



**Department of Safety
and Security
2017 Annual Security
& Fire Report**

LEGAL REQUIREMENTS OF THE CAMPUS SECURITY ACT

- The Campus Security Act requires colleges and universities to:
 - Publish an annual report every year by October 1st that contains three years of campus crime statistics and certain campus security policy statements;
 - Disclose crime statistics for the campus, public areas immediately adjacent to, or on the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have "significant responsibility for student and campus activities";
 - Provide "timely warning" notices of those crimes that have occurred and pose an "ongoing threat to students and employees" and;
 - Disclose in a public crime log "any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department" and;
 - Publish an Annual Fire Safety Report and;
 - Disclose fire statistics for residential housing facilities, and;
 - Report Hate Crimes

INTRODUCTION

The Mission of Louisiana College Police Department is to provide for a crime free environment and promote programs on Crime Prevention, Safety & Security Awareness, Risk Reduction, and Avoidance as comprehensive approaches to meet the goals of the Department and the College. Louisiana College Police Department is located on the corner of Military road and College Blvd. It is open 24 hours a day for students, faculty, staff or visitors seeking assistance or to report any suspicious persons, activities and/or circumstances, or emergencies occurring on campus.

Services performed by Louisiana College Police Department include but are not limited to:

- Securing and Opening Buildings
- Vehicle and Foot Patrols of properties
- Enforcement of College Rules and Regulations

- Investigation of Criminal Violations & Auto Accidents
- Crime Prevention & Personal Safety Programs
- Emergency & Personal Escort Services
- Anonymous Information & Tips

CRIME REPORTING

Whether it happens to you or if you are a witness, you have a responsibility to call Louisiana College Police Department or Pineville Police Department to report a crime. Public Safety needs your help. Reporting a crime is important. Immediately go to a safe place and call. Stay on the line and tell the dispatcher everything you can remember about the suspect (his/her clothing, vehicle, and direction of travel).

Be sure to keep the emergency numbers in this brochure handy.

Reporting crime helps prevent them from happening again. Public Safety tracks crime and crime trends to develop specific ways to combat it. If you are calling to report a crime or any type of suspicious activity, be prepared to provide the Dispatcher with as much of the following information as possible:

- The nature of your call. Give your name and describe the situation as briefly as possible while giving as much detail as possible.
- The location where the situation is occurring.
- A description of individual(s) involved, giving as much information as possible about clothing and physical characteristics.
- A description of any vehicle(s) involved including make, body style, license number, etc.
- Advise if any weapons may be involved.

Louisiana College Department of Safety and Security

EMERGENCY 318-487-SAFE or 911(on campus)

NON-EMERGENCY 318-487-Safe or 911 (on campus)

PINEVILLE POLICE DEPARTMENT, FIRE, EMS 911

PREPARATION OF ANNUAL SECURITY REPORT

The preparation of the College's annual security report is a continual process. Public Safety makes every effort to ensure that the report is complete and accurate. The process includes the gathering of crime statistics from those individuals identified as campus security authorities and local law enforcement agencies where appropriate, as well as verification that there are no changes in policies or procedures from previous years with offices such as Student Affairs and Student Judicial Affairs. After collecting crime statistics from the other sources, Public Safety reconciles them with its own statistics to ensure that all offenses have been counted and that no incidents are counted twice. Upon verification of new or changed procedures and crime statistics, the report is prepared for publication and distributed in both printed and online versions. Upon completion of the annual security report, the crime statistics are submitted to the U.S. Department of Education.

SMOKING

Louisiana College has a storied history of enhancing the life of its students, faculty, staff, and its community, Pineville, LA. As a Christian institution, LC has a moral obligation not only to promote learning, but also to promote healthy behaviors. For many years, LC has prohibited the use of smoke tobacco products within its buildings and near certain entrances. On March 1, 2012, LC transitioned from a smoking restricted campus to a tobacco-free campus.

This policy applies to all frequenters of the campus: trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.

Sale and use of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is prohibited. All tobacco advertising in public spaces, such as billboard and signage, is prohibited. Tobacco advertisements are prohibited in College publications.

The success of this policy hinges on the courtesy and cooperation of all members of the College community. If verbal reminders are unsuccessful, and a person knowingly continues to violate the policy, please report the person to the Office of Safety and Security for review and action.

Students are expected to comply with all College policies. Non-compliance of the tobacco-free policy should be reported to the Safety and Security Department and the Office of Student Development. The Safety and Security Department will issue citations for all community members. Violations will result in fines and/or other disciplinary actions.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

Alcoholic beverages and illegal drugs (including prescription drugs in the possession of someone other than the person designated by the prescription) are prohibited on campus. Clothing and posters advertising or advocating these items are also prohibited. Violations will result in disciplinary procedures as outlined in The Student Handbook. LC complies with all federal and state laws, which prohibit the use, possession and sale of illegal drugs. The college is a drug-free zone by Louisiana law and will not shield any student, employee or visitor from action by civil authorities.

TIMELY WARNINGS

Louisiana College shall make timely reports to the campus community on crimes considered a serious or continuing threat to students or employees in the judgment of the Director of Safety and Security, or his designee, that are reported to Campus Security Authorities. The warning will be issued through any means appropriate, including the College email system, emergency notification system (Wildcat ALERT), or posted fliers. Anyone with information warranting a timely warning should report the circumstances to Louisiana College Police Department, by phone 318-487-SAFE or in person at Louisiana College Police Department office.

MISSING STUDENT NOTIFICATION

Louisiana College takes student safety very seriously. To this end, the following policy has been established concerning students who live in College-owned campus housing who, based on the facts and circumstances known 62 at the time to College officials, are presumed to be missing. Most missing person reports in the college environment result from students changing their routines without informing roommates and/or friends of the change. For the purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours but may vary with the time of day and

information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Purpose

This policy establishes College standards and procedures for notification of law enforcement, parents or guardians, and student-identified contacts when a student who resides in College housing is reported as missing or has been determined to be missing. This policy applies to students who reside in campus housing. This policy applies to "missing persons" and is distinct from policies related to "welfare checks."

Missing Person

For purposes of this policy, a student may be considered a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student.

Student Disclosures

Prior to occupying College housing, students will be informed of the following:

1. The College will notify College Security and the Dean of Students if a student is reported missing;
2. Students may identify a person to be contacted by the College not later than 24 hours after the time that the student is determined to be missing in accordance with the official notification procedures;
3. The is required to immediately notify a custodial parent or guardian if a student, who is under 18 years of age and not an emancipated individual, is determined to be missing; and
4. The College is required to notify law enforcement no later than 24 hours after the time that the student is determined to be missing.

Confidential Contacts

Prior to occupying College housing, students will be given the opportunity to designate an individual or individuals to be contacted by the College in the event that the student is determined to be missing (per the policy). A designation will remain in effect until changed or revoked by the student. The emergency contact information will be treated as confidential. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation will have access to the confidential contact information and it will not be disclosed to others.

Suggestions for Personal Safety

1. Let friends and roommates know where you are going and when you expect to return
2. If your plans change, let your friends, roommate, family know of the change
3. Be cautious when accepting drinks, rides, gifts, etc.
4. Keep your cell phone charged and with you when out of your room
5. Stay in groups or with at least one trusted friend when going off campus
6. DO NOT leave friends in unfamiliar locations or situations or with people not known well by you or your acquaintances

REGISTERED SEX OFFENDER INFORMATION

The Campus Sex Crimes Prevention Act of 2000 (CSCPA), signed into law October 28, 2000, amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act. CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to Wetterling, the Act also amended the Clery Act and the Family Educational Rights and Privacy Act of 1974. As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the state as to whether the person is a student or works at an institution of higher education, identify each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student and must also alert the state of any change in enrollment or employment status. The Louisiana State Police maintains the

Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and are responsible for the enforcement of the applicable sections of law cited above. Information about any individual affiliated with Louisiana College in regards to this matter may be found at the public SOCPR website: www.lasocpr.lsp.org/socpr.

ACCESS TO CAMPUS FACILITIES

The Department of Public Safety secures each building on campus at designated times. All buildings are equipped with emergency lighting, exterior security lighting, fire and smoke alarms, and panic bar-type doors. These security measures are evaluated and maintained annually.

Resident Directors are in charge of maintaining the standard of residential life. The Resident Director/Manager regulates dorm rules and curfews. Living in the residence hall provides an opportunity for the Resident Director plan, coordinate, and implement safety measures with the Louisiana College Police, such as:

- Reporting strangers to Louisiana College Police Department.
- Controlling and monitoring access to the buildings.
- Advising safe off-campus practices.
- Coordinating walkthroughs.

Each on-campus student residing in a residential building is required to share in the responsibility for his building. These requirements are as follows:

- Report lost keys immediately to resident director and police.
- No duplication of residential room keys.

Visitation is a privilege, not a right, and therefore may be suspended by the Police Department or the Office of Student Affairs for cause. Residence Hall visitation hours are generally determined by the Office of Student Affairs and are subject to change. See Louisiana College Student Handbook.

All resident students are issued keys which access their dormitory and residents' rooms. Residents are advised to keep their rooms locked at all times. For reasons of security, it is

necessary for residents to carry keys at all times. In the event residents are locked out of their rooms, it may be necessary for them to wait for their roommates, contact their Resident Assistant (RA), or the Resident Director/Manager.

All administrative and academic buildings are open during normal business hours and are open to those who need access. All nonresident buildings are locked down and/or opened by security personnel.

Buildings are opened and locked based on the schedule of activity. Missing lost, or stolen keys should be reported to the Resident Director/Manager or Louisiana College Police Department immediately.

Louisiana College has rules and procedures controlling access to facilities during both business and non-business hours. Louisiana College is a private institution; all property owned and controlled by the College is private property. Persons entering the campus or any College facility without lawful business are subject to arrest for trespassing by Louisiana College Police Department.

All vehicles parking on campus property must have the following:

- Authorized parking permit.
- Authorized visitor pass.

All vehicles must be in designated parking areas. Parking regulations are strictly enforced. Enforcement includes warnings, tickets, "booting", fines, and towing.

OFF CAMPUS LIVING SAFETY TIPS

- Stay alert, keep your mind on your surroundings, who's in front of you and who's behind you.
- Trust your instincts. If you feel uncomfortable in a place or situation, leave.
- Whenever possible, travel in groups.
- Plan the safest route to your destination and use it. Choose well lighted busy streets. Take the long way if it's the safest.
- If possible, avoid carrying a purse, carry only the amount of money that is needed and
- identification. If you must carry a purse keep it close to your body and a firm grip on it.

- Keep "emergency" money for cab fare, bus fare, or a telephone call.
- If you suspect you are being followed by someone on foot, cross the street and head for the nearest well lighted, populated area. Walk quickly or run to a house or store and call the police.
- If you are being followed by someone in a car, change your direction immediately. Try to get the car's license plate number and description.
- Never hitchhike or accept a ride from a stranger.

CRIMINAL OFFENSES - ON CAMPUS

Criminal offense	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	1	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	4	8	4
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

CRIMINAL OFFENSES - ON-CAMPUS STUDENT HOUSING FACILITIES

Criminal offense	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	4	7	4
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

Criminal offense	2015 Total	OCCURRENCES OF HATE CRIMES							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter		0	0	0	0	0	0	0	0
c. Rape		0	0	0	0	0	0	0	0
d. Fondling		0	0	0	0	0	0	0	0
e. Incest		0	0	0	0	0	0	0	0
f. Statutory rape		0	0	0	0	0	0	0	0
g. Robbery		0	0	0	0	0	0	0	0
h. Aggravated assault		0	0	0	0	0	0	0	0
i. Burglary		0	0	0	0	0	0	0	0
j. Motor vehicle theft		0	0	0	0	0	0	0	0
k. Arson		0	0	0	0	0	0	0	0
l. Simple assault		0	0	0	0	0	0	0	0
m. Larceny-theft		0	0	0	0	0	0	0	0
n. Intimidation		0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property		0	0	0	0	0	0	0	0

VAWA OFFENSES - ON CAMPUS

Crime	Total Occurrences on Campus		
	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	1	0	0

VAWA Offenses - On-campus Student Housing Facilities

Crime	Total Occurrences on Campus		
	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	1	0	0

ARRESTS - ON CAMPUS

Crime	Total Occurrences on Campus		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	2	0	0
c. Liquor law violations	0	0	0

ARRESTS - ON-CAMPUS STUDENT HOUSING FACILITIES

Crime	Total Occurrences on Campus		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	2	0	0
c. Liquor law violations	0	0	0

DISCIPLINARY ACTIONS - ON CAMPUS

Crime	Total Occurrences on Campus		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	1
c. Liquor law violations	0	0	3

DISCIPLINARY ACTIONS - ON-CAMPUS STUDENT HOUSING FACILITIES

Crime	Total Occurrences on Campus		
	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	1	0
b. Drug abuse violations	0	0	1
c. Liquor law violations	0	0	3

LOUISIANA COLLEGE FIRE SAFETY REPORT

The Annual Fire Safety Report discloses information regarding campus fire safety practices, standards, life safety equipment and statistics on incidents of fire that occurred in student residential facilities. The following information represents the 2015-2017 calendar years.

Name of Facility	2015			2016			2017		
	Fire	Injury	Death	Fire	Injury	Death	Fire	Injury	Death
Tudor Hall	0	0	0	0	0	0	0	0	0
Cottingham Hall	0	0	0	0	0	0	0	0	0
College Drive Apartments	0	0	0	0	0	0	0	0	0
Church Hall	0	0	0	0	0	0	0	0	0
Married Student Apartments	0	0	0	0	0	0	0	0	0
English Village	0	0	0	1	0	0	0	0	0
Ware Street Apartments	0	0	0	0	0	0	0	0	0

FIRE SAFETY

Louisiana College is subject to the laws of the state of Louisiana and our facilities are regularly inspected by the Fire Marshall. Adherence to fire safety policies is mandatory and violations will be subject to disciplinary actions and possible criminal prosecution.

ALARM SYSTEMS

All residence halls are equipped with fire safety alarm systems. If a fire is detected, activate the alarm system and contact the Dorm Director immediately. Unnecessary activation of fire alarm systems or use of fire control equipment is a violation of state statutes and is punishable by law. Louisiana College will deal with the offense seriously. Minimum sanction: students will be fined \$200 and placed on probation.

Residents can expect each dorm to conduct a minimum of one fire drill per semester. All fire alarms are to be treated seriously and failure of any resident to vacate the building when an alarm sounds will result in a minimum of a \$50 fine for the first offense and a minimum \$100 fine for the second offense. Fines will double with each successive violation! Residents will receive instruction at an informational meeting at the beginning of the semester on the fire procedure for his/her assigned dormitory.

ARSON

Arson is knowingly setting fire to or burning property. The college holds zero tolerance for arson committed by students or their guests. Alleged acts of arson will be investigated and punished to the fullest extent of the law. Arson is a felony offense. Criminal penalties include prison and substantial fines.

CANDLES

Incense, candles, oil lamps, potpourri burners, torches, flammables, and any other items that require or generate open flames, are not permitted in residence halls. Students found in violation of this policy will be fined and the items confiscated. Continued violation could result in the removal of the resident from the residence hall and possibly result in suspension from the college.

APPLIANCES

The use of certain appliances is a violation of fire and safety standards. Students may not have large appliances in their rooms. Air conditioners, electric heaters, hot plates, electrical skillets, halogen lamps, grills, toasters, coffee pots with hot plates, sandwich makers, and waffle irons are specifically forbidden (there is an exception for CDA, WSA, and EV; small kitchen appliances are allowed in the kitchen area only). Grills must be used at least 50 feet from the building. Under no circumstance should a grill or smoker be used on the English Village boardwalk. The storage of propane tanks in residence halls is also strictly forbidden. If any item in question is not listed here, it is the discretion of the Residence Life staff to determine whether or not the item will be permitted for fire and safety reasons.

Microwaves, televisions, stereos, DVD's/VCR's, and small refrigerators are permitted; however, a room can yield only one of each. It is the responsibility of each resident to contact his/her roommate to make sure these items are not duplicated. Students should consult the Dorm Director if the use of an appliance is questionable.

The use of extension cords in residence halls is strictly forbidden. Overloading an electrical outlet is the leading cause of fires in residence halls and homes. Therefore, violation of this policy will be treated seriously. The use of power strips/surge protectors is permitted. Plugging more appliances into a power cord than it is intended to supply is a fire hazard and is also forbidden.

MAINTENANCE OF FACILITIES ROOM INVENTORY AND DAMAGES

The Residence Life staff will complete a room inventory form before the resident moves any belongings into the room. Residents will sign to verify the information is correct before he/she moves in. Upon termination of room occupancy, the room will be inspected by the Resident Assistant who will note any condition(s) that are different from check-in. The damages will be assessed, and the student will be billed for the cost of the repairs. It is the responsibility of the student to respect facilities of the College. Incidental wear and damage that results from normal use is a matter of routine maintenance and not the responsibility of the student.

Prevention and reporting of vandalism or damage to residence halls, academic buildings, or any other campus facility is an obligation of every individual in the LC community.

Activity or behavior associated with such damage could result in danger for members of our community and is not acceptable. For damages in residence units where the individual(s) responsible cannot be identified, each of the residents of the unit/area must pay an equal share toward the cost of repairs. If repeated incidents, or major damage in a residential unit occurs, and if the individual(s) responsible cannot be identified, social privileges of the occupants may be revoked until such time that the residents demonstrate a commitment to appropriate behavior and can give reasonable assurance that no further damage will occur. If the individual(s) responsible for damage can be identified, accountability will be assigned accordingly and will include restitution and a fine.

DAMAGE DEPOSIT

All residents must have a \$75.00 damage deposit on account prior to occupancy. Funds from this deposit will be used to defer the cost of damages, outstanding bills, or improper checkout upon termination of residency. Residents who vacate rooms during a term may be reimbursed for the damage deposit when a staff member checks the condition of the room, the resident returns the room key to the Dorm Director, and files a written request for a refund with the Director of Residence Life. Failure to check out properly will result in the forfeiture of the room deposit and possible additional fines.

Residents who leave the college during the summer break may receive a refund by

following the above procedure and submitting a written request to the Director of Residence Life at least thirty (30) days prior to the end of the term. Residents are responsible to provide the correct and current mailing address for refund checks.

RESIDENCE HALL AND VEHICLE INSPECTION

Resident Assistants will conduct weekly room checks to assure that all policies and procedures are followed in the residence halls. Residents do not have to be present for the room checks to be completed. The Residence Life staff has the right and responsibility to check in closets, microwaves, refrigerators, and under furniture without express consent. Violations reported during routine room checks will be dealt with according to the Louisiana College Student Handbook. Violations that are more serious will be assessed with consequences imposed by the Vice President of Student Life and/or the Judicial Committee or Board.

The College reserves the right to enter and search any room or vehicle if a violation of College regulations is suspected or if materials in violation of The Student Handbook are observed. Rooms and vehicles may be randomly searched for illicit drugs and other illegal contraband and drug dogs may be used in these searches. Authorization for searches can be granted by the President of the College, the Vice President of Student Development, the Dean of Students, or the Director of Residence Life. If it appears that a delay could result in danger to individuals or property, or the destruction or disposal of evidence or contraband, the room or vehicle will be searched without prior authorization from Administration. In such cases, the Administration will be notified as soon as practical.

Reasonable effort will be made to conduct the search in the presence of an occupant of the room or the person who registered the vehicle on campus. At least two college employees will be present during a search and a list will be made of items confiscated during the search. The college employees present will sign and date the list and the occupant/owner will be asked to sign the list to certify what was taken, not as an admission of guilt.

MAINTENANCE AND REPAIRS

Maintenance requests should be reported to a Resident Assistant or Dormitory Director as soon as possible. In order for maintenance issues to be addressed in a timely manner, it is the responsibility of the residents to notify the RA with details of the issue(s). The

requests will specify the nature and exact location of the problem. Should a maintenance problem persist, the resident should inform the staff again. Emergency maintenance needs should be reported as soon as they are discovered. If repairs are due to neglect or abuse by a resident(s), the resident(s) will be required to pay for repairs or replacement. In addition, fines may be imposed.

Residents do not have to be present when the repairs are completed. Under these circumstances, maintenance or housekeeping will leave documentation in the room to notify the occupant that repairs have been completed or when they can expect them to be completed if they must come back to finish the work.

PETS

Pets, except for fish in aquariums, may not be kept in the residence halls, married student housing, or on campus. Students found in violation of this policy will be fined a minimum of \$100.00 and subject to further disciplinary action. The fine for a pet will double with each subsequent violation and after the third offense residence hall privileges will be revoked. Also, students who feed stray animals on campus, including but not limited to cats, dogs, squirrels, etc., will be fined a minimum of \$50.00.

EVACUATION DRILLS

In accordance with state and federal laws, evacuation drills are conducted throughout the year. All residents and guests occupying the building at the time of the drill are required to participate in the evacuation. Floor plans indicating the evacuation routes to the internal stairwell(s) and exterior fire escape are posted on each floor. Residents are advised to become familiar with these exits, location of area of rescue and the location of the fire alarm pull stations designed to activate the building alarm system.

FIRE EVACUATION PROCEDURES

All student rooms and stairwells are provided with smoke detectors. Fire alarm pull stations are located throughout the buildings. The greatest threat in a fire is smoke; therefore, it is important that residents know the following guidelines to respond to a fire in the building:

- Activate the building alarm system by pulling the handle down on the fire alarm pull station. Activating the system will notify Campus Security, Pineville Fire Department, and residents of the emergency.
- Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room.
- Slowly open door, keeping the door between you and the corridor.
- Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.
- Do not attempt to extinguish a fire unless it is impeding your exit.
- Evacuate the building immediately through the nearest stairwell door.
- Do not use the elevators.
- Follow exit signs out of the building.
- Stand at least 300 feet away from the building and await direction from the Fire Department personnel.

In the case of a blocked stairways or exit: Using the emergency call box on the floor or an office telephone, notify building security that all exits or stairways are blocked and advise them of your location.

- Go to the nearest room and close the door.
- Place cloth under the door to prevent smoke from entering the room.
- Hang a cloth or other object out of the window to signal that the room is occupied.
- Stay as close to the floor as possible, if smoke enters a room.
- Break top window first to expel smoke, than break the bottom window to admit fresh air.

Every resident is required to evacuate the building immediately whenever a fire alarm sounds, whether it is a drill or an actual fire. Reviews of the evacuation drills are conducted in all buildings for assessment and training purposes.

Disciplinary action will be taken and fines will be implemented for students who fail to cooperate with staff or emergency responders assisting in the course of an alarm and/or evacuating the building. Fire equipment misuse or tampering is a felony. Any resident found guilty of tampering with fire equipment, including activating a false alarm, will be subject to severe disciplinary and criminal action.

SAFETY & SECURITY INITIATIVES

Representatives from the student housing, facilities management and public safety meet on a weekly basis to discuss best practices, legislative updates, safety and security issues and Louisiana College expectations regarding overall safety and security measures for our students in these facilities.

FIRE SURVIVAL TIPS

- Learn the evacuation plan for your building and participate in all fire drills.
- Learn the location of all building exits. You may have to find your way out in the dark.
- If you have a disability, make sure you are included in the escape planning for your classroom area and housing.
- If you have a disability, alert others of the type of assistance you need to leave the building.
- Make sure your building has smoke alarms. Do not disable them or remove batteries.
- The best protection is a building with a fire sprinkler system.
- Do not hang anything from fire sprinkler pipes or nozzles.
- If you hear an alarm, leave immediately. Close doors behind you as you go. Take room keys; if you cannot escape, you may have to return to your room.
- If you have to escape through smoke, get low and go under the smoke to your exit.
- Before opening a door, feel the door. If it is hot, use your second way out.
- Use the stairs; never use an elevator during a fire.

If you are trapped, call the fire department and tell them where you are. Seal your door with rags and signal from your window. Open windows slightly at the top and bottom, but close them if smoke rushes in from any direction

CRIME LOCATION DEFINITIONS

The following abbreviated definitions are provided to assist you in understanding how the crime statistics are applied:

CAMPUS: (1) 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 purpose, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person that is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

RESIDENTIAL HALLS: (1) Any building or organization that is officially recognized by the institution, or (2) Any building or property 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: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

CRIME STATISTICS DEFINITIONS

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

SEX OFFENSES - FORCIBLE: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes Forcible Rape, Forcible Sodomy, Sexual Assault with an Object and Forcible Fondling.

- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

SEX OFFENSES - NONFORCIBLE: Unlawful, non-forcible sexual intercourse. This includes Incest and Statutory Rape.

- **Incest:** Non-forcible sexual intercourse between people who are related to each other with the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. 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 or probably would result in a serious potential injury if the crime were successfully completed.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Offenses that are classified by local law enforcement agencies as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

- **Forcible Entry.** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes burglary by concealment inside a building followed by exiting the structure.
- **Unlawful Entry-No Force.** The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access.
- **Attempted Forcible Entry.** A situation where a forcible entry into a locked structure is attempted but not completed.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by individuals not having lawful access to take automobiles, even though the vehicles are later abandoned including joyriding).

WEAPON LAW VIOLATIONS: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DRUG ABUSE VIOLATIONS: Violations of state and local laws relating to the unlawful possession, sale, use, growth, manufacture, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

LIQUOR LAW VIOLATIONS: The violation of laws or ordinances prohibiting: the manufacture, sale, transport, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging, operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any to the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

The 2008 revisions of the Higher Education Opportunity Act added: Larceny-Theft, Simple Assault, Intimidation, Destruction, Damage, or Vandalism of Property to the Hate Crime chart. These offenses are defined as:

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.