



2021 Annual Security & Fire Safety Report (ASFSR)



Prepared by the
University Police
Department
*Includes Policy Statements
for the 2021-2022
Academic Year*
*Includes Crime Statistics for
Calendar Years 2018, 2019,
2020 for UNA Main & East
Campus*
Published 2021

Table of Contents

Message from the Chief of Police	2
Mission, Vision and Values of University Police	3
University of North Alabama 2021 ASFSR Introduction	3
What is the Annual Security and Fire Safety Report (ASFSR)?.....	3
UNA Clery Reporting Geography and Availability	4
Preparation of the ASFSR	7
About the University Police Department (UPD).....	8
UPD's Authority, Arrest Powers and Jurisdiction.....	8
UPD's Working Relationships with State and Local Law Enforcement Agencies.....	8
Reporting of Crimes and Emergencies	9
Reporting Crimes and Other Emergencies.....	9
Campus Security Authorities (CSAs) or Preferred Receivers of Reports	10
UPD Response to a Crime Report.....	11
Voluntary Confidential Reporting	11
Additional Sources of Statistical Information.....	11
If You Do Not Want to Make a UNA Police Report and/or Take Legal Action.....	12
Prompt and Accurate Reporting of Crimes.....	12
Submission of UNA Crime Statistics to Federal Agencies.....	12
Daily Crime Logs/Summary of Criminal Incidents.....	12
Campus Crime Statistics for UNA Main Campus.....	13
Campus Crime Statistics for UNA East Campus	14
Timely Warnings and Emergency Notifications	15
Lion Alert Notification System	15
Timely Warnings.....	16
Issuing Timely Warnings	16
Determining Whether a Continued Threat Exists	16
Distribution of Timely Warning	17
UPD Advisories	17
Emergency Response and Evacuation Procedures	18
Notification to the UNA Community about an Immediate Threat.....	19
Procedures for Testing Emergency Response and Evacuation Procedures	19
Shelter-In-Place Procedures – What it Means to “Shelter-In-Place”	20
Security and Access in Campus Facilities	21

Safety of and Access to University Facilities.....	21
Security Considerations in the Maintenance of University Facilities.....	22
Additional UNA Security Policies and Statements	22
Crime Prevention Programs	24
Types, Frequency and Descriptions of Crime Prevention Programs.....	24
Campus Safety Guide.....	24
Crime Prevention/Education Programs	25
Drug and Alcohol Abuse	27
Summary of the UNA Drug-Free Campus and Workplace Policy.....	27
UNA Drug and Alcohol Abuse Policy	28
UNA Code of Student Conduct - Drug and Alcohol Policy	29
State of Alabama Applicable Laws Concerning Alcohol.....	30
State of Alabama Applicable Drug Laws	31
Disciplinary Sanctions from the Office of Student Conduct.....	32
Descriptions of Drug-Abuse and/or Substance Education Programs	
Alcohol Awareness.....	33
Violence Against Women Act (VAWA)	35
Legal Definitions.....	37
University Procedures for Addressing Sexual Misconduct.....	38
Reporting Domestic Violence, Dating Violence, Sexual Assault, or Stalking Procedures.....	44
Title IX Office	45
Clergy Data Definitions.....	49
General Criminal Offenses.....	49
Sexual Misconduct (VAWA) Offenses	50
Missing Student Procedures and Notifications	51
ANNUAL FIRE SAFETY REPORT 2021	53
Fire Safety Report Definitions	54
General Evacuation Rules	54
Housing and Residence Life Policies.....	56
Fire Safety Systems Chart	56
Housing and Residence Life Policies.....	56
Housing and Residence Life Fire Prevention Information.....	57
2021 Annual Fire Safety Report Statistics	59
Future Plans for Fire Safety Improvements	59

Message from the Chief of Police



Greetings,

The University of North Alabama Police Department is dedicated to providing a safe and secure community for students, faculty, staff and visitors to the University of North Alabama. Each year the University of North Alabama publishes the Annual Campus Security Report and Annual Fire Safety Report in compliance with the Jeanne Clery Act. The report is published and available for viewing by October 1st each year.

The report includes campus Clery crime statistics for 2018, 2019 and 2020, including arrests and referral statistics reported to the University of North Alabama Police Department, Clery definitions, maps and fire statistics. In addition to crime and fire statistics, the report includes University policies and procedures concerning alcohol, drugs, sexual assault and general safety and security on the UNA campus. I encourage you to review and become familiar with this report.

The University of North Alabama is committed to working in partnership with the community in providing a safe and secure environment for students, faculty, staff and visitors. We welcome your concerns, suggestions and ideas on working together to make our campus a safe place to work, live and learn. Do not hesitate to contact the University of North Alabama Police Department if you need assistance or additional information about our services.

Respectfully,

Les Jackson
Chief of Police
University of North Alabama Police Department



Mission, Vision and Values of University Police

"It is the mission of the University of North Alabama Police Department (UPD) to maintain a safe and secure campus by providing quality public safety in partnership with the community."

Vision

Our vision is a safe university campus where the community and members of the University of North Alabama Police Department (UPD) unite to enhance the quality of life.

Philosophy

- The vision of a safe and secure environment is shared with the University community, which includes students, faculty, staff and visitors.
- We must maintain a safe and secure environment, free from the distraction of criminal activity and disorder, for pursuit of education and scholarship that brings people to UNA.
- We firmly believe in a community-oriented, problem-solving philosophy. The core components of the philosophy are prevention, partnerships and problem solving.
- Our officers are committed to preventing crime and disorder and focusing their efforts on eliminating the underlying causes of those problems.
- We will actively engage in partnerships with the community to address and solve problems.
- Partnerships are the foundation of effective problem-solving, safety, security and crime prevention. Through these partnerships and collaborative problem-solving, officers deal with problems, prevent crime and help maintain a community free of disorder and safe from natural and man-made disasters.

Values

Professionalism, Loyalty, Respect, Integrity, Innovation, Excellence, Teamwork and Service.

UPD is under the administration of the UNA Chief of Police. UPD Chief of Police reports to the Vice President for Student Affairs who reports directly to the President of the University.

University of North Alabama 2021 ASFSR Introduction

What is the Annual Security and Fire Safety Report (ASFSR)?

In compliance with the 1998 amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or **Clery Act**, (formerly known as the Crime Awareness and Campus Security Act of 1990) and Department of Education regulations, the University of North Alabama (UNA) publishes crime statistics for the three most recent calendar years and UNA security-related policies and procedures. This information is distributed each year to enrolled students and current employees and is also made available to prospective employees and students. UPD's Campus Safety Guide informs prospective and current students, faculty and staff to the general procedures for reporting crimes both on- and off-campus and includes tips on preventing theft of property and crimes of violence, including physical and sexual assaults.

For Clery Act reporting purposes, the crime statistics and data published in the UNA 2021 ASFSR illustrate the distinct crime categories as they relate to:

- 1) general criminal offenses,
- 2) hate crimes by category of prejudice against the victim,
- 3) Violence Against Women's Act (VAWA) offenses and
- 4) the reporting of violation arrests and referrals for campus disciplinary action.

- The ASFSR includes crime statistics for the following categories of crimes, as reported to UPD other UNA Campus Security Authorities, and local law enforcement: homicide (murder, non-negligent and negligent manslaughter); sex offenses (forcible, non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; and arson.
- The ASFSR includes statistics for the following categories of violation arrests and referrals for campus disciplinary action: liquor law violations, drug law violations, and illegal weapons possession violations. New reporting requirements beginning 2014 included the addition of domestic violence, dating violence and stalking as defined by the VAWA amendments to the Clery Act reporting requirements for universities. These incidents are permanent additions to UNA's ASFSR.

UNA Clery Reporting Geography and Availability

All statistical categories and data are broken down by geographic area as they relate to UNA: **On-Campus, On-Campus Residential Housing, Non-Campus Building Property, and Public Property.**

UPD works with the Florence City Police Department for crime statistics taken from public property areas within campus or adjacent to campus to be included in the ASFSR.

Clery Geography Definitions

On-Campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls, and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

On-Campus Residential Housing – On-Campus Residential Housing statistics are a subset of the On-Campus statistics. An On-Campus student housing facility is any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus. It is a subset of On-Campus crimes that includes only those crimes that were reported to have occurred in residence halls or other student housing facilities.

Non-Campus Building Property – Any building or property owned or controlled by a student organization recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes; is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

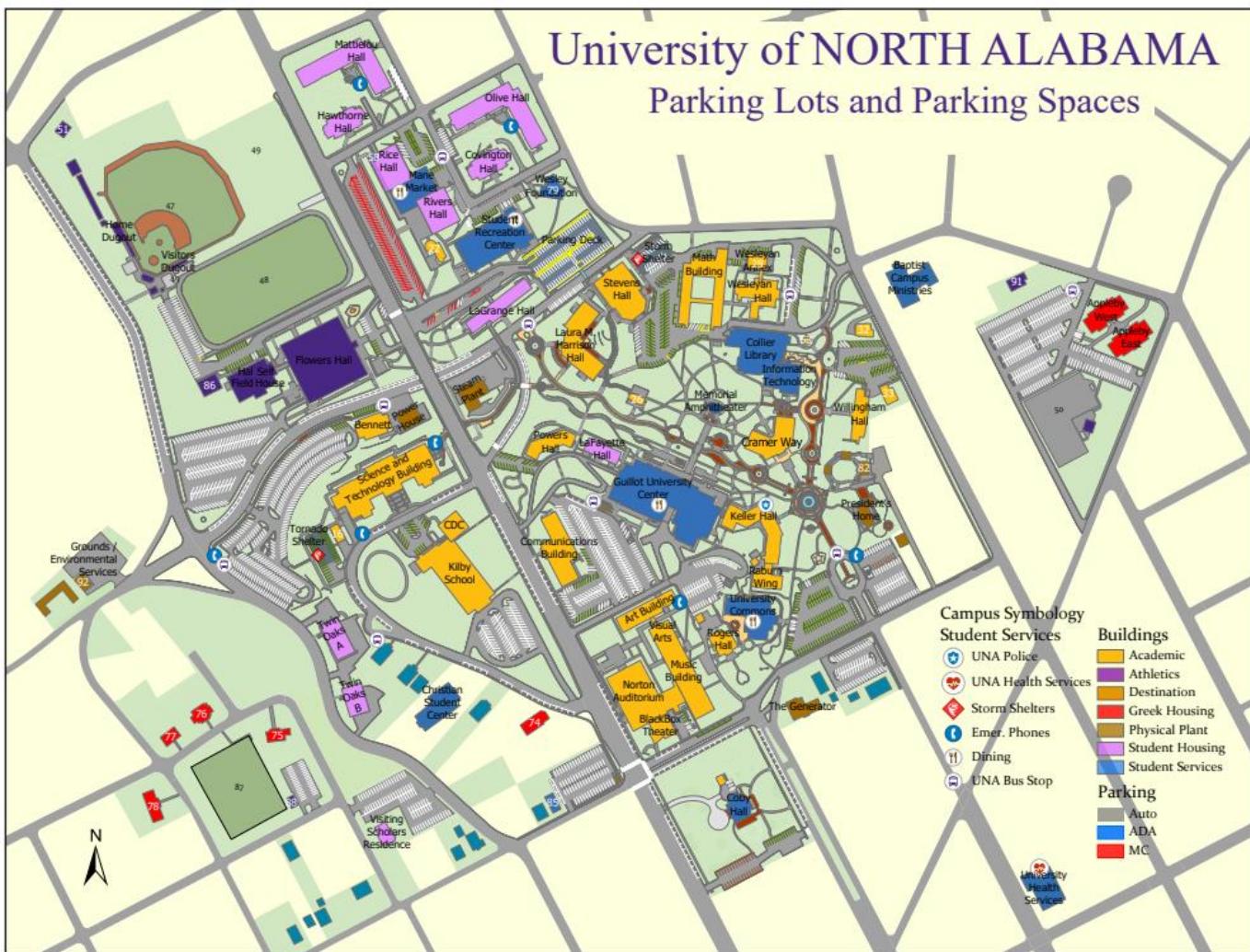
Public Property – Includes all public property, (including thoroughfares, streets, sidewalks, and parking facilities) that are within the campus, or immediately adjacent to and accessible from the campus.

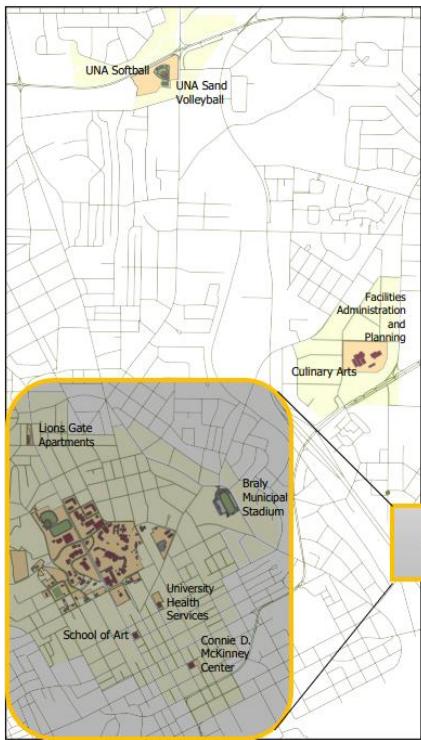
- (1) All public property, including streets, sidewalks and parking facilities, that is within the outer perimeter surrounding all property and buildings on the campus of the institution that are adjacent to one another.
- (2) Any sidewalk, street or parking facility immediately adjacent to any property or building on the outer perimeter described in clause (1).
- (3) Any street, sidewalk or parking facility immediately adjacent to any facility or property within the same reasonably contiguous geographic area that is outside the perimeter described in clause (1) and is used by the institution in direct support of, or in a manner related to the institution's educational purpose.

UNA Clery Geographical Maps

Maps electronically accessible at <https://www.una.edu/map/index.html> unless otherwise noted.

Main Campus





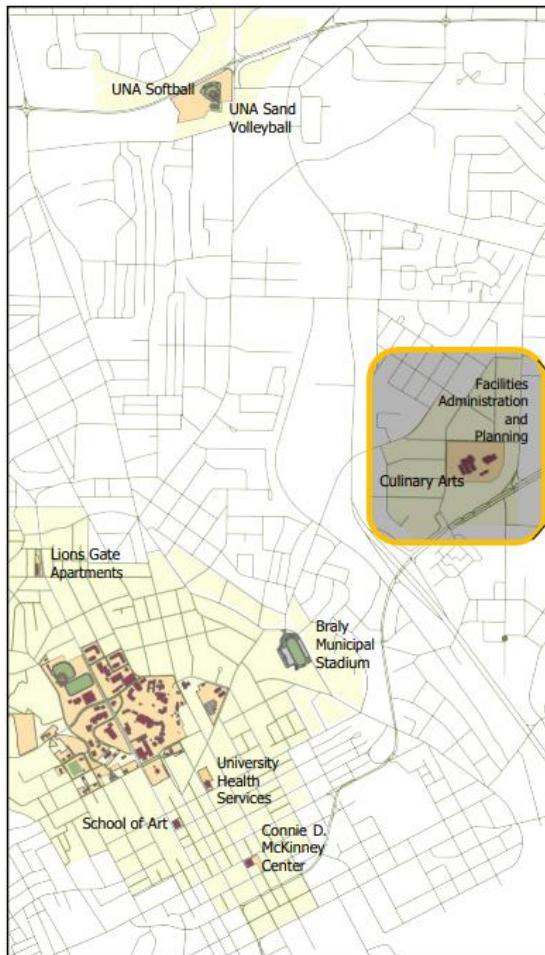
**Additional
On-Campus
Properties**



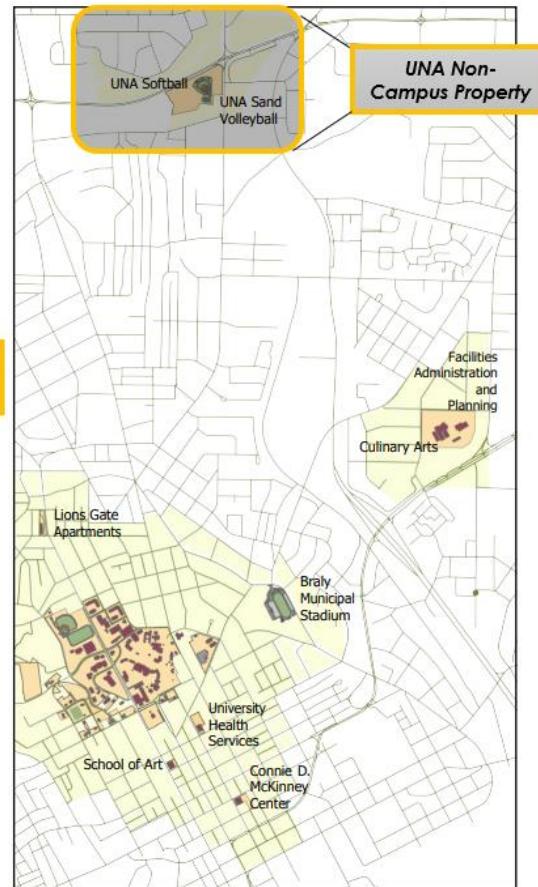
**On-Campus
Residential
Housing complex**

Electronically accessible at <https://www.google.com/maps/>

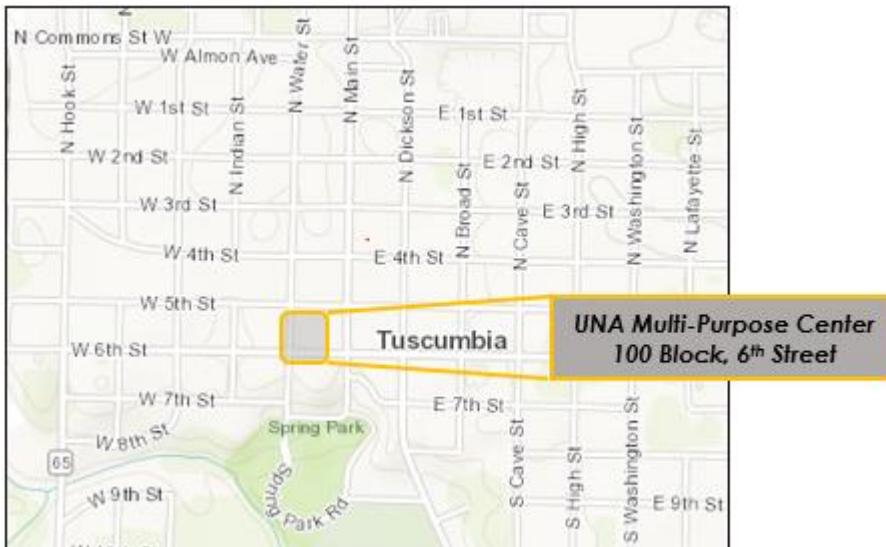
East Campus and Non-campus property



**UNA East
Campus**



**UNA Non-
Campus Property**



Availability of the ASFSR

Each year, an email notification is sent to all enrolled students, faculty and staff, informing them of the exact address (URL) of the website where the report is posted. The notification includes a statement that a paper copy of the ASFSR is available upon request.

A printed copy of this report may be obtained by request at UPD, located inside the basement of Keller Hall; or by email at police@una.edu; or by writing:

UNA Police
Attn: Chief of Police
1 Harrison Plaza
UNA Box 5067
Florence, AL 35632

Preparation of the ASFSR

UNA issues an ASFSR of criminal reports made to Campus Security Authorities (CSAs) and law enforcement agencies for property or facilities.

The ASFSR includes reported crimes alleged to have occurred on the campus and facilities owned or rented by UNA and/or recognized student organizations. It includes the following reports of crime: Murder and non-negligent Manslaughter, Manslaughter by negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hate Crimes, VAWA Offenses (Dating Violence, Domestic Violence, Stalking), Weapons Violations, Drug Abuse Violations, and Liquor Law Violations.

Information and statistics obtained from the UPD, Student Affairs, Office of Student Conduct, Title IX and CSAs are forwarded to the Chief of Police. The results are then tabulated and entered into the Department of Education's website as required by law. The ASFSR is then compiled from this data.

About the University Police Department (UPD)

UPD's Authority, Arrest Powers and Jurisdiction

The priority of UPD is to protect life and property of the University community. UPD officers are on duty 24 hours a day, 7 days a week, enforcing federal, state and municipal laws, as well as upholding University rules and regulations, security and emergency response on campus.

All UPD officers are certified police officers in the State of Alabama, accredited by the *Alabama Peace Officers Standards and Training Commission*, who receive their powers and authority from Code of Alabama 1975, as amended §16-22-1 & 2 and §16-51-12. UNA currently employees 13 certified officers. UPD has original police jurisdiction on the UNA campus and coextensive jurisdiction in the City of Florence. All UPD officers are armed and have the authority to make arrests, issue citations, investigate crimes and perform such other duties of police officers as recognized under current Alabama law.

UPD is vested with full police power to serve the University community and have cooperative agreements with other law enforcement agencies throughout the State. All traffic regulations that apply anywhere in the State apply while on the University campus. UPD encourages you to follow the traffic laws and watch for pedestrian traffic while on campus.

UPD officers patrol on foot, bicycle, motorized scooter, Segway and in patrol cars year-round to protect and secure the University community. Officers perform patrol activities and other assignments in both uniform and plain clothes. The entire campus receives patrol coverage to prevent crime and to detect security and safety violations.

In addition to employing certified officers, the UPD employs 5 administrative staff, 12 Public Safety Officers, 13 employees of the departments' Student Nighttime Auxiliary Program ("S.N.A.P.") and 2 student office workers. None of these positions have arrest powers. All are classified as CSAs and uphold UNA rules and regulations. UNA's Public Safety Officers are trained to assist police in security and emergency response on campus in accordance with federal, state, county and municipal laws as well as university rules and regulations.

UPD's Working Relationships with State and Local Law Enforcement Agencies

UPD cooperates fully with local and state law enforcement agencies in cases that involve both on- and off-campus jurisdictions or when the resources of an agency other than the UPD can be used to facilitate the resolution of an investigation. Local police agencies and UPD exchange information on a regular basis and work together during UNA sporting and other community events. UPD works closely with and receives support from the Florence Police Department, Lauderdale County Sheriff's Office, Alabama State Troopers, Alabama Bureau of Investigations, and Federal Bureau of Investigation. It is our intention to foster a healthy working relationship with these federal, state, county and local law enforcement agencies. These cooperative efforts enable UPD to work with, and for, UNA students and employees in situations that occur on- and off-campus.

UNA contracts police dispatch services locally through Florence Police Department's Communications Division. Dispatchers communicate calls for service to UNA Police and are trained and certified in emergency communication procedures. Communications Dispatchers provide computer searches for wanted fugitives, stolen property, and information through the National Crime Information Center and Alabama Criminal Justice Information Center.

Reporting of Crimes and Emergencies

Reporting Crimes and Other Emergencies

To maximize safety on campus, UPD strongly encourages anyone with knowledge about any crime, suspicious activity or unsafe actions or conditions on-campus (either as a witness or as a victim) to make an immediate report to the University Police in-person or by telephone. Reporting does not mean you must take legal action -- it may, however, help police officers stop further incidents as well as help them keep the community informed about criminal activity.

To report an EMERGENCY situation, including fires and medical:

Dial 9-1-1

** All 911 calls are routed to Florence Police Department through the Lauderdale County 911 Center*

To make a formal report in-person and on-campus to be investigated:

Department	Phone	Email	Campus Location	Office Hours	Physical Address
University Police	256.765.4357 Select option 1 or 2	police@una.edu	Keller Hall basement	8am-4:30pm, Monday-Friday	105 Shelby Way, Florence, AL 35632
Title IX Office	256.765.4223	titleix@una.edu	202 Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632

Non-emergency service and resource contacts:

Department	Phone	Email	Campus Location	Office Hours	Physical Address
University Health Services	256.765.4328	healthservices@una.edu		7:45am-4:30pm, Mon-Thur; 7:45am-3:30pm, Fri	416 N. Seminary St., Ste 1100, Florence, AL 35630
Student Counseling Services	256.765.5215	counselingservices@una.edu	Rice Hall, 1st Floor	8am-4:30pm, Monday-Friday	726 N. Pine Street, Florence, AL 35630
Center for Women's Studies	256.765.6198	larieff@una.edu		8am-4:30pm, Monday-Friday	663 N. Wood Ave., Florence, AL 35630

To report off-campus crimes:

Department	Phone	Email	Physical Address
Florence Police Department	256.760.6500	https://florenceal.org/public_safety/police_department	702 S. Seminary St., Florence, AL 35630
Muscle Shoals Police Department	256.383.6746	https://www.mspolice.org	Muscle Shoals, AL 35661
Sheffield Police Department	256.386.5630	https://www.sheffieldpolice.org	600 N. Montgomery Ave., Sheffield AL 35660
Tuscumbia Police Department	256.383.3121	https://cityoftuscumbia.org/?page_id=83	218 S. Dickson St., Tuscumbia AL 35674
Lauderdale County Sherrifs Office	256.760.5757	https://www.lauderdalesherriff.org	200 S. Court St., Ste 201, Florence, AL 35630
Colbert County Sherrifs Office	256.383.0741	http://colbertsheriff.net/	201 North Main St., Tuscumbia, AL 35674
Alabama State Troopers	256.383.9212	https://www.alea.gov/	4500 Hatch Blvd, Sheffield, AL 35660

** University Police officers can assist in notifying other law enforcement agencies.*

All employees, staff or faculty who become aware of an allegation of violation of UNA policy, Code of Student Conduct, civil or criminal law should report the allegation to their supervisor or senior campus administrator. Additionally, individuals on campus with "significant responsibility" for student and campus activities are designated pursuant to federal law as Campus Security Authorities (CSAs). This includes employees across campus in all areas based on their role. CSAs should not attempt to investigate, but must report potential criminal activity of which they are aware to UPD and allow the police to investigate.

Licensed and pastoral counselors are exempted from these reporting procedures and are confidential resources. The function of these administrator's "significant responsibility" is not to

determine whether a crime took place. That is the function of the law enforcement professionals working within the criminal justice system.

All persons in the UNA community are encouraged to assist anyone in reporting alleged criminal activity by contacting a CSA at the campus where the criminal activity occurred and/or UPD, as well as providing assistance in making the incident report. Failure to report criminal activity to the CSA in a timely manner may result in disciplinary action by the University. University employees and students, who are not designated as CSAs, are encouraged to assist anyone reporting alleged criminal activity in contacting a designated CSA and/or the local police department in order to file a criminal report. Criminal activity may be reported voluntarily and confidentially to the CSA. Counselors are required to provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

Student Organization Facilities

UNA operates no off-campus student organization facilities. All student organizations recognized by the UNA are headquartered on campus and therefore served by the UPD. If you believe a crime has been committed within an on-campus student organization building, report the incident to the UNA Police, 256.765.4357.

Campus Security Authorities (CSAs) or Preferred Receivers of Reports

In addition to those working in campus safety and those designated as responsible parties within our campus security policies to receive crime reports, the Clery Act also requires designation and identification of CSAs on campus that meet the following definition.

CSAs are defined as:

- (1) A police or campus security department maintained by an institution.
- (2) An individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- (3) An official of an institution who has "significant responsibility" for student campus activities, including, but not limited to, student housing, activities, student discipline and campus judicial proceedings.

CSAs are required to participate in annual online Campus Security Authority training.

CSAs are informed to report crimes in a timely manner so that any criminal activity can be evaluated for timely warning purposes. A request for statistical information is sent via email survey annually to all CSAs as defined by federal law.

All CSAs are required to report any criminal acts that are brought to their attention through the reporting structure established by UNA.

- To report any criminal offense to UPD, a report may be completed electronically with UPD at https://cm.maxient.com/reportingform.php?UnivofNorthAlabama&layout_id=100, or dial 256-765-4357 (ext. 1 or 2) for assistance.
- To report specific information related to an alleged incident(s) of sex- and gender-based discrimination, harassment (including sexual misconduct), or retaliation, a report may be submitted with the Office of Title IX at https://cm.maxient.com/reportingform.php?UnivofNorthAlabama&layout_id=40 or dial 256.765.4223 for assistance.

UPD Response to a Crime Report

When you report a crime to UPD, an officer will meet with you, listen to what happened, and, if necessary, make a preliminary report. Next, investigators will review the report and conduct a follow-up investigation. If a suspect is found, and you decide to press charges, information will be presented to a warrant magistrate or may be presented to a grand jury, who decides if there is legal reason to arrest the suspect. If a legal reason is founded for arrest, UPD officers will assist you throughout the process. A court date will be set and you may have to be present to testify. See also **Timely Warnings and UPD Advisories**.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report.

With your permission, the Chief of Police, or a designee of UPD, can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Under the law, campus pastoral and professional counselors, when acting as such, are not considered CSAs and are not required to report crimes for inclusion in the annual disclosure of campus crime statistics. As a matter of policy, however, UPD encourages counselors, if and when they deem it appropriate, to inform counseled victims of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Crimes reported to counselors at Student Counseling Services are not included unless the victim chooses to report separately to a CSA.

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with: *Student Counseling Services – 256.765-5215*

Professional Counselor Definition - An employee of an institution whose primary responsibility is providing psychological counseling to members of the institution's community and who is functioning within the scope of their license or certification.

Additional Sources of Statistical Information

Consistent with Department of Education federal regulations, UPD encourages all individuals to report statistical information regarding crimes that occur on or near campus, regardless of whether they are required to do so.

If You Do Not Want to Make a UNA Police Report and/or Take Legal Action

UPD encourages you to report criminal activity even if you don't want to take legal action in order to help us maintain accurate statistical records. UPD is responsible for preparing the University's Annual Campus Security Report and for compiling the crime statistics included in the report. We would like to keep the community as informed as possible. The information you report may require UPD to issue an Emergency Notification, Timely Warning or other UPD advisory if they determine that the circumstances warrant such action.

Prompt and Accurate Reporting of Crimes

As noted in the section **Reporting Crimes and Other Emergencies**, UPD encourages anyone with knowledge of a crime on- or off-campus to report it promptly. In order to maximize safety on-campus and aid in prompt investigations, we ask that you report any crime to UPD, including those defined by the Clery Act. Clery Act crime definitions are located in the **Clery Data Definitions** of this report.

Submission of UNA Crime Statistics to Federal Agencies

UPD submits crime statistics online to the Department of Education. Annually, we contribute crime statistics to the *Uniform Crime Report* published yearly by the Federal Bureau of Investigation by submitting data to the Alabama Criminal Justice Information Center. This detailed statistical report is available each year at academic and public libraries.

Daily Crime Logs/Summary of Criminal Incidents

UPD compiles statistical information from the contents of the UPD daily crime log, which contains summaries of each day's crime reports made to the UNA Police Department. The crime log summaries include each incident's location, type, date, time and disposition of the complaint. UPD crime logs are available for public viewing, 24 hours a day, on the UPD website at <http://www.una.edu/police/crimelog.html>. An updated copy is also available at the UPD office during business hours, located in the basement of Keller Hall, directly adjacent to Cramer Way building.

UPD has a working relationship with the Florence Police Department Dispatch Center which forwards a *Calls for Service* report to UPD which includes the nature of calls for service as well as the address of calls for service that occur within the UNA jurisdiction.

Campus Crime Statistics for UNA Main Campus

MAIN CAMPUS CRIME STATISTICS 2018-2020	ON CAMPUS			RESIDENTIAL HOUSING			NON-CAMPUS BUILDING PROPERTY			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	3	4	0	2	3	1	0	0	0	0	0
Fondling	0	1	1	0	1	1	0	1	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	2	0	0	0	0	0	2	0	0	0	0	0
Aggravated Assault	2	0	0	0	0	0	2	0	0	0	0	0
Burglary	2	2	6	1	1	0	1	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Liquor Law Arrests	9	1	0	2	0	0	10	1	0	4	1	1
Liquor Law Referrals	60	82	44	51	57	37	9	3	1	0	1	2
Drug Violations	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Drug Law Arrests	8	11	3	6	5	2	1	2	0	26	13	2
Drug Law Referrals	34	29	45	22	21	35	12	1	0	0	0	1
Weapons Violations	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons Violations Arrests	0	0	0	0	0	0	0	1	0	0	1	0
Weapons Violations Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destr./Damage/Vandalism of Propert	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Dating Violence	3	1	2	0	0	1	4	0	0	5	0	0
Domestic Violence	0	3	2	2	1	0	1	0	0	4	0	0
Stalking	0	3	5	0	0	4	2	0	0	0	0	0

- UPD noted 1 unfounded Clery statistic crime for Main Campus:
 - Burglary - 2/8/20 at 3:30 PM Norton Auditorium. Computer was reported stolen. Computer was actually left unattended and had been turned into UPD for safekeeping.

Campus Crime Statistics for UNA East Campus

EAST CAMPUS CRIME STATISTICS 2018-2020	ON CAMPUS			EAST CAMPUS DOES NOT HAVE RESIDENTIAL HOUSING			NON-CAMPUS BUILDING PROPERTY			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons Violations Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destr./Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

- UPD noted 0 unfounded Clery statistic crime(s) for East Campus.

Timely Warnings and Emergency Notifications

UNA wants to assure that all students, employees and visitors are alerted promptly to potentially dangerous criminal situations near the UNA campus so that we have both the time and the information necessary to take appropriate precautions or actions. The Clery Act also requires UNA to have and disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving and immediate threat to the health or safety of students or employees occurring on-campus. UNA's alert notification system is known at the **Lion Alert**.

Lion Alert Notification System

As part of UNA's ongoing effort to safeguard students, faculty and staff, the University has an emergency communications notification system, powered by Schoolcast, commonly known as the **Lion Alert** system. Lion Alert allows students, faculty, and staff to receive timely warnings or emergency notifications in the form of e-mail, voice and text messages.

Everyone who has an UNA e-mail address, receives these alerts to their campus e-mail address. In order to also receive text and voice message alerts, members of the campus community are asked to provide phone contact information. While participation in the text and voice messaging notification is optional, enrollment is strongly encouraged.

The system is used to distribute information regarding emergencies that dictate immediate action. Examples of alerts include severe weather, building evacuations, dangers requiring lock-down, shelter-in-place or other emergencies requiring immediate action. The message directs students where to go for further information or what action to take. Following a warning, the alert system may be used to provide additional messages or an "all-clear" announcement. The Lion Alert notification system is tested on a routine basis to ensure that all Lion Alert participants are notified in the event of an emergency.

Signing Up for Lion Alert

Students, Faculty and Staff: sign up today for our Lion Alert using your UNA portal credentials. Lion Alert is a campus-wide emergency notification system designed to help improve communications during a campus emergency, keeping you informed on school closings and other information to keep you safe. You must register to take advantage of this important notification service. Lion Alerts are sent directly to your phone via text if you have signed up for the service. It is also sent to your UNA email address. If you need your login information for Lion Alert, contact the Vice President of Student Affairs or the Chief of Police. To register, visit <https://www.myschoolcast.com/go/una/> or you can access the Lion Alert website from the UPD's website at <https://www.una.edu/police/alerts.html>.

Campus Visitors, Community Members, and Parents: you may also receive notifications for Lion Alerts. Nixle, our emergency notification system, is designed to help improve communications during a campus emergency, keeping you up-to-date on what's going on around the UNA campus. Information on how to sign up using Nixle can be found at <https://www.una.edu/police/alerts.html>.

Campus visitors may also text "35632" to 888777 to receive notifications. Text message rates may apply, and you may opt out at any time.

Timely Warnings

"Timely warning" notices will be distributed via Lion Alert if a reported crime is considered by the University to represent a serious or continuing threat to students and employees as reported to the UPD, CSAs or other local agencies. It is expected to be distributed quickly and community-wide in order to aid in the prevention of similar crimes. As soon as pertinent information is available, a "timely warning" will be issued as stated below. The disseminated information will minimally include the date/time of incident, location and nature of crime. The "timely warning" will include promotional safety information that may assist individuals in protecting themselves and will confidentially withhold the names of victims.

UPD may issue "advisories" via Lion Alert if a serious or unique crime has occurred and are designed to give students and employees a notification of crimes and details in order to heighten their safety awareness.

Sometimes, an UPD "advisory" provides information that leads to an arrest and conviction of the perpetrator. The University Police will issue an "advisory" when a crime, that represents an imminent, ongoing threat to campus community, is reported to any of the local law enforcement agencies or other crime reporting sources. In such situations, every attempt will be made to distribute an "advisory" within a reasonable amount of time that the incident is reported; however, release of the "advisory" is subject to the availability of facts concerning the incident. UPD's working relationship with local and State law enforcement agencies facilitates communication about crime reported to outside law enforcement agencies that may warrant issuance of an advisory. UPD "advisories" are prominently posted at on-campus locations frequented by students and employees and/or are placed on the UPD web site at <http://www.una.edu/police/index.html>.

Issuing Timely Warnings

A "timely warning" must be issued when both of the following conditions are met:

- (1) Meeting the definition of Clery Act crimes as listed in this document is reported to UPD or other CSAs.
- (2) Crime is considered by the University to represent a continuing threat to students or employees.

A "timely warning" may be issued regarding other crimes as deemed necessary by UPD. UNA is not required to issue a "timely warning" with respect to crimes reported to a pastoral or professional counselor. The Chief of Police is responsible for determining whether a "timely warning" will be issued. The Chief of Police, or designee, will draft the warning content to be issued upon report of any crime occurring on-campus or contiguous to campus. The Chief of Police MUST be notified immediately by the senior officer on duty of any serious or continued threat on campus that may result in issuance of a "timely warning".

Determining Whether a Continued Threat Exists

Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis considering all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Examples of crimes that could constitute a continuing threat include but are not limited to:

1. A serial crime that targets certain campus populations such as sex-based or race-based crimes in which the perpetrator has not been apprehended.
2. A crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.

Example of crimes that would not constitute a continuing threat include but are not limited to:

1. Crimes in which the perpetrator has been apprehended, thereby neutralizing the threat.
2. Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

Distribution of Timely Warning

If a situation arises on- or off-campus that the Chief of Police judges as a serious or continuing threat, a campus wide "timely warning" will be issued. The warning will be distributed through the Lion Alert system to students, faculty, staff and any other enrolled participants.

Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the UPD may also post a notice on the campus-wide "electronic bulletin board" on UNA's website at: <http://www.una.edu/> providing the University community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on-campus fraternity and sorority house. The "electronic bulletin board" is immediately accessible via computer by all faculty, staff, students and public community. Anyone with information warranting a "timely warning" should report the circumstances to the University Police office, by phone 256.765.4357 or in person at UPD, located in the basement of Keller Hall, directly adjacent to Cramer Way building.

Any CSA who observes or receives information regarding any of the Clery Act crimes must immediately report the information to the UPD on the appropriate campus (Main or East campus). Any of these reported crimes posing a serious or continued threat to the community will be called to the attention of the senior most police official available on that campus or their designee. Although federal regulations provide no clear guidelines on the length of time between the receipt of a crime report and the dissemination of "timely warnings", the University will take no more time than necessary to analyze the threat and disseminate the warning.

Included in the analysis will be the nature of the crime, an assessment of continued danger, and the possible risk of compromising or aiding law enforcement efforts. Once it is determined that a "timely warning" is necessary, the Chief of Police, or their designee, may consult with the appropriate CSA for the assistance with the message content and distribution. The warning will be disseminated to the entire campus community via Lion Alert, e-mail and/or other designated means of communication that may be utilized in order to expedite delivery.

Contract administrators, project managers and others who have a responsibility for contractors and vendors on-campus will immediately convey the warning to respective contractors and vendors.

UPD Advisories

UPD may issue "advisories" to the University community in instances that do not warrant a "timely warning" notification and provide detailed information, in order to heighten their safety awareness. These "advisories" are not utilized to represent a serious or continuing threat or an emergency situation to the campus community, but instead, may provide information that can enhance personal safety and security on-campus. UPD's working relationship with local and

State law enforcement agencies facilitates communication about crime reported to outside law enforcement agencies that may warrant issuance of an "advisory".

In such situations, every attempt will be made to distribute an "advisory" within a reasonable amount of time that the incident is reported; however, release of the "advisory" is subject to the availability of facts concerning the incident or situation. UPD may utilize any, or combination of, methods for putting out an advisory to include but not limited to Lion Alert, e-mail, our web site, Facebook, flyers or other means to disseminate important information throughout the campus community.

Emergency Response and Evacuation Procedures

UNA's Emergency Management Plan outlines the campus' procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt its activities. The plan identifies departments and individuals that are directly responsible for emergency response and critical support services, and it provides management structure for coordinating and deploying resources. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. UNA conducts emergency response exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

UPD officers and supervisors have received training in *IncidentCommand and Responding to Critical Incidents on Campus*. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the UPD, Florence Police Department, Florence Fire Department and Lauderdale Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other public safety departments and other local or federal agencies could also be involved in responding to the incident.

General information about UNA's emergency response and evacuation procedures are publicized each year as a part of an ongoing effort to increase awareness. Detailed information about the UNA Emergency Management Plan and departmental contingency and continuity plans are available on the UPD's website: <https://www.una.edu/emergency-management/index.html> or on the Mane Safety page at <https://www.una.edu/manesafety/>. UPD has the responsibility of responding to, and summoning, the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, UPD has a responsibility to respond to such incidents to determine if the situation does pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Reporting an Emergency On-Campus

Imminent emergencies occurring on campus should be reported to UPD by dialing 256.765.4357 (ext. 1 or 2) for emergency responders or dial 9-1-1.

Notification to the UNA Community about an Immediate Threat

UPD and Emergency Management receive information from various offices/departments on campus, such as Environmental Health and Safety, University Health Services, Facilities Administration and Planning and CSAs, etc. If UPD and the Emergency Management Team confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the UNA community, they will collaborate to determine the content of the message that should be relayed. They will use some or all systems described below to communicate the threat to the UNA community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. UPD will consider the safety of the community and promptly determine the content of the notification for public initiation. Issuance of a notification may be opposed by first responders (including, but not limited to: UPD, Florence Police, Florence Fire, and/or Florence Emergency Medical Services) if the responders determine that a publicized notice of the threat may compromise the efforts to assist a victim; or may hinder in containing, responding or otherwise mitigating the present emergency.

In the event of a serious incident that poses an immediate threat to members of the UNA community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the UNA campus community and may include:

Lion Alert	Text Message
Posting Notices	Social Media
Campus-wide e-mail	Press Release
Posting to the UNA home page	
Voice message over various public address systems	
Closed circuit TV systems in residence halls and other buildings	

UNA will post updates during a critical incident on the UNA Main website at <http://www.una.edu/> and on the UPD website at <http://www.una.edu/police>.

If an emergency situation poses a threat to the general public, outside of the UNA community, the threat will be communicated to local emergency response officials in order to increase response efforts and alert the public through the appropriate communication channels.

Procedures for Testing Emergency Response and Evacuation Procedures

A fire evacuation drill is coordinated by the Florence Fire Department each semester for all residential facilities on the UNA campus. Thus, the emergency response and evacuation procedures are tested at least twice each year.

Test is defined as regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation.

The Florence Fire Department does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the Florence Fire Department, UPD and Housing and Residence Life staff on the scene

will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At UNA, evacuation drills are used to educate and train occupants on issues specific to their building.

During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Florence Fire Department, UNA Facilities Administration and Planning Division, UPD and Housing and Residence Life to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their "first-floor" meetings and during other educational sessions that they can participate in throughout the year. The Housing and Residence Life staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

UPD, in cooperation with the Lauderdale/Florence Emergency Management Agency, conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. UPD coordinates announced and unannounced evacuation drills each year; as described above, to test, access and evaluate the emergency response evacuation procedures and capabilities.

Shelter-In-Place Procedures – What it Means to “Shelter-In-Place”

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

Basic “Shelter-In-Place” Guidance

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

How You Will Know to “Shelter-In-Place”

A "shelter-in-place" notification may come from several sources, including UPD, Housing and Residence Life, Florence Police Department, Florence Fire Department or other authorities utilizing the University's emergency communications tools.

How To “Shelter-In-Place”

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

1. If you are inside, stay where you are. Collect any emergency “shelter-in-place” supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - an interior room;
 - above ground level; and
 - without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask a present, responsible UNA employee to call the list in to the University Police or Emergency Operations Center so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Security and Access in Campus Facilities

Safety of and Access to University Facilities

The UNA campus is made up of a variety of facilities, primarily student residences and academic/administrative buildings. Some student residence halls have entrance desks that are staffed by resident assistants during open hours.

In the daytime, there is open access to academic and administrative buildings, except for UNA recreation facilities at which users must present Mane Card. Academic and administrative facilities are locked before and after their business hours. Students and staff who have access to administrative/academic buildings for after-hours work must lock the exterior doors behind them after they enter, and they are encouraged to follow all personal safety precautions. If you must study or work alone at night in a campus building, be sure a friend knows where you are and when you will return home. You may utilize the UPD's Student Nighttime Auxiliary Patrol ("S.N.A.P.") to escort you to and from your destinations on-campus.

<https://una.edu/police/snap.html>.

For residence halls with common areas, doors are equipped with a card-swipe access reader. These specialized doors provide security and should never be propped open. Access to the building is granted only to the residents of the hall who have their UNA identification number encoded into the card access system by Housing and Residence Life. Any resident who finds their Mane Card (access card) not working properly or loses their Mane Card should notify Housing & Residence Life and/or Mane Card office as soon as possible.

Security Considerations in the Maintenance of University Facilities

1. **Video Camera System:** UNA is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the proper utilization of a security and safety camera system. UNA utilizes over 250 cameras across campus to deter crime and assist in protecting the safety and property of the UNA community.
2. **Architectural Design:** UPD provides input into the design of new and renovated campus facilities as it relates to physical and electronic security systems.
3. **Security/Health and Safety Surveys:** For University departments who request assistance, security surveys are conducted by UPD sworn personnel.
4. **Grounds and Building Perimeter Surveys:** The University works to see that the indoor and outdoor lighting on campus contributes to safety. The UNA Facilities Administration and Planning Department and the UPD routinely monitor exterior on-campus lighting to ensure that current equipment continues to meet the needs of the University community. Anyone who observes an outdoor light that is not working is encouraged to report the outage to University Facilities by calling 256.765.4274.
5. **Send Police! Silent Alert Desktop Icon:** When enabled on UNA desktops, this feature will silently alert Dispatch to send assistance to the desktop location.

Additional UNA Security Policies and Statements

Weapons Statement

Possession of firearms, ammunition, or dangerous weapons is prohibited while on University-owned or -controlled property at all times. This includes all parking lots, grounds, and facilities of UNA. This prohibition applies to all members of the University community, visitors, and guests regardless of whether such person has a permit to carry or possess the weapon. These prohibited weapons include, but are not limited to:

- Fixed blade knives on the person or in a vehicle or any folding knife with an overall length greater than eleven inches
- Shotgun, rifle, or other shoulder gun
- Pistol or revolver
- Air gun or spring compression gun
- Bow and arrow
- Crossbows
- Slingshots or other throwing weapons
- Spears
- Swords
- Brass knuckles
- Fireworks or explosive devices
- Tasers or stun guns

This prohibition applies to all members of the University community, visitors, and guests and applies whether or not a person in possession of such weapon has a permit to carry or possess the weapon. This policy does not apply to:

- Law Enforcement Officers of the Federal Government, State, or of any county, city, or town when in the discharge of their official duties.
- Civil officers of the United States in the discharge of their official duties.

- Private police or security personnel when hired by, or under contract with, the University.
- Law Enforcement Officers attending school as students. Their weapons must be concealed unless wearing a uniform.
- Campus food service knives.
- The President's residence.

Visitors and guests may temporarily store weapons at the UPD for no more than 48 hours. UPD and UNA are not responsible for lost or damaged items.

Exceptions to this policy may be granted for certain instructional purposes, displays, ceremonies, drills, reenactments, and performances and must be authorized by the Chief of University Police or his designee.

No weapons will be allowed at any University athletic event or building. The same procedure of warning and trespass for carrying/possession on-campus will apply to athletic events.

For students, unauthorized possession of weapons shall constitute grounds for summary suspension. For faculty and staff, unauthorized possession of a weapon shall constitute a violation of board policy.

Policy Regarding Workplace Threats and Violence

The safety and security of UNA employees, students and visitors is of utmost importance. Threats, acts of violence or threatening behavior against students, employees, visitors, third party vendors or other individuals by anyone on property owned or controlled by UNA, will not be tolerated.

Threats, acts of violence or threatening behavior include but are not limited to:

- Physical acts
- Intentional or willful damaging or destruction of property.
- Verbal or written harassing and/or threatening statements.
 - Verbal and/or written behavior also includes use of any method of communication such as email, comments posted on websites, or other social media such as Facebook, Twitter, YouTube, Snap Chat, Instagram, etc., regardless of the ownership of the equipment used.
- Telephone calls or other electronic messages.
- Threatening gestures, expressions or other behavior such as stalking or intimidation.

University employees who witness, receive or are informed of any type of threat, act of violence or threatening behavior on-campus or related to the campus should notify their supervisor or UPD at 256.765.4357, as quickly as is possible. Additionally, employees should report any behavior or communication they have witnessed on a University-controlled site or at a University-related function which they regard as threatening or violent. Employees bear the responsibility for making these reports regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

Reports of threats, threatening behavior, or acts of violence will be investigated appropriately. If an investigation reveals cause for concern, the University may take action, which could include the removal of the employee from campus until a determination can be made regarding the

employee's status. Disciplinary action will be commensurate with the level of severity of the threat, behavior or act, and may include, but will not be limited to, a written reprimand, suspension or termination of employment, and/or the filing of criminal charges, criminal arrest and/or prosecution of the employee involved.

No existing University policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

The University recognizes and respects the need for privacy and confidentiality of reporting parties and will handle their reports with extreme discretion. Confidentiality will be maintained to the extent possible. Anonymous reports, which are not recommended, will be investigated to the extent possible, but the process may be restricted by the lack of full disclosure.

At no time does this policy prevent anyone from calling 911 should they feel there is an immediate threat to their own safety or the safety of others.

Any employee who applies for or obtains a protective or restraining order which lists University locations as protected areas must provide UPD with a copy of the petition and declarations used to initiate the order and a copy of the temporary or permanent protective or restraining order which is granted.

**Student policies regarding threats, threatening behavior and acts of violence are detailed in the Code of Student Conduct portion of the Student Handbook.*

Crime Prevention Programs

Types, Frequency and Descriptions of Crime Prevention Programs

Campus Safety Guide

The **Campus Safety Guide** is widely distributed to the campus community and can be accessed online at <https://www.una.edu/police/docs/university-of-north-alabama-campus-safety-guide-all-edits.pdf>.

UNA uses various mechanisms to inform students and employees about the prevention of crime. For example, the UPD annually publishes the Campus Safety Guide, which provides information on how to report criminal activity as well as practical steps students and employees can take to prevent theft of property and more serious crimes of violence, including physical and sexual assaults. This yearly publication emphasizes that crime and accident prevention starts with the individual, and that becoming informed about the University's safety procedures and services outlined in the guide is a good first step toward preventing crime. The Campus Safety Guide:

- Highlights Operation ID, a UPD service that offers engraving tools for use by University community members to mark personal property for identification purposes in case of burglary, theft or robbery.
- Explains how to operate the blue, emergency phones, which are directly linked to Florence Dispatch and UPD and located throughout campus (see campus map at <https://www.una.edu/map/index.html>).
- Sets forth practical and easy-to-implement safety tips for on-the-road traveling, visits to public places and residential living.

- Lists several safety precautions to prevent rape and drug-induced sexual assaults, and the more frequent theft-related crimes.
- Provides tips on how to recognize safe, off-campus apartments.
- Gives advice on how to comply with local and state laws by abiding by traffic, parking, and public nuisance laws and/or city ordinances.
- Provides information on how to handle medical and safety emergencies; and how to implement Emergency Preparedness guidelines in your lifestyle.

Crime Prevention/Education Programs

UNA and UPD offer a variety of crime prevention/education programs to UNA students and employees.

Safety Presentations:

Addresses all issues of personal safety, including alcohol/drug abuse awareness, prevention of sexual assaults and property crimes, travel safety tips, state/local laws, etc. Safety presentations, accompanied by brochures and other printed materials are presented to the following groups:

- Parents of new/incoming students,
- Student orientations,
- Residence hall students,
- Other campus groups or organizations - such as UNA employees, nursing students, students with disabilities, international students, student government, specific campus organizations and intercollegiate athletes.

Printed Crime Prevention and Safety Materials:

Crime prevention materials such as the Campus Safety Guide are available from UPD and may be distributed at safety presentations and at various on-campus locations.

Additional information dealing with Alcohol, Dating Violence, Domestic Violence, Drug Abuse, and Sexual Assault can be located on the Mane Safety page at this link:
<https://una.edu/manesafety/index.html>.

Alcohol Education and Sexual Assault Prevention:

Throughout the year, the Office of Student Conduct routinely and regularly provides training, resources and programming related to alcohol and drugs. Likewise, the Office of Title IX provides training and resources on those topics as they intersect with sexual assault. All incoming students are required to complete "Voices for Change" created by *Get Inclusive*. This four-part module covers topics, including alcohol and drugs, to prepare students for healthy and responsible decision making and begins educating students about UNA's policies.

Refresher courses on these topics are available for current students. For more information related to *Get Inclusive*, please visit <https://www.una.edu/get-inclusive/>. This page also features community and campus resources related to alcohol and drugs. Similar resources are also available by visiting the Student Conduct webpage at <https://www.una.edu/student-conduct/> or contacting the Office of Student Conduct at 256-765-5012.

Crime Stoppers

UPD participates in the local Crime Stoppers program wherein callers may anonymously give information concerning crimes and receive monetary rewards for their help. Anonymous tips related to the UNA community can be reported to Crime Stoppers by calling 256.386.8685.

Crime Prevention & Community Outreach:

Upon request by UNA divisions, departments and organizations, University Police officers attend meetings to provide up-to-date crime prevention information and to hear the concerns of University community members about crime and safety issues. These officers also offer safety programming to their respective campus communities.

UPD Website:

The UPD maintains a website at <http://www.una.edu/police> providing information on police, fire safety and emergency procedures. The University community is encouraged to visit this website. If you have any questions, call UPD at 256.765.4357.

A.L.I.C.E. Training:

"A.L.I.C.E." is an acronym for Alert, Lockdown, Inform, Counter, and Evacuation. The main objective of the program is to provide students and staff with options to increase their chance of survival during an Active Shooter on Campus emergency. Where the traditional lockdown response is passive in nature (lock doors, turn out lights and wait for help), the "A.L.I.C.E." program is considered a more aggressive response.

"A.L.I.C.E." is a program designed to work together with Lockdown procedures used frequently in our public schools and workplaces as a defensive strategy for an Active Shooter event. Tragic events in schools and workplaces have dictated the need of enhanced options provided to staff and students to increase their chances of surviving a horrific event.

UPD, in cooperation with the UNA Education Research and InserviceCenter, conducts "A.L.I.C.E." workshops. The 3-hour "A.L.I.C.E." session is designed to give participants insight and response options when encountering an active shooter. This highly effective and "common sense" training has been readily adopted by many educational law enforcement institutions throughout the United States. The training is open to everyone, but we encourage faculty and staff to take the time to schedule a session. Hopefully you will never have to use the information you will learn, but if a situation does arise in a classroom or in an office, you will have an idea of what you can do to increase your survivability. "A.L.I.C.E." sessions are offered throughout the school year, and to groups and organizations upon request.

S.N.A.P. (Student Nighttime Auxiliary Patrol):

The Student Nighttime Auxiliary Patrol ("S.N.A.P.") was implemented to provide safe, nighttime transportation on the University of North Alabama campus. The "buddy system" has long been recognized as a means of enhancing personal safety and security. "S.N.A.P." provides on-call personnel ready to escort university students, staff, faculty, and visitors.

Center for Women's Studies:

The mission of the Center for Women's Studies at UNA is to educate, support, and reach out to women on our campus in the context of a global community.

The Center for Women's Studies offers regular presentations on issues that are central to UNA's Women's Studies program such as sexual assault and domestic violence awareness. The primary mission of the Center for Women's Studies is academic, providing a forum for speakers from other universities and from community organizations such as Safe Place.

Drug and Alcohol Abuse

Summary of the UNA Drug-Free Campus and Workplace Policy

UNA maintains that all members of its community have the right to pursue their individual and collective goals in a healthy educational environment, one that is free of the effects of alcohol and drug abuse. To help maintain such an environment, UNA abides by all laws governing alcohol and other controlled substances, and provides educational and rehabilitative counseling to its students, staff and faculty. UNA has a zero-tolerance policy on the sale, distribution or use of drugs, on- and off-campus. The University's zero-tolerance policy means that a UNA student involved with the trafficking, sale, distribution or use of drugs on- or off-campus will, for the safety and well-being of the student body, be subject to immediate suspension pending completion of a disciplinary review, with permanent expulsion as the potential ultimate penalty.

In compliance with UNA policies and the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, UNA has implemented a Drug Abuse and Alcohol Prevention Program (D.A.A.P.P.) to ensure a drug-free campus and workplace by:

- Establishing procedures and developing informational materials to annually distribute to students and employees.
- Providing recommendations to promote and further develop the University's drug and alcohol prevention program.
- Evaluating the University's drug and alcohol prevention program biennially to determine its effectiveness and ensure that disciplinary sanctions are consistently enforced.

More information about this program can be located at <https://www.una.edu/student-conduct/awareness/daapp-20211.pdf>

All members of the University community have the right to pursue their individual and collective goals in a healthy work and educational environment, one that is free of the effects of alcohol and substance abuse. Such abuse adversely affects the UNA's achievement of its mission and is not condoned. Responsibility for problems of substance abuse resides with each member of the University community. The University's principal approach to issues of alcohol and substance abuse entails a wide range of education, prevention and assistance activities conducted within its academic curricula; educational programs to inform individuals of the effects and consequence of using alcohol or other substances and comprehensive counseling programs for faculty, staff and students. UNA recognizes that alcohol and substance abuse are illnesses that are not resolved easily by personal effort but may require professional assistance and treatment. Faculty, staff and students are encouraged to take advantage of the preventive, diagnostic, referral and counseling services available through the University.

All members of the University community have a personal responsibility to adhere to all applicable laws, policies and regulations concerning the use of alcohol or other drugs. These include federal and state laws, city ordinances, the Code of Student Conduct, the faculty standards of conduct, regulations governing conduct of classified employees and other UNA policy statements. The Drug-Free Campus and Workplace Policy applies to all members of the University community, including all full-time and part-time students, all full-time and part-time permanent and temporary employees, including faculty, administration, and all exempt and non-exempt staff, and all student employees and interns.

The Drug-Free Campus and Workplace Policy applies to behavior that occurs on property owned or controlled by the University or at University sponsored or supervised activities. UNA continues its commitment to cooperate with the local school systems and area colleges, as well as other local, state, regional and federal agencies, in addressing problems of substance abuse in the University community.

The University reviews its drug abuse prevention programs to determine their effectiveness, to implement any needed changes, and to ensure that disciplinary sanctions are consistently enforced.

UNA Drug and Alcohol Abuse Policy

It is the policy of UNA that the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property, or as a part of any UNA activities, is prohibited.

Students, faculty and staff who violate a local, state or federal drug or alcohol statute may be referred to the appropriate law enforcement officials for prosecution. Additionally, an individual who violates the law or the provisions of this University's drug and alcohol policy will be referred to the appropriate supervisor or student judicial bodies for appropriate disciplinary action. University-imposed sanctions may include suspension or termination. As an alternative to disciplinary action, UNA may require an individual to successfully complete a drug or alcohol recovery program in an approved treatment facility.

An individual who has drug, alcohol or related problems may voluntarily seek counseling and follow prescribed treatment without fear of recrimination. Assistance may be given in referring individuals to various community agencies which are trained and equipped to treat drug or alcohol problems. These referral services are available at University Health Services for students, and through the supervisor, department head or Assistant Vice President for Human Resources for faculty, staff and service employees.

The provisions of this policy apply to all UNA students as well as employees, full-time or part-time, including professional and nonprofessional employees, and any persons on UNA campus for any purpose.

The UNA Board of Trustees empowers the University President, or his administration, to administer this policy. The University President is further empowered to take all actions necessary to comply with the United States Department of Education Drug-Free Schools and Campuses Regulations, as currently written, or to be promulgated in the future.

UNA Code of Student Conduct - Drug and Alcohol Policy

UNA's Code of Student Conduct prohibits the unlawful possession, use or distribution of alcohol and other drugs by students and student organizations. The regulations also prohibit other alcohol-related misconduct. Students under the age of 21 are prohibited from possession and/or consumption of alcohol. All students are prohibited from the use and possession of illegal drugs. In addition, student organizations sponsoring events where alcohol is present are subject to the requirements and guidelines outlined in the University's Statement and Regulations regarding Alcoholic Beverages at Social Functions.

Possession, Use and Distribution of Alcoholic Beverages at UNA Sponsored Events and Recognized Student Organization Social Events

The possession, distribution or consumption of alcoholic beverages on the UNA campus or properties is prohibited as outlined in the UNA Statement on Alcohol Use <https://www.una.edu/studentaffairs/docs/una-statement-on-alcohol-use.pdf>.

Where such possession, use and distribution are permitted, strict compliance with the laws of the State of Alabama is required. Under no circumstances may any individual under the legal drinking age (minimum of 21 years of age) serve, consume or possess alcohol on UNA properties. No individual may serve or otherwise provide alcohol to persons under the legal drinking age.

Housing & Residence Life Drug and Alcohol Policy

Alcohol: Alabama State Law prohibits the possession or consumption of alcohol by anyone under the age of 21. UNA and Housing and Residence Life expect students and their guests to comply fully with these laws.

- A resident who is 21 or older may possess alcohol and drink responsibly in their room only if their roommate is also 21 or older. If one roommate is under 21, no alcohol is allowed in the room.
- A resident who is 21 or older may drink in the room of another 21-year-old resident if that resident is present.
- All guests must abide by the residence hall alcohol policy.
- Anyone under 21 that is present in a room where a policy violation has occurred will be considered in violation of the alcohol policy.
- Alcohol is not allowed at any time in any public area of a residence hall. A public area be a hallway, lounge, lobby or any other area not contained in a specific residence hall room.
- Any alcohol being transported by someone 21 or older must be completely covered from open view and taken directly to the resident's room.
- Empty bottles, cans, bongs, funnels, mass drinking items and other alcohol "decorations" are not allowed in any room that has a resident under 21.
- Anyone present in a room where a controlled substances policy violation has occurred will be considered in violation of the controlled substances policy.

Drugs: Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia are expressly prohibited in residential facilities except as permitted by law and the University's Drug Policy. Water pipes, bongs, hookahs and other paraphernalia commonly associated with drug use are also prohibited in the residence halls. Drugs may be defined as, but not limited to:

- any stimulant;
- intoxicant (including alcohol);
- nervous system depressant;
- hallucinogen;
- other chemical substance, compound, or combination when used to induce an altered state; and
- any otherwise lawfully available product or substance (such as over the counter or prescription drugs, glue, paint, etc.) used for any purpose other than its intended use.

State of Alabama Applicable Laws Concerning Alcohol

Alcohol-related violations can be costly, both financially and educationally. The following are some of the consequences related to alcohol and other drug violations:

D.U.I. (Driving Under the Influence- 32-5A-191). The cost of a single DUI offense can run between \$600 and \$2,100, just if you get pulled over. If there's an accident, it can be much worse. DUI facts you should know: You don't have to be driving to be convicted of DUI - being in physical control of the vehicle (sitting in the driver's seat with the keys in the ignition) is enough. Even on a first DUI offense, jail time may be given, especially when there's an accident or a high blood-alcohol level.

Public Intoxication (13A-11-10) (a) A person commits the crime of public intoxication if they appear in a public place under the influence of alcohol, narcotics or other drug to the degree that they endanger their self or another person or property, or by boisterous and offensive conduct, annoys another person in his vicinity. (b) Public intoxication is a violation. Violations are the least severe of the three classifications of crimes. Jail sentences are limited to a maximum of 30 days in the county jail. Typically, a person charged with a violation receives a monetary fine under \$200.

Open Beverage Containers. It is illegal in the City of Florence to carry an open alcoholic beverage in public, or to drive a car in which there is an open alcoholic beverage. This ordinance includes cups, bottles and cans, and applies equally to party goers and patrons of bars. A violation could cost \$236. Exceptions may apply to city-designated "arts and entertainment" districts specialty codes, designated by the state alcoholic beverage control board.

Minor in Possession of Alcohol (28-1-5) It is unlawful for a person less than 21 years of age to purchase, consume, possess or to transport any alcohol, liquor or malt or brewed beverages within the State of Alabama. Whoever violates this section shall be fined not less than \$25 nor more than \$100 or imprisoned in the county jail for not more than 30 days or both.

Sale of Alcohol to Minors (28-3A-2) For any person, licensee, or the board either directly or by the servants, agents or employees of the same, or for any servant, agent or employee of the same, to sell, deliver, furnish or give away alcoholic beverages to any person under the legal drinking age, as defined in Section 28-1-5 , or to permit any person under the legal drinking age, as defined in Section 28-1-5, to drink, consume or possess any alcoholic beverages on any licensee's premises. Any violation of this law is defined as misdemeanor offense, punishable by a fine of not less than \$100 nor more than \$1,000, to which, at the discretion of the court or judge trying the case, may be added imprisonment in the county jail or at hard labor for the county for not more than six months for the first conviction.

Adult allowing minors to consume or possess alcohol at an open house party (13A-11-10.1) No adult having control of any residence, who has authorized an open house party at the residence and is in attendance at the party, shall allow the open house party to continue if all of the following occur: (1) Alcoholic beverages or controlled substances are illegally possessed or illegally consumed at the residence by a person under the age of 21. (2) The adult knows that an alcoholic beverage or controlled substance is in the illegal possession of or is being illegally consumed by a person under the age of 21 at the residence. (3) The adult fails to take reasonable action to prevent illegal possession or illegal consumption of alcoholic beverages or controlled substances. Any adult who violates this section shall be guilty of a Class B misdemeanor. Upon conviction, violators can receive up to six months in jail and/or \$3,000 in fines.

State of Alabama Applicable Drug Laws

Possession of Marijuana (13A-12-213) (a) A person commits the crime of unlawful possession of marijuana in the first degree if (except as otherwise authorized):

- (1) they possess marijuana for other than personal use; or
- (2) they possess marijuana for their personal use only after having been previously convicted of unlawful possession of marijuana in the second degree or unlawful possession of marijuana for personal use only.

(b) Unlawful possession of marijuana in the first degree pursuant to subdivision (1) of subsection (a) is a Class C felony.

(c) Unlawful possession of marijuana in the first degree pursuant to subdivision (2) of subsection (a) is a Class D felony.

This violation can result in 1 to 10 years in prison and up to a \$15,000 fine.

Possession of Marijuana (13A-12-214) (a) A person commits the crime of unlawful possession of marijuana in the second degree if, except as otherwise authorized, they possess marijuana for personal use only. (b) Unlawful possession of marijuana in the second degree is a Class A misdemeanor. Class A misdemeanor can be sentenced to not more than a year in jail and up to a \$6,000 fine.

Possession of Drug Paraphernalia (13A-12-260) As used in this section, the term "drug paraphernalia" is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the human body are in violation of the controlled substances laws of this state.

Use or possession with intent to use. It shall be unlawful for any person to use, or to possess with intent to use, or to use to inject, ingest, inhale or otherwise introduce into the human body, drug paraphernalia to plant, propagate, cultivate, grow, harvest, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or conceal a controlled substance in violation of the controlled substances laws of this state. Any person who violates this subsection is guilty of a Class A misdemeanor and upon conviction shall be punished up to one (1) year and a fine up to \$6,000.00.

Possession of a Controlled Substance (13A-12-212) A person commits the crime of unlawful possession of controlled substance if:

- (1) except as otherwise authorized, they possess a controlled substance enumerated in schedules I through V.
- (2) they obtain by fraud, deceit, misrepresentation, or subterfuge or by the alteration of a prescription or written order or by the concealment of a material fact or by using a false name or giving a false address, a controlled substance enumerated in schedules I through V or a precursor chemical enumerated in [Section 20-2-181](#).

Unlawful possession of a controlled substance is a Class D felony. Upon conviction punishable by a prison sentence of not more than five (5) years, or less than one (1) year and one (1) day. Fines can be up to \$7,500.

Unlawful distribution of controlled substances; possession with intent to distribute a controlled substance (13A-12-211) (a) A person commits the crime of unlawful distribution of controlled substances if, except as otherwise authorized, the person sells, furnishes, gives away, delivers, or distributes a controlled substance enumerated in Schedules I through V. (b) Unlawful distribution of controlled substances is a Class B felony. (c) A person commits the crime of unlawful possession with intent to distribute a controlled substance if, except as otherwise authorized by law, the person knowingly possesses any of the following quantities of a controlled substance.

Trafficking in Cannabis (13A-12-231) Any person who knowingly sells, manufactures, delivers, or brings into this state, or who is knowingly in actual or constructive possession of, in excess of one kilo or 2.2 pounds of any part of the plant of the genus Cannabis, whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin including the completely defoliated mature stalks of the plant, fiber produced from the stalks, oil, or cake, or the completely sterilized samples of seeds of the plant which are incapable of germination is guilty of a felony, which felony shall be known as "trafficking in cannabis." If the quantity of cannabis involved:

- a.) Is in excess of one kilo or 2.2 pounds, but less than 100 pounds, the person shall be sentenced up to three years and a fine of \$25,000.
- b.) Is 100 pounds or more, but less than 500 pounds, the person shall be sentenced up to five years and a fine of \$50,000.
- c.) Is 500 pounds or more, but less than 1,000 pounds, the person shall be sentenced up to 15 years and a fine of \$200,000.
- d.) Is 1,000 pounds or more, the person shall be sentenced to a mandatory term of imprisonment of life.

Disciplinary Sanctions from the Office of Student Conduct

Alcohol. Use, possession, or distribution of alcoholic beverages or paraphernalia (e.g., alcohol containers, bong/funnel/hose, etc.) except as expressly permitted by law and the University's Alcohol Policy (see the University's Statement and Regulations Regarding Alcoholic Beverages at Social Functions; see policies at <https://www.una.edu/student-conduct/policies/social-policy-for-organizations.html>).

Drugs. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University's Drug Policy. (See Alcohol and other Drug Statement at <https://una.edu/student-conduct/policies/alcohol-and-other-drugs.html>.) Sanctions for drug violations may include drug education, mandated evaluation and treatment, community service, suspension, and/or expulsion. Student organizations that knowingly permit illegal drug activity will be excluded from campus for a minimum of one year. University-owned, -operated, and/or -controlled housing facilities operate on a "no tolerance" drug standard. As such, students found in drug violation who reside in these facilities will be removed/evicted from the residence.

Descriptions of Drug-Abuse and/or Substance Education Programs Alcohol Awareness

The following training, programs, resources, counseling, treatment, rehabilitation or reentry programs are available to employees and/or students as described below.

University Employees: An individual who has drug, alcohol or related problems may voluntarily seek counseling and follow prescribed treatment without fear of recrimination. Assistance may be given in referring persons to various community agencies which are trained and equipped to treat persons with drug or alcohol problems. These referral services are available at the University Health Center for students and through the faculty, staff, or service employee's supervisor, department head, or Assistant Vice President for Human Resources for faculty, staff and service employees. Expanded Psychiatric and Substance Abuse Benefits (EPS) are offered as part of the Blue Cross/Blue Shield health plan. Please note that any approved provider can be seen with a \$0 co-pay. For assistance in finding a provider, please call Blue Cross/Blue Shield at 1-800-292-8868. The Health Plan at a Glance document and Health Plan Booklet provide detailed information regarding the medical, psychiatric, and substance abuse coverages. Please see the information here for EPS program details.

University Students, as a whole: Throughout the year, the Office of Student Conduct routinely and regularly provides training, resources, and programming related to alcohol and drugs. Likewise, the Office of Title IX provides training and resources on those topics as they intersect with sexual assault. All incoming students are required to complete "Voices for Change" created by Get Inclusive. This four-part module covers topics, including alcohol and drugs, to prepare students for healthy and responsible decision making and begins educating students about UNA's policies. Refresher courses on these topics are available for current students. For more information related to Get Inclusive, please visit: <https://www.una.edu/get-inclusive>. This page also features community and campus resources related to alcohol and drugs, among other things. Similar resources are also available by visiting the Office of Student Conduct's webpage at <https://www.una.edu/student-conduct/> or dialing 256.765.5012.

UNA also recognizes that the health and safety of our students is our primary concern. Therefore, if an individual seeks medical attention due to their level of intoxication, the Office of Student Conduct will not pursue conduct sanctions against the student for the sole violation of using or possessing alcohol or drugs. Additionally, those students who assist in obtaining medical attention for individuals who are intoxicated will not receive student conduct sanctions for violations of the Alcohol Policy in the Code of Student Conduct. In lieu of student conduct sanctions, the intoxicated student (and possibly the referring student) will be required to meet with the Director of Student Conduct who may recommend educational components such as alcohol education, counseling, and/or an alcohol and substance abuse assessment.

For more information about the Medical Amnesty/Good Samaritan policy, please visit the Office of Student Conduct's webpage at: <https://www.una.edu/student-conduct/policies/medical-amnesty-good-samaritan.html>.

Fraternity and Sorority Life (FSL): New members of organizations reporting through the College Panhellenic Council, Independent Greek Council, Interfraternity Council, and National Pan-Hellenic Council are required to take a new member course. One week of the course requires new members to learn about UNA policies, including all alcohol policies. During that week, new members are also provided a video through YouTube related to Health and Safety, followed by a discussion on that same topic. During the academic year, FSL hosts monthly trainings on event guidelines as it relates to alcohol policies. Likewise, during the calendar year, FSL hosts various events and programs related to different topics. One topic is usually related to alcohol or drunk driving, for example wearing “drunk goggles” and inviting University police officials to talk about alcohol misuse.

Housing and Residential Life (HRL): Students living on-campus receive training and programming related to drugs and alcohol. HRL staff regularly do programming related to drugs and alcohol, including sober social gatherings and raising awareness through bulletin boards, throughout the academic year. HRL staff also perform health and safety checks of the rooms and confiscate/destroy any alcohol/drugs found on campus and make referrals to UPD and the Office of Student Conduct.

Date Rape Drugs

Drug names and effects; informing victims on the way's drugs can be administered without the victim's knowledge.

Brochures and Pamphlets

Downloadable and printable brochures dealing with alcohol and drug abuse can be located on the Mane Safety page at this link: <https://una.edu/manesafety/index.html>.

Campus Safety Guide

To assist the campus community in understanding the laws regarding alcohol and drug offenses, the **Campus Safety Guide** educates students and employees about the penalties and risks associated with: a) driving under the influence of drugs or alcohol; b) public intoxication; c) violation of the city's open beverage container ordinance; d) violation of the laws prohibiting a minor from being in possession of alcohol and prohibiting the sale of alcohol to a minor; and e) violation of the law prohibiting adults to allow minors to consume or possess alcohol at an open house party. In addition to reviewing penalties under the law, the Campus Safety Guide warns students that a violation of drug or alcohol laws, in addition to violations of any federal or state law, may subject the student to the disciplinary processes associated with a violation of UNA's Code of Student Conduct.

Students are advised that they may be asked to appear before Student Conduct and explain their misconduct, even if it did not occur on campus. Sanctions could include a warning, probation, loss of privileges, fines, discretionary sanctions, participation in alcohol and other drug education workshops, community service, random drug screens, residential housing suspension or expulsion or University suspension or expulsion.

Alcohol Addiction Treatment

Alcoholics Anonymous

PO Box 3271
Muscle Shoals, AL 35663
24 Hour Hotline: 256-386-0663

UNA Student Counseling Services

UNA Box 5192
726 North Pine Street (1st Floor of Rice Hall)
256-765-5215
<https://una.edu/manesafety/Docs/counseling397.pdf>

Drug Addiction Treatment

Riverbend

635 W. College Street
Florence, AL 35630
256-764-3431
<https://www.drugabuse.com/usa/drug-abuse/florence-al/>

UNA Student Counseling Services

UNA Box 5192
726 North Pine Street (1st Floor of Rice Hall)
256-765-5215
<https://una.edu/manesafety/Docs/counseling397.pdf>

Violence Against Women Act (VAWA)

Sexual Misconduct

The UNA Code of Student Conduct prohibits sexually violent acts, termed "Sexual Misconduct", which can be classified as crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender-based stalking, and sexual harassment. While UNA utilizes different standards and definitions than the Alabama State Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX <https://una.edu/titleix/index.html>, and the Clery Act, which mandates the contents of this report.

A Complainant has the option to speak with UPD or local law enforcement about the alleged prohibited conduct. A Complainant may alternatively or additionally notify the Office of Title IX, another Official With Authority (OWA), or other University employees or CSAs about the incident. These campus representatives can also assist the Complainant with contacting law enforcement if the Complainant would like to file a formal criminal complaint; however, a Complainant is not required to report to law enforcement. The initial decision to report the alleged prohibited conduct to anyone ultimately rests with the Complainant.

The University encourages individuals to immediately report acts or threats of sexual assault/rape, dating and domestic violence, sexual exploitation, stalking, or any dangerous behavior to UPD, local police authorities, or law enforcement where the alleged incident took place. Law enforcement agencies can be contacted by calling Emergency 911. UPD may be contacted at 256.765.4357 or visited in the Basement of Keller Hall on campus, during posted business hours.

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students, UNA utilizes a range of campaigns, strategies, and initiatives to promote awareness, educational, risk reduction and prevention programming.

It is the policy of UNA to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sexual misconduct as well as the Alabama definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming, approaches mandatory online Sexual Assault Prevention Training, and Bystander Intervention Education provided that takes place in resident assistant training, RSO leadership training, Greek new member education, First Year Experience classrooms, etc. Programs are informed by evidence-based research and/or assessed for their effectiveness.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, UNA takes the matter very seriously. UNA employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern, or predation. If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, they may be subject to action in accordance with the Code of Student Conduct in the student handbook. A student wishing to officially report such an incident may do so by contacting Kayleigh Baker, Title IX Coordinator at 256.765.4223 or the University Police Department at 256.765.4357.

Anyone with knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local and/or campus law enforcement and irrespective of whether a victim pursues a formal complaint through the UNA resolution process.

Legal Definitions

Rape is generally defined by States as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend. The complete Alabama rape and sexual assault offense definitions are as follows.

Rape First Degree (13A-6-61) (a) A person commits the crime of rape in the first degree if the person:

- (1) engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
- (2) engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
- (3) being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

(b) Rape in the first degree is a Class A felony.

Rape Second Degree (13A-6-62) (a) A person commits the crime of rape in the second degree if the person:

- (1) being 16 years or older, engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old, provided, however, the actor is at least two years older than the member of the opposite sex.
- (2) engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

(b) Rape in the second degree is a Class B felony."

Sexual Abuse First Degree (13A-6-66) (a) A person commits the crime of sexual abuse in the first degree if the person does either of the following:

- (1) subjects another person to sexual contact by forcible compulsion.
- (2) subjects another person to sexual contact who is incapable of consent by reason of being incapacitated.

(b) Sexual abuse in the first degree is a Class C felony.

Sexual Abuse Second Degree (13A-6-67) (a) A person commits the crime of sexual abuse in the second degree if the person does either of the following:

- (1) subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old.
- (2) being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in the second degree is a Class A misdemeanor, except as provided in subsection,

(c) or if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony.

(d) If a person violates subdivision (a)(2), and the person is at least 15 years older than the victim, the offense shall be a Class C felony.

Sexual consent (13A-6-70) Unless otherwise stated, an element of every offense defined in this article is that the sexual act was committed without the consent of the victim.

a) Lack of consent results from either of the following:

1. Forcible compulsion.
2. Being incapable of consent.

b) A person is deemed incapable of consent if he or she is either:

1. Less than 16 years old.
2. Incapacitated.

c) Consent to engage in sexual intercourse, sodomy, sexual acts or sexual contact may be communicated by words or actions. The existence of a current or previous marital, dating, social or sexual relationship with the defendant is not sufficient to constitute consent. Evidence that the victim suggested, requested or otherwise communicated to the defendant that the defendant use a condom or other birth control device or sexually transmitted disease protection, without additional evidence of consent, is not sufficient to constitute consent.

Other Sexual Offenses

Other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

University Procedures for Addressing Sexual Misconduct

For offenses including sexual misconduct or other gender-based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Code of Student Conduct.

<https://una.edu/titleix/Documents/una-sexual-misconduct-policy-board-approved-03.21.pdf>

Procedurally, when UNA receives a report of sexual misconduct, gender- based violence, or other sex or gender discrimination, the campus TitleIX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, UNA will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-terms measures such as opportunities for academic accommodations; changes in housing for the victim or the responding student; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, that individual will be connected with a counselor on- or off-campus, as well as an on-or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but UNA provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, support and procedures, in the form of this document, is provided to all victims, whether they are students, employees, guests or visitors.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual.

Procedures detailing the investigation and resolution processes of UNA can be found online at <https://una.edu/titleix/policies-and-procedures.html>. The Coordinator is ultimately responsible for assuring in all cases that the behavior is resolved, the University acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Coordinator is also responsible for assuring that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that encompass a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses.

The investigation and records of the resolution conducted by the University are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with Alabama law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the name of victims or information that could easily lead to a victim's identification. Additionally, the University maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of State law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation, and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action. The role of advisors is described in detail here <https://una.edu/titleix/investigations.html>. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any), and the rationale. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the University's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. The University does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator and Compliance Administrator, Kayleigh Baker, and/or to officials of the U.S. Department of Education. Clery Act crime definitions are located in the **Clery Data Definitions** of this report.

University Code of Student Conduct and Disciplinary Process

The Office of Student Conduct will investigate and assess sanctions if a student or student organization is found to be in violation of the Code of Student Conduct.

Violations of the Code of Student Conduct include charges relating to sexual misconduct. Incidents must be reported to the Office of Student Conduct. Any incident should be submitted as soon as possible after the event takes place. For more information, contact the Office of Student Conduct at 256.765.5012.

Sanctions up to and including expulsion from residence halls and suspension from the University may be imposed if, through the investigation and hearing process, the accused is found to be responsible. UNA is committed to providing an investigative hearing process that is sensitive, fair, supportive and respectful of the rights and needs of all involved. To the extent not already provided for by existing disciplinary procedures, the complainant and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; both the complainant and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. As provided by existing University disciplinary procedures, under appropriate circumstances, interim measures may be taken to provide for the safety of the complainant, of the accused and of witnesses. University disciplinary procedures and possible sanctions are described in the Code of Student Conduct.

UNA Sexual Misconduct Policy Definitions:

Sexual Assault: Under this policy, sexual harassment in the form of sexual assault occurs when the following incidents of forcible and non-forcible sex offenses occur. Forcible sex offenses are defined as any sexual act, directed against another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent.

Forcible sex offenses include the following:

- Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
- Sodomy is oral or anal sexual intercourse with another person without the consent of the Complainant.
- Sexual assault with an object occurs when an object or instrument is used to penetrate, however, slightly, the genital or anal opening of the body of another person, without the consent of the Complainant.
- Fondling is the touching of the private body parts of another person, including the buttocks, groins and breast, for the purpose of sexual gratification without the consent of the Complainant.

Non-forcible sex offenses include:

- Incest is non-forcible sexual intercourse between persons who are related to each other as prohibited under the laws of the State in which the intercourse occurs.
- Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent in the State in which the intercourse occurs.

Consent:

"Consent" is clear permission to engage in sexual activity, given knowingly and voluntarily, by words or actions.

- While consent may be expressed by words or by actions, it is highly recommended that consent be expressed and obtained verbally. Non-verbal consent expressed through actions may lead to confusion and potential for misunderstandings.
- If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication prior to engaging in the activity is highly recommended.
- For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.
- A lack of resistance does not grant consent.
- Previous consent does not grant consent to future sexual acts.
- Consent to some sexual acts cannot be presumed to be consent for other sexual acts.
- A current or previous intimate relationship is not sufficient to constitute consent.
- Consent can also be withdrawn once given, if the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

It is the responsibility of the initiator of any sexual activity to obtain their potential partner's consent; however, proof of consent or non-consent is not a burden placed on either party involved in an incident. The University must determine whether a policy has been violated based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances.

Consent to a sexual act is not freely given if the consent is obtained by "force" or "coercion".

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent. Sexual activity that is forced is, by definition, non-consensual, but nonconsensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on multiple factors, including the type or extent of pressure used. If a person makes clear that they do not want to engage in certain sexual activities or that they want to stop, continued pressure beyond that point may constitute coercion.

Incapacitation is when a person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious, for any reason, including by alcohol or other drugs. Therefore, in situations when the Respondent knew or should have known that the Complainant is physically or mentally incapacitated, any consent obtained is invalid. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment. Incapacitation is based on the totality of the circumstances and all relevant indicators of an individual's state of mind.

Situations wherein an individual is deemed to have an *inability to give consent* in situations where the individual is:

- Incapacitated due to alcohol, drugs or other substances including, but not limited to, prescription medications;
 - Determining consent when alcohol or other drugs are involved: In incidents involving alcohol, drugs or other substances, the totality of the circumstances is analyzed to determine whether the use of alcohol, drugs or other substances caused an inability to make rational, reasonable decisions about sexual activity. Whether a Respondent knew or reasonably should have known of the Complainant's inability to give knowing consent is an element of the policy violation. An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain consent if that individual is the one who initiates sexual activity. Incapacitation differs from drunkenness or intoxication. Incapacitation is a state where an individual cannot make a rational, reasonable decision because they lack the capacity to make informed judgments about the situation.
 - Some factors considered to determine whether an individual is incapacitated due to alcohol, drugs or other substances and therefore not able to give consent include, but are not limited to:
 - whether the individual was conscious or unconscious,
 - whether the individual became sick due to intoxication,
 - the individual's ability to communicate and/or slurred speech,
 - the individual's coordination (ex. ability to walk, dress/undress, perform simple tasks),
 - and any other action that would be indicative of a level of cognitive functioning.
 - The existence of any one of these factors may support a finding of incapacitation for purposes of this policy. The mere presence of alcohol, drugs or other substances does not equate to an inability to give consent. Stated differently, it is possible for an individual to have alcohol, drugs or other substances in their system and not be incapacitated.
- Unconscious, asleep, or in a state of shock.
- Under the age of consent as defined by the jurisdiction in which the act occurred, which, in Alabama, is less than 16 years of age.
- Mentally or physically incapacitated and not reasonably able to give consent.

Collateral Conduct:

In the event that an allegation of an additional University policy violation, such as a violation of the Code of Student Conduct, arises out of the same facts or circumstances of a violation under this policy, all related offenses may be addressed under this policy as collateral behavior at the discretion of the Title IX Coordinator.

UNA's Policy against Sexual Harassment and other Sexual Misconduct can be found here:
<https://una.edu/titleix/Documents/una-sexual-misconduct-policy-board-approved-03.21.pdf>

UNA Title IX Policies and Procedures can be found at:
<https://www.una.edu/titleix/policies-and-procedures.html>

Sexual Harassment

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of UNA that sexual harassment is prohibited. All members of the UNA community, especially officers, faculty and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment.

The Department of Education's Office for Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC) regard sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. The University has adopted the following definition of sexual harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking as defined below.

- a) Quid Pro Quo sexual harassment: Under this Policy, quid pro quo sexual harassment occurs when, on the basis of sex, an employee of the University conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual or sex- and/or gender-based conduct.

Examples of aid, benefit or service include, but are not limited to an individual's employment, academic standing or participation in any University programs and/or activities or are used as the basis for University decisions affecting the individual.

Violations of the University's *Consensual Relationship Policy* may also be deemed instances of "unwelcome sexual conduct" and therefore constitute Quid Pro Quo sexual harassment.

- b) Hostile Environment sexual harassment: Under this Policy, hostile environment sexual harassment occurs when unwelcome sexual or sex- and/or gender-based conduct occurs that is determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member or staff member should be brought to the immediate attention of the Office of Title IX. Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of the Office of Title IX. UNA will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment but feels it would not be appropriate to raise such issues with the Office of Title IX, the student may inquire or complain to any UNA Department Chair or any officer of UNA at the level of Vice President or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, the UNA will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from UNA for serious or repeated violations.

Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, UNA provides a link to the Alabama State Sex Offender Registry. All sex offenders are required to register in the State of Alabama and to provide notice of each institution of higher education in Alabama at which the person is employed, carries out a vocation or is a student. You may search the Alabama Sex Offender Registry from this webpage, <https://www.alea.gov/node/270>

In addition to the above notice to the State of Alabama, all sex offenders are required to deliver written notice of their status as a sex offender to UNA prior to their enrollment, employment, volunteerism or residence with UNA. Such notification may be disseminated by UNA to the campus community and may be considered by UNA for enrollment and discipline purposes.

To request information regarding registered sex offenders, including those employed, carrying on a vocation, or enrolled at UNA, write the University Police at 1 Harrison Plaza, UNA Box 5067, Florence, AL 35632 or email at police@una.edu.

Reporting Domestic Violence, Dating Violence, Sexual Assault, or Stalking Procedures

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call 911. If you are on-campus, you can contact the UPD at 256.765.4357. If you are off-campus, you can contact One Place of the Shoals at 256.284.7600 or 256.767.1100 (crisis hotline), or go immediately to the nearest hospital emergency room.
2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on-campus during regular business hours (Monday-Friday, 8am-4:30pm), you may visit any of the on-campus resources for guidance or support. After regular business hours, or in any situation where a victim wishes, local resources off-campus are also available and may be able to provide confidential assistance.

On Campus Resources	Phone Number	Off Campus Resources	Phone Number
University Student Counseling Services	256-765-5215	North Alabama Crisis Center	256-716-1000 (hotline)
University Health Services	256-765-4328	One Place of the Shoals	256-284-7600 or 256-767-1100 (crisis line)
Center for Women's Studies	256-765-6198	Safe Place (domestic violence)	256-767-6210 or 800-550-9215
UNA Mitchell-West Center for Social Inclusion	256-765-5185	THRIVE Alabama	256-764-0492
University Case Manager	256-765-4531		

4. For your safety and well-being, immediate medical attention is encouraged. Thorough examination, ideally within 120 hours, is important in the case of rape or sexual assault. One Place will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.
 - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

- Typically, police are involved and they will obtain evidence from the scene. It is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.
- If you have physical injuries, have them photographed, with a date stamp on the photo.
- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
- Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
- If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify the UPD or the campus Title IX Coordinator so that those orders can be observed on campus.

5. Even after the immediate crisis has passed, consider seeking support from Student Counseling Services 256.765.5215, the Center for Women's Studies 256.765.6198 or 256.765.4380, and/or the One Place of the Shoals 256.284.7600 or 256.767.1100 (hotline).

6. Contact UPD 256.765.4357 or the Title IX office 256.765.4223 if you need assistance with University concerns, such as no-contact orders or other protective measures. The Title IX Coordinator will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. UNA can offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, escorts, no-contact orders, counseling services access, and other supports and resources as needed by a victim. UNA can offer information about legal assistance, visa/immigration assistance and student financial aid considerations for victims.

Title IX Office

Kayleigh Baker, Title IX Coordinator and Compliance Administrator

Location: Guillot University Center,

Room 202

Phone: 256.765.4223

Website: <https://www.una.edu/titleix/>

Email: titleix@una.edu

UNA has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment based on sex or gender. This includes sexual violence, sexual harassment, intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's policies and regulations covering sex- and gender-based discrimination and harassment may be accessed at <https://www.una.edu/titleix/>. If you have experienced or observed discrimination or harassment, below are some resources to contact.

Local Resources

Safeplace * (domestic violence) - 256.767.6210 or 256.767.3076 (office)

* Safeplace, Inc. is one of seventeen domestic violence shelters serving victims of domestic violence throughout the state of Alabama with the mission to promote healthy relationships by providing education, intervention and safe places. As the only comprehensive domestic violence program in Northwest Alabama, Safeplace serves Colbert, Franklin, Lauderdale, Lawrence, Marion, and Winston Counties.

One Place of the Shoals * - 256.284.7600

* One Place of the Shoals is a centralized, collaborative, community effort that provides victims of domestic violence, rape and sexual assault, child physical and sexual abuse, and elder abuse with necessary services under one roof. One Place of the Shoals provides legal assistance, medical exams and counseling services. One Place of the Shoals is another reporting resource for individuals who may wish to seek legal action.

National Hotlines

Domestic Violence Hotline - 1.800.799.7233

RAINN Sexual Assault Hotline - 1.800.656.4673

Education

Students: As a part of UNA's efforts to maintain a safe and educational learning environment, all first-year freshmen and transfer students are required to complete the "Voices for Change" learning modules provided through our partner, Get Inclusive. Get Inclusive uses scientific-based research to educate students on the issues associated with sexual assault and relationship violence. All incoming freshman and first-year transfer students attending UNA must complete this educational module. UNA students will learn more about our policies while engaging in a short video series, test and quizzes filled with information related to various topics including bystander intervention, diversity and inclusion, alcohol and other drugs, sexual harassment, and hazing.

Students may access "Voices for Change" online through their UNA Canvas course module at <https://una.instructure.com/> .

Employees: As mandated by federal law and in an effort to comply with the overall Title IX compliance effort, the University provides a Harassment Prevention training to all employees through our partner, Get Inclusive. This course is usually assigned and due in late fall.

Being an Active Bystander

As a member of the UNA community, students can take action to prevent or intervene in a potentially harmful situation. A bystander is any person who notices a negative behavior or situation that could lead to something bad and is faced with the choice to help, do nothing or contribute to the negative behavior. An active bystander is any person who does something to decrease the likelihood that a dangerous situation may escalate. As an active bystander there are positive and safe ways to prevent or intervene when there is a risk of behaviors such as discrimination, bullying, sexual harassment, sexual violence, intimate partner violence or any other type of sexual misconduct that could occur on a college campus.

UNA wants to be on the forefront when it comes to educating our students on what it means to be an active bystander. Bystander intervention education is provided throughout the academic year. In the meantime, students are encouraged to:

1. Recognize behaviors that might be high risk for violence or harm.
2. Attempt to help but keep yourself safe. Methods of intervention may include:
 - a. Checking in with the person to see if they are okay or need help,
 - b. Creating a distraction,
 - c. Calling for help, and/or,
 - d. Checking up on the person later.

The University strongly encourages individuals to report sexual assaults to the appropriate law enforcement agencies and University officials. Reporting an assault is the only effective way that action can be taken against the alleged attacker.

Victims are Encouraged to Use the Following Procedures:

Victims are strongly urged to first contact UPD (if assaulted on campus) or local police authorities (if assaulted off campus).

All agencies may be reached by calling 911. UNA police officers can assist in notifying local police authorities.

Voluntary, Confidential Reporting of Sexual Offenses:

Although victims of sexual offenses are not required to report offenses to the police, reporting is strongly encouraged. If an individual is entirely certain that they will not take legal action, they are encouraged to contact Safe Place or UNA Counseling Services which can confidentially receive information and can provide free, confidential counseling to the victim.

- UNA Counseling Services, 256.765.5215
- Safe Place, 256.767.6210

Report to Other UNA Officials:

Individuals may also contact the following University administrative offices for assistance:

- Center for Women's Studies, 256.765.6198
- Mitchell-West Center for Social Inclusion, 256.765.5158
- After hours, UPD can be reached by calling 256.765.4357.

Medical Attention:

Medical and counseling support services: It is very important for victims of sexual assault to obtain immediate medical care following a sexual assault. Whether or not the sexual assault is reported, medical care will ensure the victim's well-being and the documentation, collection and proper preservation of physical evidence in the assault. In addition to care of obvious injuries, medical attention is needed to protect the victim from sexually transmitted diseases, infections and/or the possibility of pregnancy.

If you need STI or pregnancy testing, you may contact University Health Services.

For medical care and additional resources, you may want to receive a medical examination. This can be obtained at any local hospital. One Place of the Shoals also provide free forensic examinations, along with other services, to those who have experienced a sexual assault. In order to preserve physical evidence of the assault, victims should not change clothes, bathe,

douche, or use the bathroom before seeking medical care. Anyone in need of transportation to the University Health Services, One Place of the Shoals, or local hospitals, can contact UPD at 256.765.4357.

Procedures Followed After a Report of a Sexual Offense Is Made to University Police:

When a sexual assault is investigated, the victim may be unprepared for the lengthy, public process of bringing the perpetrator to justice. UPD and other involved officers respect the victim's feelings but must also observe due process of law. The following outline of a sexual assault investigation can help victims of sexual offenses understand the process of the investigation.

Immediate Response to Report:

After an assault has occurred and the victim contacts UPD or local police, patrol officers will respond to the victim, ensure their well-being, put victims in touch with One Place resources, summon a Victim's Advocate and/or the District Attorney's Victim Services office. The advocate will assist the victim throughout the investigation. The officers will help the victim arrange medical care at the emergency room where a doctor will counsel the victim, treat injuries and potential sexually transmitted diseases, and preserve physical evidence of the assault. The victim advocate can accompany the victim to the hospital and is available to give advice about additional counseling and support services if necessary.

Step One. The responding patrol officers, after receiving a brief description of what happened from the victim, will inform the appropriate police units and investigators. Officers will secure the crime scene and interview any witnesses. Responding investigators will arrive to identify and preserve evidence at the crime scene and conduct additional interviews if necessary.

Step Two. When ready, the victim must provide a detailed statement of the assault to the investigators. The Victim Advocate or a Victim Services officer may be present.

Step Three. Officers may ask the victim to try and identify the suspect from a photo or physical lineup.

Step Four. Investigators must gather enough evidence to establish "probable cause," i.e., legal reason to arrest the suspect. When the evidence is ready, the investigators and victim will appear to meet with a magistrate to ask for a warrant allowing the suspect's arrest. If a warrant is granted, the suspect can be arrested and jailed. The suspect may not spend all the time before the trial in custody; bail/bond can be provided for the defendant.

Step Five. There may be several judicial proceedings before the actual trial. For instance, a "preliminary hearing" may be held. This hearing, which is conducted before a judge, may require the victim to answer questions from the prosecuting attorneys and the defendant's attorney. The victim may also be asked to appear before the Grand Jury when it convenes to determine if the defendant is to be indicted. If the Grand Jury issues a "True Bill," a trial will be scheduled.

Step Six. The trial will typically be held in the Lauderdale County Courthouse in downtown Florence, Alabama. Sexual assault trials generally involve testimony from the victim, the police investigators, the emergency-room personnel and other witnesses. If the accused defendant is found to be guilty of the crime, the judge will set the term of punishment.

Clery Data Definitions

General Criminal Offenses

Aggravated Assault:

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

Simple Assault:

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation:

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property:

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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, etc.

Criminal Homicide-Manslaughter by Negligence:

The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter:

The willful (non-negligent) killing of one human being by another.

Robbery:

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Burglary:

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft:

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Larceny-Theft (Except Motor Vehicle Theft):

The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Weapons (Carrying, Possessing, Etc.):

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Drug Abuse Violations:

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations:

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Sexual Misconduct (VAWA) Offenses

Sexual assault:

An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent".

Rape:

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling:

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

Incest:

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape:

Sexual intercourse with a person who is under the statutory age of consent.

Stalking:

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition—

- 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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. 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.

For the purposes of this definition—Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence:

A felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- 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.
- 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.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Missing Student Procedures and Notifications

Students who reside in on-campus residential housing facilities are encouraged to report a student that has been missing for 24 hours to UPD or a CSA. The CSA will be required to report any official missing student immediately to the UPD at 256.765.4357. In the absence of any of these previous contacts, an official missing student report can be filed through Florence Police Department 256.760.6500.

Per the Clery Act, the University will give each student living in an on-campus residential housing facility the option to identify a contact person(s) who the institution shall notify within 24 hours if the student is determined to be missing by the UPD.

A student's contact information will be registered confidentially, and this information will be accessible only to authorized campus officials and the UPD. This information may not be disclosed outside of a missing person investigation. If the student is under 18 years of age and not emancipated, the institution will notify a custodial parent or guardian within 24 hours of when the student is determined to be missing, in addition to any additional contact person designated by the student.

If a student did not name a contact person to notify, and UPD receives a report that the student is missing, UPD will conduct an investigation to determine if the student is officially missing. If the student has designated a contact person, UPD will notify that contact person within 24 hours. If the student is under 18 years of age and is not emancipated, the UPD will notify the student's custodial parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, UPD will conduct an investigation to determine if the student is officially missing within 24 hours.

ANNUAL FIRE SAFETY REPORT 2021



Fire Safety Report Definitions

Fire

A fire, for the purposes of the HEA, is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Cause of Fire

The factor(s) that gives rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

Fire-related Injury

Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters or any other individuals.

Fire-related Death

Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.

Value of Property Damage

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damage caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Fire Safety System

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Fire Drill

A supervised practice of a mandatory evacuation of a building for a fire.

General Evacuation Rules

Fire Safety & Procedures

Fire alarm systems are installed in all residence halls. The system includes automatic smoke detectors, alarm signals and enunciators. The alarm is a continuous buzzing noise. All alarms should be regarded as actual fires. University and State law require all residents and their guests to adhere to the fire safety regulations of the campus. Rendering a false alarm is considered a criminal offense. Failure to evacuate is not only a safety hazard but is also a violation of University policy and State law. Failure to comply may result in the resident(s) being subject to the student conduct process. It is each resident's responsibility to be familiar with evacuation procedures. In the case of a fire, residents should do the following:

- If there is smoke in the room, keep low to the floor.
- Before passing through any door, feel the doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against the door and open it slightly. If heat and smoke are present, close the door and stay in the room.
- If you cannot leave the room, open the window. If trapped, attract the fire department by hanging an object out the window.
- If you can leave the room, close the door behind you.
- Go to the nearest exit or stairwell. Do not use the elevator.
- If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.
- If all exits are blocked, go back to your room, open the windows, and attract the fire department.
- After evacuating the building, move to the designated meeting location (at least 50 feet from the building). Emergency personnel and equipment will be maneuvering around the building.
- Follow the directions of fire, police and Housing & Residence Life staff.
- You may re-enter the building only after fire and police officials have given their approval.

Following a Manual Alarm

The Housing and Residence Life staff member on duty will notify the Florence Fire department and UPD, even if the alarm is sounding. As soon as the alarm is heard, residents must vacate the area according to the evacuation procedures. It is each resident's responsibility to be familiar with the evacuation procedures, which are the following:

1. Leave in a quick and orderly manner by the stairwell into the parking lot.
2. Wear shoes for protection.
3. Carry a towel if smoke is detected. This may assist with breathing.
4. Close, but do not lock the door to the bedroom.
5. Feel any closed door for heat before opening, if heat is detected, take an alternate route.
6. Have a "buddy system" for physically challenged residents and heavy sleepers.
7. Stay out of the building until given permission to re-enter.
8. In case an exit is not possible, residents should stay in their room with their door closed, placing wet towels or clothes around the door to keep smoke out. The resident should also place a white sheet, towel or cloth out their window to indicate they are in the room.

Fire Safety Regulations

It is essential that residents observe and follow all fire safety regulations. Electrical appliances with exposed heating elements are prohibited. All appliances must be UL approved (meaning a safety certification mark of a Nationally Recognized Testing Laboratory or Electro Technical Laboratory is applied). No open flames (candles, incense, kerosene lamps, etc.) or any incendiary devices are permitted in the residence halls, rooms/suites/apartments.

Reporting a Fire

In case of an emergency dial 911.

To report a fire, students and employees should contact the: UPD, Florence Fire Department or a Housing and Residential Life staff member.

If a member of the campus community finds evidence that a fire has been extinguished, and is unsure if the fire was reported, or if police or fire department has previously responded, the person should notify UPD immediately at 256.765.4357.

Fire Log

The UPD maintains a Fire Log that records the date reported, the nature of the incident reported and all fires that occur in an on-campus housing facility. The Fire Log is available for public inspection at UPD headquarters or at <https://www.una.edu/police/crimelog.html>. The Fire Log includes the nature, date, time, and general location of each fire reported to the department. The department posts fire incidents in the Fire Log within two business days of receiving a report of a fire and reserves the right to exclude reports from the Fire Log in certain circumstances.

Housing and Residence Life Policies

Fire Safety Systems Chart

The following chart depicts the UNA Fire Safety Systems for our on campus residence facilities:

Facilities	Partial Sprinkler System	Full Sprinkler System	Smoke Detector	Fire Extinguisher Devices	Evacuation plans/placards	Number of fire drills each academic year
Rivers Hall	Yes, Standpipe system	No	Yes	Yes	Yes	2
Rice Hall	Yes, Standpipe system	NO	Yes	Yes	Yes	2
LaGrange Hall	Yes, Standpipe system	NO	Yes	Yes	Yes	2
Lafayette Hall	Yes, Standpipe system	NO	Yes	Yes	Yes	2
Hawthorne Hall		Yes	Yes	Yes	Yes	2
Covington Hall		Yes	Yes	Yes	Yes	2
Appleby East Hall		Yes	Yes	Yes	Yes	2
Appleby West Hall		Yes	Yes	Yes	Yes	2
Mattie Lou Hall		Yes	Yes	Yes	Yes	2
Olive Hall		Yes	Yes	Yes	Yes	2

Housing and Residence Life Policies

UNA Housing and Residence Life and the UNA Code of Student Conduct outlines policies concerning fire related hazards.

Fire Safety: Student Code of Conduct

Violation of local, state, federal or campus fire policies including, but not limited to:

- a) Intentionally or recklessly causing a fire which damages UNA or personal property or which causes injury.
- b) Failure to evacuate a UNA-controlled building during a fire alarm.
- c) Improper use of UNA fire safety equipment.
- d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on UNA property. Such action may result in a local fine in addition to UNA sanctions.

Housing and Residence Life Fire Evacuation Procedures

In the event of a fire, all residence hall buildings will be evacuated to protect the health and safety of the residents, guests and visitors. When an alarm is sounded you must assume there is an emergency and you must follow the following steps. Students who encounter a fire in a

building should pull the closest fire alarm and evacuate the building to the designated emergency assembly point.

Emergency evacuation procedures are posted in every bedroom or suite. Failure to evacuate a building upon hearing a fire alarm is in violation of University policy and will be handled through the student discipline process.

Housing and Residence Life Fire Prevention Information

Smoke Detectors and Sprinkler Systems

All residence halls have smoke detectors and sprinkler systems installed and a Fire Alarm Control Panel. There are smoke detectors in each student room as well as in common areas. These are connected to the central alarm system, which notifies the Florence Fire Department and UPD.

Fire Safety Equipment

Emergency procedures are posted on the back of every resident's door. Fire alarm systems are installed in all residence halls. The system includes automatic smoke detectors, alarm signals, and enunciators. Hawthorne, Covington, Appleby East and Appleby West halls all have a fire suppression system located throughout the entire building including common areas, lobbies and suites/bedrooms. There are two methods of notification: manual and automatic.

Tampering with fire safety equipment or setting off a false alarm is against the law. It also will make the system ineffective and endanger the lives of other residents. Any person, who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors or exit signs is subject to severe disciplinary action, including dismissal from the residence halls, possible suspension from the University and/or criminal prosecution. If a smoke detector is detached from the wall for any reason, it is the responsibility of the resident to report it immediately. If not reported, all residents will be held responsible for tampering with fire safety equipment and will be disciplined and/or fined.

Fire Drills/Safety Education

To comply with State and local fire regulations and for fire safety education, unannounced fire drills are conducted every semester. All persons inside the residence hall during emergency drills are required to evacuate the building. Failure to evacuate the residence hall for any reason, including sleeping through an alarm, may result in disciplinary action. UNA Housing and Residence Life, Facilities and Planning Administration and the City of Florence Fire Department jointly conduct at minimum one fire drill per semester in each residence hall on-campus.

UNA Housing and Residence Life, Facilities and Planning Administration and the City of Florence Fire Department partner together to conduct fire training during each session that occurs before the beginning of the semester. Fire evacuation information is given to all students at the "First-floor" meeting as well as the "Gotta Be There Bash" freshman orientation to the residence halls.

Appliances and Electrical Items Policy

Because the University takes the safety of everyone in residential housing very seriously, we cannot allow students to bring certain items into their room/apartment. Prohibited items may differ depending on location.

During health and safety inspections, University officials will require the removal of prohibited appliances or materials from residence hall rooms including, but not limited to:

- extension cords,
- portable space heaters,
- halogen lamps,
- oil-based or wax electric air fresheners,
- candles,
- sunlamps,
- bicycles-hoverboards,
- combustible liquids,
- incense and incense burner,
- power tools*,
- grills*, and camping stoves, and
- all cooking appliances with an open heating element.

Items allowed in residence halls are: microwave ovens (700 watts), refrigerators (up to 4.3 cubic feet) and Keurig style coffee makers, air fryers, rice cookers and electric kettles. Students must use official surge protectors for additional electrical appliances. Violations will result in confiscation of the appliance(s) and residents may be subject to the student conduct process.

Candles, Incense, and Scented Items Policy

Candles, incense, potpourri, scented burners, plug-ins, and any other item that generates heat and/or open flame are prohibited in the residence halls/apartments. Melted wax, burned wicks, lingering aroma, etc., may be considered evidence of a violation of this policy.

Fire Safety Equipment Policy

Fire safety equipment is provided to help ensure everyone's safety. Tampering with alarms, extinguishers, or smoke detectors is a violation of local, State, and federal laws, as well as a violation of University policy. Tampering with fire safety equipment is a criminal offense and a ticket/fine may be issued.

Flammable Liquids/ Explosives Policy

Possession of containers holding fluids used for igniting fires is prohibited. Prohibited fluids include, but are not limited to, charcoal lighter, gasoline, propane, and cigarette lighter refueling containers. Explosives including, but not limited to firecrackers, fireworks, home-made explosives, pyrotechnics, and gunpowder are not permitted in residential areas.

Smoking Policy

UNA prohibits smoking on all University-owned and -operated property both indoors and outdoors.

"Smoking," as used in this policy, refers to inhaling, exhaling, burning, or carrying any lighted or heated smoking product and to the use of any such other electronic or other device that is used as an alternative to traditional tobacco products and that produces a smoke or vapor when in use.

"Smoking products" include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.). "University-owned and -operated property" includes but is not limited to all outdoor common and educational areas; all University buildings; University-owned/operated

housing facilities; campus sidewalks; recreational areas; outdoor stadiums; and University-owned and -leased vehicles (regardless of location). Littering campus with the remains of smoking products is also prohibited.

This policy applies to all employees, students, visitors, contractors, and externally affiliated individuals or companies renting University-owned space on University-owned and operated property campus grounds.

2021 Annual Fire Safety Report Statistics

RESIDENTIAL FIRE STATISTICS:

The following chart indicates the 2021 (for year 2020) Annual Fire Statistic for our on campus residence facilities:

Facilities	Total Fires	Fire Number	Date	Time	Cause of Fire	Number of Injuries requiring Treatment at Medical Facility	Number of Deaths related to Fire	Value of Property Damage Caused by Fire	Case Number
Rivers Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rice Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LaGrange Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lafayette Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hawthorne Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Covington Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Appleby East Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mattie Lou Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Olive Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* Zero (0) Fires were reported in 2020 in Residential Halls

Future Plans for Fire Safety Improvements

The UNA Safety and Emergency Planning Committee strives to consider and implement progressive fire safety improvements within the University planning and development to minimize the occurrence of fires and increase fire safety awareness. UNA Facilities Administration and Planning, the local fire department, Housing and Residence Life and UPD often work together to improve fire safety and make considerations for the future.