

UNIVERSITY OF WISCONSIN - GREEN BAY

ANNUAL SECURITY AND FIRE SAFETY REPORT (2015)

The University of Wisconsin – Green Bay is a safety leader among Wisconsin college campuses, and we work hard to keep safety a priority on our campus. Become an informed member of our campus community to protect yourself, and others, and to help keep UW-Green Bay a welcoming place. The following important information about safety, security, crime, crime prevention, Housing fire safety policies, training and information regarding any fires that occurred in Housing are included in this report. This report is also available on our Public Safety website at:

<http://www.uwgb.edu/publicsafety/Annalsecurityfiresafetyreport2015.pdf>

Reporting Crimes or Emergencies: All members of the campus community are urged to immediately report crimes, suspicious actions, fires, or other emergencies occurring on the campus to Public Safety. UW - Green Bay Police and/or Security respond in accordance with the established law enforcement/public safety procedures. Assistance from Green Bay Police, Fire, Ambulance or other emergency services is provided upon request. In an emergency or a crime in progress call 9-911 (from campus phones) or 911. All other reports may be made by calling 920-465-2300, the use of emergency phones (blue lights), or by reporting in person to Office of Public Safety, located in the Instructional Services Building, Room 1024.

Voluntary/Confidential Reporting: Victims or witnesses may report a crime on a voluntary, confidential basis to the Dean of Students, Health and Counseling, and Residence Life. Reports of this nature are filed with university police for information purposes, but there is no formal investigation of the incident. Counselors, at the Health and Counseling Center, who are informed by persons they are counseling of the commission of a crime, may also inform that person that crimes can be reported to them or to the Dean of Students Office on a voluntary, confidential basis for inclusion in the university's crime statistics.

Emergency Response: UW-Green Bay Police and/or Security respond to all emergencies, crimes, complaints or situations that may cause a significant emergency or dangerous situation in accordance with established law enforcement/public safety procedures to confirm, mitigate, investigate, document and summon appropriate resources as necessary. Assistance from Green Bay Police, Fire, Ambulance or other emergency services is provided upon request.

Emergency Notification and Timely Warnings: Upon confirmation of an emergency, dangerous situation, or a crime which poses an immediate and/or continuing threat to the health or safety of students, employees, or others, Public Safety/Police or University Communications will, without delay, and taking into account the safety of the community, determine the content of the notification, determine who to notify 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. Follow up information is provided as needed. Public Safety/Police or University Communications will distribute a notification or warning by one or more of the following: public address system, GB Alert emergency text messaging system, university computer network pop up message system, e-mail, our emergency website at www.emergency.uwgb.edu, and/or the University's main website at www.uwgb.edu.

Emergency Response and Evacuation drills: Each year UW Green Bay conducts a fire drill and a tornado drill for the purpose of notifying all students and staff of our emergency notification systems, evacuation and sheltering procedures, along with testing those procedures and emergency notification and timely warning systems.

Report Preparation: The Annual Security Report is prepared by the Office of Public Safety. Included in this report is crime, arrest and referral information from University police, local police, Dean of Students, Judicial Affairs, Residence Life, advisors to student organizations, athletic director, coaches and others, including confidential reports, that are shared with Public Safety for inclusion in this report.

Enforcement Authority: In accordance with s. 36.11 (2), Wisconsin Statutes, UW-Green Bay Office of Public Safety is staffed by police officers who meet the standards of the Wisconsin Law Enforcement Standards Board and have the power to arrest and bring before the proper courts persons violating the law on University property. Security officers do not have police authority and request police response when necessary. The university's peace officers and security officers cooperate with local police authorities in the exercise of their responsibilities. Local police respond when requested. It is the policy of Public Safety/Police to encourage accurate and prompt reporting of all crimes to Public Safety/Police or the appropriate local police authorities. ***University Police and/or security officers patrol facilities and grounds 24 hours every day.***

Security Awareness and Crime Prevention Programs: UW-Green Bay provides information to students and employees about campus security procedures and practices, protecting themselves and their property, and encourages them to be responsible for their own security and the security of others, informs them about the prevention of crimes through the following programs and literature distributions:

- Crime prevention, personal safety, GOTCHA, operation ID programs, and others are offered throughout the academic year by Public Safety/Police personnel, and at the request of students or employees.
- Emergency Guidelines are printed in the back of the campus phone directory each fall, posted in each classroom, residence, student planner, and on the Public Safety web site.
- Emergency phones are strategically located throughout campus, and are clearly identifiable by signage and during the hours of darkness are identifiable by an illuminating blue light. These emergency phones are connected directly to University Public Safety/Police.
- Residence Life (Housing) programs include presenting or sponsoring programs to their residents on sexual assault, date rape, how to support the victim of a sexual assault, and what services are available.
- Annual Chancellor's Security Walk where students, faculty and staff engage in open dialog and walk with the Chancellor and University Leadership for the purpose of discussion and observation of areas of concern that may affect campus security and safety.
- Security Alerts, regular news releases, annual sexual assault awareness programs, Health and Safety Committee meetings each semester, training on emergency procedures
- On-line Crime Prevention Information: The Public Safety Homepage contains crime preventions tips and resource information including personal safety, preventing theft, registering personal property, operation ID, emergency action guidelines and much more. Located at: <http://www.uwgb.edu/publicsafety/>

Security and Access to Campus Facilities: General access to and use of UW-Green Bay facilities is governed by Chapter UWS 21 of the Wisconsin Administrative Code, and institutional policies on file in the Office of the Chancellor. Security is provided in the maintenance of the university facilities through a number of mechanisms including limitations on hours of operation, policies on keys, restricting access to those bearing proper identification as university staff or students, provisions of adequate lighting, and making available telephone call boxes for emergency assistance. Specific security mechanisms may vary with the type of university facility. Security precautions in place for the various types of facilities at UW-Green Bay are:

- Access to buildings and keys is controlled by Public Safety.
- Access to buildings and keys in University Housing are controlled by Residence Life.
- Entrances to Residence Halls are locked at all times.
- University Buildings are closed from 11:00 pm to 6:00 am, except special activities.

Local Police: UW-Green Bay encourages cooperation with local police authorities to monitor and record information concerning criminal activity occurring away from the campus, but involving university students or university-recognized student organizations. University police work in cooperation with local police regarding crimes involving students or impacting the campus community and requests their cooperation by informing University police about crimes reported to them that may warrant a timely warning.

Illegal Drugs: The possession, use, and sale of illegal drugs are regulated at UW-Green Bay in accordance with the Drug-free Schools Act, the Drug-free Workplace Act, applicable provisions of state and federal law, and Chapter UWS 18, Wisconsin Administrative Code. UW-Green Bay Public Safety/Police enforce violations of state and federal laws regulating the possession, use and sale of illegal drugs.

Alcohol: The possession, use, and sale of alcohol are regulated at UW-Green Bay in accordance with applicable provisions of state and federal law, and Chapter UWS 18 of the Wisconsin Administrative Code. UW-Green Bay Public Safety/Police and/or the Dean of Students enforce violations of possession, use and sale of alcohol, to include underage drinking laws.

Alcohol and Drug Abuse Education: UW-Green Bay offers alcohol and other drug programming, counseling, assessments, referrals, employee assistance program, dissemination of informational materials, support groups and mandatory programming attendance for violators of alcohol and other drug violations.

Registered Sex Offenders: If you seek information regarding the sex offender status of any individual employed or enrolled at the University of Wisconsin Green Bay phone (920) 465-2300, email University Police at publicsafety@uwgb.edu , or stop by our office and request this information. You may also visit the [Wisconsin Sex Offender Registry website](#).

Sexual Assault, Domestic Violence, Dating Violence and/or Stalking

UW- Green Bay is committed to maintaining a safe and secure work and academic environment, free of any form of sexual misconduct, including domestic violence, dating violence, sexual assault, stalking and sexual harassment. Violations can constitute grounds for disciplinary action, up to and including dismissal from the University.

If you are a victim of sexual assault, domestic violence, dating violence and/or stalking it is not your fault! Seek support and help immediately. [TALK TO SOMEONE](#) rather than trying to erase the incident from memory. This is the first step in regaining control of one's life

Report the Incident: Reports of sexual assault, domestic violence, dating violence, stalking and/or any form of relationship violence or harassment received by University Public Safety/Police are investigated in cooperation with the local police, when applicable. Several avenues are available to report sexual assault, domestic violence, dating violence and/or stalking. A victim can file a confidential and/or anonymous report with the Dean of Students Office, Public Safety, the Counseling and Health Center, Residence Life Staff, and/or a Campus Security Authority. This does not obligate the victim to press charges. Reports can be made [online](#). The Dean of Students Office is available to assist a victim in contacting support agencies on or off campus, notifying proper law enforcement authorities including university and/or local police, and discussing the various options available to the victim. Victims will be provided written notification about options for support and assistance at time of contact. Any employee who witnesses or receives a report of a sexual assault, domestic violence, dating violence and/or stalking is required to report the incident to the Dean of Students, or Public Safety. The Dean of Students compiles reports for the purpose of disseminating statistical information to the campus and public as required by state and federal law.

Educational and Preventative Measures: Awareness and prevention measures are key elements in reducing the risk of sexual assault, domestic violence, dating violence and/or stalking. UW-Green Bay's efforts to promote awareness and prevention of these issues includes programs and literature distributions during student and employee orientation, programs provided by the [Healthy Choices Task Force](#), and personal safety programs taught by Public Safety Officers. These activities address how to reduce the risk of becoming a victim, report suspicious activity or a crime, emergency and non-emergency reporting, services, bystander intervention and personal safety. The [Healthy Choices Task Force](#) is comprised of students, faculty and staff, working together to address issues of relationship violence, and contributing factors such as substance abuse and mental health.

Get Medical Care: As soon as possible, the victim of a sexual assault, domestic violence, dating violence should get medical care. The victim will benefit from being examined for physical injury and disease, and from a discussion of options. In order to preserve physical evidence of the crime, do not bathe, shower, douche, use the bathroom, drink anything or change clothes before the medical exam. Evidence of this type would be vital if the victim decides to pursue criminal charges.

UWGB Disciplinary Procedures for all forms of relationship violence. (i.e. sexual assault, domestic violence, stalking, dating violence)

Rights of Parties

The following rights are provided to both the victim/complainant and the accused/respondent:

- Interim, protective, and supportive measures will be offered to both parties starting with initial contact. This may include, but is not limited to: change in living environment, no contact orders, adjustments to academic courses, counseling and health services, safe walks, change in on campus work schedules, restrictions from areas of campus, assistance with immigration status.
- The university treats all cases of this nature to be highly confidential in nature. Only parties with a determined need to know will be provided information, and only the minimum information necessary for their assistance in the case.

- The process of investigation and final decision will be a prompt, fair, and impartial process with a goal of achieving the final result in 60 days or less.
- University officials in this process will not have a conflict of interest. Officials will also have undergone annual training in procedures to help protect the safety of victims and promotes accountability for behaviors harmful to the university community. Topic specific trainings on dating violence, domestic violence, sexual assault and stalking will also be provided to all appropriate officials.
- Parties are allowed to be accompanied by an advisor of their choice to all meetings, conferences or hearings. This advisor can be a family member, friend, advocate and even an attorney. The advisor may have restrictions on the level in which they may participate in the proceedings. The university will share this in advance if notified an advisor is attending.
- Any and all results of any proceedings will be shared with each party at all steps and/or levels of the process. This includes initial and interim measures as well as final results of a conference or hearing. Results will include any findings of policy violations and resulting sanctions should any be assigned. If appropriate, next steps such as instructions how to request an appeal will be included in the notice. Notice can be done by email, phone or in person.

Rights of the Victim/Complainant:

The following rights are provided to victims/complainants of sexual assault, domestic violence, dating violence or stalking:

- To seek or not to seek criminal charges and/or file a University disciplinary complaint.
- To request protection from harm or threat of harm arising out of cooperation with law enforcement and prosecution efforts and to be provided information on the level of protection available.
- Be required to keep the outcome of the university's results confidential, or be prohibited from discussing the case.
- To appeal the outcome of a disciplinary proceeding.
- Be informed of their options to notify law enforcement.
- To receive written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims, both within the institution and in the community.
- To obtain a free forensic exam from a Sexual Assault Nurse Examiner (SANE) without filing a police report or involving the police in any way. Other hospital charges may apply.
- The right to a victim advocate of their choosing.
- To access STI (sexually transmitted infection) testing and treatment, emergency contraception, and pregnancy testing either on campus or in the community.
- To request and have access to their own medical, mental health, Sexual Assault Nurse Examiner (SANE), campus disciplinary, and/or victim advocacy services.
- To have options for offering their testimony in a campus disciplinary hearing, including via phone, video conferencing, written statement or with a room partition between the parties.

For more information, please visit the [Dean of Students](#) or [Counseling and Health Center](#) websites

Disciplinary Procedures

Over the course of an investigation of sexual assault, domestic violence, dating violence and/or stalking allegations, the following steps will be taken. The order of these steps may vary depending on the nature or severity of the incident or pattern of incidents.

- Initial complaint (may or may not be from the victim)
- Initial interview of victim
- Collection of evidence
- Notice of charges provided to accused
- Initial interview with accused
- Interviews of witnesses
- Follow-up interviews with both victim and accused
- Case summary compiled
- Case reviewed by the [Title IX Coordinator](#) and the [Student Review Team](#)
- Statement of charges for suspension provided to accused
- Hearing date set
- Settlement between accused and university
- Final results provided to both accused and victim
- Notice of appeal process provided to both accused and victim

For more detail, please see the [Student Non-Academic Disciplinary Procedures \(UWS Chapter 17\)](#)

Timeline: The University strives to respond to all cases of this nature in a timely fashion so as to minimize the negative impacts it may have on all parties. The timeline for cases of any form of relationship violence varies depending on the nature of the incident, the number of witnesses, cooperate of all related parties and amount of supporting evidence to gather. In general all evidence and interviews are conducted in 14 days or less. Final hearings and appeals will extend beyond the 14 days if they are to take place. An investigation may be temporarily postponed while law enforcement gathers evidence, then will be promptly resumed. Any postponements or extensions will be communicated to the complainant and respondent.

Decision Making: Few, if any, decisions are made by one person. Investigations often involve co-investigators, who report their findings to the appropriate Title IX Coordinator for review of thoroughness and acceptable levels of evidence. If a case is moved forward to a suspension hearing, a committee of three members of the Student Misconduct Committee will hear the case. All final results of an investigation must be supported by a preponderance level of evidence in order for the accused to be held responsible for any charge of

sexual assault, domestic violence, dating violence or stalking. If the accused is a university employee, the process will be defined by the appropriate employment handbook and investigated by the Human Resources staff. For more see the related handbooks for further details: [Faculty Handbook](#) [Academic Staff Handbook](#) [University Staff Handbook](#)

Sanctions: The disciplinary sanctions that may be imposed for nonacademic misconduct by a student, in accordance with UWS 17.11 to 17.13, are any of the following:

- (a) A written reprimand.
- (b) Denial of specified university privileges.
- (c) Payment of restitution.
- (d) Educational or service sanctions, including community service.
- (e) Disciplinary probation.
- (f) Imposition of reasonable terms and conditions on continued student status.
- (g) Removal from a course in progress.
- (h) Enrollment restrictions on a course or program.
- (i) Suspension.
- (j) Expulsion.

As per UWS Chapter 17.12(4)(b), at all times, the respondent shall have the opportunity to hear and respond to the information presented against her or him and be afforded the opportunity to present questions to adverse witnesses, including the complainant. Hearing procedures may be modified to allow the complainant to provide information in a manner that prevents a hostile environment. Such modifications may include, but are not limited to, having the complainant and respondent pose questions to each other through their respective advisors or the hearing committee.

Prohibition on Retaliation: An institution, or an officer, employee, or agent of the institution may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities after reporting a situation involving sexual assault, domestic violence, dating violence and/or stalking. Retaliation against a complainant or respondent for exercising his or her rights under these procedures is prohibited and may be conduct subject to disciplinary action pursuant to UWS Chapter 17.09. A complainant or respondent who has experienced retaliation should notify the investigating officer, a Title IX official or the Dean of Students Office.

VIOLENCE AND THREAT POLICY

Policy: UW – Green Bay will not tolerate any act or threat of violence made in the workplace, on university lands, or while in work status. After receiving a report of threats or violence, the University will conduct an immediate investigation and respond with the appropriate action.

Report: All students, faculty and staff are encouraged to report behaviors which are of concern or in crisis, contemplating or threatening harm to themselves or others; or actions you believe may be bias motivated.

MISSING STUDENT NOTIFICATION POLICY

If any member of the University community has reason to believe that a student who resides in on-campus housing is missing, immediately notify the Dean of Students, Residence Life or University Police. They will initiate an investigation. Official missing person reports will be referred immediately to University Police.

If after investigating, it is determined that the student is missing and has been missing for more than 24 hours, the Dean of Students will notify the student's confidential contact, and if the student is under 18 years of age, and not an emancipated individual, immediately contact the custodial parent or legal guardian of such student no later than 24 hours after the student was determined missing. University Police will notify the appropriate law enforcement agencies no later than 24 hours after the time the student is determined missing. (if the law enforcement agency did not make the determination that the student is missing).

In addition to registering an emergency contact, students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing for more than 24 hours. Students may register a confidential contact by logging into their SIS account and following these steps: Click on the **Self Service Link** in the **Menu** box. Select **Campus Personal Information** in the **Menu** box. A list of 8 options will appear, click on **Emergency Contacts** in the middle of the screen and follow the instructions.

RESOURCES OF HELP

- UW- Green Bay Counseling & Health Center 920-465-2380, Student Services Building, Room 1400
- UW-Green Bay Dean of Students 920-465-2152, Student Services Building, Room 1905
- UW-Green Bay Resident Assistant or any Residence Life (Housing) Staff 920-465-2040, Housing Community Center
- UW-Green Bay Office of Public Safety (24 hours) 920-465-2300, Instructional Services Building, Room 1024
- Sexual Assault Center (24 hours) 920-436-8899, 300 Crooks Street, Green Bay, WI
- Crisis Center Hotline (24 hours) 920-436-8888
- Green Bay Police Department (24 hours) 920-448-3200, 307 S. Adams Street, Green Bay, WI
- Brown County Sheriff Department (24 hours) 920-448-4219, 2684 Development Drive, Green Bay, WI

For more information on Crime Prevention, Emergencies and Services, Contact:

**OFFICE OF PUBLIC SAFETY
UNIVERSITY POLICE**
Instructional Services, Room 1024
2420 Nicolet Drive
Green Bay, WI 54311-7001
Phone: (920) 465-2300
Homepage: <http://www.uwgb.edu/publicsafety/>
Distributed by the Office of Public Safety

Campus crime statistics as reported by the Office of Public Safety & Police (reported by calendar year).

OFFENSES	VENUE	2012	2013	2014
Murder and non-negligent manslaughter	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	0
Negligent manslaughter	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	0
Sex Offenses – forcible *	On Campus *** - **	2	1	1
	**In Residence Halls	2	1	1
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	2	1	1
Sex Offenses- Fondling	On Campus ***	0	0	2
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	2
Robbery	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	1	0
	Total	0	1	0
Arson	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	0
Aggravated Assault	On Campus ***	2	0	0
	In Residence Halls	2	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	2	0	0
Burglary	On Campus ***	1	0	0
	In Residence Halls	1	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	1	0	0

Motor Vehicle Theft	On Campus ***	1	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	1	0	0
	Total		0	0

VAWA Reporting	VENUE	2014	2015	2016
Domestic Violence	On Campus ***	2		
	In Residence Halls	1		
	In or on a non campus bldg/property	0		
	On public property	0		
	Total	2		
Dating Violence	On Campus ***	0		
	In Residence Halls	0		
	In or on a non campus bldg/property	0		
	On public property	0		
	Total	0		
Stalking	On Campus ***	1		
	In Residence Halls	0		
	In or on a non campus bldg/property	0		
	On public property	0		
	Total	1		

ARRESTS	VENUE	2012	2013	2014
Liquor Law Violations	On Campus ***	67	0	0
	In Residence Halls	58	0	0
	In or on a non campus bldg/property	3	0	0
	On public property	6	0	0
	Total	76	0	0
Drug Violations	On Campus ***	26	2	3
	In Residence Halls	24	2	2
	In or on a non campus bldg/property	4	0	0
	On public property	4	0	0
	Total	34	0	3
Weapons Possessions	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	0

UNIVERSITY DISCIPLINE	VENUE	2012	2013	2014
Liquor Law Violations	On Campus ***	215	144	175
	In Residence Halls	215	112	168
	In or on a non campus bldg/property	2	0	0
	On public property	5	0	0
	Total	222	144	175
Drug Violations	On Campus ***	9	37	38
	In Residence Halls	9	37	35
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	9	37	38
Weapons Possessions	On Campus ***	3	1	2
	In Residence Halls	3	1	1
	In or on a non campus bldg/property	0	0	0
	On public property	0	2	0
	Total	2	5	2

* These statistics include anonymous confidential reports made to campus offices described in this report. They, however, represent incidents believed to be made in good faith, but for which no verification has been established.

** Hate crimes are crimes that manifest evidence of prejudice, based on Race (Q), Religion (R), Sexual Orientation (S), Ethnicity (T), Gender (U), or Disability (V). 2011: No Hate Crimes Reported. In 2012: No Hate Crimes Reported. 2013: A vandalism was reported as a hate crime when someone posted swastikas on campus property.

*** This category includes all on campus incidents, including those listed "In residence halls." These categories represent a duplication and are not cumulative.

*Note on 2013 statistics: Underage drinking and marijuana possession are civil offenses in the state of Wisconsin, not a criminal offense, and therefore tickets issued for underage drinking and marijuana possession are not classified as "arrests," as per Cley Act regulations. UWGBPD issued 32 civil underage alcohol consumption tickets and 29 Civil citations for marijuana possession in 2013 and two additional criminal marijuana arrests were referred to the District Attorney's Office for violations that occurred within Cley-reportable geography.

FIRE SAFETY

While the University of Wisconsin Green Bay and the surrounding community are relatively safe places, it is important to recognize that no place is without certain dangers. With this in mind, you are encouraged to practice the following five safety recommendations.

Fire safety education and training programs for students, faculty and staff: Fire safety policies and evacuation procedures are shared with students and other residents through a number of methods that include sending an email to each resident at the beginning of each semester, posting the information on the Housing website, including it in resident's housing contract, the Housing handbook, hall meetings with all residents, fire drills and on building signage. Students and residents in violation of fire safety policies are sanctioned accordingly.

Resident Assistants and Area Coordinators are trained in fire safety. Resident Assistants conduct fire drills for education and personal safety purposes at the start of each semester (in September, February and in June). An email is sent to each resident reminding them of housing fire safety policies and evacuation procedures.

Exits: Access to all room and apartment doors must be clear and unhindered, permitting doors to be fully opened. Furnishings may not be placed in a manner that blocks escape through a window in an emergency. Arrangements may not involve large amounts of burnable material between an exit door and the sleeping section of an apartment or room.

Fire Prevention and Safety: Fire safety should be a major consideration as you design and furnish your room. Read the previous section on decorations. In addition to the cautions listed there, you may not store flammable liquids such as charcoal lighter fluid or gasoline or any other volatile materials in your room or apartment or storage areas. Tampering with any fire safety device is a violation of regulations.

Take responsibility for fire prevention and know how to protect yourself in the event of a fire: Know where exits are located, and the location of fire extinguishers and fire alarm pull stations. Maintain a safe living environment by using 3-prong extension cords; not overloading electrical outlets; checking smoke detectors regularly; not leaving items on top of the cooking range; and confronting or reporting others violating fire safety policies. Take all fire alarms seriously. In the event of a fire, survival is your top priority. If safe to do so, notify others near the fire; activate the fire alarm system; call 9+911; and quickly decide if you can extinguish the fire. If not, get out, closing all doors behind you. If you cannot get out, get someone's attention for help.

In the event of a fire: Sound the alarm and call 9-911 for the Fire Department, leave the building, and do not attempt to re-enter the building. It is important that you be familiar with the exits and procedures for evacuating your building.

Extinguishers: Each apartment unit and each hallway is equipped with a fire extinguisher. Learn the location of the fire extinguisher and the pull station nearest you as soon as you move in. If you have had to use your fire extinguisher or it loses pressure for any reason, notify your resident assistant immediately to arrange for recharge.

Fire Safety Inspections: Green Bay Fire Department conducts monthly fire inspections of on campus Housing.

Fire and Electrical Safety Policy: Housing policy prohibits smoking, burning candles and incense, non-grounded extension cords, open-coil cooking and heating appliances, explosives, fireworks, accelerants, open flames, tampering with fire safety equipment including smoke detectors, fire hoses, extinguishers, exit signs, fire alarms and sprinkler systems and anything that presents a danger to self and/or others.

False Alarms: Anyone who causes a false alarm may be evicted immediately, and subject to civil penalties.

Fire Alarm Testing: Fire alarms are tested monthly, normally the first Wednesday of the month, between 12:30 pm and 3:30 pm.

Fire Drills: are conducted at the start of each semester, fall, spring and summer.

Smoke Alarms: Each living unit is equipped with a smoke detector. By law, you are responsible for reporting malfunctions detectors to the Residence Life Office.

Electrical Safety: Total electrical requirements added to rooms and apartments may not exceed one power strip per electrical outlet. Multiple-socket plugs are prohibited. Extension cords may not be run under rugs or fastened through their insulation. Do not use frayed cords. Students may not rewire their residence by direct splicing into the electrical distribution system of the building. Black lights may not be placed in existing University light fixtures.

For fire safety reasons, the only extension cords permitted in university housing facilities are those that are UL listed 3 wire/3 prong cords of a 16 gauge minimum weight. Power strips with an on/off switch, 15-20 amp circuit breaker/surge protector, and a 3-prong grounded plug-in are recommended. For your convenience, the UWGB Phoenix Bookstore carries this type of extension cord, which may be purchased upon your arrival or via their website at <http://www.thephoenixbookstore.com/>

Plans for fire safety improvements: The fire detection and alarm system in the apartment buildings (3312-3334 Walter Way) were upgraded in the summer of 2010.

Procedures for evacuation:

FIRE AND OTHER EMERGENCY PROCEDURES are posted on the inside of the entrance door to each on campus student residence hall or apartment. Those procedures are:

IF YOU DISCOVER A FIRE: Sound alarm and leave building by nearest exit; Call 911; Give as much information as you can to dispatcher; Do not hang up until dispatcher says he/she has all needed information; Do not try to put out fires or rescue others unless you can do so safely; Do not throw water on grease or electrical fires;

WHERE TO GO WHEN ALERTED TO THE POSSIBILITY OF FIRE: If there is smoke in the room, drop to the floor and stay low; Smoke inhalation is often fatal; Feel knob before opening the door; If it is hot, don't open. If it is cool, brace against door and open slowly; If heat or heavy smoke is outside, close door and stay in the room; Call 911.

IF YOU CANNOT LEAVE YOUR ROOM OR EXIT SAFELY: Stay calm. Seal cracks around door using wet sheets, towels, or clothing to prevent smoke from entering the room; Hang an object out the window (sheet, jacket, shirt) to attract Fire Department attention. Call 911. Report that you are trapped, and give your location; Stay near window and low to floor. A wet cloth over nose and mouth will aid in breathing if there is smoke; **IF YOU CAN LEAVE YOUR ROOM,** Take a wet cloth to aid in breathing if you encounter smoke; Close door behind you and take your keys; Go to nearest exit. If it is blocked with smoke or fire proceed to another exit; Keep low to floor if there is smoke; Cover nose and mouth with wet cloth and take short breaths; Stand clear of building after evacuating; Follow directions of fire, police, and residence hall personnel. NEVER re-enter a burning building.

Special Needs: Students with special evacuation needs should report those needs to Disability Student Services and the Office of Residence Life. The address of those students with special evacuation needs is shared with University Police, who shares this information with the 911 Communication Center. Students are responsible for developing their own evacuation plan.

ON CAMPUS HOUSING		FIRE SAFETY SYSTEMS					
Bldg No.	STREET	Smoke Detection	Alarm Monitoring On Site	Suppression System (sprinkler)	Fire Extinguisher Devises	Evacuation Placards	No. of Fire Drills
3312	Walter Way	X	X	NO	X	X	3
3314	Walter Way	X	X	NO	X	X	3
3316	Walter Way	X	X	NO	X	X	3
3318	Walter Way	X	X	NO	X	X	3
3322	Walter Way	X	X	NO	X	X	3
3324	Walter Way	X	X	NO	X	X	3
3326	Walter Way	X	X	NO	X	X	3
3332	Walter Way	X	X	NO	X	X	3
3334	Walter Way	X	X	NO	X	X	3
3342	Lenfestey Court	X	X	X	X	X	3
3344	Lenfestey Court	X	X	X	X	X	3
3346	Lenfestey Court	X	X	X	X	X	3
3348	Lenfestey Court	X	X	X	X	X	3
3352	Leon Bond Drive	X	X	X	X	X	3
3354	Leon Bond Drive	X	X	X	X	X	3
3356	Leon Bond Drive	X	X	X	X	X	3
3362	Schaefer Court	X	X	X	X	X	3
3364	Schaefer Court	X	X	X	X	X	3
3366	Schaefer Court	X	X	X	X	X	3
3374	Downham Court	X	X	X	X	X	3
3372	Downham Court	X	X	X	X	X	3
3376	Downham Court	X	X	X	X	X	3
3306	Thompson Court	X	X	X	X	X	3
3304	Thompson Court	X	X	X	X	X	3
3302	Thompson Court	X	X	X	X	X	3
2407	Bay Settlement Rd	X	NO	NO	X	X	3
3294	N. Circle Dr	X	X	X	X	X	3

ON CAMPUS HOUSING		FIRES					
Bldg No.	STREET	No. Of Fires	Date Of Fire	Cause of Fire	No. of Injuries *	No. of Deaths **	Value of Property Damage***
3312	Walter Way						
3314	Walter Way						
3316	Walter Way						
3318	Walter Way						
3322	Walter Way						
3324	Walter Way						
3326	Walter Way						
3332	Walter Way						
3334	Walter Way						
3342	Lenfestey Court						
3344	Lenfestey Court						
3346	Lenfestey Court						
3348	Lenfestey Court						
3352	Leon Bond Drive						
3354	Leon Bond Drive						
3356	Leon Bond Drive						
3362	Schaefer Court						
3364	Schaefer Court						
3366	Schaefer Court						
3374	Downham Court						
3372	Downham Court	1	7/27/14	Electrical Box	0	0	\$100-\$900
3376	Downham Court						
3306	Thompson Court						
3304	Thompson Court						
3302	Thompson Court						
3294	3294 N. Circle Drive						
2407	Bay Settlement Rd						

* Denotes the number of Injuries that required treatment at a medical facility.

** Number of deaths related to a fire

*** Value of property damage caused by a fire