IPFW Annual Security Report: Your Safety

The Indiana University–Purdue University Fort Wayne community offers numerous advantages to students and residents. The community is a great place to live, work, and study. However, it is not immune to the kinds of problems that beset the rest of the nation. Unfortunately, one of these problems—crime—is a reality at IPFW.

The university attempts to provide a safe and secure environment for students, staff, and visitors. However, it is only possible to maintain safety and security when every student and staff member takes an active part in the effort.

The purpose of this publication is:

• To inform students and staff of the university's more than 200 policies and programs that promote safety and security.
• To increase awareness by summarizing recent crime data.
• To suggest ways that students and staff can deter criminal behavior and promote the safety of persons and possessions.
• To share information regarding emergency preparedness and planning.
• To share information regarding fire safety, fire statistics, and fire-related information.

No matter how effective the university's programs may be, the primary responsibility for safety and security lies with each of us. No police department or set of procedures can be effective unless individuals exercise reasonable care and prudence. Safety and security is everyone's responsibility.

IPFW Police Department

The university maintains its own professional police agency, consisting of 18 police officers, 7 dispatchers, and 2 safety officers. State law grants IPFW police officers the same powers of arrest and law enforcement as city and county officers. In addition to having jurisdiction on campus and adjacent public streets, IPFW police officers have jurisdiction throughout the city of Fort Wayne, which is granted through a memorandum of understanding between the Fort Wayne Police Department and IPFW. The IPFW Police Department employs competent law enforcement professionals who use advanced equipment and techniques as they perform their duties. The department works closely with the Indiana State Police and the police departments of Fort Wayne and Allen County. This includes a Major Crime Scene Policy with the Fort Wayne Police Department. The IPFW Police Department encourages other agencies to inform it of all reported criminal activity at any site affiliated with the university or with university-recognized organizations.

In an emergency, police can be summoned via any of the more than 50 special emergency telephones located throughout campus as well as by regular telephones. All reports of criminal activity will be handled and investigated in an appropriate and professional manner. Besides direct efforts in crime prevention and detection, the IPFW Police Department carries out a number of programs to foster safety and security:

• Bike Patrol. The IPFW Police Department's bike patrol unit includes 10 officers. Officers can perform nearly all of their duties on bicycles, with the exception of transporting prisoners. The bike patrol is a cost-effective community outreach program that allows officers to interact with people while patrolling the campus.
• Public Information. The police department works closely with the news media, including student publications, to publicize crimes and criminal investigations. Annual reports of all reported crimes are printed and available to all students and staff. These reports can also be viewed online at www.ipfw.edu/police/reports/IPFW_POLICE_CURRENT_ANNUAL.pdf. Quarterly reports can be viewed at www.ipfw.edu/police/reports/statistics.shtml, then click on Current Quarterly Crime Stats. To obtain a copy of this report, contact the IPFW Police Department.
• Group Presentations. IPFW police officers present safety and security talks to campus and community groups upon request. Presentations are scheduled regularly to address the special concerns of residence managers, resident assistants, library staff, international students, sororities, fraternities, and other groups.
• Escort Service. The IPFW Police Department provides escort services for students and staff. Request an escort by calling 16827.
• Workplace Violence Awareness and Prevention Training. Offered by the IPFW Police Department, this training session provides participants with information related to workplace violence including risk factors, key elements, definitions and types of workplace violence, and more. For more information, e-mail Chief Jeff Davis at davisj@ipfw.edu.
• Bicycle Registration. Students, staff, and faculty are encouraged to register their bicycles as an aid to recovery in case of theft. Bicycles can be brought to the IPFW Police Department or Student Housing to be registered.

You can summon help in an emergency by dialing 911 from any campus phone or by calling the IPFW Police Department at 16911. Place routine calls to the police and other agencies by dialing the numbers listed on page 4.
Crime Prevention Programs and Security Awareness

The university offers a variety of safety programs and services that can be customized to fit your needs. Currently, the following are offered:

- **Publications.** Both the police department and the Office of the Dean of Students distribute various publications that address problems such as date rape, alcohol abuse, and theft.
- **Lighting.** The campus is routinely surveyed to ensure that exterior areas are adequately lighted at night. Sidewalks are specifically reviewed to determine whether additional lighting is needed. Trees and shrubs that impair lighting along walks are trimmed as needed.
- **Building Security.** Most academic buildings must remain unlocked until late at night because of evening classes, student and faculty research projects, and special events. Custodians are instructed to report any suspicious situations to the police immediately.
- **Campus Safety Committee.** IPFW police take part in the activities of the Campus Safety Committee along with students and representatives of various offices on campus. This group undertakes various programs to promote safety and security at IPFW.
- **Office of the Dean of Students.** Staff members provide a variety of services to students including confidential counseling about personal concerns and information about university resources.
- **Center for Women and Returning Adults.** Provide victim assistance.

Matters related to student conduct are the responsibility of the Dean of Students’ office staff. A disciplinary action may be initiated to address student conduct-related matters in cases involving a student accused of violating any regulation governing student conduct. Such actions follow the established due-process procedures as described in the Student Handbook.

When university disciplinary hearings are conducted concerning alleged sexual assault, the student and the student’s accuser are entitled to the same opportunities to have others present during the hearing, and both the student and the student’s accuser shall be informed of the outcome of the disciplinary proceedings. Sanctions the university may impose in cases involving sex offenses include disciplinary probation, probated suspension, suspension, and expulsion.

Training for Intervention Procedures (TIPS)

Whether or not university students choose to drink alcohol themselves, they will eventually find themselves in a situation in which people around them are consuming alcohol. The TIPS program trains people around the drinker to intervene in situations involving the misuse of alcohol. TIPS is designed to show students why, when, and how to intervene with their peers to prevent alcohol-related problems. For additional information on the above classes, e-mail Lt. W. Kent Notestine at notestiw@ipfw.edu.

Rape Aggression Defense (RAD)

Available at IPFW since 2000, Rape Aggression Defense (RAD) is a self-defense program designed primarily for women. This 12-hour comprehensive course equips participants with realistic self-defense tactics and techniques. The IPFW Police Department conducts RAD classes for student and staff groups, organizations, and the general public.

The initial focus of RAD is on education and awareness, prevention, risk reduction, and avoidance of assault and rape. The program then progresses to the basics of hands-on defense training. Certified instructors provide a workbook/reference manual and hands-on training. RAD is dedicated to teaching defensive concepts and techniques against various types of assault by using easy, effective, and proven self-defense tactics. The program provides participants with the knowledge to make an educated decision about resistance.

RAD training is available $5 per person for staff, faculty, alumni, and student participants and their children and spouses. Non-campus participants are charged $25. RAD is a class for women only. Enrollment priority is given to university students, faculty, and staff, and is handled on a first-come, first-served basis.

Self-defense Awareness and Familiarization Exchange (SAFE)

Another program that is designed primarily for women, the Self-defense Awareness and Familiarization Exchange (SAFE). Presented by the designers of RAD, the SAFE program exposes participants to information that may reduce their risk of exposure to violence and allows them to familiarize themselves with physical skill training. SAFE is a two-hour presentation that serves as a precursor to the full RAD program. Classes are taught by certified SAFE instructors.

For additional information on the above classes, e-mail Lt. W. Kent Notestine at University Police or call 11-6827. Enrollment priority is given to university students, faculty, and staff, and is handled on a first-come, first-served basis.

Personal Safety

Rape, armed robbery, battery, and active shooter situations are examples of crimes directed against persons. Law enforcement officials have developed techniques to minimize the danger of falling victim to such crimes. The common thread running through all of their advice is simple: remain alert and attentive to potential danger, don’t put yourself at risk, and report suspicious incidents to the police.

Rape and Sexual Assault

Rape is sexual intercourse without consent. More often than not, the victim and the attacker know each other. Sexual assault is the touching of another person in a sexual manner without consent. It may or may not involve actual injury. Acquaintance rape is a serious crime. The lack of verbal or physical resistance because of force, or threat of force, does not mean consent.

The best defenses against rape and sexual assault are alertness and awareness. At all times, including dating situations, you should:

- Let a friend or roommate know whom you will be with, where you will be, and when you expect to return. Leave an address and phone number.
- Do not let peer pressure influence the amount of alcohol you drink. A study at a Big Ten university showed that 80 percent of men and 70 percent of women involved in sexual assaults had been drinking.
- Trust your feelings and instincts. If you feel threatened, there’s probably a good reason. Get away fast.
- Report any assault or threat of assault to the police department having jurisdiction, and/or to the Office of the Dean of Students as soon as possible.

In selecting dating partners, beware of a person who:

- Ignores your wishes.
- Becomes angry or hostile when you say “no.”
- Tries to make you feel guilty when you say “no.”
- Ignores your personal space boundaries.
- Is quick to show anger or aggression.
- Is excessively jealous or possessive.
- Doesn’t listen to what you say.
- Forges you to continually ward off advances.
- Expresses hostile feelings.

Your first few dates with any individual should be in public places. Always have an
altemate way home.
Rape Aggression Defense (RAD) training is available from the IPFW Police Department upon request.

**Rape and Sexual Assault Victims**
If you are the victim of a rape or sexual assault, get to a safe place as soon as you can. Then you should:
- Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
- Notify the police or Fort Wayne Sexual Assault Center—even if you are unsure about filing charges.
- Get medical attention as soon as possible.
- Call a close friend, resident assistant, or other trusted person who can be with you during your interview with the police.
- Use the victim-assistance services offered by campus and/or community agencies including the Center for Women and Returning Adults, IPFW/ Parkview Student Assistance Program, Fort Wayne Victim’s Assistance, and Fort Wayne Women’s Bureau—Rape Crisis Hotline (see phone listing page 4).
- The university will change a victim’s academic and living situations after an alleged sex offense if those changes are requested and reasonably available.

**Sex Offender Registration**
The Campus Sex Crimes Prevention Act (CSCPA), section 1601 of Public Law 106-386, is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The act’s intent is to extend the protection of the sex offender registries and Megan’s Law to college campuses. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders.

The Indiana Sex and Violent Offender Registry may be checked online at [www.state.in.us/serv/cjj_sor](http://www.state.in.us/serv/cjj_sor), or you can go to the IPFW Police Web site at [www.ipfw.edu/police](http://www.ipfw.edu/police). The site contains information about the registry at the state and national level.

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**Other Sex Crimes**
Sex crimes are not limited to rape and sexual assault. Other types of offensive and unacceptable behavior are crimes and should be dealt with accordingly.

- Exhibitionists, voyeurs, and persons who make obscene or harassing phone calls could be subject to criminal charges. While such persons often do not carry out physical attacks, you have no assurance that they will not. Don’t take chances. Report all incidents to the police.

Disciplinary Procedure Disclosure:
- In cases of alleged sexual assault, the student and the student’s accuser are entitled to the same opportunities to have others present during the hearings.
- Both the student and the student’s accuser shall be informed of the outcome of any hearing brought alleging a sexual assault.

**Exhibitionism and Voyeurism**
If you are the victim of an exhibitionist, try not to panic. Stay calm and show no reaction. Call the police at once, reporting the time and location of the incident. If any witnesses are present, get their names and phone numbers. Details of the exhibitionist’s appearance will help the police identify the individual, so try to get a good look at the offender. If a car is involved, try to remember the color, make, license plate number, and direction of travel.

You should follow the same guidelines if you observe a voyeur. Also, be sure to lock all doors and windows immediately.

**Obscene and Harassing Phone Calls**
Always use the telephone on your terms, not the terms of the caller. Don’t talk to anyone unless you want to and never volunteer your name to an unknown caller. Hang up at once if a caller makes obscene or harassing remarks or does not respond to your “hello.” You should always be wary of callers who say they are conducting a survey. Criminals often use this as a ploy to get confidential information such as credit card numbers or bank account locations. If you suspect that a call is not legitimate, get the caller’s name, company affiliation, and phone number. You can call back after you have verified the authenticity of the call.

Crank phone callers often obtain numbers from classified ads. If you place an ad, use a box number or list your phone number without your address. You should also be careful about recording unusual messages on your phone answering machine. Police report that many crank calls originate after the word spreads about a

unique message on an answering machine. Some other suggestions for dealing with obscene or crank callers:
- Don’t play detective, counselor, or comedian. This is just what the caller wants.
- Report all obscene or harassing calls to the police immediately.
- Keep a log of repeated calls. Record the date, time, and content of the call. Try to describe the caller’s voice and note any background noises.

**Assaults**
Muggings, robberies, and other violent crimes may occur at any time. As with sex crimes, your best defense is to remain alert at all times and aware of the possibility that a crime could occur.

If you are attacked, notify the police at once. Here are some suggestions that can minimize your chances of being a victim.
- Never walk or jog alone, especially during the evening or early morning hours. Even if you are just walking a short distance, call a friend to accompany you or contact a campus escort service at 16827.
- When you walk at night, select well-lit areas where other people are present. Avoid alleys and back streets. Don’t walk next to dense shrubbery or in other places where an attacker could hide.
- Never hitchhike.
- Always have your keys in hand as you approach your front door or car. You will be less vulnerable because you can get inside quicker.
- Carry a whistle to summon help.
- Before you go anywhere, let your friends and family know when you will return. Work out a system so that friends will notify the police if you do not return within a specified time.
- Stay with your group at parties. Many attacks have occurred after friends were persuaded to leave because the victim said, “Go on without me. I’ll be fine.”
- Keep windows, screens, and doors locked at all times. Keep drapes closed so that persons outside cannot see into rooms.
- Report any suspicious persons to the police.

**Ride Boards**
Ride boards offer students convenient and cheap transportation, but they also bring strangers together. Be careful before you accept or offer rides. Follow these suggestions:
- Provide only your first name and phone number when you post information on a board.
Prior to the trip, meet your potential rider or driver in a public place. Determine that he or she is a student. Do not accept rides from, or offer rides to, non-students.

Trust your instincts. If you feel uncomfortable with the individual, don’t get into the car.

Ask for references you can contact before you travel.

Ask to see identification. Make a note of the name, address, and Student Identification Number. Leave this information and a description of the individual with a friend.

If you are to be a passenger, find out if others will be riding with you. Meet them in advance in a public place. Don’t ride with them if you don’t feel safe.

Call ahead to family or friends at your destination so they will know when to expect you.

campusLink
This free shuttle service is for students, faculty, staff, and the general public to get around easily between Ivy Tech’s Coliseum and North campuses, IPFW and its Student Housing on the Waterfield Campus, and some shopping and residential areas.

Buses arrive every 5-15 minutes. CampusLink operates during IPFW’s and Ivy Tech’s fall and spring semesters, Monday through Friday, 7:30 a.m.–8:30 p.m. There is no shuttle service Saturdays, Sundays, and some holidays. Visit www.fwcitilink/campuslink for a complete time schedule of routes and information.

Safety Guidelines for Armed Subjects, Active Shooter Situations
An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearm(s), and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This section provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to faculty, staff, and students
In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him or her of your location. Remain in place until the police, or a campus administrator known to you, give the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice command until you can verify with certainty that they are being issued by a police officer.
- If an active shooter is in the same building as you are, determine if the room you are in can be locked, and if so, follow the same procedure described in the previous paragraph. If your room can’t be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

- If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter’s location. If you can’t speak, leave the line open so the dispatcher can listen to what’s taking place. Normally the location of a 911 call can be determined without speaking. Attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.
- No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.
What to expect from responding police officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vest, Kevlar helmets, and other tactical equipment. The officer may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officer into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene. Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Theft

Campuses and surrounding areas are frequent targets of thieves, largely because so many students and employees carelessly leave doors unlocked and valuables unprotected. As with crimes against the person, your best defense against thieves is vigilance. Recognize that danger exists and take precautions. Here are a few suggestions:

- Keep your doors and windows locked.
- Don’t hide your spare key outside your apartment.
- Don’t lend your key to anyone.
- Don’t keep your ID card on your key ring.
- Don’t keep large amounts of money in your room or apartment. Keep money in a bank or in your residence’s lock box.
- Don’t advertise that you aren’t home by letting mail or newspapers accumulate on your doorstep or by recording a revealing message on your answering machine. Ask friends not to leave messages on your door.
- Don’t leave valuables unattended.
- Keep your checkbook, jewelry, and cash in a locked drawer.

- Engrave your ID number on valuable possessions.
- Make a list of your valuable possessions including make, model, serial number, and description. Keep one copy in a safe place and another with your insurance papers.
- Ask service or repair persons to show their identification before admitting them to your room or apartment.
- Never reveal your calling card number or automatic teller machine (ATM) number to anyone.
- Lock your bicycle with a sturdy lock, weaving it through frame, spokes, and rack. Register your bicycle with the police department.
- Always lock your car. Don’t leave valuables inside.
- Don’t leave laundry unattended in laundry rooms.
- Don’t lend your credit cards to anyone. Keep a list of your cards and their numbers with your insurance papers.
- Maintain adequate insurance coverage.
- Report thefts to the police at once.

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person’s personal data in some way that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account and credit card information, telephone calling card numbers, and other valuable identifying data.

With identity theft and fraud, which are often computer-aided, there are measures that can be taken to reduce or minimize the risk of becoming a victim. These measures can be taken by remembering the acronym “SCAM.”

S — Be STINGY about giving out personal information to others unless you have a reason to trust them. Limit the information on personal checks. Don’t have your Social Security, driver’s license, and telephone numbers printed on them. Should someone telephone or send an electronic message (e-mail) with an “unbelievable” credit card offer or notification of an alleged “prize” being won, do not offer any personal data, but rather ask that the person mail an application or written notification of some type. If one is later received from a company, the Better Business Bureau can be contacted in an effort to determine whether or not the company is legitimate.

C — CHECK financial information regularly and examine records for any unrecognized/ unauthorized transactions. Should such transactions be noted, the banking institutions and credit card companies should be contacted immediately.

A — ASK periodically for a copy of your credit report. The three principal credit reporting companies are Equifax, Experian, and Trans Union. These three companies, as well as the United States Federal Trade Commission, are accessible online.

M — MAINTAIN careful records of banking and financial records, as well as personal computer security. Computer security can be fortified by installing any number of anti-spyware programs and by installing firewalls. Changing passwords frequently and reducing any file sharing can aid in the security of personal computers. Report any suspected identity theft or identify fraud to the police.

Drug and Alcohol Policies

Alcoholic Beverages

Use, possession, or distribution of alcoholic beverages is strictly regulated.

State law prohibits possession of alcoholic beverages by persons younger than 21 years old. The law also prohibits persons 21 or older from providing alcoholic beverages to minors. A person misrepresenting his or her age to obtain alcoholic beverages is in violation of the law.

With a few exceptions, such as pre-approved events in The John and Ruth Rhinehart Music Center, the Walb Student Union, Williams Theater, Cole Commons, or the SCAN garden, possession of alcoholic beverages on the IPFW campus is prohibited. Violators of alcohol policies are subject to the provisions of applicable state and federal laws as well as university disciplinary actions.

IPFW’s drug and alcohol policy is published and distributed annually to students and employees (Student Handbook). Consult this policy for detailed information. (Executive Memorandum No. C-44, June 12, 1998.)

The Employee Assistance Program (EAP) provides alcohol abuse counseling for employees. Personal counseling and referrals are provided for students and their families through the IPFW/Parkview Student Assistance Program.

Illegal Drugs

Indiana state law and university regulations prohibit the use, possession, or distribution of narcotics or controlled drugs without a valid prescription. Violators of drug policies are subject to the
provisions of applicable state and federal laws as well as university disciplinary actions. IPFW Student Housing on the Waterfield Campus maintains a “no tolerance” drug policy. IPFW’s drug and alcohol policy is published and distributed annually to students and employees (Student Handbook). Consult this policy for detailed information. (Executive Memorandum No. C-44, June 12, 1998.) The Employee Assistance Program (EAP) provides drug abuse counseling for employees. Personal counseling and referrals are provided for students and their families through the IPFW/Parkview Student Assistance Program. Those who want to report any illegal drug or criminal activity should call 260-481-6911 or the Anonymous Tip Line 260-481-0200.

Crisis Intervention Team
There are IPFW police officers specially trained to safely de-escalate contacts with emotionally distressed and mentally ill persons and work with the mental health system in Allen County to get help for people in need. The Crisis Intervention Team (CIT) is a county-wide effort that involves the hospitals, counselors, courts, and many local agencies. All officers are provided training to help them recognize when a person’s actions may be the result of a mental health issue, and they are encouraged to involve CIT members to help bring the situation to a successful resolution for the person in distress and the community.

Emergency Preparedness
The campus Crisis Management Committee has partnered with the University Police Department, and other departments in developing a Crisis Response Plan. The purpose of the plan is to establish and document a coordinated plan for organizing for and responding to all crises, whether large or small, which may arise of all mitigation efforts.

Crisis Management is normally divided into four distinct parts: mitigation, preparedness, response and recovery. Mitigation is the cornerstone of crisis management. It is the ongoing effort to reduce the likelihood of a crisis occurring and to lessen the impact the crisis has on people and property. Preparedness serves to develop the response capabilities needed in the event a crisis should arise. Protecting the lives of students, employees, guests, and visitors and insuring the continuity of an operational unit within the University structure is the focus of crisis preparedness. Response begins at the moment the crisis is recognized and continues through its immediate aftermath. Recovery is the time required for the recovery of the functional area and the restoration of normal services, depending on the damages caused by the crisis.

IF YOU HEAR:
- Outdoor announcement system, follow the instructions given.
- A fire system, evacuate the building immediately. This alarm is indicated by strobe lights that read “FIRE” and continuous horns sounding or voice activated.
- A tornado siren, remain in the building and seek shelter. This alarm is indicated by a series of short blasts in the building.

Emergency Procedure Handbook
The handbook provides basic “how to” information to help the campus community respond to emergencies. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future. For example:

Tornadoes
A tornado watch is issued when conditions are favorable for tornado formation. A tornado warning is issued when a tornado has been detected and may be approaching. In this locality, a series of short blasts of the campus siren system signifies a tornado warning. The local commercial radio and television stations broadcast tornado warnings.

When you hear a tornado warning, you should take shelter immediately. In a reinforced concrete building (like most buildings on campus), evacuate the top floor and go to the lower floors or basement by the nearest stairway. Avoid auditoriums, gymnasiums, and other areas with wide-span roofs. Avoid wood frame buildings and stay clear of windows and glass areas. Go to the lower floors or basement by the nearest stairway. Avoid auditoriums, gymnasiums, and other areas with wide-span roofs. Avoid wood frame buildings and stay clear of windows and glass areas. Go to the lower floors or basement by the nearest stairway. Avoid auditoriums, gymnasiums, and other areas with wide-span roofs. Avoid wood frame buildings and stay clear of windows and glass areas. Go to the lower floors or basement by the nearest stairway. Avoid auditoriums, gymnasiums, and other areas with wide-span roofs. Avoid wood frame buildings and stay clear of windows and glass areas. Get under a desk or table. Stay prepared to kneel and cover your head. If you are in a building with no basement, get under heavy furniture near the center of the house. Do not remain in a trailer or mobile home. If you are outdoors, lie flat in the nearest depression, ditch, or ravine. Remain in the sheltered area until the all clear signal is given via radio or television.

Shelter in Place
“Shelter in place” simply means seeking immediate shelter inside a building or university residence. This course of action may need to be taken during a tornado, earthquake (rare in Indiana), or an accidental release of toxic chemicals in the outside air.

You will be notified by the severe weather alert sirens (campus siren system will emit a series of short blasts), through radio or television, or your own observations. Go inside to the lowest internal room/hallway, and turn on local media for updates. Remain in place until police, fire, or other emergency response personnel tell you it is safe to leave, or until information is announced through radio or television broadcasting, alerting you that it is safe to leave.

Earthquake
- If you are indoors, don’t rush to get outside. Get under a desk or table. Stay away from windows and outside walls.
- If you are outdoors, get into an open area away from trees, buildings, walls, and power lines.
- If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your car until the tremors cease.

For the complete Emergency Procedures Handbook, go to www.ipfw.edu/police/assets_/files/EmergencyBooklet.pdf.

Emergency Notification System (ENS)
IPFW is a large and complex institution, and people move about our campus freely. A key part to IPFW’s campus preparedness is the Emergency Notification System — ENS. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered communication approaches we have in place will help spread the word on emergency incidents. We use simple concepts to initiate our notification system:

- Fire Alarms: Immediately evacuate the building.
- Tornado Siren: Shelter in Place
- Phone: Office and cellular phones.
- E-mail: An e-mail will be sent to all people with an ipfw.edu address.
- Carillon: Outdoor public announcement system
- Electronic Signs: Gates Electronic Sign and Campus Walkway outside Helmke Library.
- Web Msg.: The home page (www.ipfw.edu) is the focal point of the most complete information in all campus-related emergencies.
- Local Media

SIGN UP FOR EMERGENCY MESSAGES ON CELLULAR TELEPHONES
- Go to my.ipfw.edu
Activation of all or part of the overall notification system will be decided on by the Chancellor, Vice Chancellor of Financial Affairs, or designee, Chief of University Police, Police Shift Commander or Officer in Charge as time permits. Each incident will be evaluated and confirmed based on incident specifics and life safety factors; a decision to make a timely warning will then be made to determine the appropriate segments or segments (Academic Campus, Residential Housing, or Northeast Campus) of the campus community to receive the emergency notification. The Emergency Notification System (ENS) will normally be tested in the Fall and Spring Semesters. Most tests of the Emergency Notification System will be published.

**TIMELY WARNINGS**

The Chancellor, Vice Chancellor of Financial Affairs, Chief of University Police, Police Shift Commander, Officer in Charge or their designated representatives may authorize messages during critical incidents as defined in the usage protocol matrix. The Chancellor and VCFA have the sole authority to authorize any additional message outside of critical messages working with the University Relations and Communications Department.

**Fire Safety Preparedness**
- Learn your building’s exiting system.
- Know at least two separate routes from your area to an exit or exit stairway.
- Know the location of your building’s fire alarms, and learn how to use them.
- Know the emergency telephone number for the area (911) or campus police at 16911.
- If you have a disability that could delay your escape, let someone in authority know about it, and be sure there is a plan to assist you.

**Fire Safety Plan**
- Never block fire exits, doorways, corridors, or stairways. In the event of a fire, the campus alarm system will sound continuously to indicate a fire alarm.
- If you discover a fire, activate the building fire alarm system, and call the fire department (dial emergency 911) or the University Police at 16911.
- Leave the fire area immediately, following your planned exit route and closing all doors behind you to slow the spread of fire and smoke.
- Exit the building via the closest exit or exit stairway.
- Never use an elevator when evacuating a burning building.
- Once outside the building, move across the street. Tell the IPFW Police Department if anyone is left inside, and do not re-enter until you are told you may do so.
- Electrical appliances are allowed as long as there is no exposed heating or burning element.
- Smoking is not allowed in IPFW Buildings’ or Residential Housing
- Open flames are prohibited, including candles.

**In the event of a fire, the campus alarm system will sound continuously to indicate a fire alarm.**
- If you discover a fire, activate the building fire alarm system, and call the fire department (dial emergency 911) or the University Police at 16911.
- Leave the fire area immediately, following your planned exit route and closing all doors behind you to slow the spread of fire and smoke.
- Exit the building via the closest exit or exit stairway.
- Never use an elevator when evacuating a burning building.
- Once outside the building, move to a safe area. Tell the IPFW Police Department if anyone is left inside, and do not re-enter until you are told you may do so.

**If you are trapped or unable to exit:**
- Stay calm, and take steps to protect yourself.
- If possible, move to a room with an outside window.
- If there is a working phone, call 911 or 16911 and tell the dispatcher where you are. Do this even if you can see the fire/police department from the window.
- Stay where rescuers can see you through the window, and wave a light colored item to attract their attention.
- Stuff clothing, towels, or paper around the cracks in the door to help keep smoke out of your refuge.
- If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
- Be patient. Rescue of occupants could take hours.

**Emergency Medical Response**
Contact the IPFW Police Department at 16911 or call 911. The Advanced Life Support (ALS) will then be summoned to emergency. IPFW police department employees are trained in Basic First Aid, CPR and AED.

**Emergency Building Evacuation for People With Physical Disabilities**
In the event of an emergency that may require a building evacuation, the following procedure is recommended:
- Call 911 or 16911 and advise the dispatcher of your location and remain where you are by sheltering in place.
- If you are unable to call 911 or 16911, advise others of your location to inform emergency personnel. It also is recommended that a person have a sounding device, such as a whistle, to alert emergency personnel, and a small flashlight.
- Remember to never use the elevators.
- It is best to have arrangements pre-planned for evacuation assistance. Arrangements can be made to reasonably assure that assistance is provided to anyone who requires it. Contact the IPFW Police Department (16827) for pre-plan arrangements or questions.

**Fire Prevention & Public Education**
The mission of the IPFW Police Department is to assist in mitigating the threat to life and property throughout the IPFW community, with the delivery of quality education, prevention, and preparedness.

The IPFW Police Department offers a variety of fire and safety classes. To find out more, contact the IPFW Police Department at 16827.

**Portable Fire Extinguishers**
- Portable fire extinguishers at the University are intended for use by trained individuals.
- You should activate the nearest fire alarm prior to using a fire extinguisher. Most portable extinguishers are appropriate for only small contained fires, such as a fire in a wastebasket.
- Don’t fight a fire if you have not been trained or are unsure about what type of extinguisher to use.
- Remember to never fight a spreading or growing fire and never block your escape.

**Missing Persons**
If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the IPFW Police Department at 16827. The IPFW Police Department will generate a missing report and initiate an investigation.

After investigating the missing person report, should the IPFW Police Department determine that the student is missing and has been missing for more than 24 hours, IPFW will notify the Fort Wayne Police Department (FWPD) and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, IPFW will notify the student’s parents or legal guardians.
<table>
<thead>
<tr>
<th>Crime Statistics</th>
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<tbody>
<tr>
<td><strong>IPFW Campus 2006</strong></td>
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<tr>
<td><strong>Number of Offenses</strong></td>
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<td>Motor Vehicle Theft</td>
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<tr>
<td><strong>Number of Arrests or Persons Referred for Campus Disciplinary Action</strong></td>
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<td>Liquor Law Violations</td>
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<td>Persons Referred for Campus Disciplinary Action</td>
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<td>Persons Referred for Campus Disciplinary Action</td>
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<td>Disability</td>
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</table>

* Burglary to construction trailer in one student housing parking lot

Crime Statistics

Crimes reported in the residential facilities column are included in the on-campus category.

These statistics indicate cases as initially reported to the police. Further investigation may reveal the case was unfounded or lacked sufficient evidence to result in the filing of criminal charges by the prosecutor’s office.

Individuals who were arrested and referred for campus disciplinary action are reported only under the arrest category.

Includes incidents that occurred at off-campus facilities of university-recognized student organizations.

Not all burglaries that are reported by Federal definition would be classified as a burglary under Indiana Law.

**Note:** There were no offenses or other crimes involving bodily injury to any person in which the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

The statistics in this Annual Security Report were prepared by the IPFW Police Department based on information gathered from individuals in the following university offices and departments and local law enforcement authorities:

- Office of the Dean of Students
- Office of Student Housing
- Director of Student Life
- IPFW Athletics, Recreation, and Intramural Sports
- IPFW EEOC Officer
- Human Resources
- Indiana Excise Police
- Fort Wayne City Police
- Indiana State Police
- Allen County Sheriff’s Department
- Noble County Sheriff’s Department
- IPFW Police Department
- Warsaw City Police Department
guardian immediately after IPFW has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by IPFW in the event the student is determined to be missing for more than 24 hours after the student is determined to be missing. Students residing in on-campus are encouraged to identify a confidential contact at IPFW Waterfield Residential Housing.

IPFW Student Housing on the Waterfield Campus

University residences strive to provide safe and secure environments for their residents.

- Each fall, all IPFW residence staff designs a program to educate residents on safety and security. The program includes distribution of information and special presentations by police officers and other speakers.
- Residence managers include information on safety and crime awareness in notices posted in the Student Housing complex.
- All residences publish guidebooks that explain building access and security policies. The guidebooks are distributed to residents and staff.
- Entrance to most residences is restricted to the people who live and work there by electronic key fobs. DO NOT LET ANYONE INTO THE BUILDING UNLESS THEY ARE AUTHORIZED TO BE THERE.

Reporting of Criminal Offenses

The IPFW Police Department encourages anyone who is the victim of or witness to any crime to promptly report the incident to the department at 16911. Confidential reporting of crimes may also be made by calling the department anonymous tips line at 10200.

For off-campus options, you may contact:

- Fort Wayne Police Department: 260-427-1222
- Allen County Police Department: 260-449-7491
- Rape Crisis Hotline (24 hours): 260-426-7273

Policy for Reporting the Annual Disclosure of Crime Statistics

The IPFW Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

The full text of this report can be located on our Web site at www.ipfw.edu/police/reports/IPFW_POLICE_CURRENT_ANNUAL.pdf. You will also be able to connect to our site via the IPFW Police Department home page at www.ipfw.edu/police/

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, and the assistance of IPFW Athletics, Recreation, and Intramural Sports, IPFW Student Housing on the Waterfield Campus, the Office of the Dean of Students, the Office of Student Life, the Center for Women and Returning Adults, and Human Resources. Each entity provides updated statistical information.

Campus crime, arrest, and referral statistics include those reported to the IPFW Police Department, designated campus officials (including but not limited to directors, deans, department heads, residence halls disciplinary personnel, athletic coaches) and local law enforcement agencies. As a result of the negotiated rulemaking process, which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f) clarification was given to those considered to be campus security authorities. 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 discloser of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines a professional counselor as: 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.

Copies of the IPFW Annual Security Report may be obtained at the IPFW Police Department in the Support Services Building or by calling 16827.

Availability of Annual Security Report

The IPFW Police Department’s Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, and in certain off-campus buildings or property owned or controlled by the university and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies, concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting the IPFW Police Department or by accessing it on the Web at www.ipfw.edu/police/reports/IPFW_POLICE_CURRENT_ANNUAL.pdf.

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the IPFW Police Department in a timely manner.

Dispatchers are available at 16827 or 16911, 24 hours a day, to answer your police, fire, or EMS calls. In response to a call, Public Safety professionals will take the required action.

This publication contains information about on-campus and off-campus resources (see Page 4). That information is made available to provide IPFW community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about “resources” is not provided to imply that those resources are “reporting entities” for the IPFW Police Department. Crimes should be reported to IPFW Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Emergency Phone (Blue Phones)

These emergency telephones are placed at strategic locations around campus. For assistance, push the button, which will connect you to the IPFW Police Department.

Homeland Security

The IPFW Police Department is working closely with the Department of Homeland Security to maintain a safe campus community. The Department of Homeland Security has trained several IPFW police officers through the following courses: WMD Law Enforcement Protective Measures, WMD Law Enforcement Response Actions, and WMD Incident Complexities. Also, the department is continuing its education with National Incident Management System (NIMS) incident command courses as required by FEMA.
**Manslaughter Procedures**

1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Obtain description(s) of any possible suspects and/or vehicles if available
4. Investigator and/or crime scene technician contacted (FWPD)
5. Allen County Coroner’s Office contacted
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Murder and Non-negligent Manslaughter Procedures**

1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Obtain description(s) of any possible suspects and/or vehicles if available
4. Investigator and/or crime scene technician contacted (FWPD)
5. Allen County Coroner’s Office contacted
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Negligent Manslaughter Procedures**

1. Initial complaint received; victim contacted
2. Preliminary interview conducted
3. Obtain description(s) of any possible suspects and/or vehicles if available
4. Investigator and/or crime scene technician contacted (FWPD)
5. Allen County Coroner’s Office contacted
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Sexual Assault Procedures**

1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Determine if investigator and/or crime scene technician is needed
5. Collection of evidence
6. Prepare case report documentation and pertinent paperwork for major case file
7. News release
8. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Nonforcible Sexual Offense Procedures**

1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Obtain description(s) of any possible suspects and/or vehicles if available
5. Determine if investigator and/or crime scene technician is needed
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Robbery Procedures**

1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Obtain description(s) of any possible suspects and/or vehicles if available
5. Determine if investigator and/or crime scene technician is needed
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Aggravated Assault Procedures**

1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Investigator and/or crime scene technician contacted
5. Collection of evidence
6. Prepare case report documentation and pertinent paperwork for major case file
7. News release
8. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Burglary Procedures**

1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Obtain description(s) of any possible suspects and/or vehicles if available
5. Determine if investigator and/or crime scene technician is needed
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Motor Vehicle Theft Procedures**

1. Initial complaint received; victim contacted
2. Determine if medical treatment is needed
3. Preliminary interview conducted
4. Obtain description(s) of any possible suspects and/or vehicles if available
5. Determine if investigator and/or crime scene technician is needed
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Arson Procedures**

1. Initial complaint received; victim contacted
2. Fire department responds
3. Preliminary interview conducted
4. Obtain description(s) of any possible suspects and/or vehicles if available
5. Determine if investigator and/or crime scene technician is needed
6. Collection of evidence
7. Prepare case report documentation and pertinent paperwork for major case file
8. News release
9. Forward report to the Allen County Prosecutor’s Office for review for potential filing of criminal charges

**Campus Safety: Annual Security Report**

- Special personal escorts as needed
- Information related to the emergency telephone system is given
- Classes can be changed if a safety issue, such as the suspect is in one or more of the victim’s classes
- Assistance with protective orders
- Resident assistant and staff resident services are offered
- Assistance with protective orders

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- Information related to the emergency telephone system is given
- Special personal escorts as needed
- Assistance with protective orders
- Resident assistant and staff resident services are offered
- Assistance with protective orders
### IPFW Fire Statistics

<table>
<thead>
<tr>
<th>Residential Hall Building</th>
<th>Total Fires in Each Building</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>No. of Injuries that Required Medical Treatment</th>
<th>No. of Deaths Related to a Fire</th>
<th>Value Damage Caused by Fire</th>
<th>Case Number</th>
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### IPFW Matrix

<table>
<thead>
<tr>
<th>Residential Hall Building</th>
<th>Fire Alarm Monitoring Done On Site (by UPD)</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans/Placards</th>
<th>No. of Evacuation (Fire) Drills Each Academic Year</th>
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