



## **Annual Security and Fire Safety Report 2020**

# LSUHSC-NO Annual Security and Fire Safety Report 2020

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## **University Police Authority**

The University Police Department (UPD) is the legal enforcement authority on LSUHSC-NO property and on all streets, roads, and rights-of-way to the extent they are within or contiguous to the perimeter of the campus. Police officers must successfully complete the training curriculum mandated by the Louisiana Peace Officer Standards and Training Commission that includes such topics as criminal law and procedures, patrol and investigation practices and techniques, firearms, first aid and physical training. An array of in-service training programs is provided to update and enhance the professional skills of the officers.

University police officers are vested with all of the powers, authority and responsibilities of any police officer of the state on property owned by the University, including adjacent public streets. Police authority is derived from Section 17:1805 of the Louisiana Revised Statutes. While there are no formal written agreements with other law enforcement agencies, UPD cooperates fully with federal, state and local law enforcement agencies in cases which involve both on-campus and off-campus jurisdiction or when the resources of another agency can be used to facilitate the resolution of an investigation.

UPD is primarily responsible for security, safety, law enforcement and emergency services for the university community, in cooperation with the Office of Environmental Health and Safety, the Campus Assistance Program, the Office of Compliance Programs and other departments as necessary to enhance the safety and security of the campus.

## **Reporting Crime or Emergencies**

If you are involved in an emergency situation, are the victim of a crime, or witness any criminal activity, you are urged to notify UPD as soon as possible by dialing one of the numbers listed below. Off-campus crimes may be reported to the New Orleans Police Department (NOPD) by dialing 911. Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, UPD will take the required action, dispatching an officer or asking the victim to report to the University Police office to file an incident report.

If assistance is required from NOPD, the New Orleans Fire Department, or other such outside agencies, University Police will assist, direct and/or contact the appropriate entity/unit. If a sexual assault or rape should occur, staff on the scene, including UPD, will assist the victim to the Campus Assistance Program.

## **LSU Health Sciences Center in New Orleans - University Police**

433 Bolivar Street, Room 118

New Orleans, La. 70112

Phone: (504) 568-2156

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## Other University Police Locations

### Emergency Command Posts

#### Downtown

433 Bolivar Street, Room 118

► (504) 568-8999 (Emergency) ◀

(504) 568-2156 (Police Administration)

#### Florida Avenue

1100 Florida Avenue

(504) 941-8100

#### Stanislaus Hall

450 S. Claiborne Ave.

Room 243

(504) 568-2126

#### Residence Hall

1901 Perdido St.

Room A19

(504) 568-6190

### Non-Emergency

(504) 568-8270

### uTip

Reports can be made to University Police by texting the information to **79516**. The message must have **LSUHSC** as the first word in the message to be received by University Police.

All crimes occurring within or adjacent to the LSUHSC-NO campus should be reported to UPD, even if they have already been reported to NOPD, to ensure appropriate response, assistance in reporting crimes to appropriate law enforcement authorities, inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

UPD encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, UPD cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus authorities as identified below.

### LSU Shield App

The LSU Shield App is a free smartphone app available for iPhone and Android which allows the user to:

- Summon emergency services by telephone with a single button
- Submit non-emergency reports including a picture and a video

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- Two-way chat with LSUHSC Police
- Submit reports anonymously
- Instantly notify pre-identified contacts of your safety and location
- Activate the Safety Beacon feature that allows your pre-identified contacts to monitor your safety plus much more!

Users complete and save a profile which stores on the device. Profile information is not communicated to LSUHSC Police until the user initiates a request for service. The profile will allow for up to three Emergency Contacts to be selected from the device address book. You must allow location services when downloading the app. Location accuracy and proper call routing are greatly improved when the user is connected to Wi-Fi.

For more information, please refer to Chancellor's Memorandum 44 Campus Security Policy at the following links:

<https://www.lsuhs.edu/administration/cm/cm-44.pdf>

<https://www.lsuhs.edu/administration/cm/violencereduction.pdf>

### **Reporting Requirements for Pastoral and Professional Counselors**

Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. If the person being counseled wishes assistance in reporting the crime, the counselor will notify UPD.

### **Safety Policies**

#### *Campus Access*

The campus is opened to the public Monday – Friday 7:00 am to 6:00 pm. After 6:00 pm, all students, faculty, and staff must enter through a designated entrance and must have an LSUHSC-NO Identification Card (ID). Visiting students must have a valid University ID.

After 6:00 pm on weekdays, or, on weekends, and holidays the campus is closed to the public. Anyone wanting access to the campus must use designated entrances (secured by University Police Officers) and must show ID and sign the register log upon entering and exiting the campus.

From 6 pm to 6 am on weekdays, or, on weekends and holidays access to buildings by way of the "Walk to Wellness" is controlled through programmable ID cards. Faculty and staff can

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obtain the cards through the Benefits Section of the Department of Human Resource Management. Students obtain the cards through the Registrar's Office. To request access to the Trail Clinical Sciences and Research Building, a letter on official LSUHSC-NO departmental stationary must be sent to UPD.

**Use of Surveillance Cameras:** UPD uses a series of cameras to monitor various locations around campus that include but are not limited to parking lots, garages, the Walk to Wellness, and other sensitive areas.

**Residence Hall Access and Security:** Students housed in the Residence Hall must use their entry key to enter the ground level of the dorm. Second level entry is restricted to the residents of the dorm only. All guests must enter through ground level of the Residence Hall and state the nature of their visit to the officer on duty (24 hours a day, 7 days a week); the officer will contact the resident for verification.

Guests must sign the visitor's register. The officer on duty may request to see a valid picture identification prior to calling the resident's room. Guests must be escorted to the resident's room by the resident. Residents are responsible for ensuring that their guest(s) will comply with the rules and policies of the Health Sciences Center and Residence Hall.

**Stanislaus Hall Access and Security:** During renovations, all entry into Stanislaus Hall is through a security gate located on the 2nd floor crosswalk. All residents are issued a key to this gate. The main entrance to the building is located on the 1st floor facing Claiborne Avenue. This door is currently not being utilized due to renovation.

Guests must sign the visitor's register. The attendant on duty may request to see a valid picture identification prior to calling the resident's room. Guests must be escorted to the resident's room by the resident. Residents are responsible for ensuring that their guest(s) will comply with the rules and policies of the Health Sciences Center and Residence Halls. More information on these policies can be found at the following link:

<https://www.lsuhs.edu/administration/ae/docs/Policies%20%20Procedures%204-4-18.pdf>

Emergencies or repair work may necessitate changes or alterations to any posted schedules. Faculty, staff and students will be notified of repair work that significantly affects building access by mass email. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, University Police, Facilities and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, communications, and other security issues of pressing concern.

For more information, please refer to Chancellor's Memorandum 44 Campus Security Policy at the following links:

<https://www.lsuhs.edu/administration/cm/cm-44.pdf>

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<https://www.lsuhs.edu/administration/cm/violencereduction.pdf>

<https://www.lsuhs.edu/administration/vcaca/docs/PoliciesAndProcedures.pdf>

Environmental Health and Safety performs quarterly inspections of each building to identify safety and security issues. More information on the Safety Inspection Policy including the inspection checklist can be found at the following link:

<https://www.lsuhs.edu/admin/pfm/ehs/docs/si.pdf>

### **Sales or Use of Alcoholic Beverages**

LSUHSC-NO complies with all federal and state laws which regulate the sale and use of alcohol. The University neither condones nor shields from prosecution any individual found in violation of the Louisiana Alcoholic Beverage Control laws. The University does authorize alcoholic beverages on campus for sanctioned events in accordance with Chancellor's Memorandum 36 - Guidelines for the Responsible Use of Alcohol at the LSU Health Sciences Center.

LSUHSC-NO's Guidelines for the Responsible Use of Alcohol, CM-36 are available at the link below.

<http://www.lsuhs.edu/administration/cm/cm-36.pdf>

### **Sales or Use of Illegal Drugs**

LSUHSC-NO complies with all federal and state laws which prohibit the use, possession and sale of illegal drugs.

The University is a drug-free zone under Louisiana law and will not shield any student, employee or visitor from action by civil authorities. Permanent Memorandum 33 – Drug Free Workplace and Drug Testing Policy, Chancellor's Memorandum's 37 -LSU Health Sciences Center New Orleans Campus Fitness for Duty, Chancellor's Memorandum - 38-Substance Abuse Policy and Procedures, LSUHSC-NO Campus Drug Prevention Program and Policy and LSUHSC-NO Drug Testing Program Policy describe LSUHSC-NO's drug free campus policies in detail.

LSU's Drug Free Workplace and Drug Testing policy, PM-33, is available at the following link:

<http://www.lsuhs.edu/administration/pm/pm-33.pdf>

LSUHSC-NO's Fitness for Duty policy, CM-37 is available at the following link:

<http://www.lsuhs.edu/administration/cm/cm-37.pdf>

LSUHSC-NO's substance abuse policy, CM-38 is available at the following link:

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<http://www.lsuhs.edu/administration/cm/cm-38.pdf>

## **Drug and Alcohol Abuse Education Program**

All employees and students are required to complete alcohol and drug abuse education annually. Completion of training is tracked by the Office of Compliance programs. Each employee's training completion status is reported to his/her department head monthly. Each student's completion status is reported monthly to their dean or program director as appropriate. The LSUHSC-NO Compliance Training Policy can be found at the following link:

[https://intranet.lsuhs.edu/admin/ocp/docs/ComplianceTrainingPolicyFinal\\_5-4-16KG.pdf](https://intranet.lsuhs.edu/admin/ocp/docs/ComplianceTrainingPolicyFinal_5-4-16KG.pdf)

## **Firearms and Weapons Policy**

Under the provisions of the Louisiana Criminal Code R.S. 14:95.2, it is illegal and expressly prohibited to engage in the unauthorized carrying of a firearm, or dangerous weapon, by a student or non-student on University property at any time. This includes but is not necessarily limited to school sponsored functions or in a firearm-free zone. Violators will be arrested and prosecuted to the fullest extent of the law.

## **Criminal Activity that Occurs Off Campus**

UPD do not provide law enforcement service to off campus locations. NOPD responds to crimes occurring outside the LSUHSC-NO campus and they can be reached by dialing 911. UPD have a good working relationship with NOPD.

LSUHSC-NO does not have any officially recognized student organizations with non-campus locations.

## **Timely Warnings**

It is the responsibility of the University through its UPD to keep the campus community informed of serious incidents of which it becomes aware. Working in conjunction with other University departments, UPD will issue alerts in a timely manner to the campus community about crimes in and around the campus. When UPD receives information that a violent crime against a person or a serious threat to persons or property has occurred or is imminent, an alert will be sent out via email, Omnilert text messaging system and/or posted on the University's digital signage as appropriate. The alert will contain the following information: Type of incident, Time of the incident, Location of the incident, Description of the suspect(s), Summary of the incident.

Whenever a report of a crime or serious incident is received by UPD, UPD will work with the reporting individual and other campus officials, to determine whether a Safety Bulletin and/or Crime Alert should be issued.



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## **Fire Safety**

The Office of Environmental Health and Safety is responsible for the development and maintenance of the University's Fire Safety Policy. For more details refer to the University's Fire Safety Policy is available at the following link:

<http://www.lsuhs.edu/admin/pfm/ehs/fire.aspx>

## **Emergency Response**

The LSUHSC-NO community is encouraged to notify the University of any situation or incident on campus that may involve a significant emergency or dangerous situation that poses an immediate or ongoing threat to the health and safety of university faculty, staff, students, patients or visitors. UPD is charged with responding to reported incidents in order to determine whether the incident, in fact, presents a threat to the community and with requesting other resources necessary to investigate, mitigate, or document the situation. The Office of Environmental Health and Safety is responsible for developing and maintaining the Emergency Response Plan. For more details refer to the Emergency Response Plan available at the following link:

<http://www.lsuhs.edu/emergencypreparedness/>

All employees and students will receive training annually on the Emergency Response Plan. Completion of training is tracked by the Office of Compliance programs. Each employee's training completion status is reported to his/her department head monthly. Each student's completion status is reported monthly to their dean or program director as appropriate.

LSUHSC transmits information via the University web site, phone trees, email, text messaging and crawlers on digital signs placed at key locations around the campus. During an emergency, the Text Alert System (a key element of the Emergency Alert System) is used to send text alert messages directly to your phone. To receive these alerts, you must opt-in to the system by providing your cell phone or personal email information during registration. See the link below for more information regarding registration.

<http://911.lsuhs.edu/eas/textemailalerts.aspx>

## **Missing Student Notification**

Anyone who suspects that an LSUHSC-NO student who resides in on-campus housing is missing should immediately contact UPD at 504-568-8999. UPD will begin an investigation in order to determine whether the student is missing. Once UPD investigates and determines that the student has been missing for more than 24 hours, the University will notify other local law enforcement agencies and the student's emergency contact within 24 hours after the student is determined to be missing. Contacts to local law enforcement agencies will be made whether or not the missing student has designated a contact person.

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At the beginning of each semester, students living in on-campus housing will be given the opportunity to designate a contact person or persons to be notified if the student is determined to be missing. If a student is under the age of 18 and is not emancipated, the University will notify the custodial parent within 24 hours after the student is determined to be missing. Any contact person that the student has designated will also be contacted within 24 hours after the student is determined to be missing. Any contact information provided by the student will be registered confidentially and will be accessible only to authorized university and law enforcement officials. Additionally, the contact information will not be disclosed outside of a missing person investigation.

### **Security Awareness and Crime Prevention Programs**

*Student Orientation:* The LSUHSC-NO gives an orientation to all incoming students, which includes a discussion on safety and security procedures. Topics that will be addressed include measures in which students can ensure their own safety, the safety of others, and the safeguarding of personal and State property.

*Security Committee:* This Committee meets quarterly and has representatives from each school within the Health Sciences Center. Each school must be represented by a member of its student body, faculty, and staff.

The Committee discusses an array of topics to enhance the quality of life on the campus. Committee members in turn disseminate the information from the meetings to their respective schools.

#### *Publications and Seminars*

CAP prepares and annually updates a pamphlet for distribution entitled “LSU Health Sciences Center Crime Prevention” which is distributed campus wide by UPD and other departments.

Upon request from a department head or student groups, UPD will hold crime prevention seminars.

#### *Self Defense Classes*

UPD conducts Rape Aggression Defense (R.A.D) classes geared to female faculty, staff, and students. The Rape Aggression Defense System: The National Standard in Self Defense Education(tm) is a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. R.A.D. is not a Martial Arts program. Our courses are taught by nationally certified R.A.D. Instructors and provide each student with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth, and

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is the key to the free lifetime return and practice policy for R.A.D. graduates. Please call the University Police Administrative phone number at 568-8270 for more information.

The LSUHSC-NO Wellness Center offers one hour and two hour self-defense classes which are open to all faculty, staff and students. These classes are scheduled based upon the level of interest. These classes can also be given as a presentation at meetings of student or other campus organizations. Please contact the Wellness Center at 568-3700 or via email at [wellness@lsuhsc.edu](mailto:wellness@lsuhsc.edu) for more information.

### *Educational Programs to Promote the Awareness of Sex Offences*

LSUHSC-NO requires all employees and students to complete training on Sexual Harassment and Violence in the Workplace annually. Completion of training is tracked by the Office of Compliance programs. Each employee's training completion status is reported to his/her department head monthly. Each student's completion status is reported monthly to their dean or program director as appropriate. More information on the educational programs including the training content can be found at the following link:

[http://www.lsuhs.edu/administration/ocp/training\\_requirements.aspx](http://www.lsuhs.edu/administration/ocp/training_requirements.aspx)

### **Domestic Violence, Dating violence, Sexual Assaults, and Stalking**

*Domestic violence* is the occurrence of one or more of the following acts by a family or household member, but does not include acts if self-defense:

- Attempting to cause or causing physical harm to another family or household member;
- Placing another family or household member in fear of physical harm;
- Causing another family or household member to engage in involuntary sexual activity by force, threat of force, or duress;
- Committing one or more of the following crimes against another family or household member:
  - Arson of any grade, assault and battery of any grade,
  - burglary of any grade,
  - criminal damage to property,
  - homicide of any grade,
  - kidnapping of any grade,
  - sex offense of any grade,
  - any offense involving stolen property,
  - any weapon law violation,
  - disorderly conduct,
  - stalking and criminal trespass of property.

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*Dating violence* is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

*Sexual assault* is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

*Stalking* is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnaping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted.

*Consent* is:

- A freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear shall not constitute consent. A current or previous dating, social, or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent.
- A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or fear or as a result of acts intended to defraud or deceive.

All act of domestic violence, dating violence, sexual assault and stalking are prohibited and should be reported to University Police by dialing 504-568-8999 or the New Orleans Police Department by dialing 911. Upon receipt of the call, University Police will:

- (1) Proceed immediately to the location of the alleged victim,
- (2) Attempt to calm, comfort, interview, and inform the alleged victim of their rights, options for medical care, including referral to a hospital equipped for a forensic medical exam or other

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healthcare facility of their choice, and options{ directly and indirectly through handouts/e-mail links, etc. }

(3) Collect information on the incident in order to assess the situation.

(4) Radio the Emergency Command Post (ECP) in the Roman Garage-3rd floor to immediately request NOPD to dispatch one of their specially trained officers to our campus. University Police are required by statute to notify NOPD of such alleged incidents at the time they are brought to our attention.

(5) Try to have a UPD female officer join the responding officer at the incident location, if available, should the responding University Police officer not be a female.. .

(6) The ECP officer would be on alert to receive and direct any NOPD and/or other emergency personnel to the incident site and victim.

(7) Make communications in an attempt to directly and quickly reach appropriate Campus Assistance Program (CAP) personnel to alert them to the incident so they can initiate their required CAP response to such incidents which might include dispatching any available personnel from their operation to the victim if possible and appropriate.

(8), Make further notifications to alert other University management officials, as appropriate to the circumstances, of the incident occurrence so they may initiate their own required departmental actions and processes as appropriate, once initial response and intervention has been accomplished

The Campus Assistance Program will provide the following services as needed:

**Information and referral:** A CAP counselor will provide clients information on campus reporting, victim rights, professional agencies and individuals in the community who are qualified to assist them if they are victims of sexual assault, domestic violence, dating violence, and/or stalking. Information and referral services are available for counseling, health, mental health, victim advocacy and legal assistance.

**Assessment and problem clarification:** A CAP counselor will help clients identify their clinical and medical needs and will make recommendations in order to help.

**Short term counseling:** Short-term counseling will be available to help clients who may be victims of sexual assault, domestic violence, dating violence, and/or stalking.

**Client advocacy:** A CAP counselor will advocate for clients in obtaining needed services. CAP will maintain a list of potential service providers and legal resources.

CAP office visits will be held at the following locations:

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- Human Development Center 411 S. Prieur St. Suite 233 (main office location). Phone: (504) 568-8888.
- 1100 Florida Ave, Dental School, Office 2211. Phone: (504) 568-8888

It is a personal decision whether to report a rape or sexual assault to police, but victims are strongly encouraged to do so. The primary concern of the police is your safety and well-being; their second and third concerns are apprehending the assailant and preserving the evidence of the crime. If the perpetrator of the assault is a LSUHSC-NO Student, survivors have the option of filing a complaint with the Disciplinary Committee of the student's school.

LSUHSC-NO will make reasonable accommodations to a victim's academic and/or living situations after an alleged sex offense if those changes are requested by the victim and are reasonably available. These include but are not limited to:

- Allowing the victim to change their class schedule.
- Allowing the victim to move to a different residence.

Employees can request accommodations through their supervisor or Human Resources Management. Students can request accommodations through the Student Affairs office of their school.

**Protective Orders:** A person seeking protection may ask the court for protection by filing a petition for a restraining order. The person in need of protection is the petitioner, the person against whom the petition is filed (the abusive person) is the defendant. There are no filing fees and court costs for this process. It is not necessary to have an attorney to file the petition or to represent the petitioner at court. Petitioners may get forms and assistance from the website below, from the parish Clerk of Court's office, or from victim advocates at the local battered women's program or district attorney's victim assistance program.

Click on the link below to go the Louisiana Protective Order Registry (LPOR) website to begin the filing process.

[http://www.lasc.org/court\\_managed\\_prog/lpor/filing\\_steps.asp](http://www.lasc.org/court_managed_prog/lpor/filing_steps.asp)

**Preserving Evidence:** In the immediate aftermath of a sexual assault, the most important thing is for the victim to get to a safe place. Whether it be the victim's home, a friend's home or with a family member, immediate safety is what matters most. When a feeling of safety has been achieved, it is vital for the victim to receive medical attention, and strongly recommended for the victim to receive a forensic examination.

Preserving DNA evidence can be key to identifying the perpetrator in a sexual assault case, especially those in which the offender is a stranger. DNA evidence is an integral part of a law

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enforcement investigation that can build a strong case to show that a sexual assault occurred and to show that the defendant is the source of biological material left on the victim's body.

Victims should make every effort to save anything that might contain the perpetrator's DNA, therefore a victim should not:

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

**Disciplinary Proceedings:** University disciplinary proceedings are detailed in the Student Handbook of each school. The proceeding shall provide a prompt, fair, and impartial investigation and resolution. In accordance with PM-73, Title IX and Sexual Misconduct Policy, a preponderance of the evidence is the standard used. The Handbook provides, in part, that the accused and the victim will each be allowed to choose one person to accompany them throughout the hearing. A student found guilty of violations of this policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense. Both the accuser and the accused shall be simultaneously informed, in writing, of:

- a. The outcome of the institutional disciplinary proceeding.
- b. The institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding.
- c. Of any change to the results that occurs prior to the time that such results become final.
- d. When such results become final.

University officials who conduct disciplinary proceeding are required to complete annual training on training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

A student or employee who reports domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options.

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Please refer to Permanent Memorandum 73, Title IX and Sexual Misconduct Policy and Chancellor's Memorandum 44, Campus Security Policy and Violence Risk Reduction Plan for additional details regarding the handling of sexual violence complaints.

Permanent Memorandum 73, Title IX and Sexual Misconduct Policy

<http://www.lsuhs.edu/administration/pm/pm-73.pdf>

Chancellor's Memorandum 44, Campus Security Policy and Violence Risk Reduction Plan

<http://www.lsuhs.edu/administration/cm/cm-44.pdf>

Violations of these policies may result in outcomes such as residential life contract cancellation, deferred suspension, suspension, expulsion, class only restriction (student) and/or disciplinary action or separation of employment.

**Bystander Intervention:** Bystander intervention is an essential component in preventing violence because it addresses harmful behaviors before they escalate.

If you SEE SOMETHING, SAY SOMETHING!!

Watch out for your fellow employees and students

- If you see someone who looks like they are in trouble, ask if they are okay.
- If you have a concern about a friend's actions, say something to him or her.

Be respectful of yourself and others. Challenge your peers to be respectful.

Believe someone who discloses a sexual assault, abusive relationship, or experience with stalking or cyber stalking.

Emergency Situations - General Strategies

- Emergency situations unfold quickly and often require immediate helping responses.
- Carefully assess the entire situation/circumstances before making any decisions or taking any action. Choose the most effective ways of helping for that particular situation.
- Be sure to not make the situation escalate.
- Consider both direct and indirect ways to intervene:
  - Direct: You take responsibility as the primary helper.
  - Indirect: You request that someone else take responsibility as the primary helper (e.g., NOPD, University Police, Emergency Medical Trained or EMT personnel, etc.)
- Whatever response you choose, remember the following in an emergency/crisis:
  - Calm the person
  - Gather information



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- Look at options
- Provide support
- Know appropriate referrals
- Make safe choices; consider the level of risk in choosing an action for intervening.
- Understand boundaries and limits — don't be a hero. Remember verbal fights can quickly turn into physical fights. It is often better to WALK AWAY.
- Intervene early — before a problem becomes a crisis or disaster.
  - Publicly state your commitment to helping. “I will do X.”
  - Engage other bystanders — You do “Y.”
- Do not become enmeshed in the argument or confrontation.
- Look for the best exit strategies (getting out of the situation) for those involved. (Think win-win)
- Be clear and direct with all of your requests.
- Assess personal exposure/liability when actions you know about are criminal.
- If it is not safe or prudent for you to help directly:
  - Call University Police
  - Call 911
  - Text an Alert to uTip

It is better to speak up and find nothing is wrong than not to speak up and have something bad happen that could have been prevented.

**Risk Reduction:** Individuals can reduce the risk of becoming a victim by using the following strategies:

- Always be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation. (Take away the surprise)
- Try to avoid isolated areas. It is more difficult to get help if no one is around. (Mitigate assailant's strength advantage)
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know. (Mitigate assailant's strength advantage)
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, LEAVE!!!!
- Limit your consumption of intoxicants to the point where you can still defend yourself if you have to. (A survey of students at 171 institutions of higher education, alcohol was involved in 74% of all sexual assaults. )
- At parties and other gatherings, get your own food and drinks, watch how they are prepared and keep track of them. If you lose track of your food or drink, discard it and get some more.
- Have a check in plan. Always make sure that a trusted friend or relative knows where you are and where you are going and when to expect to hear from you again.
- Avoid walking alone

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- Stay in well lighted areas
- Make note of all individuals, obstacles and exits within a 20 foot radius.
- Take a self-defense course. (Take away size and strength advantages)
  - R.A.D
  - Wellness Center

### Sex Offenders

The Campus Sex Crimes Prevention Act of 2000 (CSCPA), signed into Law October 28, 2000, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to Wetterling, the Act also amended the Clery Act and the Family Educational Rights and Privacy Act of 1974.

As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the state as to whether the person is a student or works at an institution of higher education, identify each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student and must also alert the state of any change in enrollment or employment status.

The Louisiana State Police maintain the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and are responsible for the enforcement of the applicable sections of law cited above. Information about any individual affiliated with Louisiana State University in regards to this matter may be found at the public SOCPR website:

<http://www.lsp.org/socpr/default.html> .

### Records

Records associated with violence on the Campus need to be kept in a permanent, secure, and confidential manner. It shall be the responsibility of the Critical Incident Threat Assessment Team to help evaluate security, methods of hazard control, and identify training needs. The following records are important and shall be maintained in accordance with pertinent statutes as part of the violence prevention program:

- reports of work injury, including workers' compensation injuries, if necessary;
- report for each reported assault, incidents of abuse, verbal attack, or aggressive behavior occurring between persons in the Campus;
- police reports of incidents occurring in the Campus;
- minutes of safety meetings, records of hazards' analysis, and corrective actions recommended;

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- Preventing Violence on Campus training, including subjects covered, attendees, and qualifications of trainers; and
- other appropriate reports.

### **Campus Analysis**

The process of Campus analysis involves a step-by-step, commonsense look at the Campus to find existing or potential hazards for the occurrence of Campus violence. The Campus analysis entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop. The Campus analysis program includes, but is not limited to:

- Reviewing reports and minutes from staff meetings on safety and security issues;
- analyzing trends in illness/injury or fatalities caused by violence;
- Measuring improvement based on lowering the frequency and severity of Campus violence;
- Surveying employees and students before and after making job or workplace changes or installing security measures or new systems to determine their effectiveness; requesting periodic outside review of the Campus for recommendations on improving employee safety;
- Interviewing employees and students who experience hostile situations about the medical treatment received (initially, several weeks later, and several months later).

Regular evaluation of safety and security measures affecting the violence prevention program shall be conducted at least annually. At LSU Health Sciences Center, this evaluation shall be the responsibility of the Critical Incident Threat Assessment Team.

### **Communication**

At LSU Health Sciences Center, we recognize that to maintain a safe, healthy and secure Campus, we must have open communication among students and employees, including all levels of supervision, on these issues. The open communication process includes, but is not limited to:

- Discussions of violence in the Campus during scheduled safety meetings;
- Posting or distributing information on violence on the Campus; and
- Procedures to inform supervisors about violence on the Campus, hazards, or threats of violence.

The Critical Incident Threat Assessment Team shall provide an appropriate place for employees and students to discuss security concerns with assurance that necessary confidences will be maintained.

### **Rights**

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Mistreatment and abuse of students by faculty, residents, staff or fellow students is contrary to the educational objectives of the LSUHSC in New Orleans and will not be tolerated.

Mistreatment and abuse include, but are not limited to, berating, belittling, or humiliation; physical punishment or threats; intimidation; sexual harassment; harassment or discrimination based on race, gender, sexual preference, age, religion, physical or learning disabilities; assigning a grade for reasons other than the student's performance; assigning tasks for punishment or non-educational purposes; requiring the performance of personal services; or failing to give students credit for work they have done.

Students have rights as guaranteed by the U.S. Constitution and all appropriate federal, state and local laws. Primary among those is the right to a fair and impartial hearing, if the student is accused of misconduct or violating university regulations. Additionally, students have the right to file a complaint for alleged mistreatment. The Health Sciences Center has existing policies and procedures that relate to the following: financial aid; sexual harassment; final grade appeal; student housing; parking; drugs; alcohol; firearms; student's access to records, and privacy; computer/internet use; dress and professional conduct; health insurance; and liability insurance. Issues that relate to these specific policies, which may be found on the Health Sciences Center website, should be addressed to the appropriate office. The Office of Student Affairs of the appropriate school can help students with information about those policies.

LSUHSC-NO's Sexual Harassment Policy is at the following link:

<http://www.lsuhs.edu/administration/cm/cm-49.pdf>

LSUHSC-NO's Student Responsibilities and Rights policy, CM-56, at the following link:

<http://www.lsuhs.edu/administration/cm/cm-56.pdf>

LSU's Equal Opportunity policy, PM-55, is available at the following link:

<http://www.lsuhs.edu/administration/pm/pm-55.pdf>

### **Crime Statistics**

LSUHSC-NO discloses crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms.

The statistics are gathered from University Police, local law enforcement, and other school officials who have "significant responsibility for student and campus activities". Professional mental health and religious counselors are exempt from reporting obligations, but may refer patients to the Campus Assistance Program (CAP).

University Police are responsible for compiling and reporting crime statistics. Crimes are reported excluding any personally identifying information in the following major categories, with several sub-categories:

- Criminal Homicide
- Murder and Non-negligent Manslaughter

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- Negligent manslaughter
- Sex Offenses (Forcible and Non-Forcible)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

LSUHSC-NO also reports the following types of incidents if they result in either an arrest or disciplinary referral:

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

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LSUHSCNO Downtown Campus Criminal Offenses					
Offense	Year	Geographic Location			
		On Campus	On Campus Student Housing	Non-Campus	Public
MURDER / NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
RAPE	2019	0	0	0	0
	2018	0	0	0	3
	2017	0	0	0	4
FONDLING	2019	0	0	0	0
	2018	4	0	0	0
	2017	0	0	0	4
INCEST	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
STATUTORY RAPE	2019	0	0	0	0
	2018	1	0	0	5
	2017	0	0	0	0
ROBBERY	2019	0	0	0	0
	2018	1	0	0	5
	2017	0	0	0	2
AGGRAVATED ASSAULT	2019	0	0	0	1
	2018	1	0	0	4
	2017	0	0	0	2
BURGLARY	2019	3	0	0	0
	2018	2	0	0	0
	2017	9	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0	11
	2018	0	0	1	6
	2017	0	0	0	3
ARSON	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

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LSUHSC-NO Downtown Campus VAWA Offenses					
Offense	Year	Geographic Location			
		On Campus	On Campus Student Housing	Non-Campus	Public
DOMESTIC VIOLENCE	2019	0	0	0	0
	2018	1	0	0	0
	2017	0	0	0	0
DATING VIOLENCE	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
STALKING	2019	0	0	0	0
	2018	5	0	0	0
	2017	2	0	0	0

LSUHSC-NO Downtown Campus Arrests and Disciplinary Referrals Reporting					
Offense	Year	Geographic Location			
		On Campus	On Campus Student Housing	Non-Campus	Public
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	1	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	2	0	0	2
	2018	0	0	0	1
	2017	0	0	0	3
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

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LSUHSCNO City Park (Dental School) Campus Criminal Offenses					
Offense	Year	Geographic Location			
		On Campus	On Campus <sup>1</sup> Student Housing	Non-Campus	Public
MURDER / NON-NEGLIGENT MANSLAUGHTER	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
RAPE	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
FONDLING	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
INCEST	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
STATUTORY RAPE	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
ROBBERY	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
AGGRAVATED ASSAULT	2019	0	N/A	0	1
	2018	0	N/A	0	0
	2017	0	N/A	0	0
BURGLARY	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
MOTOR VEHICLE THEFT	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
ARSON	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0



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LSUHSC-NO City Park (Dental School) Campus VAWA Offenses					
Offense	Year	Geographic Location			
		On Campus	On Campus <sup>1</sup> Student Housing	Non-Campus	Public
DOMESTIC VIOLENCE	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
DATING VIOLENCE	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
STALKING	2019	0	N/A	0	0
	2018	2	N/A	0	0
	2017	1	N/A	0	0

LSUHSC-NO City Park (Dental School) Campus Arrests and Disciplinary Referrals Reporting					
Offense	Year	Geographic Location			
		On Campus	On Campus <sup>1</sup> Student Housing	Non-Campus	Public
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	N/A	0	0
	2018	0	N/A	0	0
	2017	0	N/A	0	0

<sup>1</sup>The City Park (Dental School) Campus has no On Campus Student Housing.

### Unfounded Crimes

There were two unfounded crimes in 2017 and no unfounded crimes in 2018 or 2019.

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## Hate Crimes

There were no hate crimes reported in 2017, 2018 or 2019.



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LSUHSC-NO is committed to complying with National Fire Protection Association fire protection standards. These standards are available from the Office of Facility Planning and Control and from the Office of Environmental Health and Safety. If you have questions about fire protection requirements or wish to have an inspection made by someone, call the Safety Program Coordinator at 225-578-5645.

The Louisiana State Fire Marshal's Office inspects and enforces the fire protection regulations on campus. Generally, the Fire Marshal inspector will visit buildings once per year to make the inspections. Correcting the conditions found in these inspections is a cooperative effort of the building occupants and the Facility Services group.

New LSU employees are given information on how to access fire safety information for their specific area and general fire safety tips. The LSU Office of Environmental Health and Safety regularly publishes Lifeline magazine which contains emergency procedure information and University safety rules. Students living in Residential Life facilities receive the Living on Campus Handbook which contains safety tips and information on Residential Life policies and procedures. The LSU Office of Environmental Health and Safety staff is available to accommodate any request for individual training to specific groups, units, or departments.

### **Fires**

- If you see a fire or smoke, PULL the closest fire alarm pull station.
- ALERT others of the pending emergency and begin a calm and immediate evacuation of the building. Close the door(s) to your office or classroom to confine the fire.
- CALL University Police (568-8999) or 911 and provide:
  - Your name and the telephone number.
  - The exact location of fire or smoke.
  - The type of fire (electrical, flammable liquid, trash, etc.).
  - The extent of the fire (severity and/or amount of smoke).
- EVACUATE to the outdoor Emergency Evacuation Area.

### **Fire Extinguishers**

- All buildings are equipped with automatic fire sprinkler systems. These systems activate when heat melts a sensing element in the sprinkler head.
- All buildings are also equipped with fire extinguishers, primarily type ABC extinguishers, which are effective against wood, paper and plastics; flammable liquids; and electrical fires.
- If you choose to use a fire extinguisher, ensure you follow the guidelines below.

### **Fire Extinguisher Guidelines**

Never fight a fire:

- If the fire is larger than the volume of a typical trash can.

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- If you must fight the fire with your back to an escape exit.
- If the fire can block your only escape.

### How to operate a fire extinguisher:

Use the PASS method. (Pull, Aim, Squeeze and Sweep)



### Miscellaneous Fire Guidelines

All open flames, open burns and the use of pyrotechnics/fireworks, both indoors and outdoors, are strictly *prohibited* at the Health Sciences Center except for:

- Classroom or laboratory: Bunsen burners may be used in the course when conducted under the supervision of the instructor.
- Hot Work Permit Program: Open flames are permitted when covered by the Hot Work Permit Program.

Occupants of the residence hall must abide by all the Residence Halls Policies ( <https://www.lsuhs.edu/administration/ae/docs/Policies%20%20Procedures%204-18.pdf> ).

### **RHP 21 - Fire Safety Policy**

Be aware of special fire hazards that exist on campus and cooperate with campus authorities in fire prevention efforts. You should know proper emergency procedures and phone numbers should a fire occur. Fires can occur by carelessness, or use of smoking materials, or candle flames, or combustible material and liquids, or electrical appliances, or arson. Burning candles are not permitted. Do not store combustibles (RHP 10) and check all electrical appliances carefully.

A \$100.00 fine will be charged to anyone who tampers with or covers smoke detectors.

Report and/or remove accumulated trash.

Be alert for suspicious activities. Report any suspicious activity to the University Police (504-568-8999).

Note that the Residence Hall complied with fire code requirements at the time of construction: however, the audible fire alarm can't be heard at 75 decibels in apartment bedrooms. To increase sound transmission, residents are advised to keep their bedroom doors open.

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To be fully prepared in the event of an emergency, the Student Housing Staff is required to have current information on mobility impaired persons (persons who can't descend the stairs to the ground floor in a timely manner without assistance). Notify the Director of Student Housing if you are mobility impaired or become temporarily mobility impaired.

The Environmental Health and Safety Department conducts monthly checks of the smoke detectors and fire extinguishers in each apartment. Furthermore, the Director of Student Housing or a designated housing staff member, accompanied by an Environmental Health and Safety person will inspect all domiciles on a quarterly basis to check for fire hazards, including:

- Hazardous materials (RHP 10)
- Certain electrical appliances as per (RHP 10)
- Broken door closures
- Impeded sprinkler heads (RHP 10)
- Overloaded electrical circuits (RHP 10)
- Impeded egress (RHP 10)
- Extension cords (RHP 10)
- Daisy chaining of electrical cords (RHP 10)
- Anything found hanging from the sprinkler pipes (RHP 10)
- (Burning) candles, open flames, (burning) incense (RHP 10)

Know about all the facilities safety features. Such features include:

- Fire extinguisher locations
- Fire alarm locations
- Fire escapes
- Smoke detectors. Note: If a smoke detector in a hallway is activated, this will set off the general fire alarm throughout the entire building. If a smoke detector inside an apartment or dorm is activated, this will not set off the general alarm fire throughout the entire building. If there is an actual fire, the occupant must activate the nearest pull station to set off the building's general fire alarm.
- Fire doors
- Sprinkler head locations
- Emergency numbers

In case of a fire, act quickly, stay calm, sound the alarm in the hallway, contact University Police (568.8999). All fires should be reported. In case of fire in your housing facility, all persons will evacuate the building as quickly and orderly as possible using the stairwells and NOT the elevators. Move to the "area of refuge" at the Medical Education Building on the corner of Perdido and South Roman Streets and report your name and room number to the individual in charge (University Police Officer, Environmental Health and Safety representative of Housing Staff representative). Do not leave the area of refuge until given the "all clear" signal. DO NOT attempt to drive out of the parking lot during a fire alarm.

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## Fire Drills

All occupants must vacate the premises during a Fire Drill and report immediately to the area of refuge.

### WHAT SHOULD BUILDING OCCUPANTS DO WHEN AN ALARM SOUNDS?

1. Evacuate your area quickly and calmly.
2. Walk to the nearest stairwell exit. Do not use the elevators.
3. Carefully walk down the stairs. Stay to the right side and allow for traffic to enter.
4. Offer assistance to those who can move down the stairs but may still require some help. Do not lift or carry anyone up or down the stairs.
5. Upon exiting the building, go to your assigned Emergency Evacuation Area and report to the individual in charge.

Failure to report to the Emergency Evacuation Area will impede accountability of personnel. Upon arrival at the area of refuge, provide your name and room number to the individual in charge (University Police Officer, Environmental Health and Safety representative of Housing Staff representative). Remain in your Emergency Evacuation Area until an “all clear” is given by the University Police.

### Emergency Evacuation Area (Residence Halls)

- Residence Hall: Outside the MEB on the corner of Perdido and S. Roman Streets.
- Stanislaus Hall: Back parking lot along Gravier Street (trash disposal area).

LSUHSC-NO Housing Facilities will have scheduled and unscheduled fire drills. There will be a \$100.00 fine if occupant does not leave the building during the drill. There are no acceptable excuses for not leaving. The Director of Student Housing will have the University Police escort the occupant from the premises. Refusal by occupant to leave may result in eviction.

### HOW DOES THE ALARM SYSTEM WORK IN MY BUILDING?

Each building is equipped with fire detection system that detects smoke or fire and notifies occupants in less than three seconds. There are two types of alarm systems at LSUHSC facilities. Residence Hall and Stanislaus Hall are general alarms. This means that if the life safety system detects a problem then the entire building goes into alarm and all building occupants will evacuate immediately.

### WHAT HAPPENS TO THE ELEVATORS IN THE EVENT OF AN ALARM?

The speakers in the elevators will sound. The elevators may or may not be recalled to the first or second floor of the building. If they are recalled, they will remain on the first or second floor (depending on the building and the floor in alarm) with doors open and speakers that announce there is a fire alarm. The elevators will not return to normal operation until the life safety system is taken out of alarm and the elevators are reset. In the event of an alarm, do not use the elevators. If you are on an elevator during an alarm, when the doors open, immediately get off and go to your outside Emergency Evacuation Area using the closest exit door.

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## Actual Fire

### WHAT TO DO IF YOU SEE A FIRE OR SMELL SMOKE?

1. If a fire or smoke is seen immediately PULL the closest fire alarm pull station
  - Fire alarm pull stations are located by each stairwell and/or exit
  - If possible, close all doors to prevent the spread of smoke and fire to other non-impacted areas
2. ALERT others of the pending emergency and begin a calm and immediate evacuation of the building. Close the door(s) to your apartment or dorm to confine the fire
3. **CALL the University Police at 568-8999 or 911** and give specific information, such as,
  - Your name and the telephone number
  - The exact location of fire or smoke (building, floor, and/or room number)
  - The type of fire (electrical, flammable liquid, trash, etc)
  - The extent of the fire (severity of the fire and/or amount of smoke)
4. Immediately begin following the Emergency Evacuation Procedures as written below.

### WHAT SHOULD A MOBILITY IMPAIRED PERSON DO WHEN AN ALARM SOUNDS?

1. With the assistance of a floor leader or co-worker, exit to the nearest stairwell. Enclosed stairwells are safe refuge areas for people who cannot evacuate because stairwells have higher fire resistant construction than the surrounding building and a separate ventilation system. Do not use the elevators. Your location will be provided to the emergency responders.
2. Remain inside the stairwell until assisted by Fire Department personnel or the University Police gives you an “all clear” to return to your office.

Note: Escorts should assist visiting mobility impaired personnel’s movement to the stairwells. If the visitor has no escort, any building occupant can assist. The escort (upon arrival at the Emergency Evacuation Area) shall report the location of the mobility impaired person to the Floor Leader.

### WHAT SHOULD I DO IF I AM TRAPPED IN A BUILDING FIRE?

- Stay where you are and do not panic
- Feel the door handle and then the entire door.
- If the door handle or the door is hot, DO NOT OPEN THE DOOR.
- If there is pressure on the door and “puffs” of smoke coming around the door, DO NOT OPEN THE DOOR.
- Close all doors, windows, and any other openings that lead to the impacted area.
- As a last resort, if there is a window(s) that can supply fresh air open or break it.
- Use extreme caution while breaking the window. Protect yourself from broken glass.
- Exercise extreme caution as the large increase of air from the broken window may cause the fire to intensify. Additionally, the breaking glass may cause injury to you or bystanders on the ground.
- If possible, use a wet towel or blanket to cover yourself



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### Fire Sprinkler System Policy

- DO NOT hang anything from the sprinkler pipes and do not stack any material near sprinkler heads, as such actions may impact the function of the sprinkler system. A \$100 fine will be levied if something is hanging from the head or pipes.
- The Director of Student Housing reserves the right to evict anyone who tampers with the sprinkler system.
- LSU Health Sciences Center is not liable for any damages to property caused by water.
- If the sprinkler system is activated call University Police immediately at 504-568-8999.

### Training Policy

Annual fire safety training is included with compliance training. In accordance with the Compliance Training Policy at the following link:

[https://intranet.lsuhscc.edu/admin/ocp/docs/ComplianceTrainingPolicyFinal\\_5-4-16KG.pdf](https://intranet.lsuhscc.edu/admin/ocp/docs/ComplianceTrainingPolicyFinal_5-4-16KG.pdf)

all faculty, staff and students must complete all training assigned by the Compliance and Privacy Officer. Fire safety training is assigned upon employment or enrollment and must be repeated annually thereafter. The Office of Compliance Programs tracks completion of training and provides reports to the deans of the schools or their designees.

<b>Fire Safety Systems in Residential Facilities</b>		
<b>Fire Safety System</b>	<b>Residence Hall</b>	<b>Stanislaus Hall</b>
<b>Fire Alarm monitored by LSUHSC-NO PD</b>	<b>X</b>	<b>X</b>
<b>Fire Alarm Pull Stations</b>	<b>X</b>	<b>X</b>
<b>Smoke Detectors</b>	<b>X</b>	<b>X</b>
<b>Sprinkler System</b>	<b>X</b>	<b>X</b>
<b>Automatic Fire Doors</b>	<b>X</b>	<b>X</b>
<b>Evacuation Plans &amp; Placards</b>	<b>X</b>	<b>X</b>
<b>Fire Extinguisher Devices</b>	<b>X</b>	<b>X</b>
<b>Number of Fire Drills in 2018</b>	<b>X</b>	<b>X</b>

<b>Summary of Fires</b>					
<b>Facility</b>	<b>Year</b>	<b>Fires</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Property Damage</b>
Residence Hall	2019	0	N/A	N/A	N/A
	2018	0	N/A	N/A	N/A
	2017	0	N/A	N/A	N/A
Stanislaus Hall	2019	0	N/A	N/A	N/A
	2018	0	N/A	N/A	N/A
	2017	0	N/A	N/A	N/A