
Billings Center Campus Security Report and Emergency Procedures for Calendar Year 2015

Published by the Safety and Security Department
University of Mary, 7500 University Drive, Bismarck, ND 58504
(701) 355-8000

<mailto:campussafetyandsecurity@umary.edu>

About the report

Annual security reports are published for each University of Mary campus

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Mary publishes an annual security report for its main campus and one for each of its satellite campuses. The Clery Act is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. In 1986 Jeanne Clery, a college freshman, was murdered and sexually assaulted in her campus residence hall room by another student she didn't know. Her school hadn't informed students about the high volume of violent crimes on campus in the three years preceding her murder.

Table of Contents

• About the Annual Crime Report	1-2
• Campus Safety & Security Policies & Procedures	2-3
• Emergency Procedures.....	3
• Disclosure of Reported Crimes & Crime Statistics for calendar years 2011, 2012, 2013.....	4-5
• Hate crimes and Violence against Women	5
• Timely warning & Missing Student Notification	6-7
• Where to Report a Crime.....	9
• Information about registered sex offenders.....	10
• Crime Prevention, Alcohol, Substance Abuse & Safety Education	9-12
• Emergency Response, Phone numbers and Evacuation Procedures.....	12-21
• Sexual Assault Information	18-19

How the Crime Statistics in this report are compiled:

This Annual Security Report and Crime Statistics for the Billings Center have been compiled by the university officials located on the Billings Center campus and the Billings Police Department. This report includes all crimes reported to university officials, private security guards employed by the university and the Billings Police Department. The totals include crimes reported which have occurred on the Billings Center Campus and on public property such as streets, sidewalks and bike paths immediately adjacent to this campus.

How the crime report is disseminated:

The Clery Act stipulates that the University of Mary is to notify all current and prospective students, faculty and staff of the availability of this report no later than October 1, 2015. The report may be retrieved from the campus security webpage at <http://www.umary.edu/pdflibrary/umarysecurityreport.pdf>

No later than October 1, 2015, an e-mail notification providing the URL address for the report will be sent to all current students, faculty and staff on the main campus. This notification will include all Billings Center students, faculty and staff. Printed copies of the report are available upon request at the main office at the University of Mary Billings Center. Prospective students are notified of the availability of the report in the university's primary admission publication and on the prospective student section of the university webpage. Prospective employees are notified of the availability of the report in the form of an electronic link on the university's webpage where job openings are listed. Prospective students are notified of the availability of the report in admission materials and via the University of Mary World Wide webpage.. New employees are provided materials when they are hired, and again on an annual basis through campus e-mail.

CAMPUS SECURITY POLICIES AND PROCEDURES (Fargo Butler Center Campus)

Campus Safety and Security Coordinator, Mrs. Carla Reinbold, is responsible for Campus Safety and Security. The Campus Safety and Security office hours on the main campus are from 8:00 am – 4:30 pm. The Campus Safety and Security office is located in room 209 in the lower level of the Benedictine Center.

The University of Mary Billings Center is a non-residential classroom building located in Billings at 3320 2nd Ave North, Billings MT. There is no security office or campus police department at this campus. The Billings Center campus is located within the jurisdiction of the Billings Police Department. The university reports security concerns to the police and also to the Campus Safety and Security office located on the main campus in Bismarck. The Billings Center Campus location coordinator, administrative personnel and facility manager are authorized to receive security reports.

Prompt and accurate reporting of all crimes to the local law enforcement agencies and to the Campus Safety and Security office is encouraged. The University of Mary Student Handbook stipulates that all students are required to cooperate with security officers and campus officials assigned to the campus and university-sponsored events. In addition to the private security officers, the president, vice presidents, the athletic director, the director for student life, residence directors, the assistant director of student life, and resident assistants are authorized by the university to address security and safety concerns, illegal activity and violations of university policy when they occur.

The university reserves the right to conduct searches with law enforcement officials present as well as the right to request assistance from the law enforcement officials in response to any emergency, criminal activity or security concern on university property or at any university sponsored event. The security officers do not have arrest authority.

While on duty, the Safety and Security Officer is authorized by the university to:

-
- Respond to and assist with all safety/security concerns and may request the assistance of law enforcement officials and other first responders as needed.
 - Enter campus buildings, residence halls, parking lots and grounds to monitor campus safety and security while ensuring that the mechanical equipment is operating properly.
 - Report any criminal or suspicious activity to law enforcement authorities and/or university officials, as well as any policy violations for appropriate follow-up.
 - Require any person on university property or at any university-sponsored event to show proper identification and make a determination for the university as to whether or not the individual has a legitimate reason for being present.
 - Require any person on university property or at university sponsored events to surrender any item considered to be contraband by university policy.
 - Issue tickets that include monetary fines for parking violations on campus.

Security officers also have the authority to require any individual to vacate university property or leave a university sponsored event. Anyone who does not cooperate will be reported to law enforcement officials for trespassing.

IDENTIFICATION:

All students, faculty and staff are required to carry their official University of Mary identification card (the M-Card), when on university property or when attending a university sponsored event. The M-Card must be presented upon request to university officials, uniformed security personnel and law enforcement officials.

How to report an emergency:

Emergency police, fire and medical services for Fargo are dispatched from a combined city-county 911 service center. To request emergency assistance:

- Dial 9-1-1...if you are calling from your cell phone.
- Dial 9-1-1...if you are calling from a phone in a residence hall located on campus.
- Dial 9-1-1...if you are calling from a phone located in a campus building other than the residence halls.

As soon as it is safe to do so, please report the emergency to campus security by dialing (701) 355-8000. The hotlines below may also be helpful for specific emergency situations:

- Abuse Hotline: 1-800-799-SAFE (7233) or TTY: 1-800-787-3224
- Suicide Prevention Hotline: 1-800-273-TALK (8255) or TTY: 1-800-799-4889
- Poison Hotline: 1-800-222-1222

To report a non-emergency crime call the Billings Police Department at 1-406-657-8200.

DISCLOSURE OF REPORTED CRIMES AND CRIME STATISTICS FOR CALENDAR YEARS 2013, 2014, 2015:

The Daily Crime Log:

The Billings Center authorities maintain a campus crime log of all crimes and suspected crimes reported to university officials at the Billings Center. The crime log is available for inspection upon request.

No identifying information is included in the log. Crime statistics presented in the tables are the total number of crimes OR suspected crimes occurring at the specified locations and reported to either university officials or local law enforcement during the calendar year (January 1 through December 31). Crimes or suspected crimes reported to both university and law enforcement officials are counted only once. The crimes included in the table are those crimes mandated by the Clery Act. As stipulated by the Clery Act, the crime definitions for sex offenses are from the FBI National Incident-based Reporting System while the definitions of all other crimes are from the FBI Uniform Criminal Reporting System.

Uniform Crime Reporting Handbook Definitions:

Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.

Burglary: there must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim:

1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

2. For the purpose of this definition a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. b. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed -

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. (NDCC 14-07.1-01)

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

Non-forcible sex offense: incidents of unlawful, non-forcible sexual intercourse (incest, statutory rape).

Homicide Offenses: Murder & non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Motor vehicle theft: the theft or attempted theft of a motor vehicle.

Negligent Manslaughter: the killing of another person through gross negligence.

Robbery: the taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Aggravated assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

Stalking:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to -
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.
2. For the purpose of this definition -
 - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens or communicates to or about, a person or interferes with a person's property.
 - b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - c. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Arrests/Student Discipline Referrals for Liquor, Drug, and Weapons Law Violations for Calendar Years 2013, 2014, 2015:

On campus liquor, drug and weapons law violations:

	2013		2014		2015	
	Total	Residence Hall	Total	Residence Hall	Total	Residence Hall
1. Liquor law violations:	0	0	0	0	0	0
-Arrests	0	0	0	0	0	0
-Disciplinary actions/judicial referrals:	0	0	0	0	0	0
2. Drug law violations:	0	0	0	0	0	0
-Arrests	0	0	0	0	0	0
-Disciplinary actions/judicial referrals:	0	0	0	0	0	0
3. Illegal weapons possessions:	0	0	0	0	0	0
-Arrests	0	0	0	0	0	0
-Disciplinary actions/judicial referrals:	0	0	0	0	0	0

Non-campus/public property indicated with *

	2013		2014		2015	
	Total	Residence Hall	Total	Residence Hall	Total	Residence Hall
1. Murder/non-negligent manslaughter	0	0	0	0	0	0
2. Negligent manslaughter	0	0	0	0	0	0
3. Sex offenses	0	0	0	0	0	0
3a. Rape	0	0	0	0	0	0
3b. Incest	0	0	0	0	0	0
3c. Fondling	0	0	0	0	0	0
3d. Statutory Rape	0	0	0	0	0	0
5. Robbery	0	0	0	0	0	0
6. Aggravated assault	0	0	0	0	0	0
7. Burglary	1	0	1	0	0	0
8. Motor vehicle theft	0	0	0	0	0	0
9. Arson	0	0	0	0	0	0
10. Hate Crimes	0	0	0	0	0	0
11. Dating Violence	0	0	0	0	0	0
12. Domestic Violence	0	0	0	0	0	0
13. Stalking	0	0	0	0	0	0

Hate Crimes and Violence against Women:

There were no hate crimes or violence against women crimes reported to university or law enforcement officials in calendar years 2013, 2014, 2015.

To see the official University of Mary Discrimination and Harassment policy, which is published in the Student Handbook and in all employee handbooks, is available on the university website at:

https://my.umary.edu/ics/ClientConfig/CustomContent/policies/Discrimination_and_Harassment_pdf

The Clery Act regulations, **Hate Crime 34 CFR 688.46 (c) (3)**, require institutions to classify hate crimes according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. All statistics continue to be reported by Clery geographic area and category of bias.

A hate crime is one that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Crimes include murder and non-negligent manslaughter; negligent manslaughter; forcible and non-forcible sex offenses; robbery; aggravated assault; simple assault; intimidation; destruction, damage, or vandalism of property burglary; larceny motor vehicle theft and arson. The categories of bias include race, gender, religion, sexual orientation, ethnicity/national origin or disability. The Clery Act requires colleges and universities to disclose all instances of Clery Act crimes listed in the crime statistics table above PLUS any other crime involving bodily injury that manifests evidence that the crime is a hate crime. The disclosure of each hate crime must include information about the geographic location where it occurred and the category of bias that was involved.

EMERGENCY NOTIFICATION/TIMELY WARNING ADVISORY:

A timely warning is provided to members of the university in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092 (f). The timely warning is a means of heightening safety awareness and to provide students, faculty and staff with a timely notification of crimes that are considered a serious or continuing threat to the campus community. The University of Mary Critical Incident Response Team is responsible to keep the university community informed of any emergency situation. Members of the team are: the vice president for financial affairs, the director of physical plant, the director for safety and security, the vice president for student development, the vice president for academic affairs and the director for information technology. Depending on the nature of the situation, the Critical Incident Response Team will utilize any or all of the following methods to issue emergency notices and/or security advisories to keep the University of Mary informed of important safety and security information as it becomes available: The Critical Incident Response Team will confirm there is an emergency and determine which segments of the campus community must be warned. The Critical Incident Response Team determines the appropriate content of the warning and sends the notification. Notice will be sent without delay, unless sending such a message will, in the professional judgment of the responsible campus authorities, compromise the effort to deal with the emergency or rescue a victim. The Critical Incident Response Team will notify the larger community of the emergency notification through the media spokesperson, or designee.

The University of Mary Text Message Notification System:

Individuals must register their cell phone number with the notification system. Instructions for registering your cell phone are issued through e-mail notification and on the university website.

- **E-mail:** All official notices and security advisories are a timely warning.
- **Local media:** (radio, television)
- **Web page updates**
- **Posted copies of notices and advisories**

MISSING STUDENT NOTIFICATION:

Section 485 Missing Person Procedures 20 U.S.C.1092 (j) - A residential student is presumed missing if he/she hasn't been on campus for more than 24 hours after an expected arrival and their residence has been checked and the person isn't found.

Any University of Mary employee who receives a report that a student is missing or hears information that a student may be missing has a duty to report that information to the director for student life or the vice president for student development.

Residential students that are under the age of 18 and not emancipated are hereby notified that the director for student life or the vice president for student development are required to notify the missing student's parent(s) or legal guardian no later than 24 hours after the time the student is determined missing. The following **must** be documented:

- The name and relationship of the person making the report.
- The date, time and location that the missing person was last seen.
- The general routine or habits of the suspected missing student; also include any recent changes in behavior or demeanor.
- The missing student's phone number, if known.
- Obtain a photo of the missing student.
- Obtain the student's car make, model and license plate number. Call campus safety and security or the director of physical plant and request them to go through the parking lot looking for this vehicle.

Organizations of Persons to Whom a Missing Student Report should be made:

The organization or persons to which individuals should report a student as missing includes:

- Campus Safety and Security Coordinator
- Residence Hall Directors
- Residence Life and Services
- Office of Student Conduct
- Director of Student Life
- Director of Physical Plant
- Vice President for Student Development
- Vice President for Financial Affairs
- Executive Vice President

At **any time** 911 can be contacted if there is suspicion of **any** kind, but once a student has been missing for 24 hours, **911 HAS TO BE CONTACTED!** Upon investigation, if the responding law enforcement official determines that the student has been missing for more than 24 hours an official missing person report is filed. The University of Mary vice president for student development and the director for student life will cooperate, aid and assist the primary investigation in all ways under the law.

Residential students are hereby informed that the director for student life or the vice president for student development will notify the proper law enforcement agency within 24 hours from the time that the student is determined missing.

RESIDENTIAL STUDENTS have the option to identify an individual to be contacted by the university no later than 24 hours after the student is determined missing, which includes making contact with the person or persons designated by the student or contacting the custodial parent or guardian of any un emancipated student under eighteen years of age. Contact will also be made with local law enforcement.

ACCESS TO UNIVERSITY PROPERTY/BUILDINGS:

Security officers clear and lock buildings for the night. Keys to buildings and facilities are issued only to faculty, staff and students who are determined by the university to have a legitimate need for them. Those who are issued keys are prohibited from duplicating the keys or loaning them to anybody.

If a key is lost or stolen and immediate report should be made to the appropriate campus authority.

THE IMPORTANCE OF REPORTING CRIMINAL ACTIVITY:

The University of Mary main campus has a Campus Safety and Security office but doesn't have its own police department. Therefore students, faculty, staff and guests are strongly encouraged to report all criminal or suspicious activity to both the local law enforcement agency and to the Campus Safety and Security office.

Prompt reporting of criminal activity enables the university and local law enforcement officials to more effectively protect the safety of the entire community. No matter how insignificant the incident may seem, the information you provide may be an important clue that may be helpful.

The University of Mary is committed to doing everything possible to protect those who report a crime from any form of retaliation. This commitment is in the form of an anti-retaliation policy, which is located at: <https://my.umary.edu/ics/ClientConfig/CustomContent/policies/Retaliation.pdf>

The official who takes your report is responsible to submit an official report of the incident using the appropriate form for that purpose. Copies of the form are available at the Student Development Office (355-8265), located in the Benedictine Center on the main campus. All completed reports must be submitted to the vice president for student development within two (2) business days. All crimes reported to the university will be investigated. When the alleged perpetrators of a reported crime are identified as students, the investigation is the responsibility of the director for student life. Any disciplinary action will be handled internally in accordance with the procedures outlined in the University of Mary Student Handbook. Students determined to have involvement in criminal activity are subject to disciplinary action whether the incident occurred on- or –off-campus. As required by the Clery Act, and as permitted by the Family Education and Privacy Act (FERPA) the university will inform a victim of an alleged crime of violence should the outcome of the student disciplinary proceeding against the accused, be held responsible after all allowable appeals have been exhausted. When the alleged perpetrators are employees of the university, internal disciplinary action may be pursued as outlined in the employee handbook. In this case the investigation will be the responsibility of the director for human resources and appropriate supervisors and administrators.

UNIVERSITY OFFICIALS AUTHORIZED TO RECEIVE REPORTS OF CRIME:

On campus:

- **Carla Reinbold, Safety and Security Coordinator:** Office located in the lower level of the Benedictine Center, office (701) 355-8351 or (701) 355-8000.
Security Officers: (701) 355-8000.
- **Dr. Tim Seaworth,** Vice President for Student Development, Benedictine Center room 1208, 355-8265
- **Sarah Eberle,** Director of Student Life, Benedictine Center room 1503, (701) 355-8126
- **Roger Thomas,** Athletic Director McDowell Activity Center, (701) 355-8110
- **ALL RESIDENCE DIRECTORS, HEAD COACHES, ALL FACULTY WHO SERVE AS ADVISORS FOR UNIVERSITY OF MARY STUDENTS**
- **At the Billings Center, the local coordinator, administrative personnel, the facility manager and the Billings Police Department.**

VOLUNTARY CONFIDENTIAL REPORTING:

If you are the victim of a crime and you don't want to pursue action within the university's disciplinary processes or the criminal justice system, you have the option of making a confidential report. When you make a confidential report, the university agrees to keep your identity private but is able to use information to provide for the future safety and security of the community. Reports filed in this manner are recorded without any identifying information in the Daily Crime Log and are included as statistics in the annual security report. Students who would like more information about making a voluntary confidential report of a crime are encouraged to contact the university's student counselor, the vice president for student development, or director for university ministry for further information.

PASTORAL AND PROFESSIONAL COUNSELORS:

The 1998 amendments to the Clery Act, 20 U.S.C. §1092 (f), clarification was given to those considered to be campus security authorities. 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 confidential basis for inclusion into the annual crime statistics.

The rule making committee defines counselors as:

Pastoral counselor: An employee of an institution, who is associated with a religious order or denomination, recognized by the religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of the recognition as a pastoral counselor.

Professional counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Legally mandated reporting: There are instances where the university official taking the report of a crime may be legally mandated to report the incident to law enforcement officials.

Examples include:

- Health care practitioners at the Student Health Clinic are legally mandated to report any incident where they provide treatment to an individual suffering from wounds inflicted by a firearm or resulting from an assault or abuse.
- Educational administrators, teachers, counselors AND clergy are required by law to make a report anytime they become aware of any abuse being perpetrated on a minor child.

CRIME PREVENTION AND SAFETY EDUCATION:

1. Registered sex offenders at the University of Mary and in the state of North Dakota:

In compliance with the Campus Sex Crimes Prevention Act of 2000 (CSCPA), the location where information on where registered sex offenders may be obtained at:

<http://www.sexoffender.nd.gov/>

A list of registered sex offenders who have either informed the University of Mary of their status or whose names and status have been provided by the North Dakota Attorney General's Office or other law enforcement agencies is maintained by the university's director for the Campus Safety and Security office.

2. Policy on alcohol:

In North Dakota it is illegal for anyone under the age of 21 to consume or be in possession of alcohol. It is also illegal for anyone to sell or provide alcohol to a person under the age of 21.

University of Mary students, to include those who have reached 21 years of age, are prohibited from possessing and or consuming alcohol on university property or at any university-sponsored event. Any student arrested for violations of the law pertaining to alcohol are subject to disciplinary action at the university in addition to any action taken by legal authorities, whether or not the violations took place on or off-campus.

3. Policy on illegal drugs:

The use or possession of illegal drugs will not be tolerated at the University of Mary or at any University of Mary sponsored event. The possession, sale, manufacture or distribution of any controlled substance is illegal in North Dakota. These laws are strictly enforced at the University of Mary and violators will be reported to law enforcement and subject to the university's disciplinary action.

Please view the official University of Mary policies on illegal drugs:

https://my.umary.edu/ics/ClientConfig/CustomContent/policies/Drug_Free_Workplace.pdf

https://my.umary.edu/ics/ClientConfig/CustomContent/policies/Drug_Free_Schools_Policy.pdf

ALCOHOL AND SUBSTANCE ABUSE PREVENTION PROGRAMS:

In compliance with requirements of the Federal Title IV Student Aid Programs and the Drug Free Schools Act, the University of Mary provides alcohol and substance abuse prevention programs for both students and employees. The prevention for students is called "Health PRO" (Health Peers Reaching Out). Health PRO is a peer education and assistance program affiliated with the national Bacchus and Gamma Peer Education Network. Health PRO is based out of the University of Mary Student Health Clinic. Students who have concerns about their alcohol or substance use can meet with the team members individually for information about evaluation and treatment.

The Health PRO team can be contacted by calling the Student Health Clinic at 355-8288 on the main campus.

The University of Mary Employee Assistance Program offers educational materials about substance abuse as well as evaluation counseling and treatment services. The University of Mary's Employee Assistance Program is provided by **Archway Mental Health Services of St. Alexius Medical Center**. Employees who have concerns about their alcohol or substance use can meet with the Director for Human Resources at 355-8245.

4. Safety in residence halls:

- Don't prop open doors.
- Stay sober.
- Keep your room door locked when you are sleeping or napping.
- Don't hide keys outside your room or student residence. Don't put your name or address on your keys.
- Never dress in front of a window. Draw blinds or curtains after dark.
- Safeguard your cash, checkbook, credit cards and all valuables. Never leave them unattended.

IMMEDIATELY REPORT any suspicious activity in or around the residence halls to university officials, campus safety and security, or law enforcement.

5. Safety for students living off-campus:

- Report all thefts no matter how small.
- Lock your door to your residence when you are sleeping or napping.
- Always lock car doors. Don't store valuables in your car.
- Protect all valuables in your room. Don't leave your wallet, jewelry, credit cards and cash in plain view.

Help us to protect you and your property by IMMEDIATELY reporting suspicious activity to university officials, campus security, or law enforcement.

6. Online Safety:

Identity theft is a real possibility for college and university students (as it is for everyone) and many cases of identity theft happen over the internet.

- Never disclose your social security number, date of birth, names of your parents, or your savings or checking account numbers while online.
- Be aware of scams where an e-mail is sent to notify you that you have won a contest, or there is a problem with your credit card or bank account requiring you to respond by providing any of the information above.
- No legitimate contest, credit card company or bank will send you this type of e-mail notification and then ask you to submit personal identification numbers.
- Social networking sites like Twitter, Facebook and My Space can be fun, but it's also important to keep in mind that these sites can be accessed by anyone.
- Never disclose your full name, address, birth date, phone number, parent's address or phone number.

-
- Never post anything (pictures or blogs) that could be embarrassing to you OR others. A good rule of thumb is to **avoid posting anything you would not want your family or a future employer to see.**
 - Keep in mind that it is difficult to remove content from the web once it has been posted. You can't be certain that when you remove content, that someone else has not copied the material to another location.

7. Vehicle safety and safety in the parking lots:

- Never text on your cell phone while driving.
- Avoid going to and from campus parking lots alone after dark.
- Park in well-lighted locations as close as possible to your building.
- Always lock your doors and keep windows rolled up whenever possible.
- Don't hitchhike and never pick up hitchhikers

8. Personal safety while jogging or walking:

- It is best to avoid walking or jogging alone. If you do, bring your cell phone and carry it with you.
- Avoid secluded routes. Always walk or jog along well traveled routes and stay where you are clearly visible.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence hall or apartment and keep your personal valuable items concealed and close to your body.

9. Personal safety while socializing:

- Do not place yourself in a situation where you are alone with people you don't know very well.
- Do not accept an invitation to go alone to the residence, apartment or room of someone you don't know well.
- Use the buddy-system meaning you go out in a group and leave with all the members of the group.
- Stay sober!

Emergency Response and Evacuation Procedures:

The Fargo Police Department, Fargo Fire Department and the American Red Cross are the main governmental agencies that the University of Mary calls on for assistance in an emergency since Campus Safety and Security does not have law enforcement authority.

- The vice president for financial affairs, or designee, will place the announcement on the university website and issue a campus-wide text message all who have opted-in, and send a campus-wide emergency e-mail notification immediately to notify the campus community of an immediate threat to health or safety when an emergency is confirmed.
- If it is safe to do so, the university switchboard is responsible for informing incoming callers of the emergency.
- The University of Mary has a contract with Simplex Grinnell once a year for fire alarm testing and once a year for fire panel testing. Residence halls test evacuation procedures at least twice a year. Records include a description of the test (unannounced or announced) and the date and time of the test.

Chain of command:

1. Vice president for academic affairs and the vice president for financial affairs in communication with the executive vice president and the office of the university president:

- a. Acknowledge the state of emergency.
 - i. Notify law enforcement and/or public health if not already notified.
 - ii. Call director of physical plant and campus safety and security for assistance.
 - iii. Alert student health services for emergency operations.
- b. Activate emergency notification systems.
- c. Meet with emergency officials and provide them with master keys and/or floor plans.
- d. Refer the media to the media spokesperson.
- e. Relocate/reschedule affected classes.

2. Vice president for student development:

- a. Alert all students of emergency and the proper actions to take.
- b. Provide shelter and/or temporary housing or mass-care operations.
- c. Contact student counseling support services.
- d. Communicate the status of shelter to parents and family of the students.

3. Campus Safety and Security Coordinator:

- a. Assist first responder's and/or law enforcement.
- b. Provide equipment, keys and labor support to response and recovery operations.
- c. Secure all buildings and maintain utilities.
- d. Assist in traffic control.
- e. Clear debris and dispose of refuse.
- f. Assist in damage assessment.

4. Teachers, residence directors, resident assistants, kitchen employees, faculty and staff:

- a. Account for students present in your class, residence hall, kitchen, office, etc.
- b. Follow instructions given by emergency personnel.
- c. Provide an incident report.

The University of Mary and United Tribes Technical College have a mutual agreement of evacuation to either institution, in the event of an emergency.

Emergency phone numbers and contact information:

Emergencies of any type	911
Billings Police Department:	911 In case of an emergency All other inquiries 1-406-657-8200
University of Mary Campus Safety and Security:	701- 355-8000 (Office)
University of Mary Counseling Services:	701-355-8145
University of Mary Student Health Clinic:	701-355-8288
Billings Rape Task Force:	406-657-8210
Sexual Assault Services:	406-259-8100
Victim Advocate:	406-248-8487

Montana Coalition against Domestic and Sexual Violence 406-443-7794/888-404-7794

ACTIVE SHOOTER/HOSTAGE SITUATION:

In the wake of the tragic shootings at Virginia Tech University, and Northern Illinois University along with recent cases in the news of college students being abducted and murdered, students, parents, faculty and administrators are concerned about what can be done to prevent these types of tragedies.

Experts emphasize that in many cases, the perpetrator of campus violence has communicated their intentions to someone, in advance. This may have come in the form of writing about violence in course assignments, posting information on the web indicating a fascination with death or violence, or the person may have made reference to getting even with someone or a group of people because of perceived mistreatment or abuse.

Immediately report anyone who follows you, stalks you, and sends unwanted electronic communications or phone calls.

Active shooter: If you see or hear of an active shooter or hostage situation ON campus, immediately call 911 and campus safety and security at (701) 355-8000. Even a brief delay could result in injury or loss of life, so don't attempt to verify that an active shooting is really taking place – take cover immediately!

In a classroom, residence hall, or office:

- If you are in a classroom, residence hall, or office STAY THERE, lock the door. Stay out of sight. Keep away from the door, keep low and remain quiet.
- If the door has no lock, use furniture to barricade the door.
- If the door has a window, cover it if you can.
- Do NOT approach a person with a weapon.
- If safe to do so, try to place a physical barrier between you and the shooter.

Hostage situation:

If you are taken hostage:

- Ask permission from the hostage-taker prior to taking any action.
- Try not to make any sudden or unexpected movements.
- Do NOT point out law enforcement officers if you become aware of their presence.
- Do NOT attempt to negotiate with a hostage-taker.
- Do NOT make suggestions to a hostage-taker.
- Do NOT try to disarm a hostage-taker and/or escape.

ALCOHOL POISONING:

It is important to realize that even though a person may be conscious, alcohol continues to enter the blood stream and circulate through the body. Do NOT allow a person to “sleep it off”.

Call 911 immediately.

Then call Campus Safety and Security at (701) 355-8000 to have added assistance.

- While waiting for help continue to monitor the person's life signs. An indication of possible alcohol poisoning is slow respirations, which are eight (8) or fewer breaths per minute or lapses of more

than ten (10) seconds between breaths. Cold, clammy, pale or bluish skin is another indication of alcohol poisoning.

- Do **NOT** leave the person until medical help arrives AND don't give them food, liquid or a cold shower.

BOMB THREAT/SUSPICIOUS PACKAGE:

Remain calm. Call 911 and Campus Safety and Security at (701) 355-8000 for assistance. Do NOT evacuate the building unless directed to do so by emergency/law enforcement officials.

No phone calls are permitted to be made on the phone that received the bomb threat.

If a bomb threat is received by phone, ask:

- Where is the bomb located?
- When is the bomb going to explode?
- What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb and where are you calling from?

Write down the following information:

- Time and date of the call.
- Exact words the caller used.
- Speech pattern, accent, background noises, etc.

If a suspicious package is discovered:

- Call 911 and Campus Safety and Security at (701) 355-8000 immediately for assistance.
- Do NOT attempt to touch or move the suspicious package.
- Evacuate the immediate area surrounding the suspicious package.

CAMPUS VIOLENCE:

Do NOT take a chance that an intruder and/or disruptive-unruly person will remain non-violent. Call 911 and Campus Safety and Security at (701) 355-8000 for assistance. **General guidelines to follow when dealing with an intruder or disruptive person:**

- Do NOT approach the person.
- Obtain a description of the intruder(s) and visually scan the intruder(s) for any sign of a weapon.
- If the intruder speaks to you, answer calmly and try to move behind a physical barrier if it is safe to do so.
- Instruct bystanders in the surrounding area to seek a position of safety.

CHEMICAL SPILL/HAZARDOUS MATERIAL:

Take immediate action if you hear a strange sound like an explosion, see a vapor cloud, smell a strange odor, feel nauseous or have burning eyes.

- Call 911 and Campus Safety and Security at (701) 355-8000 for assistance.
- Please provide the building name, floor/room number and type of accident/chemical(s) involved, **if known.**
- Emergency responders will mitigate the spill.

-
- Move inside a building and close all windows and doors and turn off all ventilation systems.

EXPLOSION-AIRCRAFT DOWN:

- Immediately take cover under tables, desks, and other objects that will give protection.
- Call 911 and Campus Safety and Security at (701) 355-8000 for assistance.

LOCKDOWN:

- Lock doors.
- Close and lock windows and shut the curtains/blinds.
- Stay low on the floor away from windows and doors and hide under or behind something if possible.
- Do NOT leave the area until told to do so by law enforcement, **even if fire alarms are sounding. There may also be a gunman in the hallway.**
- If you're in an area that doesn't lock, use all available items including, but not limited to:
 - Desks, dressers, tables and chairs to barricade the door.
 - Cell phone use is prohibited unless there's a medical emergency.
 - Calling friends/family at the time of emergency ties up the phone lines.

FIRE:

If the alarm hasn't sounded, activate the alarm and call 911 and Campus Safety and Security at (701) 355-8000 for assistance.

ALL alarms should be taken seriously. If you hear an alarm, evacuate the building!

- Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help! Always stay between the fire and the exit!
- Feel the doors:
 - If the door is cool, evacuate using the nearest exit. Close the door behind you,
 - If the door is hot, don't open it. Crouch near the floor to avoid smoke inhalation. Go to a window, if available, and try to wave a cloth to signal for help.
- The universal sign for a person trapped in a burning building is to hang clothing or a sheet out the window of the room where you are trapped. The firefighters then will know where you are trapped.
- If your clothes catch fire, **STOP-DROP-ROLL!**
- If it is safe to do so check restrooms, lounges, classrooms, residence halls, cafeteria and any area that may be occupied and instruct all persons to evacuate to the nearest exit.
- Do NOT use the elevator during an evacuation!
- If you know of anyone who may possibly be trapped inside, notify responding emergency officials and inform them of the victim's last known location and any known identifying information.

How to use a fire extinguisher: (PASS)

Pull: Pull the pin from the handle.

Aim: Aim the nozzle, while keeping the extinguisher upright.

Squeeze: Squeeze the handle. The substance will be released.

Sweep: Sweep the extinguisher from side to side until the fire is out.

FIRE (AUTOMOBILE):

Fires in motor vehicles can produce toxic gases. Part of the vehicle can burst because of the heat, shooting debris great distances.

Call 911 and Campus Safety and Security at (701) 355-8000 for assistance.

- Get yourself and all others out of and away from the vehicle.
- Do NOT attempt to get back into a burning vehicle to retrieve personal property.
- Never put yourself in danger by using a fire extinguisher.
- **DO NOT OPEN THE HOOD IF YOU SUSPECT FIRE UNDER IT. Air will rush in and enlarge the fire, which may lead to injury!**
- Instruct all persons to vacate the area immediately and to keep the roadways clear of pedestrians so that emergency personnel can arrive quickly and safely.

MEDICAL EMERGENCY:

Call 911 and Campus Safety and Security at (701) 355-8000 for assistance.

- Do NOT move an injured/ill person unless absolutely necessary to avoid further injury. Comfort the injured/ill person and reassure them that help is on the way. Check for medical alert tag or bracelet.
- Ask the individual what happened, are you okay, and what is wrong?
- Use protective gloves and keep the victim still, comfortable and warm.
- If a crime has been committed; do NOT disturb any potential evidence by moving or cleaning anything.
- Ask witness not to discuss the incident until law enforcement personnel arrive.

MISSING PERSON:

If there is a person missing for 24 hours:

- Call 911. Be prepared to give the following information:
- Physical description of the missing person.
- Where the person was last seen.
- The name of the person that reported them missing.
- Any changes in routine or demeanor of the missing person.
- If the missing person is a student, call the assistant director for student life or the student life office and inform them of the call to law enforcement.
- Call Campus Safety and Security at (701) 355-8000 and inform them of the missing person.

PUBLIC HEALTH/PANDEMIC:

A pandemic is an epidemic on a larger scale over a long time frame and a large geographic area. If deemed necessary by public health and safety officials, the university shall cancel classes, sporting events and close campus.

SEXUAL ASSAULT:

See the official sexual assault policy of the University of Mary at:

https://my.umary.edu/ics/ClientConfig/CustomContent/policies/Sexual_Misconduct_Policy.pdf

Call 911 and Campus Safety and Security at (701) 355-8000 for assistance.

- Do not disturb any physical evidence.
- Warn the victim not to wash, clean up or use the restroom, which can destroy powerful evidence.

College and university students have a high risk for sexual assault!

Traditionally college and university students are much more likely to experience a sexual assault than almost any other group. Age and alcohol are the most significant factors that put college and university students at risk. Women tend to be at a high risk for sexual assault and other forms of relationship violence, but men are not immune.

In the large majority of sexual assaults experienced by college students, the person assaulted knows or is acquainted with his/her assailant. In most cases alcohol is involved **SO STAY SOBER!**

First-year freshmen women are the most vulnerable in part, because this may be the first time they've experimented with the risks of alcohol, relationships and other aspects of their new-found freedom.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED:

Safety is your first priority! Seek immediate medical attention at the nearest emergency room. The emergency rooms at both St. Alexius Medical Center and Sanford Health, in Bismarck, work closely with the abused adult Resource Center and have personnel available 24-hours a day.

Service phone numbers:

- Student Counseling Services: (701) 355-8145
- Student Health Clinic: (701) 355-8288

REPORTING SEXUAL ASSAULT:

The University of Mary is committed to handling reports of sexual assault with as much sensitivity and compassion as possible. This commitment further extends in the form of a University of Mary anti-retaliation policy, which may be found in the Student Handbook and in Employee Handbook, and at: <https://my.umary.edu/ics/ClientConfig/CustomContent/policies/Retaliation.pdf>

Information shared will remain confidential and will not require the individual to file a police report unless so desired.

If you are a student, you will be informed that the university will make reasonable accommodations to your academic schedule or to your living situation so that you can avoid ongoing contact with the person(s) you have implicated in the assault.

If the individual(s) who assaulted you are a student, employee or otherwise officially affiliated with the university, you will be advised of your right to pursue disciplinary action against the assailant. You may pursue disciplinary action whether or not you choose to file a criminal complaint.

Pursuant to the Clery Act (20 U.S.C. 1092 (f)) both the accuser and the accused will be informed of the vice president for student development's determination as well as any sanctions imposed. Likewise both the accuser and the accused will be informed of the outcome of any appeal made to the president. The decision of the president is final.

TO REPORT A SEXUAL ASSAULT TO THE UNIVERSITY, PLEASE CONTACT:

If you are a student, report the assault to:

- Director of Student Life, Benedictine Center, Room 1501, (701) 355-8126

If you are an employee, report the assault to:

- Director for Human Resources & Risk Management, Benedictine Center Business Office (701) 355-8245

SHELTER-IN-PLACE:

Shelter-in-place will be announced via the campus-alert systems.

- Find the nearest room with a door and DO NOT USE ELEVATORS!
- Lock/barricade the door.
- Shut the windows and curtains/blinds that cover the windows.
- If hazardous incident, turn off all heating, air conditioning units and/or fans.
- Tape off or block all vents, cracks, or openings.
- If in a laboratory, reduce all operations to a safe condition as quickly as possible. The sash on the chemical fume hoods should be pulled down to the fully closed position.
- Discontinue any laboratory process that might create a hazard if chemical fume hoods, bio-safety cabinets, or building ventilation were to be turned off.
- Sit/crouch down in areas that are out of sight from doors and windows.
- Take roll call, including the names of visitors.
- Turn off the lights and remain quiet and calm.
- Do not evacuate outdoors for a fire alarm UNLESS instructed to do so by emergency personnel.
- Do not open the door for anyone except emergency personnel.

STALKING/ABUSIVE RELATIONSHIPS:

See the official harassment policy of the University of Mary at:

https://my.umary.edu/ics/ClientConfig/CustomContent/policies/Discrimination_and_HarassmentPolicy.pdf

If the victim believes that he/she is in imminent danger call 911.

Call Campus Safety and Security at (701) 355-8000 for a security escort.

SUICIDE ATTEMPT/MENTAL HEALTH INCIDENT:

Call 911 and Campus Safety and Security at (701) 355-8000 for assistance.

- If weapons are present, do not stay with the victim and report that information to the responding emergency personnel.
- Do NOT touch anything!

THEFT/ROBBERY:

Definitions: Robbery: use of force and/or use of a weapon
 Burglary: No force and no use of weapon

- Call 911 and Campus Safety and Security at (701) 355-8000 for assistance. Reporting theft/robbery right away raises awareness of the problem so that campus safety officials can issue a timely warning to the entire community.

WEAPONS ON CAMPUS:

See the official University of Mary weapons policy at:
https://my.umary.edu/ics/ClientConfig/CustomContent/policies/Weapons_Policy.pdf

Call 911 and Campus Safety and Security at (701) 355-8000 for assistance.

- Do not approach or attempt to apprehend the person or weapon involved.
- Report as much information as possible, including but not limited to:
 - Identification of the perpetrator(s), if known
 - Location of the incident
 - Physical description including clothing
 - Weapon(s) involved
 - Vehicle description and license plate number, if known direction of travel when last seen.

WEATHER EVENT:

See the official University of Mary inclement weather policy at:

https://my.umary.edu/ics/ClientConfig/CustomContent/policies/Inclement_Weather_Policy.pdf

Thunderstorms can kill with lightening, flash floods, high winds, large hail and tornadoes.

- In the event of severe weather, seek shelter in interior hallways and in the lower-level of any building – away from windows.
- Do not use a cell phone or any other form of portable phone during a thunderstorm.
- If you are outside, immediately go into a building.

Tornado warning:

- Take shelter immediately.
- Keep away from windows.
- Take shelter in a sturdy structure, preferably in an interior well supported area.
- Do not use the elevator.
- Remain in a duck-and-cover position by kneeling on the floor with elbows touching the floor and hands clasped behind the neck to protect the head.

Wildfires:

- Pull the fire alarm and call 911 and Campus Safety and Security at (701) 355-8000 for assistance.
- Prairie fires start and spread quickly due to strong winds.
- Smokers should always be certain that smoking materials are fully extinguished and disposed of properly.