Welcome to another academic year at ISU. If this is your first semester, you will discover that this university is a great place to live, study, work and play. With your assistance, I am confident that we will maintain a safe, healthy environment and an inviting atmosphere for friends, families and other campus visitors.

I’d like to familiarize you with the Department of Public Safety and explain some of the many services provided. The department is comprised of two divisions—police and parking. While their respective duties may differ, the primary goal is the same—to protect and serve the public.

The police division is staffed by state certified dispatchers and sworn law enforcement officers 24 hours a day. Officers patrol the campus, respond to emergency and non-emergency calls, investigate collisions and crimes, provide traffic direction, make arrests, conduct trainings, facilitate educational presentations, and participate in numerous campus activities. Community service officers support sworn personnel by patrolling campus, locking and unlocking buildings, providing safety escorts, unlocking vehicles and assisting at special events.

The parking division is staffed during regular business hours Monday through Friday. Duties include: issuing parking permits; collecting fines; processing appeals; facilitating parking needs for special events on campus; and assisting with traffic direction. Enforcement personnel, who remain on duty through-out the evening, monitor parking lots, issue tickets, tow illegally parked cars as deemed necessary, assist motorists, conduct safety escorts, and perform traffic direction during special events.

As you read this publication, you will learn more about the services our department provides. If you have any questions or concerns, please do not hesitate to contact us by calling 515-294-4428 or e-mailing dpsinfo@iastate.edu.

Jerry D. Stewart

The Campus Security Act requires colleges and universities to publish an annual report that contains three years’ worth of campus crime statistics and certain policy statements. The university must disclose crime data for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. Information must be collected from campus police, local law enforcement agencies and other university officials who have significant responsibility for student and campus activities.

The Higher Education Opportunity Act requires institutions to also publish an annual fire safety report covering fire incidents, statistics, and policies relating to on-campus housing facilities. Policies and procedures related to missing students and emergency notification, response and evacuation must also be included. Safety & You is a combined report that satisfies compliance obligations under both federal acts.

The Department of Public Safety is responsible for preparing and distributing this report. We encourage you to use this document as a guide for safe practices on or off campus. To receive a printed copy, contact the Department of Public Safety at 515-294-4428 or e-mail dpsinfo@iastate.edu.
Section 262.13 of the Iowa Code grants university police officers the authority to apprehend and arrest anyone involved in illegal acts on or adjacent to campus. State-wide jurisdiction exists when acting in the interests of ISU. The police division also maintains a mutual aid agreement with the Ames Police Department that allows officers to patrol beyond university boundaries.

All sworn officers are required to attend the Iowa Law Enforcement Academy to complete a police training course approved and authorized by the State of Iowa Department of Public Safety. Officers must also complete mandatory in-service training throughout the year.

The ISU Police Division works closely with the Ames Police Department and the Story County Sheriff’s Office as well as various state and federal law enforcement agencies (Iowa Division of Criminal Investigation, Federal Bureau of Investigation, Iowa State Patrol, Iowa Division of Narcotics Enforcement, United States Immigration and Customs Enforcement, United States Secret Service.) All law enforcement organizations rely upon these professional relationships for mutual support.

ISU DPS maintains contact with the City of Ames and Story County 911 centers; this provides the ability to share critical information and request immediate assistance when needed among the departments. Officers from all three agencies work collaboratively at major events held on the Iowa State University campus.

**Police Authority**

All students, employees and guests should promptly report criminal incidents, accidents and other emergencies to the Department of Public Safety by dialing 911. Individuals may also seek assistance by going to the police division office located on the northwest side of the Armory Building.

Emergency phones are located throughout the campus. By pressing the designated button, users can communicate directly with a state-certified DPS dispatcher. The phone’s location is digitally displayed at the communications center. Dialing 911 from a cell phone will connect you with an area law enforcement center. Tell the dispatcher that you are on campus and need to speak with the ISU Police Division; your call will be immediately transferred.

Remain calm and stay on the line until a police officer arrives to assist you. The ISU dispatcher will gather pertinent information from you and relay it via radio to the responding officer.

For non-emergency situations, please call the ISU Police Division at 515-294-4428.

**Dialing 911**

**Building Access**

Business hours for ISU are 8:00 a.m. to 5:00 p.m. Monday through Friday during the academic year, and 7:30 a.m. to 4:00 p.m. in the summer except for holidays or other times when the campus is officially closed. All administrative buildings are open to students, parents, employees, contractors and guests during the above hours.

Hours for academic buildings vary due to class scheduling and occupant needs. Hours for specific buildings may be found on the Facilities Planning and Management website: http://www.fpm.iastate.edu/maps/buildings/

The Department of Residence controls access to all campus housing facilities. Access is restricted from 11:00 p.m. to 6:00 a.m. Only employees or residents are issued keys or access cards to permit entrance during overnight hours. Immediately report lost keys or access cards to the Department of Residence.
Emergency Notification, Response & Evacuation

For the safety and welfare of our ISU community, all students, faculty and staff members must be aware of the ISU Emergency Notification, Response and Evacuation Policy and procedures that will be implemented.

Dial 911

All members of the ISU community are urged to call 911 to report a dangerous situation on campus that involves an immediate threat to the health or safety of students, staff or visitors.

Police Response

The ISU Police Division will initiate the institutional response by immediately investigating reports of a significant emergency or dangerous situation within the university community. ISU Police may request assistance from other university departments or units to confirm an immediate threat to the health or safety of students, staff or visitors.

Emergency Notification

Should an emergency or dangerous situation pose an immediate threat to campus community members, they shall be notified without unreasonable delay unless ISU police determines that an immediate notification would place the ISU community or a victim at greater risk or compromise efforts to contain, respond to or mitigate the emergency. It is the responsibility of the ISU Police Division, with the assistance of other departments or units (as necessary) to:

- Determine the content of any notification
- Determine the appropriate campus segments to notify
- Initiate the appropriate notification system
- Continue to update the ISU community during the emergency

Communication Methods

ISU has several systems for communicating emergency information to ISU community members. Any or all of the following methods may be used, depending on the type and nature of the emergency:

- **ISU Alert**—An electronic system for quickly delivering emergency messages to students, faculty and staff. Participants are able to receive information via landline phones, cell phones, text messages and e-mail according to their designations. Messages will be brief and include basic information and instructions for obtaining additional details. The ISU Alert system will be used only for emergencies posing an immediate danger to the university community. Please see the chart on page 5 regarding how to provide ISU Alert contact information to the university.

- **Voice-enhanced siren system**—Five warning sirens with voice message capability are strategically located on the campus to alert the ISU community whenever a potentially dangerous condition or situation exists.

- **University homepage website**—Following a message notifying the campus of an emergency, additional information can be found on the university homepage website accessible to the university community, Ames community and media outlets. Information will be updated as it becomes available. In cases of extreme emergency, the university has the ability to replace the regular homepage with a website designed for emergency communications only. Regular website functionality can be obtained from a link on the emergency website.

- **Emergency telephone voice recording**—The telephone number 515-294-5000 contains a recorded message providing general information to listeners in an emergency situation.

- **Public address systems**—Specific areas and buildings on campus have public address systems that can be used to disseminate information. In addition, university police vehicles are equipped with public address systems that can be used during specific emergencies.

- **Personal communication**—Individual departments and units are encouraged to maintain various types of personal communication, including phone trees and e-mail lists that can be accessed if needed.

- **Signage**—Each building on campus is assigned a building supervisor who may be asked to assist in an emergency by posting signage that provides information and direction to members of the campus community. Occupants of buildings are encouraged to familiarize themselves with the nearest evacuation routes.

Testing

All emergency communication methods are tested on at least an annual basis, according to standards as appropriate.

Evacuation

Each building on campus has a designated evacuation plan. These specific plans are posted on each floor of each building and can be accessed online. Other than fire alarms, the ISU Police Division is responsible for determining whether or not the emergency or dangerous situation warrants a building evacuation and, if so, notifying the occupants of the decision to evacuate.
Missing Student Policy

Don’t let strangers into your building, including anyone who may try to follow you into a residence hall or apartment. Guests should be hosted at all times.

Let trusted friends know your whereabouts and plans.

Be aware of where your friends are, especially when leaving group activities.

Exercise caution when online, including not posting personal information, whereabouts, or travel plans.

A DPS safety escort is available 6 p.m. to 6 a.m. daily by calling 294-4444.

Contact ISU Police (515) 294-4428 or 911 if you observe any suspicious activity.

Reporting a Student as Missing
Any person may report an Iowa State University student as missing by contacting the ISU Police at 515-294-4428 to file a report. It is not necessary to wait until a student has been missing for twenty-four hours before making a report.

For purposes of this policy, a student is considered missing when the student’s whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student’s plans, habits or routines.

Initial Institutional Response
Upon receiving a missing student report, ISU Police will promptly begin efforts to locate the student on campus or at other sites controlled by the university, working closely with the Dean of Students Office and other relevant departments such as the Department of Residence or the academic college in which the missing student is enrolled.

Initial efforts to contact the student may involve telephone, e-mail, text message or other electronic communications which track the student’s meal plan card or building access card.

University personnel authorized by ISU Police or the Dean of Students Office may attempt contact at the student’s on-campus housing unit or local residence.

If a student residing in a university controlled housing unit does not respond to initial efforts to make contact, Student Affairs or other authorized Department of Residence personnel may enter the student’s room to assess the condition of the room and look for clues that might explain the student’s absence. ISU Police may request that Student Affairs personnel enter student rooms.

University personnel authorized by ISU Police or the Dean of Students Office may pursue additional investigative activities as are reasonable under the circumstances.

Institutional Response After Determining Student is Missing
When ISU Police and Dean of Students Office determine that the student has been missing for a period of twenty-four hours, or if the university cannot locate the student and determines that the student appears to be missing as defined under this policy:

- The ISU Police shall notify local law enforcement (Ames Police Department, the Story County Sheriff’s Office) and other law enforcement agencies as necessary in an attempt to locate the missing student.
- The Dean of Students Office will notify persons designated by the student in the Emergency Contact Database.
- The Dean of Students Office also must notify the student’s custodial parents or legal guardians in the case of unemancipated students under the age of eighteen.

Students in university controlled housing: When a student initially registers for classes or is accepted as a resident in university controlled housing, the student will be given an opportunity to designate an emergency contact who would be used if the student is reported missing. Information may be updated by the student at any time.

Emergency contact information on AccessPlus:
All students, whether living in university controlled housing or not, will be provided confidential means of designating and updating emergency contacts by using the Emergency Contact Information page on the ISU AccessPlus website. The website contains a special section for students to provide Missing Person contact information. (See chart on page 5.)

Confidentiality:
Missing Person contact information will be maintained as a confidential student record by the University and will be accessible only to authorized university officials. This confidential information may not be disclosed except to law enforcement in furtherance of a missing student investigation.

Students under 18:
The University will inform unemancipated students under the age of eighteen that, if they are determined to be missing, their custodial parents or legal guardians must be notified.
Campus Crime/Safety Alerts

In the event of a situation (either on or off campus) that, in the judgment of the ISU Director of Public Safety, constitutes an ongoing or continuous threat to the university community, a campus wide timely warning will be issued using the ISU Alert System. Anyone with information warranting a timely warning or crime alert should immediately contact University Police by calling 911 or 294-4428 or by going to Room 55 Armory Building.

If a crime or serious threat is reported to a university administrator, the administrator will notify the ISU Police. Police administrators will collaborate with CIRT (Critical Incident Response Team) and University Relations to prepare and distribute the alert.

Distribution of Campus Safety Alerts

Once the University determines that an alert will be issued, the ISU Alert system will be activated. Students, faculty and staff will receive notification through phone messages, text messages, and/or e-mail. To guarantee receipt of these warnings/alerts, it is crucial that ISU ALERT contact information be kept current through AccessPlus.

Status Updates

Status updates will be published on the university homepage: http://www.iastate.edu. Please refer to the web page for additional information—do not call the Department of Public Safety.

Iowa State University maintains information regarding your preferred contact information to be used if the University needs to inform you about a campus-wide emergency (ISU Alert), and additional information to be used if the University needs to let others know if you personally are involved in an emergency situation (Emergency Contacts). It takes just a few seconds to login to AccessPlus to provide both types of information. To enter or update your information follow these easy steps:

### ISU ALERT INFORMATION

Used to inform you and the campus community if there is a potentially dangerous situation on campus.

1. **Login to AccessPlus.** The ISU Alert and Emergency Contact links are located at the left hand side of the AccessPlus homepage.
2. On your “Home” tab, click “ISU Alert” in the left navigation column.
3. The subsequent page will display your current:
   - Phone number for voice alerts
   - Phone number for text alerts
   - E-mail address for e-mail alerts
4. Check your ISU Alert Information to make sure that it is accurate and that it includes the phone numbers and e-mail address that are most likely to reach you in an emergency.
5. If you don’t wish to receive one or more of the alerts (voice, text or e-mail), leave that item blank.
6. If you leave all sections blank, you WILL NOT receive any ISU Alerts in an emergency.

### EMERGENCY AND MISSING PERSON CONTACT INFORMATION

Used by ISU emergency personnel to let your contacts know if you are injured, become ill or are missing.

1. **Login to AccessPlus.** The ISU Alert and Emergency Contact links are located at the left hand side of the AccessPlus homepage.
2. On your “Home” tab click “Emergency Contact” in the left navigation column.
3. The subsequent page will display your current:
   - Emergency contact information for up to five individuals
   - Missing person contact information (first person on your contact list)
4. Add or change names, addresses, phone numbers and e-mail addresses for persons to be contacted in an emergency involving you.
5. Change the order of your contacts using the up/down arrows.
6. If you do not submit information, the University may not have anyone to contact in the event you have an emergency or are missing.

7. **Log out of AccessPlus**

Note: Changes made to your ISU Alert and Emergency Contact Information will take effect each evening (Monday through Friday, excluding holidays).
Whether you are a student, faculty/staff member or visitor at Iowa State, there may be times that you find yourself on campus late at night. Rather than walking alone to your car or residence hall room, call the DPS Escort Service at 294-4444. DPS personnel will escort you to your campus destination, either by walking or vehicle.

HELP IS AVAILABLE:
- ISU Counseling Service
  515-294-5056
- Office of Substance Abuse Prevention
  515-294-1174
- Alcoholics Anonymous
  515-232-8642
- Center for Addictions Recovery, Inc.
  515-232-3206
- Employee Assistance Program
  515-244-6090 or 1-800-327-4692
- ISU Police Division
  515-294-4428

PENALTIES FOR DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS IN IOWA

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>FINE</th>
<th>and/or JAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>$625—$1,250</td>
<td>48 hrs to 1 year</td>
</tr>
<tr>
<td>2nd</td>
<td>$1,875—$6,250</td>
<td>7 days to 2 years</td>
</tr>
<tr>
<td>3rd</td>
<td>$3,125—$9,375</td>
<td>30 days to 5 years</td>
</tr>
</tbody>
</table>

You drink, you drive, you lose. Designate a driver.
Iowa’s legal blood alcohol limit is .08.

It is the policy of Iowa State University and the Board of Regents, State of Iowa, to provide a drug-free working and learning environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by students and employees on property owned or leased by Iowa State University, or in conjunction with a university sponsored activity, is prohibited. The unauthorized possession, consumption and distribution of alcoholic beverages on campus grounds or within the university administrative, instructional and research facilities are prohibited. Consumption of alcoholic beverages is permitted in residence halls and other university affiliated housing according to policies established by those residence areas.

Violations of these policies will result in university disciplinary actions brought pursuant to the procedures and sanctions outlined in the Student Information Handbook and the University Policy Library. Additionally, violations of local, state and federal laws may be treated as violations of university regulations. Students may receive penalties that include education, evaluation and/or other sanctions from disciplinary probation to expulsion. If the student is living within the residence halls, Greek housing, or is an athlete, further sanctions may apply.

Staff and faculty may receive penalties that include referral for assessment/treatment, as well as other sanctions from probation to termination of employment. The ISU Police Division enforces laws regulating the possession, use, and sale of alcoholic beverages and illegal drugs including underage drinking. Alcohol and drug educational programs are offered by the Substance Abuse Program, Department of Residence, Police Division and other university program staff.

Your DPS escort will be in department uniform and/or show a picture ID.
Services are available only to or from University or Greek properties. The Safety Escort reserves the right to refuse escorts to persons who behave improperly or abuse the service.

SAFETY ESCORT

515-294-4444
Available 6 p.m. to 6 a.m.
when classes are in session
Crime Statistics

Reported by University Officials and Police Agencies

This chart depicts offenses reported to law enforcement agencies including the ISU Department of Public Safety, Ames Police Department, Story County Sheriff's Office and to any official of Iowa State University designated with significant responsibilities for student and campus activities (primarily through the Dean of Students and Department of Residence). These offenses are compiled as required by the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### Total Crimes Reported for

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>ISU Campus&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Non-Campus Building/Property&lt;sup&gt;2&lt;/sup&gt;</th>
<th>Public Property&lt;sup&gt;3&lt;/sup&gt;</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>(includes attempts)</td>
<td>Res&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Other</td>
<td>Res&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Other</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>1</td>
<td>3</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>5</td>
<td>2</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Burglary</td>
<td>41</td>
<td>2</td>
<td>31</td>
<td>5</td>
</tr>
<tr>
<td>Arson</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes (by category of prejudice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Gender</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Religion</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disability</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arrests</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>68</td>
<td>256</td>
<td>28</td>
<td>189</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>20</td>
<td>16</td>
<td>29</td>
<td>4</td>
</tr>
<tr>
<td>Weapon Law Violations</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Referrals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>709</td>
<td>1</td>
<td>797</td>
<td>1</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Weapon Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<sup>1</sup> 1998 legislation requires incidents occurring in residence halls be reported separately from other campus incidents. “Res” refers to crimes committed in university-owned housing structures while “Other” includes all other campus property owned or controlled by the university.

<sup>2</sup> Non-Campus Building or Property includes student organization property, Lake Okoboji Lakeside Laboratory, Teaching Farms, the ISU Research Park, and the Des Moines Higher Education Collaborative Center.

<sup>3</sup> Public Property includes property immediately adjacent to campus including some streets, parking lots, and sidewalks.

<sup>4</sup> Disciplinary Referrals are non-arrest complaints initiated for alleged misconduct by individual students and organizations that may constitute a liquor law, drug, or weapon crime.

About the Numbers — The numbers in the above table reflect only those required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. DPS collects additional crime information that is available on the DPS website or in response to requests for information. DPS monitors criminal activity reported to local police that may affect off-campus locations owned or controlled by officially recognized student organizations. Criminal activity for these locations is also included in the report. Statistics do not include privileged counseling or medical information from the Student Counseling Service or Thielen Student Health Center. Iowa State University does not have a voluntary confidential procedure for reporting crimes to law enforcement.
Iowa State University is committed to providing an environment free from sexual assault or abuse, sexual harassment, and other forms of sexual misconduct. Sexual assault is a crime under state law. It is also a serious violation of the university’s disciplinary regulations, faculty standards, and university employee policies.

If you or someone you know becomes a victim of sexual assault, seeking immediate assistance is strongly encouraged. Medical, law enforcement and advocacy personnel are available 24 hours a day—365 days a year. Services are provided free of charge and you will be treated with respect and compassion. Victims are never at fault.

Eleven service agencies in Story County have formed the Story County Sexual Assault Response Team (SART). Members include medical facilities, law enforcement agencies, advocacy and prosecution.

FREE Services for Sexual Assault Victims
24 hours a day - 365 days a year

MEDICAL
Mary Greeley Medical Center..............(515) 239-2011
Thielen Student Health Center........... (515) 294-5801
Planned Parenthood.......................(515) 292-1000

LAW ENFORCEMENT
ISU Police..................................(515) 294-4428
Ames Police.................................(515) 239-5133
Nevada Police.............................. (515) 382-4305
Huxley Police...............................(515) 597-2002
Story City Police.........................(515) 733-2646
Story County Sheriff’s Office............(515) 382-6566

ADVOCACY
ACCESS...............................29-ALERT or (515) 292-5378
(Assault Care Center Extending Shelter and Support)

PROSECUTION
Story County Attorney’s Office..........(515) 382-7255

Additional ISU Resources

Dean of Students Office—Staff can assist students by addressing concerns regarding housing, class assignments or schedules, leaves of absence, withdrawal or other academic issues. The staff will also assist the student in filing a formal complaint with the university and/or accessing other ISU and community resources.

Counseling—Students can receive counseling and support services through the Student Counseling Service located on the third floor of the Student Services Building. The SCS will also assist with referrals to available community services.
Campus Security Authority—Includes persons who have significant responsibility for student housing, student discipline and campus judicial proceedings, along with coaches and faculty advisors. Crimes reported to persons in CSA roles are included in campus crime statistics; however, these individuals are not required to reveal the identity of the reporting person.

University Judicial Process—The university is committed to using fair and prompt procedures when investigating and adjudicating reports of misconduct. Emphasis is placed on the rights, needs and privacy of the complainant, as well as the rights of the accused.

The university adheres to all federal, state and local requirements for intervention and crime reporting regarding sexual misconduct. For more information, go to:  
www.dso.iastate.edu/sexualmisconduct/

WHY SEEK HELP?

- To receive treatment for injuries and/or sexually transmitted infections, as well as to collect and preserve evidence. These medical examinations are provided without charge in the state of Iowa.

- To keep your available options should you decide to pursue legal recourse at a later date. Iowa law states that in many sexual assault cases, the statute of limitations is 10 years. Reporting the assault is not the same thing as filing charges.

- To prevent someone else from possibly becoming a victim. If warranted, the university can issue a timely warning. Also, information you provide may be helpful in solving other cases.

- To assist in the healing process. Acknowledging that you are not to blame for what happened and taking proactive steps is empowering.

Sex Offender Registry

Iowa law requires a person convicted of a sex offense crime to register with the sheriff in their county of residence, and, if the person attends or works for an institution of higher education, register with the sheriff in the county in which the institution is located.

To obtain information regarding registered sex offenders in Story County, contact the Story County Sheriff’s Office, 1315 South B Avenue, Nevada, Iowa 50201, or 515-382-6566.

To access the statewide sex offender registry, visit: www.iowasexoffender.com

For additional assistance, contact the ISU Police Division at 515-294-4428.

Stay Safe

Drug facilitated sexual assault is a growing problem on college campuses. Predatory drugs such as rohypnol (roofies), GHB and ketamine may be used to render a victim unconscious to aid in committing a crime. Most date rape drugs are placed into alcoholic beverages and often are undetected.

Although illegal drugs may be used to facilitate sexual assaults, the most common date rape drug is alcohol. Many assaults on college campuses involve the use of alcohol by either the perpetrator or the victim. Alcohol lowers inhibitions and reduces the ability to make clear decisions. According to Iowa Code 709.4, a person who is intoxicated does not have the ability to give consent to a sexual act.

CATALYST THEATRE COMPANY

A group of ISU students concerned about issues involving dating violence, sexual assault and stalking have come together to form the Catalyst Theatre Company. This group writes and presents real life scenarios, using interactive theatre techniques to educate incoming students. To become involved with this group or obtain more information, call the Prevention Services Office at the Thielten Student Health Center at 515-294-1868.

- The accuser and the accused are entitled to equal opportunities to have others present during a disciplinary proceeding.

- The accuser and the accused shall be informed of the outcome of any disciplinary proceeding.

- Sanctions that may be imposed following final determination of a disciplinary proceeding regarding sexual misconduct include: suspension; education; and/or dismissal from the university.
Educational Sessions Available

Iowa State University Police are dedicated to protecting the safety, health and well being of students, staff and faculty. We do this by combining enforcement with crime prevention programming and outreach services. DPS is committed to building personal and close working relationships with individuals and departments across campus. These valuable relationships enable officers to disseminate safety and crime prevention information to community stakeholders, then receive information and feedback from our community. It is through this sharing of information that police and community members actively partner to increase public awareness and to implement preventative crime reduction measures on our campus.

It is the responsibility of the Outreach Services Unit to provide community programming in:
- Personal safety
- Crime prevention
- Alcohol awareness
- Sexual assault
- Workplace safety
- Self-defense
- Citizen Police Academy

The programming goal is to empower our community with information that is beneficial and that emphasizes individual responsibility for personal and community safety and security. More than 6,670 students, faculty and staff have been reached annually through these programs.

For more information about scheduling any of the above programs, contact Sergeant Elliott Florer at 515-294-4044.

Maintaining Campus Facilities

Iowa State University is committed to campus safety and security. Exterior lighting and landscape control is critical to that commitment. Departmental representatives from various organizations conduct annual security safety walks to ensure campus lighting is adequate and the landscape is controlled appropriately. DPS personnel routinely check lighting on campus as part of their patrol duties. If a light is not functioning, the officer initiates a work order, which is completed by a FP&M employee, usually within 24 hours or the next business day. ISU community members are encouraged to report any lighting deficiency or other campus safety concern to the Facilities Planning and Management (FP&M) Service Center at 294-5100.

Community Service Officers check exterior building doors during their evening shifts to ensure locking mechanisms are working properly. Defective locks are reported to the FP&M Service Center at 294-5100. Community members who encounter faulty locking mechanisms should phone the FP&M service center or ISU Police to ensure prompt repair or replacement of the lock.

Maintenance staff are available to respond to calls for service regarding unsafe conditions. Call 294-5100 to report any concerns.
**Important Safety Tips**

**Avoid walking alone at night.** Stay in a group, use the buddy system or call for a Safety Escort (294-4444).

**Be aware of your surroundings.** Avoid poorly lit areas and locations that have hiding spots. If you feel you are being followed, change direction and walk toward a populated area.

**Attract attention.** If you are in trouble, get help any way possible — scream or yell for help. Shout “Call 911!”

**Always lock your doors** — even if you’re just walking down the hall or to the restroom. It takes only a moment for someone to enter your living area to steal or to assault if doors are unlocked.

**Use lockers** — at recreation facilities and lock them. Theft of backpacks and gym bags is one of the most common crimes reported to ISU Police.

**Register your bike** — it’s free, and can be done online at [www.parking.iastate.edu](http://www.parking.iastate.edu) or at the DPS Parking Office (room 27 Armory Building), Ames City Hall, the University Bookstore or local bike shops.

**Call the Parking Division 294-4444 to arrange for assistance**

- Hours of Operation:
  - 7:30 a.m. to 3:00 a.m. Mon—Thurs
  - 7:30 a.m. to midnight Friday
  - 5:00 p.m. to midnight Sunday
  (Hours are for fall and spring semesters when classes are in session. Summer hours may vary.)

**Services are only available on University or Greek properties.**

**Services include:**
- Jump start.
- Jacks, lug wrenches or other tools needed to change a flat tire.
- A ride to and from the nearest service station for assistance in getting fuel.
- A shovel to allow you to scoop snow.

**Do not carry** extra credit cards, social security card, birth certificate or passport in your purse or wallet except when needed.

**Personal checks — Do NOT** include your social security number on your check. Use your initials and last name. If possible, use a PO box instead of a street address.

**Never provide** your credit card number or other personal information over the phone.

A daily crime log is maintained by ISU Police that lists the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if known at the time the log is created. The log is available for public inspection at 55 Armory Building or at [www.dps.iastate.edu](http://www.dps.iastate.edu). The department posts specific incidents in the daily log within two business days of receiving a report of an incident and reserves the right to exclude certain reports from the log if doing so would jeopardize investigative efforts or create an additional threat to the reporting party.
Fire Education & Training Programs

The ISU Department of Residence (DoR) maintains a fire safety program consisting of fire drills, emergency evacuation plans, fire extinguishers, emergency generators, smoke/heat detectors, sprinkler systems, and life safety inspections. Specifics of the DoR program are on the Fire Safety website:

http://www.housing.iastate.edu/safety/fire.html.

Residence life staff provide fire extinguisher training and review evacuation plans with student communities.

Environmental Health and Safety maintains the ISU fire safety program. Workplace fire prevention is the responsibility of all workers, students, and visitors to Iowa State facilities. Specifics of the EH&S program are outlined at the following Fire Safety website:

http://www.ehs.iastate.edu/publications/miscdocs/fireprogram.pdf

All employees and students must be familiar with and understand fire safety issues as presented in the following University policy and publications:
- Fire Safety Policy
- Fire Safety Guidelines
- Fire Safety and Extinguisher training

The Fire Safety and Extinguisher Training course is offered four times per year by EH&S. This course instructs participants in selecting and using the proper type of fire extinguisher. Participants will also learn the proper actions to take in the event of a fire.

Fire Statistics

<table>
<thead>
<tr>
<th>Iowa State University</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Fires</td>
<td>4</td>
</tr>
<tr>
<td>Cause of Fires</td>
<td>Two caused by overheating food; One caused by blankets placed on stove; One was set using lighter fluid</td>
</tr>
<tr>
<td>Fire Related Injuries</td>
<td>0</td>
</tr>
<tr>
<td>Fire Related Deaths</td>
<td>0</td>
</tr>
<tr>
<td>Total Value of Property Damage From Fires</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

For purposes of including fire statistics in the annual ISU Fire Safety Report, students and employees should report any fire that occurs to:

Dave Bunker  
Safety Coordinator  
ISU Department of Residence  
294-2927  
dbunker@iastate.edu

James Gunning  
Health and Safety Section Manager  
ISU Environmental Health and Safety  
294-1899  
jlgunni@iastate.edu

The ISU fire log is available at:

1. **Alarm Systems** means a combination of automatic smoke and/or heat detection heads, horns, strobes and electronic relay panels that alert residents and the Ames Fire Department to the presence of a fire. Single station smoke detectors are located in every student room and also in all of the Department of Residence apartments. Some of the smoke detectors in student rooms are hard wired into the fire alarm system while others are battery operated. Batteries are changed twice a year (at the start of each semester) by Residence Department staff. Heat and smoke detectors are located throughout all of the Residence Halls and dining facilities.

2. **Alarm pull stations and fire bells or horns** are located in hallways and other common areas throughout the Residence Halls. A building’s fire alarm will sound when an alarm station is pulled. The alarm signal is transmitted to the Department of Residence Service Center and ISU Police. ISU Police dispatch will process the signal and then contact the Ames Fire Department and request that they respond to the building in alarm. Automatic fire alarms are similar in their procedure for emergency response. When a heat or smoke detector is activated automatically, the Service Center and ISU Police are notified electronically through Metasys. ISU Police will then contact the Ames Fire Department for response. ISU Police Officers will also oftentimes respond and be onsite when a building is in alarm. Alarm systems are inspected and tested twice annually by a certified firm alarm inspection company.

3. **Designated rooms** in the Residence Halls are equipped with **assistive devices** such as bed shakers, or strobe lights for students with a disability or physical impairment. These devices are wired into the fire alarm system and will activate when the building goes into alarm. When the buildings alarm system is temporarily out of operation, a fire watch (walking patrol of the building staff with air horns and radios to warn residents of a need to evacuate) is maintained until the system is restored.

4. **Fire extinguishers** are located throughout the residence halls and are inspected and maintained yearly by ISU Environmental Health and Safety. The Iowa State University Fire Extinguisher Policy is located at: [http://policy.iastate.edu/policy/extinguishers/](http://policy.iastate.edu/policy/extinguishers/)

5. **Sprinkler Systems** are inspected quarterly by a certified building sprinkler inspection company. Hood suppression systems that are located in the kitchens for ISU Dining and Residence Hall kitchenettes are inspected twice a year. Residents are reminded to not hang items from sprinkler heads in their rooms.
Fire Drills at ISU

The Department of Residence conducts fire drills at the beginning of each semester in all Iowa State University residence halls. Fire drills are announced through postings and at house meetings. The Department of Residence policy handbook states: “You and your guests are required to evacuate the building when a fire alarm is sounded, and reenter the building only when the fire department staff gives permission to do so. Failure to do so endangers not only you, but residence and fire department staffs as well. If you (or your guests) do not evacuate the building when the fire alarm sounds, or if you (or your guests) re-enter the building before permission has been granted, you will be held accountable through the judicial system.”

Prohibited Items in Student Housing Units

**Prohibited Items:**

- **Flammable Liquids**—Because of the safety hazards they represent, the use or storage of flammable/toxic fluids and chemicals is prohibited.

- **Candles and Open Flames**—For safety reasons, candles (with or without wicks) and other open flame devices are not permitted in the residence halls. The university policy on candles and open flames is located at:
  
  [http://policy.iastate.edu/policy/candles/](http://policy.iastate.edu/policy/candles/)

- **Appliances and Electrical Cords**—Due to fire and sanitation hazards, space heaters, halogen torchiere lamps, sun lamps, and air conditioners may not be used in student rooms. ISU Environmental Health and Safety information on the danger of halogen torchiere lamps is located at:
  

- **No lights, ceiling fans or other electrical appliances** are to be hung on ceilings or interior walls.

- **Extension cords that are used** as permanent wiring are not permitted. Multiple receptacle plates that fit into wall outlets are not recommended. **Note:** **Extension cords with built-in circuit breakers are recommended.**

- **Smoke or fog machines** may not be used anywhere within the residence halls.

**No Smoking**

Smoking of cigar, cigarette, pipe, or other tobacco products is not allowed on the grounds of Iowa State University including all residential housing units. The Iowa State University smoke free campus policy is available at:

[http://www.policy.iastate.edu/policy/smoking/](http://www.policy.iastate.edu/policy/smoking/)
Emergency Evacuation Maps are posted throughout the residence halls near elevators and entrances and show stairwells and exits. Residents are expected to learn the location of the exit stairwells and doors and plan more than one exit route.

Emergency Evacuation Procedures

In the event that a fire alarm sounds in your building, please DON'T PANIC. Fire and evacuation alarms are intended to alert building occupants that a fire or other life-threatening situation exists. Upon hearing the alarm, everyone should calmly leave the building immediately using the following procedures:

- **Exit your room**, closing and locking your room door behind you.
- **Leave the building** immediately. Use the stairs if you are on an upper floor. Do NOT USE THE ELEVATORS.
- **Keep low** if there is smoke in the air. Smoke heat and toxic gases normally rise to the ceiling.
- **Check all closed doors** for heat prior to opening. If a door knob is hot, the door should NOT be opened.
- **Assemble a safe distance** from the building (at least 150 feet).
- **Do not block** emergency response personnel and equipment from entering the building.
- **Try to account for residents and staff** known to have been in the building.
- **Provide fire location and information** to fire and rescue personnel.
- **Do NOT re-enter** the building until the fire department has declared the building safe.
- **Bright orange Fire/Emergency/Tornado procedure stickers** are located on all student room doors in the Residence Halls, Frederiksen Court and Schilletter and University Village Apartments.

Other Emergency Planning Tips

- Practice what to do in an emergency before one happens.
- Participate in fire drills to help people prepare for an evacuation.
- Know where the nearest fire extinguisher is located and how to use it.
- Know where the nearest fire alarm station is located.
- Know the proper evacuation methods for disabled persons.
- Know primary and secondary evacuation routes.

ISU Plans for Future Improvements In Fire Safety

The Department of Residence (DoR) is committed to providing safe and code compliant facilities for our residents, staff and guests. For the past five years, the DoR has committed extensive efforts and financial resources to complete numerous capital life safety projects within our facilities. As indicated on the Campus Housing Unit Table, the Department of Residence plans to complete installing sprinkler systems in all residence halls by 2017. New buildings and major additions constructed at Iowa State University will incorporate sprinkler systems and standpipes as outlined in the International Fire Code section 903 and NFPA 13.
# Important Phone Numbers

We recommend you keep the following phone numbers readily available for your use.

## CAMPUS NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMERGENCY</strong></td>
<td>911</td>
</tr>
<tr>
<td>ISU Police (General)</td>
<td>515-294-4428</td>
</tr>
<tr>
<td>ISU Parking</td>
<td>515-294-3388</td>
</tr>
<tr>
<td>HelpVan or Safety Escort</td>
<td>515-294-4444</td>
</tr>
<tr>
<td>Dean of Students Office</td>
<td>515-294-1020</td>
</tr>
<tr>
<td>Residence Life</td>
<td>515-294-6428</td>
</tr>
<tr>
<td>Thielen Student Health Center</td>
<td>515-294-5801</td>
</tr>
<tr>
<td>Women’s Center</td>
<td>515-294-4154</td>
</tr>
<tr>
<td>Student Counseling Service</td>
<td>515-294-5056</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety - Fire Safety Office</td>
<td>515-294-5359</td>
</tr>
</tbody>
</table>

## OFF CAMPUS NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ames Police Department</td>
<td>515-239-5133</td>
</tr>
<tr>
<td>Story County Sheriff’s Office</td>
<td>515-382-6566</td>
</tr>
<tr>
<td>Ames Fire Department Headquarters</td>
<td>515-239-5108</td>
</tr>
<tr>
<td>Sexual Assault Response Team (SART)</td>
<td>515-292-5378</td>
</tr>
<tr>
<td>Assault Care Center (ACCESS)</td>
<td>515-292-5378</td>
</tr>
<tr>
<td>Mary Greeley Medical Center</td>
<td>515-239-2155</td>
</tr>
<tr>
<td>Planned Parenthood of the Heartland</td>
<td>515-292-1000</td>
</tr>
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</table>

## DEPARTMENT OF PUBLIC SAFETY STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry Stewart—Director and Chief of Police</td>
<td>515-294-6762</td>
</tr>
<tr>
<td>Rob Bowers—Associate Director and Deputy Chief of Police</td>
<td>515-294-5787</td>
</tr>
<tr>
<td>Mark Miller—Assistant Director and Parking Manager</td>
<td>515-294-1987</td>
</tr>
<tr>
<td>Steffani Simbric—SART Coordinator</td>
<td>515-294-3116</td>
</tr>
<tr>
<td>Aaron DeLashmutt—Investigations</td>
<td>515-294-7166</td>
</tr>
<tr>
<td>Carrie Jacobs—Threat Assessment and Management</td>
<td>515-294-9848</td>
</tr>
<tr>
<td>Elliott Florer—Programming</td>
<td>515-294-4044</td>
</tr>
<tr>
<td>Laurinda Smith—Get A Grip Program</td>
<td>515-294-8760</td>
</tr>
<tr>
<td>Elizabeth Morse—Records</td>
<td>515-294-9239</td>
</tr>
<tr>
<td>Marie Carlson—Dispatch Coordinator</td>
<td>515-294-4495</td>
</tr>
</tbody>
</table>

Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Any persons having inquiries concerning this may contact the Director of Equal Opportunity and Diversity at 515-294-7612.