provide information about security on campus, to include: campus and community crime statistics and safety information, policy information, safety tips, resource phone numbers and a brief overview of the many serveries and programs provided by SAU Tech. A map of the campus can be found at www.sautech.edu/wp-content/uploads/2018/02/campusMap.pdf
Statistics for this report are compiled from the following sources: Columbia County Sheriff's Office, Magnolia Police Department, Ouachita County Sheriff's Office, East Camden Police Department, and Calhoun County Sheriff's Office.

Timely Warnings

Timely warnings are made to the campus community about any occurrences that would pose a threat to the College community through the College Police Department, the Office of Communications, and the Vice Chancellor of Student Services. These reports are distributed in various ways depending on the nature of the information. Among the methods used are e-mails, press releases, warning posters, campus meeting, Rave, Alertus, and announcements.

If there are crimes occurring on the Southern Arkansas University Tech campus that will continue to endanger or affect the entire campus community, Timely Warning Notifications may be distributed and posted on bulletin boards in various locations across the campus and may be published on the daily Southern Arkansas University Tech website.

Emergency Preparedness

The ultimate goal of emergency preparedness is to promote community safety, assure continuity of emergency response operations and restore normal college operations and services as quickly as possible following an emergency. The Emergency Response Plan identifies key decision makers and their roles during a campus emergency. The plan established emergency command centers and describes procedures that will be utilized during specifically identified severities of emergency.

Response

Southern Arkansas University Tech has established a multi-layered approach to emergency preparedness. This approach was developed and modeled with the Incident Life Cycle in Mind. The Incident Life Cycle includes: Prevention, Preparedness, Response, Recovery, and Mitigation. Southern Arkansas University Tech has established an Emergency Response Plan to aid the college community in times of crisis and sets standards for continuous review of policies and procedures. The College Response and Resource Teams will immediately respond to campus emergencies in order to quickly mitigate the incident.

Evacuation

Buildings on campus have a notification system for emergency evacuation. In most buildings this is a fire alarm system. Some systems sound only an alarm while others give voice evacuation directions or announcements. Whenever the alarm system sounds and/or voice command for evacuation is sounded, everyone must leave the building or move to a safe location.

It is required of all departments to have an evacuation plan, which explains the emergency systems and evacuation procedures. This document is to be readily available and provide information such as emergency telephone numbers; evacuation personnel duties; designated meeting points. There is a designated building captain for all buildings on campus who serves as the key contact during an emergency. The Emergency Response Team is also responsible for coordinating an annual evacuation drill with the College Police Department

The Housing Office distributes the following documents to students residing in College housing, The Student Housing Handbook and Emergency Procedure Guideline. These documents contain emergency evacuation and safety procedures for a wide range of situations.

The College Emergency Response Plan calls upon all employees to be familiar with the Employee Quick Reference Emergency Response Handbook. For additional information on College emergency procedures and safety resources, consult the Manual at http://www.sautech.edu/wp-content/uploads/2016/12/Emergency-Procdures-Booklet-Webversion2016.pdf

Emergency Notification

Southern Arkansas University Tech has multiple campus-wide emergency notification systems that can rapidly provide mass notification during natural disasters or other emergencies to the Southern Arkansas University Tech community. The Emergency Response Team, in consultation with the Campus Police, will utilize the Emergency Operations Plan's incident typing and state of readiness conditions to determine if a notification is necessary, and if so, will determine the content of the notification. The College Police Department will initiate all notifications. [Southern Arkansas University Tech will, without delay, and taking into account the safety of the community, determine the content of any notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.] Information

regarding the response and notification policies will be distributed to the faculty and staff during annual meetings and the annual student handbook.

College Website

Up-to-date information regarding the status of the college is always available on the college's website. During and following emergency situations, information as it applies to the college public will be posted on this Web page as it becomes available, including information about such things as college closure, etc. This Web page also provides links to department-specific information (i.e., entertainment venue and program changes, class schedules, and emergency operations procedures). In the event of an emergency situation or campus crises, it is the responsibility of the communication office to update the Web page with department-specific information as it becomes available. Other information will be posted as deemed appropriate.

Outdoor Warning System

An outdoor warning system is located beside the student apartments on campus named the blue and Gold Apartments in order to alert students, faculty, staff, and visitors on College grounds of an emergency. Warning tones will be used to direct those who are in audible range of the outdoor warning system. The audible tones will direct all personnel to seek shelter inside or to evacuate as needed. Additional information will be provided through the Rave Alert, Alertus system and through e-mail.

College E-mail

Mass e-mails will be used to provide students, faculty and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty and staff of emergency situations and keep them updated on the situation. The college employs the following types of e-mails:

- **Informational**: any communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions).
- Operational: communication that requires some action on the recipient's part or a required notification by the College (i.e., a message about benefits eligible information).
- **Official**: a non-urgent communication from an executive officer (i.e., a message from the chancellor).
- **Emergency**: an emergency announcement from an executive officer regarding an imminent event, such as a tornado warning.

Rave Alert (student, faculty, and staff)

Southern Arkansas University Tech utilizes Rave Alert to notify students, faculty, and staff via text messaging, cell phone, office phone, and e-mail in the event of emergencies on

campus. To register with Rave Alert to receive emergency information please visit the College Police Department website or got to http://www.getrave.com/login/saumag.

Testing and Evaluation

Southern Arkansas University Tech will test the emergency response and evacuation procedures at least once per calendar year. The Emergency Response Team will publicize these procedures in conjunction with this test and document the date and time of the event, as well as provide a description of the exercise and state whether it was announced or unannounced.

Campus Prevention Activities

Students, faculty, and staff should and are strongly encouraged to report potential safety or security hazards by calling the SAUTPD at 574-4715 or the Physical Plant at 574-4516. A College Police escort service is available for the safety of anyone walking alone on campus. This service is available for anyone at any time during weekends, holidays, and during summer sessions. This information is also presented at all residence hall orientations or emails.

Campus safety and security programs are presented to incoming freshman in the student success course; to the on-campus residents as part of their regular programming during the year and to faculty and staff back to school meetings and various other meetings throughout the year.

Campus Facilities Security and Access

Academic, Student Center, and Administrative Facilities: The responsibility for locking and unlocking doors rest with Campus Police or designated department or staff members depending on the use of the building. Times vary from building to building and are arranged with Administration or Campus Police. For activities scheduled at times when a building is normally locked, arrangements need to be made in advance with one of those officials.

Residential Living and Managed Properties: SAU Tech Foundation Apartments and on-campus apartments and other managed properties do not have card access systems. The responsibility for locking and unlocking doors rests with the resident(s) of each apartment or residence.

Residence Apartments Access

Access to residence halls is restricted to residents, their approved guests, and other approved members of the College community. Students should not attempt to compromise residence hall security at any time. Residents are cautioned against permitting strangers to enter their residence. SAUTPD officers patrol the residence halls

on a regular basis. Any student or guest found compromising the residence hall security will be documented and may be subject to sanctions. Housing & Residence Life staff, including residence assistants, also enforce security measures in the apartments and work with residents to achieve a community respectful of individual and group rights and responsibilities. Housing staff and SAUTPD staff also conducts periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

Resident Safety Policies

A number of policies have been implemented to promote safety and security on campus and in the residence halls:

- Non-residents are not permitted in the residence apartments unless they are a guest of a resident, or have other legitimate purpose for visiting a resident.
- Alcohol and drugs are banned from campus. Students are not permitted to possess or consume alcohol or non-prescription drugs in the residence apartments or other parts of the College campus.
- Weapons, firearms, (except licensed enhanced concealed carry permit holders) and explosive devices are not allowed on campus or in the residence apartments (see SAU Tech Firearms Policy for additional information). SAU Tech enforces a 10:00 p.m. quiet hour policy outside the residence halls.
- Academic classroom buildings are normally locked after the last class or scheduled event.
- Non-students who come onto campus and violate College policies may be subject to or could be banned from campus and subject to arrest if a law is violated.

Maintenance of Campus Facilities

Proper lighting and building security are major factors in reducing crime on campus. The College Physical Plant maintains the College buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted regularly, and repairs are made as quickly as possible. Individuals should report potential safety and security hazards, such as broken locks and windows. All members of the campus community are encouraged to report safety and security hazards to the Physical Plant or College Police.

Access to Southern Arkansas University Tech Grounds and Buildings

Southern Arkansas University Tech grounds are open to visitors on a daily basis with tours available through the Office of Admissions. Vehicular access to campus is carefully controlled by uniformed officers of the College Police Department. Visitor parking is allowed in designated areas or by temporary permit only. To obtain parking permission, please call the Business Office at 870-574-4508.

College facilities are open only to members of the College community and escorted authorized visitors. Academic and administrative buildings are locked after normal working hours and residence living areas and the SAU Tech Foundation apartment complex are controlled by College Housing Policy. Every effort is made to insure that all residence halls are free from uninvited guests. Visitation hours are from 8:00 a.m. to midnight Sunday- Thursday and 8:00 a.m. to 1:00 a.m. resident hall Friday- Saturday.

Drug and Alcohol Abuse Education

SAUTPD enforces all state and local liquor laws, including those for underage drinkers. SAUTPD enforces all state and local laws regarding prescription drugs and controlled substances. SAUTPD will work with federal agencies when needed to enforce any applicable federal laws.

Southern Arkansas University Tech assists students in finding alternatives to alcoholic beverages for promoting social interaction and stress reduction. SAU Tech also provides services or resources for students who experience alcohol-related difficulties.

For students with substance abuse problems or concerns, assistance is available through the SAU Tech Counseling Center. Experienced professional counseling offers support for students in an atmosphere of understanding and confidentiality. The Counseling Center offers individual assessment and referral to both on- and off-campus resources. Faculty and staff counseling is also available in the SAU Tech Counseling Center.

Possession, use, or manufacture of illicit drugs is strictly prohibited at Southern Arkansas University Tech. Students enrolled in Southern Arkansas University Tech are subjected to disciplinary action for violation of federal or state law regarding the possession, purchase, manufacture, use, sale, or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance, except for the use of any over-the-counter medication or for the prescribed use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession, or manufacture of a prescription drug or controlled substance is also prohibited.

Anyone aware of substance abuse problems that exist with friends, roommates, classmates, College personnel, or family members is encouraged to consult a counselor at the Counseling Center. Remaining silent or waiting until the situation is out of control is neither respectful nor responsible.

Drug Free Workplace Policy

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the uses of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of Southern Arkansas University Tech that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency's or institution's workplace is prohibited. Any employees violating this policy will be subjected to discipline up to and including termination.

Statement of Disciplinary Action

Students violating the College policy on alcohol or drugs are subject to sanctions up to and including expulsion from the College and referral for prosecution. Students who use or possess hard drugs or large quantities of marijuana are typically suspended from the College. Any student allowed to remain in the College will, at a minimum, be required to successfully complete a College sponsored alcohol and drug education course. Employees violating any criminal drug statute while in the work place will be subject to discipline up to and including termination.

Sexual Assaults: Reporting a Rape or a Sexual Assault

As soon as possible following an incident of rape or sexual assault, a victim should report the incident to the College Police at 574-4517. Reporting to the College Police helps:

- (1) Protect you and others from future victimization
- (2) Apprehend the assailant
- (3) And opens options regarding criminal prosecution, action against the perpetrator, and College disciplinary action.

When you report a rape or sexual assault, a College Police officer will gather information from you concerning who, what, where, and when. These questions are necessary to obtain a description of your assailant, where the crime occurred, who may have been present, and other data pertinent to investigation and prosecution.

Reporting a rape or sexual assault and choosing to prosecute are two separate things. When you file a report, you are not obligated to continue with legal proceedings or with College disciplinary action, but you are encouraged to prosecute.

After the report is filed, a rape or sexual assault victim is escorted to a local hospital for a medical examination. The medical examination is necessary to assure that the victim is all right physically, that the possibility of venereal disease and other contagious diseases are eliminated, and that necessary lab specimens are obtained for prosecution.

Do not shower, bathe, or change clothes. If you do, vital evidence may be lost. Do not brush your teeth. The evidence is needed when the medical examination is performed after the rape.

The College Police report is important whether or not prosecution is desired. The College Police will also assist you in reporting a rape or sexual assault to the Camden Police Department or the Calhoun County Sheriff's Department if the incident occurred in the jurisdiction of either of these agencies.

If you choose not to report rape or sexual assault to the Police, it should be reported to the SAU Tech Counselor and Title IX Office. This can be done on a confidential basis. While reporting to the Police is the best method for dealing with rape and sexual assault, it is essential that it be reported to someone so that at least support activities can be provided to victims.

What to Do In the Event You Are Assaulted

- Although your personal safety is maximized when you take precautions, you may still someday be the victim of a crime. Your reaction can affect whether or not you are physically harmed. You should think NOW about how you might react under a variety of circumstances. Are you prepared to scream and yell? Are you prepared to use physical force to resist?
- If you are faced with an armed criminal, cooperating with his or her demands may minimize the risk of injury. Avoid sudden movements and do what he or she demands.
- If you believe your life is in danger, use any defense you can think of (screaming, kicking, biting, and running). Your objective should be to get away.
- If you have been the victim of a sexual assault or rape, CALL THE SAU TECH POLICE IMMEDIATELY! Dial 911.

Rape Awareness Programs

Programs on rape, acquaintance rape, and sexual assault are offered in the Student Success Course. Programs are offered each academic semester at residence apartments, as well as awareness programs for all students. Programs are also offered any time during the semester by request of different organizations. The Counseling Center is located in Administration building basement level and provides support to victims of rape, acquaintance rape or sexual assault which can be on a confidential basis. To reach the Counseling Center, call 574-4530 or 574-4492.

Other agencies which provide assistance are the Union County Rape and Family Violence Center in El Dorado, 870-862-0929 or 888-880-0929; South Arkansas Regional Heath Center715 College, El Dorado,870-862-7921; and the Women's Crisis Center, emergency number 870-836-0325 or 888-836-0325 and business office- 870-836-0375.

Changing Classes and Living Accommodations for Sexual Assault Victims

If you are the victim of sexual assault, you are entitled to changes in academic and living situations if these changes are reasonably available. To request such changes, contact the Office of student services, Dean of enrollment services, or director of housing.

Southern Arkansas University Tech Policy on Sexual Harassment, Domestic Violence, Dating Violence and Stalking

It is the policy of Southern Arkansas University Tech to prohibit Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking of its students, faculty, and staff and to make every effort to eliminate these offenses in the College. College policy prohibits Sexual Harassment, Sexual Assault, Domestic Violence, dating Violence and Stalking between or among students, faculty, staff, and others visiting or conducting official business on campus, and in all areas of the College's work and educational environments. Those who engage in these offenses may be subjected to legal consequences, including civil and criminal penalties and monetary damages.

It is the policy of Southern Arkansas University Tech to prohibit Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking, and to prevent sex offenses committed against students, employees, visitors to the campus, and other person who use College facilities.

Sexual assault and sexual assault with an Object is an offense that meets the definition of rape, fondling, incest, or statutory rape.

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Domestic violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under the Violence Against Women Act; or 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.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and 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.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

The College has designated Lee Sanders as its Title IX Coordinator, with overall responsibility for oversight of the College's compliance with its obligations under Title IX, including but not limited to its obligations to investigate and respond to allegations of Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking. For allegations against faculty, staff or other persons (other than students), the Title IX Coordinator coordinates with SAUTPD to ensure that allegations reported to College officials are investigated and that confirmed allegations are addressed through College personnel processes, as appropriate.

Procedures to Follow if Sexual Harassment, Domestic Violence, Dating Violence or Stalking Occurs

How to report: If someone is the victim of any of these offenses the circumstances should be reported to SAUTPD as soon after the incident as possible if the victim elects to, or is incapable of reporting. If the incident occurred off campus, SAUTPD will assist the victim in notifying the proper law enforcement agency.

A victim may also report the incident to College officials such as their Resident Assistant (RA), Academic Advisor, Housing Director, the VC of Students Services, or the Office of Human Resources to name a few. A victim may go directly to a hospital and decide there what other agencies or resources to contact.

Preservation of Evidence: It is important that a victim of sexual assault does not shower, douche, brush, gargle, or use the restroom, and that they do not wash their clothes or any bedding on which a criminal act occurred. If they do so, important evidence might be lost. That is why it is so important that SAUTPD be contacted as soon as possible. Evidence must be collected before it is lost or destroyed.

Assistance in Contacting Law Enforcement: even if the victim reports the incident to an agency that is not law enforcement, they can still report the incident, even at a later time, to SAUTPD or another law enforcement agency that has jurisdiction if the incident took place off campus. Any official on campus will be glad to assist a victim in contacting the proper law enforcement agency. This also applies to off campus agencies like Ouachita County Medical Center.

Notification of Counseling and Assistance: Counseling for victims of sexual harassment, sexual assault, domestic violence, dating violence or stalking can be found through Counseling and through off campus psychological services provided by local psychologists. Information is also available through the Commission on Child Abuse, Rape, and Domestic Violence at 501-661-7975.

Student Sanctions/Procedures for On-Campus Disciplinary Action

Students found guilty of violations of the Conduct Standards relating to assault, sexual assault, rape and other forms of violence are subject to the full range of disciplinary sanctions outlined in the Student Handbook. Possible sanctions include, but are not limited to, expulsion, dismissal, suspension, probation, warning, restitution, fines, loss of privileges, and other possible sanctions. Title IX disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The office of Enrollment Services or the Office of Student Services will provide assistance to any accuser/victim in reporting crimes to law enforcement authorities.

In some instances, it may be appropriate for College faculty and staff members to use the College's formal grievance procedures to address grievances related to allegations of

sexual harassment, sexual assault, and domestic violence, dating violence or stalking. The faculty and staff grievance procedure is described in the college employee procedure manual.

Both the accuser and the accused may have a College advisor present during disciplinary proceedings who may give the student counsel or encouragement on matters either substantive or procedural and who may assist in the student's defense if requested by the student. Both will be informed of the outcome of the disciplinary proceeding

Filing of False Reports

A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

Duty to Cooperate

All students and employees whose assistance is needed in the investigation of a complaint or in the course of disciplinary action will be required to cooperate with the Title IX coordinator, any designated deputy Title IX coordinator, and other parties who are duly authorized to investigate or to discipline. Persons who are accused of having engaged in sexual misconduct will be entitled to such cooperation when necessary to obtain witnesses in any formal disciplinary proceedings that may be initiated. Where necessary, adjustments will be made to work schedules, classroom schedules, and other academic or employment obligations.

Prohibition on Retaliation

Retaliatory Harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a complaint/grievance procedure.

Retaliation against any person in the SAU Tech community for filing, supporting, providing information, or for cooperating in a sexual misconduct investigation in good faith, in connection with a complaint of sexual misconduct is strictly prohibited. Examples of retaliation may include, but are not limited to, adverse employment actions such as termination, refusal to hire, and denial of promotion. Additionally, retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation is strictly prohibited. Any person

who feels he/she has been subjected to retaliation should make a report to the Title IX coordinator.

Disclosures to Victims of Alleged Crimes

SAUT adheres to disciplinary procedures when students are involved in any violent crime or sex offense. Pursuant to the Family Educational Rights and Privacy Act (FERPA) a school is permitted to disclose to the harassed student information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. Further, when conduct involves a crime of violence or sex offense, FERPA permits postsecondary institutions to disclose victims, upon written request, the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concludes a violation was committed. Additionally, the institution may, upon written request, disclose to anyone — not just the complainant — the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. The final results are limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed against the perpetrator by SAUT. SAUT may not require a complainant from disclosing this information to others. If the complainant is deceased as a result of the crime or offense, SAUT will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The records of deceased students may also be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate, or pursuant to a court order or subpoena.

Sex Offender Registration

The College Police Department will assist you on checking to see if subject is a registered sexual offender. A departmental representative will be present to answer any questions you may have regarding the information. Sex offender information can also be obtained through the Arkansas Crime Information Center at their website http://www.acic.org/Registration/index.htm.

Annual Fire Safety Report

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

| 2021 Statistics fo | r On-Campus Stu | ident Housing Fac | cilities | |
|--------------------|-----------------|-------------------|----------|-----------------|
| Location | Cause | Injuries | Deaths | Property Damage |
| | | D 26 | . C 42 | |

| No Fires to Report | | 0 | 0 | \$0 |
|------------------------|---------------|-------------------------|--------|------------------------|
| 2020 Statistics for Or | n-Campus Stud | lent Housing Facilities | | |
| Location | Cause | Injuries | Deaths | Property Damage |
| Rocket Complex | Stove fire | 0 | 0 | \$200 |
| (Report 20-00005) | | | | |
| 2019 Statistics for Or | n-Campus Stud | lent Housing Facilities | | |
| Location | Cause | Injuries | Deaths | Property Damage |
| Rocket Complex | Stove fire | 0 | 0 | \$150 |
| (Report 19-00011) | | | | |

Fire, on college campuses, claims lives and causes an extensive amount of property damage. Most lives can be saved by using common sense in a fire emergency. The SAU Tech Police Department urges you to follow these practical steps to protect yourself while working, living, or learning on campus.

Basic Fire Safety Survival Tips:

- Sleep with bedroom door closed: closed doors provide protection against heat and smoke.
- Teach everyone in your household to recognize the sound of your smoke alarm.
- Test doors before opening them with the back of your hand. If it is hot, do not open.
- Use windows as alternative exists.
- · Crawl low under smoke.
- Call the fire department
- If your clothes catch fire: Stop, Drop, and Roll.
- Cool a burn with cool running water.

If you are trying to escape through a smoke-filled room or corridor, proceed as follows:

- Heat and smoke rise, so move quickly in a crouching position to the nearest exit.
- Place a towel or other cloth over your head and face. Breathing through the towel will help cool the air and filter the air of debris.
- Take short breaths, breathing through your nose.
- Cover your body with something that can easily be discarded if it catches fire. An
 example would be a wool blanket.
- Try to remain calm.
- Never reenter a burning building for any reason.

To Survive A Building Fire:

Go to the Nearest Exit or Stairway – If you are planning to sleep in a building, always survey the location of the nearest two (2) exit doors and routes. If the nearest building exit is blocked by fire, heat, or smoke, go to another exit. DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Most elevators have features that deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time. Stairway fire doors will keep out fire and smoke-if they are closed-and will protect you until you get outside. Close as many doors as possible as you leave, this helps to confine the fire.

If You Get Trapped:

Keep the Doors Closed - If you are trapped in a room, open the windows-from the top to let out the heat and smoke and from the bottom to let in fresh air. If the window only opens from the bottom, open the window and stay on the floor, away from the window. Seal cracks and vents so smoke cannot enter the room.

Signal for Help – Hang an object out the window (Bed sheet, jacket, etc.) to attract attention. If there is a phone in the room, call the College Police Department dial 574-4715 and report you are trapped. Be sure to give your room number and location.

Do Not Jump from the Room – Any rescue attempts will be made by the Fire Department.

Fire Evacuation

Evacuation procedures are posted in each resident apartment. These plans and procedures include identification of no less than two evacuation routes and the location of severe weather shelter area.

If you are in a room and the fire alarm has sounded, do not open the door until you check for smoke around the door cracks and feel the surface of the door. If it is hot, do not open it. If the door seems cool, open it cautiously with your body braced firmly against it. While one hand is on the knob, hold one hand over the door opening to detect any blast of inrushing heated air. If there is none, and the passageway is safe, proceed quickly to a clear exit, closing all doors behind you.

Fire Safety Procedures

College buildings are equipped with fire alarm systems to provide warning in the event of a fire. The alarm systems provide a means to manually activate the alarm at a pull station in addition to the smoke detectors that are in place. Should a fire alarm be activated, occupants of the building should vacate the building in an orderly manner, even if no fire or smoke is readily apparent.

Fire Alarm Systems in College Residence Apartments

College Housing utilizes a Fire Alarm System in each of its facilities. Rocket complex, Athletic apartment, and Fire Dorms (overflow housing) utilize detectors that are intelligent and communicate with the primary processor, eliminating detector tampering or removal. The Blue and Gold housing area has sounder bases that are utilized in its facilities. These sounder bases activate at the onset of smoke and/or if the detector is removed from its base. Elm Street duplexes were outfitted with battery powered smoke detectors and fire extinguishers.

Fire stop fire suppression canisters, are also placed in the vent a hoods of all apartments that have kitchens (Foundation apartments, Rocket, Athletic, and Blue and Gold complexes) and in the community kitchens (Fire dorms) for areas that do not have individual kitchens. All apartments are also equipped with battery powered smoke detectors as a backup to the building wide detection system. Standard fire extinguishers are provided to each apartment that has a kitchen included in the student living area.

Communicating a False Alarm

It is a violation of state law and College policy to deliberately sound a false alarm and/or to tamper with fire safety equipment. Violators may face prosecution in the local criminal court system and the College judicial system. Such behavior will not be taken lightly. In the most severe cases it does endanger lives and at a minimum it disrupts the educational process.

Flammable Materials, Explosives, Fireworks and Open Flames

Dangerous items such as flammable materials, explosives and fireworks are not permitted on the College campus or in College buildings except in approved and supervised programs. Substances which have the potential to cause fires or explosions are not permitted inside the residence halls. No open flames are allowed. Smoking is not allowed in any residence hall. Halogen lamps are not allowed. Electrical appliances that have an exposed heating element are not allowed in residence apartments. Fires in residence halls are known to have resulted from burning candles and/or incense. These items are not allowed in student rooms and/or public areas of the residence apartments.

Fire Drills

The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. Each housing facility conducts one fire drill per semester. All persons in the building are required to participate in the fire drills and evacuate the building through the exit routes.

Each on-campus housing facility has one fire evacuation drill conducted and evaluated by College Housing with the College Police Department each semester.

Fire Prevention

Help Eliminate College Fire Hazards – The College Police Department is dedicated to providing a safe atmosphere for all members of the College Community. However, as members of the community there are things that you can do to prevent fires from occurring and protecting yourself.

Cooking

Cook in approved areas only and attend to your food while cooking.

- Make sure cooking area is well ventilated, or if a stove is equipped with a fan, turn it on.
- Clean up grease and appliances after each use. Grease is considered a flammable liquid, do not allow it to accumulate in cracks and crevices of the stove top or oven.
- To avoid burning food, adjust the heat to a lower temperature.
- If food begins to smoke, turn to a lower heat. If fire alarm system is activated, turn food off and meet the responding Public Safety officer to lead them to where you were cooking.

Appliances

- Appliances should never be left unattended.
- Unplug appliances when not in use.
- If appliances have broken wires, or doesn't work properly, unplug and do not use. Label items as broken and report them to the appropriate personnel.

Storage

- Boxes, Bicycles, Furniture, etc. should not be stored in hallways or blocking doors.
 These areas should be clear at all times to be able for occupants to exit the facility in case of fire.
- Surplus furniture, paper, and equipment need to be disposed of in accordance to College regulations.

Smoking

- Smoking is not allowed on campus per state law.
- Dispose of lit smoking materials and cigarette butts only in ash trays and not on trash cans, dumpsters, mulch beds, on grass lawns or fields.

Report Safety Hazards

• If you observe an unsafe practice or potential safety hazard, please report it immediately to College Police at 574-4715.

Fire Emergencies

If there is a Fire Emergency:

Sound the Alarm – If you discover or suspect a fire, sound the building alarm by activating the nearest pull station. If the building is not equipped with a fire alarm system, warn the other occupants by knocking on doors and shouting a warning as you leave.

Leave the Building – Try to help others only if you can do so without jeopardizing your personal safety. After exiting the building, keep at least 100 feet away from the building to allow clear passage of emergency personnel and equipment.

Do Not Go Back – Do not re-enter the building until safety officials give the "All Clear Signal" or says it is safe to return to do so.

Call College Police – On campus dial 4715, or 818-6353. This will connect you directly to the campus police department. If using an off-campus telephone, dial 911 for emergencies. Provide as much information as possible to the communications officer.

Reporting Fires on campus

Every incident of fire should be reported immediately. Call 911 to get Hampton Fire Department personnel and emergency responders to the scene. If a fire is discovered after it has been extinguished, it still needs to be reported. The fire department will inspect the area to prevent later flare-ups and to determine the cause of the fire. College officials should also be notified. The notification should be directed to UPD.

Fire Safety Education and Training Programs for Students, Faculty, and Staff

The College Housing provides training to housing staff including Resident Assistants and Resident Directors. The training includes information on fire protection features of facilities, fire prevention, emergency procedures, and conducting fire safety education sessions for residents

Shelter-in-Place Procedures- What it means to "Shelter-in-Place"

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

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, identification, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may be communicated to the SAUT community via the SAUT Alertus system, email, the outdoor warning siren and RAVE alert system. Remember, if you hear the sirens, "shelter-in-place and stay alert."

How to "Shelter-in-Place"

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need arise; follow these steps, unless instructed otherwise by local emergency personnel:

- 1. If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- 2. Locate a room to shelter inside. It should be:
 - An interior room;
 - · Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- 3. Shut and lock all windows (tighter seal) and close exterior doors.
- 4. Turn off air conditioners, heaters, and fans.
- 5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation system as soon as possible if applicable.)
- 6. Make a list of people with you and ask someone (Housing staff, faculty, or other staff) to call the list in to SAUTPD so they know where you are sheltering. If only students are present one of the students should call in the list.
- 7. Make yourself comfortable.

Procedure If a Member of the College Community Is Reported Missing

In accordance with § 485(j) of the Higher Education Act, 20 U.S.C. § 1092(j), Southern Arkansas University Tech had developed this investigation and notification policy regarding students who reside in on-campus housing who have been reported as missing. In accordance with the Higher Education Reauthorization Act of 2008, all students are asked to supply an emergency contact person on their application for admission that will be notified should the student be missing for 24-hours. If the missing student is under the age of 18, his/her parent(s) or guardian will be notified. In addition, the appropriate law enforcement agency will be notified when a student is determined missing for more than 24-hours. If a member of the SAU Tech community has reason to believe that a student or employee is missing, they must immediately contact the Campus Police Department. The Campus Police will inform the local law enforcement agency that has jurisdiction in the area within 24-hours that the student is missing. This does not preclude College officials from making a determination that a student is missing before the student has been missing for a full 24- hours or initiating procedures as soon as it determines that the student is missing.

Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable College staff, as well

as family and friends, to contact you if the need arises. In addition, students are encouraged to periodically update their emergency contact information.

Annual Disclosure and Distribution

The Chief of Police at Southern Arkansas University is responsible for the collection, reporting, and disseminating of the annual crime statistics from the local police agencies and Campus Security Authorities for inclusion in the Annual Crime Report following the guidelines of the Code of Federal Regulations.

By October 1 of each year, notification of the new annual disclosure report is provided to current students by direct mail and to employees by electronic mail with one-click hyperlinks to the report on the College web page. A paper copy of the report is available at the College Police Department, Office of Student Services, and the Admissions Office. The crime statistics are also submitted to the U.S. Department of Education every year as prescribed by the Department of Education.

Safety Tips on Campus

Personal Safety

The keys to personal safety are awareness and assertiveness.

Look assertive, confident, and aware of your surroundings.

Trust your intuition. If a particular situation makes you feel uncomfortable or unsafe, choose an alternative. Don't be afraid to ask for help.

Keep keys accessible and wear comfortable clothing for added safety and defense. Turn around, and confront someone you think is following you; the surprise of a hostile look will deter most assailants.

In attempted sexual assaults, approximately 50 percent of the women escape if they yell, and up to 85 percent escape if they physically resist quickly and vigorously. Trust your instincts.

Know vulnerable targets of the assailant; eyes, nose, throat, stomach, kneecaps, and groin.

Home Safety

Make a habit of keeping your doors locked. Lock your doors when sleeping, or when leaving a roommate asleep inside.

Do not leave valuables in open view. Take valuables home during vacation.

Never prop open doors.

Never allow unknown persons to enter your room. Report suspicious individuals to the UPD.

Require identification and authorization from maintenance staff requesting access to your room.

Report to the residence hall staff all door, locks, and windows that are in need of repair. Be suspicious if unknown person loitering or checking doors in your hall, and call UPD, 574-4715

Backpacks, purses, book bags, etc., should never be left unattended.

Appendices

Campus Security Authorities

Chancellor Office of the Chancellor

VC for Student Services Student Affairs

VC for Academic Affairs Academic Affairs

VC for Administration Administration and Finance

Associate Vice Chancellor Enrollment Services, Counseling

Associate Vice Chancellor Instruction

Associate Vice Chancellor Communications & Development

Dean Nursing

Dean Student Life and Housing

Director Housing

Director Admissions and Recruiting

Director Foundation

Director Physical Plant

Director Athletics

Sex Offense Definitions

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

SEX OFFENSES

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Incest

Non-forcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.

D. Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Crime definitions from the Uniform Crime Reporting Handbook

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony;

breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by person not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

Weapon Law Violations: the violation of law or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempt to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintain unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

Geography definitions from the Clery Act

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's education purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, if frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

The Southern Arkansas University Tech crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Emergency Number Quick References

Emergency - Call 911

for Ambulance, Fire, or Crimes in Progress

Non-Emergency – Call College Police 870-574-4715

870-818-6353

To report a crime or other non-emergency communication

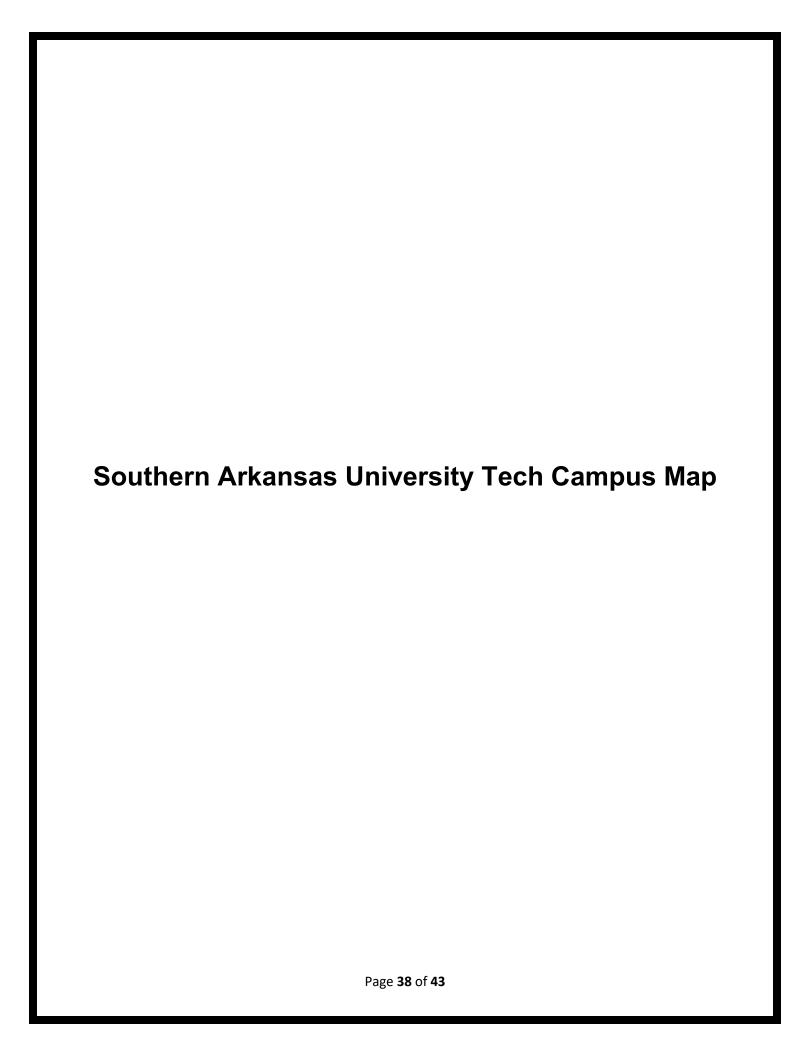
Office of Student Life 870-574-4458

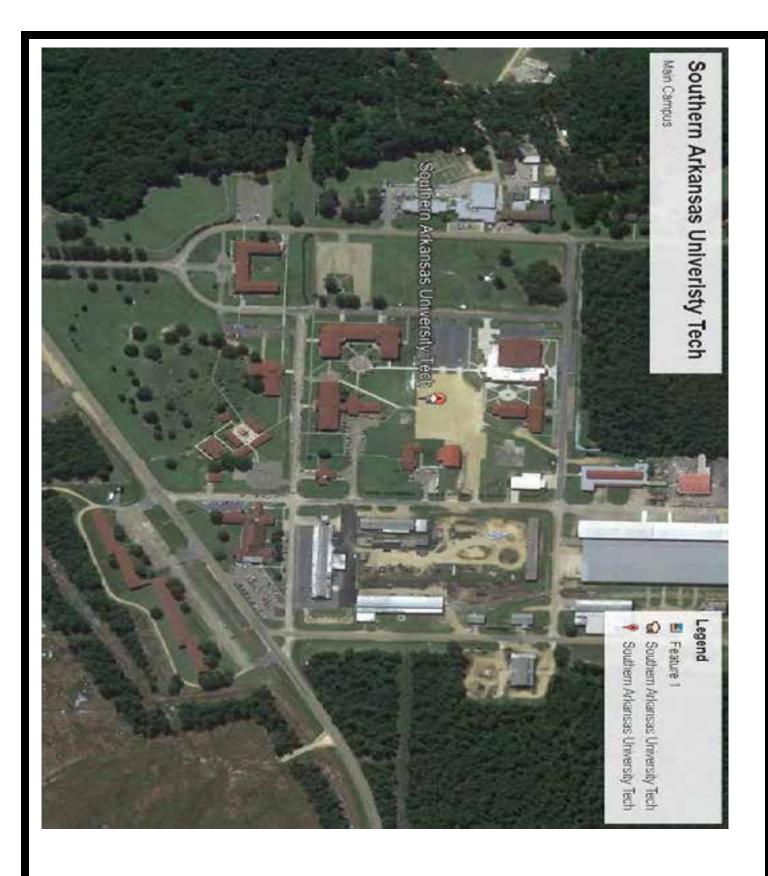
Office of Student Services 870-574-4504

Office of Enrollment Services 870-574-4558

Calhoun County Sheriff's Department 870-798-2323 **Ouachita County Sheriff's Department** 870-231-5300

Arkansas State Police 501-618-8000







SAU Tech Aviation Hanger East Camden on Hwy US 79



SAU Tech Mechanical Maintenance Building Hwy 79 N East Camden, AR.



SAU Tech Foundation Apartments Corner of North Womble and Busbee East Camden, AR.







