INTRODUCTION

The Department of Public Safety is responsible for maintaining a safe environment on the properties of the University of Michigan-Flint. The department’s primary goals are:

- To prevent crime on campus
- To protect and assist students, faculty, staff, and visitors to the campus with security related problems

These goals are attained through selective hiring, intensive training, providing impartial service, and enforcing the policies of the university and all local, state, and federal laws. The Department of Public Safety is dedicated to the highest professional and ethical standards, which are upheld through a commitment to safety, courtesy, and excellence.

The department does everything in its power to attain these goals, but your help is needed. Always be aware of your surroundings. Your awareness is our most powerful crime prevention tool. Report all suspicious persons or activities to the department, no matter how minor you perceive the situation. If you are a victim of a crime, immediately contact the Department of Public Safety at 762-3333 or 911 to report the incident. The department is available to assist you 24-hours-a-day, seven-days-a-week. Visit our World Wide Web site at:

www.umflint.edu/safety

This handbook details the many services available to you and provides a reference to issues of campus safety and security. There are several other resources, including the University of Michigan Standard Practice Guide and the Statement of Student Rights and Responsibilities, which discuss various issues pertaining to students, faculty, and staff.

Welcome to the University of Michigan-Flint!
On behalf of the members of the Department of Public Safety (DPS), I am pleased to present this report. Once again, I want to recognize and acknowledge Sgt. Allen Cozart who serves as the University’s Clery Compliance Officer. Sgt. Cozart’s attention to detail and commitment to quality is evident throughout this report.

The DPS is a professional, full-service law enforcement agency with the responsibility to provide police services to our campus community 24 hours a day and 365 days a year. We are committed to establishing a partnership with the community to address safety concerns, reduce crime and improve quality-of-life.

This report is part of our on-going effort to inform you of the safety programs and services available to the University of Michigan-Flint community, the crimes that are reported to our police and security personnel, and the steps you can take to maintain a safe and secure campus. It also is provided as our compliance document as called for under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as well as the annual Fire Safety Report as required by the Higher Education Opportunity Act.

The Department of Public Safety takes the commission of crimes against our students, faculty, staff and a visitor seriously and aggressively responds to and investigates reported crimes. We collaborate with other law enforcement agencies and campus groups to reduce crime on campus.

We have a number of programs that continue to enhance the security and safety of our campus community. We offer free educational opportunities such as but not limited to Rape Aggression Defense training (RAD), alcohol awareness sessions, active shooter and lockdown educational sessions and bicycle/pedestrian safety classes. We are committed to engaging our community and our department has taken a leadership role in sponsoring and organizing events such as Touch-A-Truck and a three on three “Stop the Silence” basketball tournament. We welcome you to visit our department website and consider participating in one of our personal safety sessions or community events.

Prevention is the best remedy for crime; therefore, all of us must ensure that our persons and property are secure and protected. Our goal is to develop and maintain a responsible, vigilant and caring population of involved people who report suspicious and unlawful behavior immediately to the DPS. Join the effort to help keep our campus safe and report criminal activity and suspicious behavior. Safety is everyone’s responsibility.

Stay Safe and Go Blue!

Sincerely,

Raymond Hall
Chief of Police
raydhall@umflint.edu

Website: www.umflint.edu/safety
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EMERGENCY SERVICES

The Department of Public Safety maintains a communications office, open 24-hours-a-day, seven-days-a-week, at the visitor’s entrance to the Mill Street Parking Deck. The administrative office is located in the Hubbard Building and is open Monday through Friday during regular office hours. The department patrols campus buildings, parking lots, ramps, and all other campus grounds. Patrols are conducted by officers on foot, in motor vehicles, bicycle, or carts. The patrols are supplemented by closed circuit television cameras strategically located throughout campus. Patrols of the campus are conducted 24-hours-a-day, seven-days-a-week.

The department maintains security and police employees on the staff. The security employees assist with the many service functions of the department and the prevention of crime through patrols and preventive techniques. The police employees are deputized as sworn, licensed police officers who enforce laws and make arrests when a situation calls for such action.

The University of Michigan-Flint has a written Memorandum of Understanding with the City of Flint Police Department.

When a UM-FLINT student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Flint Police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus.

Phone Numbers

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<tr>
<th>Service</th>
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<tr>
<td>Police, Fire, Medical Emergency</td>
<td>911 (emergency only)</td>
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<tr>
<td>UM-Flint Department of Public Safety</td>
<td>311 (on campus) or (810) 762-3333 (non-emergency)</td>
</tr>
<tr>
<td>Flint Police Department</td>
<td>911 or (810) 237-6870 (off-campus complaints)</td>
</tr>
<tr>
<td>Flint Fire Department</td>
<td>(811) (emergency)</td>
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Sexual Assault Prevention, Awareness and Support:

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<td>Women’s Educational Center</td>
<td>(810) 237-6648</td>
</tr>
<tr>
<td>Y.W.C.A.</td>
<td>(810) 238-SAFE</td>
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</table>

Note: Dialing 911 from an university phone will connect you with the Department of Public Safety. Dialing 911 from a pay telephone or cell phone will connect you with Genesee County Central Dispatch or the Flint Police Department. “University phone” does not refer to all phones within the confines of the University of Michigan-Flint. It refers only to those phones that are connected to the university’s central telephone network. University phones do not require the dialing of the first two digits for calls made within the university, and do require dialing “nine” prior to making a call to a location outside of the university. Emergency telephones are described in more detail (page 25).

REPORTING PROCEDURES

Students, faculty, staff, community members and guests are encouraged to contact the Department of Public Safety to accurately and promptly report criminal activity or other emergencies on campus. In response to these reports, an officer will be dispatched, the incident will be documented, and the department will conduct an investigation. The investigation will allow the department to prevent future incidents by processing the guilty party through the appropriate system, either the university or court, and to plan for prevention of further occurrences. The incidents documented by the department will be forwarded to the Michigan State Police to be included in the computation of statistical information collected through the Uniform Crime Reporting System. This information is then forwarded to the Federal Bureau of Investigation for the compiling of federal statistics.

Crimes should be reported to the Department of Public Safety for inclusion in the annual security report and to aid in providing timely warning notices to the campus community. Campus crimes, arrest and referral statistics include those reported to DPS, designated campus officials (including but not limited to directors, deans, department heads, human resources staff, judicial affairs, advisors to students/student organizations, athletic coaches), and law enforcement agencies.
REPORTING PROCEDURES - continued

If you witness a crime, suspicious person, or suspicious incident contact the department at once. Your awareness and input are essential to campus crime prevention.

If an incident occurs off campus, the department will assist you in contacting the appropriate agency. The department prepares written reports for all criminal activities, as well as written reports for vehicle and personal accidents. Copies of incident reports, for insurance purposes, may be obtained from the administrative office of Public Safety. The Department of Public Safety is designated as the department responsible for compiling data for the Clery Act report.

The University of Michigan-Flint will, in an effort to provide timely notice to the UM-Flint community, provide an alert in the event of serious criminal incident which may pose a serious or on-going threat to members of the community. This includes any Clery Act crimes which are considered to represent a serious or continuing threat to students and employees.

Typically, timely warnings (Crime Alerts) are written by the Director of Public Safety, or designee and they are approved and distributed by the office of University Relations.

Timely warnings (Crime Alerts) will be distributed to the UM-Flint community via email, postings on bulletin boards and exterior building doors, social media or person to person, depending on the seriousness of the incident. Updates to any particular case which warranted a timely warning may be sent via email or social media.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the website address to access this report. Copies of this report also may be obtained at the Department of Public Safety in the Hubbard Building at 602 Mill St. or by calling (810) 762-3335. All prospective students and employees are informed in application and/or orientation packets of the report’s existence and the website address where it can be found.

Voluntary Confidential Reporting and Anonymous Reporting Procedures

Information on criminal activity may be reported anonymously by calling the University of Michigan’s Anonymous Tip Line at 1-800-863-1355. Crime Stoppers also has a Flint area police tipline at (1-800) 422-5245.

All reports will be investigated. Because police reports are public records under state law, DPS cannot hold reports of crime in confidence.

Campus “Professional Counselors” such as Counseling, Accessibility, and Psychological Services (CAPS) staff, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the Annual Security Report. However, as a matter of policy, they are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. A professional counselor is defined as an employee whose official responsibilities include providing psychological counseling to members of the University community and who is functioning within the scope of his or her license or certification or under the supervision of a professional counselor.

Persons who are victims of a crime and do not want to pursue action within the University system or the criminal justice system still may want to consider making a confidential report. With permission, the Director of DPS or his designee can file a report on the details of the incident without revealing a victim’s identity. The purpose of a confidential report is to comply with the victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. These confidential reports of crimes can be given to any Campus Security Authority, such as a University Housing staff member, coach, Division of Student Affairs staff,
REPORTING PROCEDURES - continued

Ombudsman, human resources staff, and advisors to students and student organizations. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution, however, identifying information remains anonymous.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” requires colleges and universities to distribute an annual report to all current students and employees. The report must also be provided to any prospective student or employee upon request.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the University of Michigan-Flint; and on public property within, or immediately adjacent to and accessible from the campus. The Public Safety website is located at www.umflint.edu/safety and the annual security report can be located at http://www.umflint.edu/safety/documents/CampusSecFireSafetyReport2011-web.pdf. The Department of Public Safety maintains a daily crime log that records criminal incidents reported to us. This log is available for inspection at the Public Safety dispatch office located in the Mill Street parking structure.

POLICIES FOR PREPARING ANNUAL CRIME STATISTICS

The chart on page 8 contains the number of reported crimes on the campus for the past three years. The statistics are for the calendar year January 1 to December 31 except where noted. The procedure for gathering annual crime statistics involves collecting reports of crime from the Department of Public Safety, local police, the Office of Student Life and campus security authorities for buildings owned or controlled by the University of Michigan-Flint and used for educational purposes.

The department maintains a liaison with the City of Flint Police Department to obtain and record incidents reported through the City of Flint Police Department that occurred on property owned or controlled by UM-Flint.

The department includes security considerations in the maintenance of campus facilities via regular communications with Facilities & Operations. The campus is maintained in a manner to minimize hazardous situations. The Department of Public Safety communicates physical safety concerns such as burned out lights or malfunctioning door locks to Facilities and Operations.
U of M-Flint
Clery Act Reporting
Boundary Map
### CRIMINAL OFFENSES - MAIN CAMPUS

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<th>Offense</th>
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*This column is a subset of on-campus property statistics.

No reported Hate Crimes for 2010 and 2012. One hate crime reported for 2011 related vandalism characterized as ethnically based was reported on Campus Property.

These statistics include all attempted and completed offenses. Public Property crimes include statistics received from the City of Flint P.D. Registered sexual offender information is available through the Michigan State Police website located at www.mipsor.state.mi.us/
CRIME 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.

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.

Simple Assault (Non Aggravated)
Simple assaults, Not Aggravated, includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries.

Burglary
The unlawful entry of a structure to commit a felony or theft.

Larceny
The unlawful taking, carrying, leading, or riding away property from the possession, or constructive possession of another person.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle.

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

Homicide
Includes murder, negligent and non-negligent manslaughter.

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

Sex Offense-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.

Sex Offense-Nonforcible
Unlawful, non forcible sexual intercourse. (Incest and Statutory Rape)

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

Liquor Law Violation
The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
CRIME DEFINITIONS (1) - continued

Weapons Possession

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.


SAFETY TIPS

The Department of Public Safety offers the following safety tips:

• If possible, avoid studying alone. Always let someone know where you are and an approximate time when you will be finished.
• Keep your purse in a locked cabinet or locker. Never place your valuables in a highly visible area.
• Keep your personal belongings in view at all times. Never leave them, even for a moment, to use the restroom or get a drink.
• Never prop open doors, especially fire doors.
• If you observe an individual in the improper restroom, leave immediately and notify Public Safety.
• If you observe a suspicious person, report it to the Department of Public Safety.
• Always walk with another person. Never walk alone to your car at night. If a classmate is not available, call the Department of Public Safety and request an escort.
• Learn the locations of the blue light emergency telephones on campus.
• Walk on designated walkways that are well lit. Report poor lighting to the Department of Public Safety. Avoid shortcuts through the park, vacant lots, and other deserted places.
• Know the location of the Department of Public Safety and other safe areas.
• If you suspect that you are being followed, turn or cross the street. If you are being followed, use a blue light emergency phone or campus phone to call the Department of Public Safety. Find a safe area to proceed to, such as an office, highly visible area, or a place where there are people who can see you.
• Do not leave valuables, like your wallet, purse, or radar detector, in open view. Conceal or leave the items in a safe place, such as in a locker or trunk of your car.
• Do not give your keys away. Keys can be duplicated. Always keep your keys in your possession. Engrave valuables with your name and/or driver’s license number. University property should have serial numbers recorded and possess a university inventory tag.
• Require photo identification from maintenance and utility workers prior to allowing them access to your house or office. Verify that the workers have authorization to remove items from the office or your home.
• Report all thefts immediately.
• Keep police and fire emergency numbers near your phone.
• Do not let a stranger into your house, even if the stranger states that it is an emergency. Instead, offer to make a call for help.
• Be alert and aware of your surroundings when walking outdoors.
SAFETY TIPS - continued

• Purses should be carried close to the body and secured under one arm, not swung from the strap.
• Do not walk, jog, or run alone, especially after dark.
• Do not hitchhike.
• Leave a light on at home when you are away. An inexpensive timer on several lights could discourage a break-in.
• Make arrangements with your neighbors or other neighboring office staff when you will be away from your home or office. Ask them to keep an eye on the place. Arrange for someone to retrieve your mail and discontinue newspaper delivery until you return.
• Transfer telephone calls to a neighbor or friend.
• Walk with confidence. Show that you are aware and in control. Body language works!

ALCOHOL AND DRUG PREVENTION POLICY *

The University of Michigan-Flint is committed to providing a safe, healthy learning community for all its members. The University recognizes that the improper and excessive use of alcohol and other drugs may interfere with the University’s mission by negatively affecting the health and safety of students, faculty and staff. Problems such as vandalism, assault, harassment, and disruption of sleep and study space increase in relation to misuse. It is due to the harm caused by excessive and illegal use that the University has a vested interest in establishing policies to prohibit unlawful behavior, and sanctions to address policy violations by members of the UM-Flint community.

Under the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1991, the University is required to have an alcohol and other drug policy and distribute this policy annually to all employees and students. This policy must outline the University’s prevention, education and intervention efforts, and consequences that may be applied by both the University and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

Alcohol and Other Drugs Policy

Employees, students, and campus visitors may not consume, possess, distribute, or be under the influence of non-prescription drugs and/or alcoholic beverages on University property, with the following exception:

1. University functions at which use of alcohol is approved.

Michigan law prohibits the dispensing, selling or supplying of drugs or alcoholic beverages to a person under twenty-one years old. While on University property all individuals are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of illegal drugs or engaging in improper self-medication.

All members of the campus community are also governed by laws, regulations and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.
ALCOHOL AND DRUG PREVENTION POLICY - continued

Alcohol and Other Drug Prevention Program
Changing the community culture from one that is indifferent to, or tolerates, the harm caused by excessive and illegal use, requires participation by all members of the community. The University of Michigan-Flint has a comprehensive substance abuse prevention program, which utilizes nationally recognized best practices. These practices are employed in order to actively promote an environment that discourages the harmful abuse of alcohol and other drugs, and strives to prevent subsequent negative outcomes. Strategies that are utilized include: informing students about alcohol and other drug policies, and possible consequences for policy violations; educational media campaigns, promoting legal, moderate use; providing information to student’s parents about alcohol issues on campus during parent orientation; facilitating various education, skill building, and intervention programs to assist students in gaining knowledge and skills; and providing resources and support for students who seek treatment services. For more information please contact the Assistant Vice Chancellor for Student Affairs at 762-3456.

Health Risks
The use or abuse of alcohol and other drugs increases the risk for a number of health related and other medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease; contracting diseases such as AIDS, through sharing of hypodermic needles; pregnancy problems including miscarriages, fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking which may result in physical or emotional injury or death; violent behavior towards others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest, traffic accidents, injuries and fatalities; negative effects on academic work performance; conflicts with co-workers, classmates, family, friends and others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems including imprisonment.

Counseling and Treatment Programs
The University of Michigan-Flint encourages individuals with alcohol or other drug-related problems to seek assistance.

Students
The Campus Counselor (810-762-3456) can provide information on local, state, and federal resources available for those seeking assistance.

Faculty and Staff
The University of Michigan encourages individuals with alcohol or other drug related problems to seek assistance. For information on confidential, no cost services through the University’s Faculty and Staff Assistance Program (FASAP), please contact Human Resources at 762-3150 (Flint Campus).

Alcohol and Other Drugs Policy and Student Organizations
The University of Michigan-Flint expects each student organization to promote behavior that is consistent with this Policy. Student organizations will be held to the highest standards and will be expected to comply with all federal, state and local laws, thus minimizing criminal and civil liability to the organization and its members, while helping to assure the personal safety and welfare of its members and guests.
ALCOHOL AND DRUG PREVENTION POLICY - continued

The following guidelines are recommended:

1. It is illegal for student organizations to sell alcohol in the state of Michigan. Student organizations can significantly improve personal safety and reduce liability by not providing alcohol to any person.

2. If alcohol is to be present at an organization-sponsored activity, the organization can provide for the safety of its members and reduce its liability if:
   a. Alcohol is not the focus of the event;
   b. Attractive alternative beverages are provided;
   c. Procedures are in place to prevent service or sale to persons under the legal age of 21;
   d. Alcoholic beverages are not purchased with organization funds nor with the contributions of individual members;
   e. Alcohol is not served from common or self-serve containers;
   f. Service complies with this Policy, as well as the rules of the facility;
   g. Designated non-drinking hosts are assigned to attend the event.
   h. Alternative transportation (taxi service) is made available to attendees who may be intoxicated.

If alcohol is to be present at an event, the preferred method of serving alcohol is to use a caterer or hold the event at a site provided by a vendor who is licensed to sell and serve alcohol. If these methods are not possible, the next best option is to request that guests of age bring a reasonable and limited amount of alcohol that only they will personally consume at the event. Schools, departments, units and administrative offices as appropriate are expected to encourage student organizations’ compliance with these expectations and recommendations.

University Sanctions

Students: The University has established expectations for non-academic student conduct under the Statement of Student Rights and Responsibilities. The illicit use of alcohol and other drugs is considered misconduct and subject to disciplinary action:

- Illegally possessing or using alcohol
- Illegally distributing, manufacturing, or selling alcohol
- Illegally possessing or using drugs
- Illegally distributing, manufacturing, or selling drugs

(https://www.mflint.edu/dsa/images/StudentRightsBro.pdf) is administered by the Division of Student Affairs (DSA). Sanctions cover a wide range of educational assignments and obligations, including but not limited to suspension and/or expulsion from the institution. The Assistant Vice Chancellor for Student Affairs oversees conduct and hearing processes as outlined in the Statement of Student Rights and Responsibilities.

Academic units of the University may also have written or implied policies concerning management of alcohol use and their response to the illicit use of alcohol and other drugs in the academic setting. Students are expected to know and understand these additional policies and abide by them.

Student Organizations: Policy violation by student organizations will be handled through the student organization judicial process administered through the Office of Student Life.

Staff and Faculty: Sanctions for violations by faculty and staff are governed by policies within individual departments and any applicable guidelines set by University regulations (Regents’ Bylaw 5.09, Standard Practice Guide 201.12), appropriate collective bargaining agreements, and other applicable policies or
ALCOHOL AND DRUG PREVENTION POLICY - continued

procedures. Appropriate sanctions may include: verbal or written warnings, a mandated rehabilitation program, probation, suspension, and termination. In each case there are likely to be different circumstances that are relevant for understanding the situation and determining the appropriate sanction.

Students/Faculty/Staff and Student Organizations: Unlawful possession, manufacture, use, or distribution of alcohol or illicit drugs by faculty, staff, or students on University property or as a part of any University activity may lead to sanctions within the University, the severity of which shall increase as the seriousness of the violation increases. Sanctions include:

- A verbal or written reprimand;
- Completion of an appropriate rehabilitation program;
- A disciplinary warning, with notice that repetition of the offense or continuation of the offense may result in a more serious sanction;
- Suspension from the University (student) or from employment (employee) or from a specified University activity or facility for a fixed period of time or until completion of specific conditions, such as completion of an appropriate rehabilitation program;
- Expulsion from the University (student) or termination of employment (faculty or staff); and/or
- Other appropriate sanctions.

External Sanctions
Federal laws impose significant criminal penalties for the unlawful possession, use, manufacture or distribution of alcohol and illicit drugs. These penalties include fines and/or imprisonment.

Alcohol: Under Michigan law it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. A first time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings. There is also a provision for possible imprisonment or probation for a second or subsequent offense. Use of false identification by minors in obtaining alcohol is punishable with a fine, loss of driver’s license, probation and community service.

Individuals can be arrested/convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. If a student is under 21, there is a “zero tolerance” law in the state of Michigan and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) ticket and as well as being cited for operating a vehicle while intoxicated. This is in addition to suspension of driving privileges in the state of Michigan.

Drugs: Unlawful possession, use, or distribution of alcohol or illicit drugs may lead to a referral to the appropriate local, state, and/or federal authorities for prosecution for a misdemeanor or a felony, depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment.

The illegal sale, possession and use of alcoholic beverages are prohibited on campus and in UM-Flint facilities. The Department of Public Safety officers enforce State underage drinking laws and local ordinances on campus. The possession, use and sale of illegal drugs are prohibited on campus and in UM-Flint facilities. The Department of Public Safety officers enforce State and Federal drug laws on campus.
Employee Reporting Requirement
Under the Drug-Free Workplace Act of 1988, in addition to the other requirements of this policy, a faculty or staff member who works in any capacity under a federal grant or contract must notify his or her University supervisor or department head, in writing, of his or her conviction for a violation of any criminal drug statute occurring in the workplace no later than five calendar days after such conviction. This applies to direct charge employees and to indirect charge employees who perform any support or overhead functions related to the grant. The supervisor or department head must then promptly report the violation to the General Counsel’s Office.

Distribution of Policy
A copy of this policy statement will be distributed to all faculty, staff and students annually via email at the beginning of fall and winter semester.

Review of University Prevention Program and Policy
Biennially the University shall review its “Alcohol and Other Drugs Prevention Program and Policy” to determine effectiveness and implement changes, if needed, and to ensure that the University’s disciplinary sanctions are consistently enforced.

For More Information concerning this policy, contact the Vice Chancellor for Student Affairs at (810) 762-3434.

* www.umflint.edu/dsa/alcoholdrugpreventionpolicy.htm
POSSESSION OF WEAPONS ON CAMPUS

Students
The following personal actions on University property or at official University functions shall be considered non-academic misconduct and be subject to disciplinary action: Use, possession, or storage of any weapon on University premises or at University-sponsored activities and events (unless approved by the Department of Public Safety; such approval will be given only in extraordinary circumstances). (2)

Students must also be familiar with Regent Ordinance Article X (Weapons) that also applies to possession of weapons on campus.

Faculty/Staff
The University of Michigan Standard Practice Guide Section 201.94 was issued on 3/12/01 to address the subject of weapon possession on campus. This policy states:

I. Policy: Except as otherwise provided below, employees are prohibited at any time while on any property owned, leased, or otherwise controlled by the University, or elsewhere in the course of their employment with the University, from possessing or discharging any firearm; possessing or using any explosive or any knife, sword or machete having a blade longer than four (4) inches or, in the case of a knife with a mechanism to lock the blade in place when open, longer than three (3) inches; or possessing, discharging or using any other dangerous weapon. Employees are also prohibited at any time while on any property owned, leased or otherwise controlled by the University, or elsewhere in the course of employment, from possessing any chemical or any other dangerous substance or compound with the intent of causing injury to another. The prohibitions in this Standard Practice Guide apply regardless of whether the employee has a concealed weapon permit or is otherwise authorized by law to possess, discharge or use any such device.

The prohibition in the previous paragraph does not apply:

a) to a peace officer who is a member of the University's Department of Public Safety, who is regularly employed by the University, and who has been authorized by the Director of the Department of Public Safety to carry weapons as outlined by Department of Public Safety policy; or
b) to an employee authorized by the University to possess or use such a device during the time when the employee is engaged in work for the University requiring such a device; or
c) during the time when the device is worn as part of a military or fraternal uniform in connection with a public ceremony, parade or theatrical performance; or
d) when the Director of the Department of Public Safety has waived the prohibition based on extraordinary circumstances. Any such waiver must be in writing, signed by the Director, and must define its scope and duration.

The Director of the Department of Public Safety may impose certain restrictions upon individuals who are otherwise authorized to possess or use such devices pursuant to the preceding paragraph when the Director determines such restrictions are appropriate under the circumstances.

II. Regulations: Employees who violate this policy may be subject to discipline, up to and including discharge.

Faculty/Staff should also be familiar with Regent Ordinance Article X (Weapons) that also applies to possession of weapons on campus.
POSSESSION OF WEAPONS ON CAMPUS - continued

Regent Ordinance Article X (Weapons)
Regent Amended Ordinance Article X (Weapons) applies to the possession of weapons on University properties.

Section 1. Scope of Article X. Article X applies to all property owned, leased, or otherwise controlled by the Regents of the University of Michigan and applies regardless of whether the individual has a concealed weapons permit or is otherwise authorized by law to possess, discharge or use any device referenced below.

Section 2. Possession of Firearms, Dangerous Weapons and Knives. Except as otherwise provided in Section 4, no person shall while on any property owned, leased, or otherwise controlled by the Regents of the University of Michigan:

1. possess any firearm or any other dangerous weapons as defined in or interpreted under Michigan law; or
2. wear on his or her person or carry in his or her clothing any knife, sword or machete having a blade longer than four (4) inches, or, in the case of a knife with a mechanism to lock the blade in place when open, longer than three (3) inches.

Section 3. Discharge or Use of Firearms, Dangerous Weapons and Knives. Except as otherwise provided in Section 4, no person shall discharge or otherwise use any device listed in the preceding Section on any property owned, leased or otherwise controlled by the Regents of the University of Michigan.

Section 4. Exceptions.
1. Except to the extent regulated under Subparagraph 2., the prohibitions in Article X do not apply:
   a) to University employees who are authorized to possess and/or use such a device pursuant to Standard Practice guide 201.94;
   b) to non-University law enforcement officers of legally established law enforcement agencies or to other non-University employees who, in either situation, are authorized by their employer to possess or use such a device during the time the employee is engaged in work requiring such a device;
   c) when someone possesses or uses such a device as part of a military or similar uniform or costume in connection with a public ceremony or parade or theatrical performance;
   d) when someone possesses or uses such a device in connection with a regularly scheduled educational, recreational or training program authorized by the University;
   e) when someone possesses or uses such a device for recreational hunting on property which has been designated for such activity by the University provided such possession and use is in strict compliance with applicable law; or
   f) when the Director of the University’s Department of Public Safety has waived the prohibition based on extraordinary circumstances. Any such waiver must be in writing and must define its scope and duration.

2. The Director of the Department of Public Safety may impose restrictions upon individuals who are otherwise authorized to possess or use such a device pursuant to Subsection (2) when the Director determines that such restrictions are appropriate under the circumstances.

Section 5. Violation Penalty. A person who violates this Article X is guilty of a misdemeanor, and upon conviction, punishable by imprisonment for not less than ten (10) days and no more than sixty (60) days, or by fine of not more than fifty dollars ($50.00) or both.

(2) Statement of Student Rights and Responsibilities, University of Michigan-Flint
SEXUAL HARASSMENT

It is the policy of the University of Michigan to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the university community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment is a barrier to fulfilling the University’s scholarly, research, educational, and service missions. It will not be tolerated at the University of Michigan.

Sexual harassment violates the University’s long-standing policy against discrimination on the basis of sex. Sexual harassment is also illegal. It is prohibited in the employment context by Title VII of the 1964 Civil Rights Act, in the education context by Title IX of the Educational Amendments of 1972, and, in both employment and education contexts, by Michigan’s Elliot-Larsen Civil Rights Act, adopted in 1976.

A claim under this policy may be brought by the University or by a faculty, staff, or student member of the University community based on the conduct of any University employee. Complaints based on conduct by students who are not also employees of the University are addressed in the Statement of Student Rights and Responsibilities, which is administered by the Office of Student Conflict Resolution. Persons who lodge sexual harassment complaints or participate in the investigation of such a complaint are protected from retaliation (e.g. adverse action or consequences) for those actions. Retaliation will not be tolerated at the University of Michigan.

Sexual harassment can be a very serious matter having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have similar impact. A person who knowingly and intentionally files a false complaint under this policy is subject to University discipline. Both a person who sexually harasses another, and a person who knowingly and intentionally files a false complaint under this policy, are subject to University discipline.

An individual may engage in conduct of a sexual nature that may not be sufficiently severe, persistent or pervasive to constitute sexual harassment as described below, but is nonetheless inappropriate. Such conduct also will not be tolerated by the University, is prohibited by the University and is subject to discipline up to and including termination of employment.

Definition of Sexual Harassment

For the purposes of determining whether a particular act or course of conduct constitutes sexual harassment under this policy, the following definition will be used:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education, living environment, or participation in a University activity;
2. submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that person’s employment, education, living environment, or participation in a University activity; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s employment, education, living environment, or participation in a University activity.

(3) Selected portions of the Policy on Sexual Harassment, SPG 201.89-0, revised 8/25/11.
SEXUAL HARASSMENT - continued

Response and Procedures

Prevention and Education. The University is committed to preventing and eliminating sexual harassment of students, faculty, and staff. To that end, this policy will be published on the University’s web site. Information regarding sexual harassment and this policy will be included in orientation materials for new students, faculty, and staff and made available in the Office of Institutional Equity and other appropriate locations on each campus. In addition, appropriate educational sessions will be conducted by the University on an ongoing basis to (1) inform students, faculty, and staff about identifying sexual harassment and the problems it causes, (2) advise members of the University community about the rights and responsibilities under this policy, and (3) train personnel in the administration of this policy.

Assistance with Sexual Harassment Concerns. The Office of Institutional Equity is responsible for ensuring and monitoring the University’s compliance with federal and state nondiscrimination laws. However, a discrimination-free environment is the responsibility of every member of the community. The University can take corrective action only when it becomes aware of problems. Therefore, the University encourages persons who believe that they have experienced or witnessed sexual harassment to come forward promptly with their inquiries, reports, or complaints and to seek assistance within the University. Individuals also have the right to pursue a legal remedy for sexual harassment in addition to or instead of proceeding under this policy.

Confidential Counseling. Information about or assistance with sexual harassment issues may be obtained from a variety of University resources. Prior to or concurrent with lodging a sexual harassment complaint, individuals may find it helpful to consult with a counselor or otherwise seek assistance. The following offices provide advice and support to individuals who believe they are experiencing sexual harassment. All information shared with these offices will remain confidential to the extent permitted by law and University policy. Discussions with representatives of these offices will not be considered a report to the University regarding the problematic behavior and will not, without additional action by the complainant, result in intervention or corrective action.

UM-Flint Division of Student Affairs - Counseling Services and Ombuds (Students)
(810) 762-3456
http://www.umflint.edu/dsa/

UM-Flint Faculty Ombuds (Faculty)
(810) 762-3424
http://www.umflint.edu/provos

Lodging a Complaint. An individual may complain to the University about alleged sexually harassing behavior or retaliation by contacting a University official, such as a supervisor; Dean, Director or department head; the Office of Institutional Equity; the appropriate Human Resources Office; the Dean of Students (for students); the Dean’s Office of the Horace H. Rackham Graduate School (for graduate students); the Center for the Education of Women; and the Department of Public Safety. If an employee is represented by a union and the terms of the collective bargaining agreement provide for a different procedure for pursuing a sexual harassment complaint, the terms of the collective bargaining agreement shall prevail. If the complaint is against a student, the complainant may elect to pursue a formal charge through the appropriate student grievance procedure. In addition, any member of the University community may utilize appropriate University resources for guidance and support during the investigation process (e.g., Center for the Education of Women, Sexual Assault Prevention and Awareness Center, etc.)
SEXUAL HARASSMENT - continued

**Investigation and Investigation Procedures.** The University will handle sexual harassment complaints consistently with procedural guidelines developed to ensure prompt and equitable resolution of such complaints. Complainants and Respondents will be given copies of the procedural guidelines, and the guidelines will also be made readily available to the University community. The matter will then proceed to investigation or other forms of effective and fair review. The investigation or review may be performed by the Office of Institutional Equity, or jointly with another office, as determined by OIE.

The purpose of an investigation, which will include interviewing the parties and witnesses, is to gather and assess evidence. During the course of an investigation, the investigating office will work collaboratively with other appropriate University offices. For example, if a faculty member is involved in a complaint, the Office of Institutional Equity would generally work collaboratively with the Office of the Provost; the appropriate Dean, Director or Department Head; and Academic Human Resources. If a staff member is involved in the complaint, the Office of Institutional Equity would work collaboratively with Staff Human Resources, the supervisor, the Unit Human Resources Representative and other appropriate department and University officials.

Possible outcomes of an investigation are (1) a finding that the allegations are not warranted or could not be substantiated, (2) a finding that the allegations are substantiated and constitute sexual harassment or inappropriate behavior and, if so, (3) referral to the appropriate administrative authority for corrective action.

**Corrective Action.** Corrective action could include a requirement not to repeat or continue the harassing or retaliatory conduct, a reprimand, denial of merit pay increase, reassignment, suspension and termination. The severity of the punishment will depend on the frequency and severity of the offense and any history of past discriminatory or retaliatory conduct. A finding of sexual harassment may be cause for the separation of the offending party from the University, in accordance with University procedures, including, for qualified faculty, the procedures set forth in Regents’ Bylaw 5.09. Every effort will be made to assure University-wide uniformity of sanctions for similar offenses.

**University Action.** The University may assume the role of a complainant and pursue a report or complaint of sexual harassment, either informally or formally. The University may respond to complaints or reports by persons external to the University community about alleged sexually harassing conduct by University employees. If the accused is a faculty member to whom Regents’ Bylaw 5.09 applies, the Provost or executive authority of the relevant unit may initiate the procedures of Bylaw 5.09 at any stage in the process, if the circumstances indicate that such action is warranted.

**Reporting Requirements.** To assure University-wide compliance with this policy and with federal and state law, the Office of Institutional Equity must be advised of all reported incidents of sexual harassment and their resolution. The Office of Institutional Equity will monitor repeated complaints within the same unit or against the same individual, where identified, to assure that such complaints are appropriately handled.

**Retaliation.** The University will take appropriate steps to assure that a person who is good faith reports, complains about, or participates in an informal resolution or formal investigation of a sexual harassment allegation will not be subjected to retaliation. The University also will take appropriate steps to assure that a person against whom such an allegation is made is treated fairly. The University will also take appropriate follow-up measures to assure the goals of this policy are met. Persons who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the University using the same procedure for lodging a sexual harassment complaint. The Procedural Guidelines for Handling Harassment complaints may be found at: http://www.hr.umich.edu/procedures/spg201-89-0.html

Footnote - Selected portions of the University of Michigan Policy on Sexual Harassment, SPG 201.89-0
SEXUAL Assault POLICY

This student policy has been written to ensure compliance with the Higher Education Reauthorization Act of 1992, Sexual Assault Victim’s Bill of Rights.

The University of Michigan-Flint is committed to creating a community free from violence. Sexual assault, sexual harassment, domestic violence and stalking as defined by State and Federal laws, will not be tolerated at the University of Michigan-Flint. The University recognizes the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued and every person’s safety, dignity and autonomy is respected whether they are students, faculty or staff, and regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation or disability.

Reporting Options and Procedures/Rights of Survivor
The Criminal Sexual Conduct Statutes of Michigan define sexual assault as a crime involving forced or coerced “sexual penetration” (first and third degree) or “sexual contact” (second and fourth degree). The University encourages the reporting of sexual assaults to the appropriate University officials as reporting is the only way the University can take action against the accused assailant. Survivors may report sexual assaults to:

- The Department of Public Safety at 762-3333 or 911 from any campus phone. The exception is if you are calling from your cell phone or a pay phone on campus, 911 will connect you with the City of Flint Police, Fire and emergency response departments.

Individuals may also report a sex offense to the institutions Title IX coordinator. This office is responsible for coordinating the institution’s compliance with Title IX. The Title IX Coordinator is located in the office of University Human Resources; (810)-762-3150; 213 University Pavilion. The sexual harassment policy can be found at spg.umich.edu/policy/201.89-0

Survivors and persons receiving reports of sexual assault are reminded of the importance of preserving evidence that may be necessary to the proof of criminal sexual assault or for use in University disciplinary proceedings.

The survivor has the right to have any and all sexual assaults against them treated seriously and the right to be treated with dignity. Because the University recognizes that a sexual assault is more than an assault on an individual’s body, but is also an attack on the individual’s dignity and sense of self, the University is committed to insuring that the decision to take action against the accused shall rest solely with the survivor. There may be circumstances, however, depending on the status of the alleged assailant and the seriousness of the offense, in which the University must take action to protect the survivor or other members of the University community.

The University upholds the right of the survivor to be free from undue coercion of any kind from University personnel, including but not limited to staff, faculty, and peer or student staff. Such coercion includes but is not limited to pressuring the survivor to report, not to report, or to under-report a sexual assault; suggesting that the survivor is somehow responsible for the sexual assault; suggesting that the survivor was negligent or assumed the risk of being sexually assaulted; or suggesting that the survivor or the University would incur unwanted publicity or humiliation by reporting the sexual assault. Survivors who report the assault to the University will be fully informed in a timely manner of all of their rights and options, including the necessary steps and potential consequences of each option.
Possible sanctions for students resulting from the University’s judicial process range from formal reprimands and community service to suspension and expulsion. Possible sanctions for faculty and staff range from reprimands to termination of employment. Both the accuser and the accused shall be informed of the outcome of the campus disciplinary process.

Criminal/Legal Options
In addition to the University’s judicial process and those disciplinary procedures applicable to faculty and staff, the survivor has the right to pursue criminal prosecution and/or civil litigation. The Department of Public Safety is available to provide assistance and information on criminal prosecution. The University is committed to providing full and prompt cooperation and assistance in notifying the proper law enforcement personnel if the survivor so chooses. The survivor has the right to pursue all legal and disciplinary remedies and counseling services without academic penalty.
SEXUAL ASSAULT POLICY - continued

The Department of Public Safety also can provide information on the rights and remedies accorded to crime victims generally, including information about State and Federal laws regarding mandatory testing of sexual assault suspects for communicable diseases, assistance in pursuing action under these laws, and notification of results of any such tests.

Statistical Reporting
The University will provide statistics of reported sexual assaults as required and defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. All personally identifying information will be removed from the statistical reports.

SEXUAL ASSAULT PREVENTION AND AWARENESS

The University of Michigan-Flint campus provides the following sexual assault prevention and awareness services:

- Short-term counseling
- Referrals and advocacy
- Liaison with University offices
- Educational handout

The University of Michigan-Flint educates the university community about sexual assault and prevention through various programs offered throughout the year. The Women’s Educational Center (WEC) Offers sexual assault education and information programs to University students and employees upon request. The WEC offers a number of programs that have become annual signature events. These include the Love your Body week, the Vagina Monologues performance, Women’s History Month events, and programs to raise awareness about relationship violence and sexual assault.

All services are strictly confidential. Volunteer opportunities may be available. For information, contact the Women’s Educational Center, 359 University Center, (810) 237-6648.

WHAT YOU CAN DO TO STOP ACQUAINTANCE RAPE *

Take all relationships seriously. Every person has the right to be treated with respect and dignity.

Communicate effectively. This means voicing your needs and listening to what is being said. Always try to express yourself as clearly and assertively as possible. Be aware of your body language. Make sure the other individual knows what you mean, want, and need in each situation.

Accept the decisions of others. It is never okay to manipulate, pressure, intimidate, or force someone into sexual activity.

Discuss your expectations. Share your feelings and thoughts about sexual activity in dating and intimate relationships with the other person.
WHAT YOU CAN DO TO STOP ACQUAINTANCE RAPE (4) - continued

Consider the effects of alcohol and other drugs. Alcohol and other drugs can impair the perceptions of reactions in both males and females. This can cause additional problems in communication, the ability to understand the other person, and to respond effectively.

Know your rights and responsibilities. You have the right to determine how far intimacy will go and the responsibility to stop when the other person says no.

Challenge sexist attitudes. Recognize that attitudes which promote an unequal status for girls and women perpetuate an environment which is conducive to the acceptance of rape and other violence directed at women.

Get involved with social justice. Read, talk, and act with respect and diversity regarding race, religion, gender, sexuality, and class. Keep an open mind. Others may see things differently.

Crime Prevention and Awareness

The Department of Public Safety discusses crime prevention, personal safety, and theft prevention during new student and transfer orientation sessions. DPS offers Rape Aggression Defense System (RAD) training and alcohol/drug awareness training several times a year. RAD training is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses provided. Alcohol/drug awareness training includes identifying the effects of alcohol/drugs, legal issues and resources available. Drunk driving simulations provide hands on approach to this training session.

Education of Members of the University Community

Campus security and fire safety procedures are discussed during new student orientation. The Department of Public Safety participates in forums and programs in the residence hall to explain University security, public safety, and fire safety measures and procedures at UM-Flint. Members of the Department of Public Safety conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the University. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at UM-Flint; active shooter training; fire safety information; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus. During the 2011-2012 academic year, DPS conducted 31 events and presentations. Programs including information regarding alcohol education, fire safety, personal safety, and crime prevention for the UM-Flint community. Environmental Health & Safety, Genesee Early College Program, Early Child Development Center, Women’s Educational Center and Residential Life participated in and/or conducted 30+ educational programs for students and employees. The programs conducted by these offices included general crime prevention and security awareness programs, such as safety education forums, programs and discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention.

(4) Adapted from: The C.A.R.E. program, University of Illinois, Urbana-Champaign
EMERGENCY PHONES

Become familiar with the emergency telephone system on campus. These phones are identified by either the blue light on top of a pedestal or the red emergency call box. To contact the Department of Public Safety with one of these telephones, pick up the receiver or push the button on the phone. When an emergency telephone is activated, the Public Safety dispatcher will be alerted and an officer will be sent to the location of the telephone. Designated emergency telephones do not require dialing. There are over 100 emergency telephones located throughout campus.

Security and Access to Campus Facilities

Most academic and administrative buildings do not have a UM-Flint Police officer assigned to them. However, University of Michigan-Flint Public Safety officers patrol through the academic and administrative buildings on a regular basis. Officers patrol the campus via foot, bike and cars. For information about the security protocol for a specific building, contact UM-Flint Department of Public Safety at (810) 762-3335.

Residence Halls are patrolled by University of Michigan-Flint Public Safety Officers on a routine basis. Residence Hall staff enforces security measures in residence halls in order to promote a safe and respectful community environment.

The University of Michigan-Flint is a part of the city of Flint and therefore is open and accessible to members of the community including visitors and guests. The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Accesses to some of these buildings are also controlled by card access after normal business hours, and all of these buildings have varied levels of access. For information about the access protocol for a specific building, contact UM-Flint Department of Public Safety at (810) 762-3335.

Access to residence halls is restricted to residents, their approved guests and other authorized UM-Flint community members. Residents use their cards to gain entry to their buildings and are encouraged to not allow strangers to follow them into the buildings or to provide strangers access.
ADDITIONAL SERVICES PROVIDED BY THE DEPARTMENT OF PUBLIC SAFETY

Car Problems. If you experience car trouble on campus, call the Department of Public Safety. The department is available to assist you with such problems as:

- Dead car batteries
- Frozen door locks
- Keys locked in the car
- Lost cars
- Flat tires

Provide your location and the make, model, year, color, and license plate number of your vehicle. If possible, lift the hood and stand by your vehicle. Public Safety personnel will respond and assist you as soon as possible.

Medical Assistance. Emergency requests for medical treatment and ambulance service should be directed to the Department of Public Safety, using the emergency 911 number. The department will provide basic first aid and will contact the Emergency Medical System (EMS) if necessary.

Escorts. Escort service is available 24-hours-a-day, seven-days-a-week for all members of the University of Michigan-Flint community. If you need an escort, call the department and give your name, location, and destination. A safety employee will be glad to meet you and walk you to your car or other campus destination.

Personal Injury Reports. If you or someone you know is ill or injured on university property, contact the Department of Public Safety via any blue light emergency telephone or university telephone. A Public Safety employee will be dispatched to perform basic first aid and will call for further assistance, if needed.

Lost and Found. The Department of Public Safety receives all lost and found articles on campus. If an item is lost or found on campus, contact the department by calling 762-3335 on any campus phone. An officer will respond to pick up the found item. The department maintains a log of all reported lost items. All attempts to return found property to the owner will be made.

Unclaimed property will be handled in accordance to State of Michigan law. When the owner of found property cannot be identified, it will be returned to the person who found it as prescribed by the law. Exceptions: Employees whose job functions include providing a clean, maintained, and safe environment are not able to claim found articles, even after the 90-day waiting period. Department of Public Safety, Facilities and Operations and other employees who are entrusted with a higher level of access to campus areas are prohibited from receiving unclaimed found articles. Unclaimed property will be donated to a local charity or destroyed as prescribed by law.

Locksmith Services. The Department of Public Safety, in conjunction with Facilities & Operations, provides locksmith service for offices and buildings owned by the university. Lock core changes and issuance of keys are maintained by the Department of Public Safety. Lock repairs, door hardware problems, or any other repair service of locks and doors are provided by Facilities & Operations. Keys will only be issued to authorized persons with proper identification after receiving a completed key request form. Key request forms are available from the Department of Public Safety.

Automobile Accident Reports. If you or someone you know is involved in an automobile accident on campus, call the Department of Public Safety immediately. The Department of Public Safety is qualified to take accident reports. Please do not contact the Flint Police Department. They will not take a report on an accident on university property. You can contact the Department of Public Safety via any of the blue light emergency telephones located throughout campus. Indicate the parking lot you are in, whether there are any injuries, the make, and color, of the vehicles involved.
ADDITIONAL SERVICES PROVIDED - continued

Emergency Notifications. If you are on campus and need to be contacted in regard to an emergency situation, contact should be made with the Department of Public Safety at 762-3335. The dispatcher will ask the nature of the emergency in an attempt to determine if the emergency constitutes your immediate removal from class or if the notification can take place at the beginning or end of your class. The name and telephone number of the caller will be taken in case the notification could not be successfully made. Emergency notifications should be limited to “true emergencies” only. Notifications will not be made for missed appointments, meetings, or lack of transportation.

PARKING PERMITS AND IDENTIFICATION CARDS

The University of Michigan-Flint issues parking permits and identification cards to faculty, staff, and students of the University of Michigan-Flint. For the first two weeks of the fall and winter semesters and the first week of the spring and summer semesters, parking permits and student identification cards are issued. If a student misses the general period for obtaining a permit or identification card, they can be obtained by going to a M-Card station located at 206 Murchie Science Building and 3174 William S. White Building computer labs.

Returning students must present their parking permit to have the permit validated. A fee will be charged for issuing a replacement for lost identification cards.

Students are issued only one parking permit validation per semester. The parking permits are transferable from car to car. There is no additional fee to receive a student parking permit. Faculty and staff parking permits are available at the beginning of the fall semester at the department's administrative office in the Hubbard Building. Returning faculty and staff must present their parking permit to receive a parking validation sticker. Faculty and staff are charged a fee for the parking permits as set by the university. The fee can be paid by payroll deduction or paid for at the time of issuance. No cash can be received, checks only please.

Parking permits are required to be displayed to use any of the University of Michigan-Flint parking facilities. Visitor parking is available in the Mill Street Parking Deck and in lots with proper notification of the Department of Public Safety.

PARKING VIOLATIONS

The Department of Public Safety issues parking violation tickets to vehicles parked in violation of Flint ordinances and university regulations. Parking enforcement is continuous for violators of handicap, fire zones, and prohibited parking areas. Permit violations are enforced with time restrictions throughout the year.

Once a parking violation is issued, the violation is turned over to the 68th District Court. The 68th District Court has complete authority over the final disposition of all violations.

What to do if I get a violation? If you receive a parking violation, you can contest it or pay the fine.

To contest a parking violation:
• Contact the 68th District Court at 766-8968.
• You can call the Department of Public Safety for an explanation of the violation.
• Make an appointment at the 68th District Court to discuss the violation with the court magistrate.

To pay the violation:
• Use the pre-addressed envelope on the parking violation.
• Do not send cash. Only checks or money orders are accepted.
• Seal the payment in the envelope, attach a stamp, and drop it in any mailbox.
INCLEMENT WEATHER

The Department of Public Safety is alerted to severe or inclement weather by weather radio and a civil defense receiver. Upon receiving this information, notification is made to the university community in various ways.

WEATHER CLOSING

"In the event of inclement weather, the decision on whether to close the university is made by the chancellor after consultation with various personnel. The decision is made as quickly as possible for the safety and convenience of students, faculty, and staff.

If the decision is made to remain open, all regularly scheduled classes are expected to meet as planned. However, if the decision is to close the campus, University Relations will alert area radio and television stations, and will announce the closing on the University of Michigan-Flint website (www.umflint.edu), and send out an email to all students, faculty and staff.

Do not call the Department of Public Safety with questions in reference to school closings. If the University of Michigan-Flint is closed, all area radio and television stations will be given the information to broadcast. The department dispatcher needs to remain available to handle emergency conditions and notifications required during the current weather condition.

DEFINITIONS

Watches are issued by the National Severe Storm Forecast Center that covers a large area to indicate when and where severe thunderstorms and/or tornadoes are most likely to occur. A severe thunderstorm watch implies that storms may develop to sufficient strengths to produce large hail and/or damaging winds. A tornado watch means that there is a risk but the occurrence is uncertain of both tornadoes and severe thunderstorms. No notification will be made under these conditions by the Department of Public Safety.

Warnings are issued by the local National Weather Service office when severe thunderstorms or tornadoes are occurring, indicated by radar or reported by trained spotters or other reliable sources. Warnings advise of a threat to life or property. All departments and building occupants will be notified by the public address system and/or by Department of Public Safety employees. Students and staff with disabilities should be assisted to the designated shelter areas, using elevators when necessary.

Severe Thunderstorm is defined by the National Weather Service as a severe thunderstorm having winds of 58 mph or more, or hail one inch in diameter or larger.

Tornado is a violent column of rotating air that is in contact with the ground.

In the event of an emergency, the department will assist people in locating the appropriate shelter areas. All persons will be asked to remain in the shelter area until the emergency condition is terminated.

The department reminds all faculty and staff that upon leaving the office, turn off the lights and secure the door. This will assist the department in a walk-through check of the buildings to determine if all areas are evacuated as well as to prevent criminal activity.
EMERGENCY RESPONSE

Your safety is the top concern of the University of Michigan-Flint. In the event of an emergency on campus, the University of Michigan-Flint website www.umflint.edu, will contain detailed information for you. This information may include:

• Status of the university, including cancellation of classes
• Emergency contact information
• All press releases related to an emergency

Communication in the midst of a crisis is paramount to helping our campus community reduce risk. The University of Michigan-Flint will provide students, faculty and staff with alerts and informational updates as necessary.

TAKE ACTION TO PROTECT YOURSELF

One of the best ways to protect yourself in an emergency is to receive UM-Flint Emergency Alerts through the Emergency Alert System. You will get a voice or text message from the university alerting you to a major campus emergency. It is simple to sign up and you can do it right now. Students/faculty/staff can sign up using the link located at www.umflint.edu/emergency/

In the event of a campus closing due to inclement weather, please read the Inclement Weather Plan located at www.umflint.edu/emergency/inclement_weather.htm.

If you have any questions, please contact the Department of Public Safety at 762-3333.

The purpose of this emergency plan is to indicate to building occupants the actions that must be taken to prepare for and respond to emergency situations that may occur at the University of Michigan-Flint.

There are generally three types of emergencies. Those that require one to evacuate, those that require one to seek protective shelter, and those that require medical attention. Some examples of emergencies that may require one to evacuate or take shelter include:

• Fire  • Tornado/severe weather  • Hazardous material  • Active shooter

The following systems are used to warn or notify building occupants of an emergency:

• Public address system  • Email  • Fire alarm
• Notification in person or by telephone  • Emergency Alert System

If you discover an emergency condition that requires immediate attention (fire, serious injury, chemical spill, etc.) immediately call the Department of Public Safety at 911 or 762-3333 from any campus telephone and provide the following information:

• Your name, location, and telephone number
• Describe the emergency situation, location, and actions already taken
• Report the extent of the injuries.

The University of Michigan-Flint will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Parents and other members of the community who are interested in receiving information when there is an emergency on campus can go to the UM-Flint website at www.umflint.edu or tune in to a local radio or television station.
When returning to classrooms and work areas, be aware of hazards that may exist, such as broken glass, electrical wires, tripping hazards, chemical hazards, etc. Hazards should be reported to your instructor or supervisor, Public Safety, or Facilities & Operations. DO NOT ATTEMPT TO MAKE ANY REPAIRS.

The UM-Flint Office of Accessibility Services (762-3456) provides a wide range of valuable services to individuals with disabilities that may require accommodations while at UM-Flint. Additionally, special assistance should be given to these individuals when evacuating or seeking protective shelter.

- Visually impaired individuals may require assistance or guidance to the nearest shelter or assembly area.
- Hearing impaired individuals may not hear the alarm or announcement. They may require others to relay pertinent information in writing to them or act as their guide.
- Mobility impaired individuals may not be able to walk long distances or utilize stairs without some assistance. If the person is in a wheelchair, they may need assistance to get to a safe area with a telephone where Public Safety can be called to further coordinate their assistance to the assembly area.

If you have a permanent or temporary disability, during an emergency immediately notify your instructor or the nearest UM-Flint staff person for assistance.

Evacuation: Building occupants will stop all activities when the fire alarm sounds or when instructed by Public Safety to evacuate and do the following:

- Remain calm and do not run or panic,
- Gather in groups of 3 - 4 people and evacuate using the “buddy system” as directed by your instructor or supervisor,
- Promptly move to the nearest exit and assemble outside of the designated area,
- Identify unaccounted individuals and report their names to your instructor or supervisor, and
- Do not enter the building until the “ALL CLEAR” is given by Public Safety.

Shelter: Building occupants will stop all activities when instructed by Public Safety to go to a protective shelter and do the following:

- Remain calm and do not run or panic,
- Gather in groups of 3 - 4 people and using the “buddy system” as directed by your instructor or supervisor, promptly move to the nearest protective shelter in your building,
- Identify unaccounted individuals and report their names to your instructor or supervisor, and
- Do not return to work areas or classrooms until the “ALL CLEAR” is given by Public Safety.

Medical: Medical emergencies must be reported to Public Safety. If you or someone else requires emergency medical care, call Public Safety and report the name, condition, and location of the injured person. Only individuals trained in first aid, CPR, or emergency medical procedures should respond directly to medical emergencies. Universal precautions should be followed at all times when there is potential exposure to bodily substances.

DRILLS: The University schedules and conducts evacuation and shelter drills for each building at least twice a year. Twice during each academic year, the UM-Flint Emergency Alert System will activate a test to “All Members” registered with the system to assess the operation and functionality of the system.

General information about these testing procedures, which may be announced or unannounced, is publicized each year to the UM-Flint community by email.
EMERGENCY RESPONSE - continued

CAMPUS MASS NOTIFICATION
Consistent with the Clery Act, a “crime alert notification” will be issued for serious crimes against people. It will include the incident/crime, date and time of incident, location, safety information and a personal safety message. Additionally, an “emergency alert” will be issued if there is an immediate threat to health or safety of students, faculty, staff and/or campus community taking into account the safety of the community. When appropriate, a status update may be given then a final alert message will also be forwarded.

University Relations has set up an emergency response call center to assist with campus communications and recovery. It will be activated as necessary to handle emergency calls from the campus or surrounding areas depending on the nature of the incident. It can be expanded to include multiple locations.

UM-FLINT EMERGENCY ALERT SYSTEM
The UM-Flint Emergency Alert is a method of providing urgent notification messages to a mass audience in a relatively rapid time frame. The system is comprised of a variety of communication modes through which students, faculty and staff can be notified of an active, major campus emergency:

• Text messages (SMS) to cell phones
• Voice messages to cell or land phones
• Email (note that all campus email addresses are added to the alert system)

1. Students are encouraged to register their emergency contact information:
   • Log into the Student Information System website using personal login, “Personal Information” from the main menu, select “Sign up for UM-Flint Emergency Alerts.”
   -or-
   • Log onto www.umflint.edu/umemergency. Link to the Student Information System page where UMID number and PIN can be entered. The remainder of the information will be the same as above. UM-Flint students’ email addresses will be automatically entered into the system.

2. Faculty and Staff are encouraged to register their emergency contact information through Wolverine Access, under Campus Personal Information. All UM-Flint faculty and staff email addresses will be automatically entered into the system.

Fire Alarms and Extinguishers. In the event of a fire, an alarm will sound throughout the affected building. If you hear an alarm, vacate the building immediately. Never use an elevator during a fire alarm. If you discover a fire, no matter how small, activate the nearest fire pull box, and then contact the Department of Public Safety. Do not try to fight a fire yourself unless you know how to properly use a fire extinguisher and the fire is small and contained. After evacuating the building, stay clear of the building. Allow room for fire-fighting equipment to maneuver around the building as necessary.

Fire extinguishers are maintained by the Department of Public Safety. If you discharge or observe a discharged fire extinguisher, contact the department. The fire extinguisher will be replaced with a properly filled extinguisher.
RESIDENTIAL HOUSING MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE

If a member of the University community has reason to believe that a student who resides in on-campus housing (First Street Residence Hall) is missing, he or she should immediately notify the Department of Public Safety (DPS) at 810-762-3333. DPS will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing (First Street Residence Hall) have the option to identify confidentially an individual to be contacted by UM-Flint in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, UM-Flint will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the UM-Flint housing web site www.umflint.edu/housing. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should DPS determine that the student has been missing for 24 hours, UM-Flint will notify the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, UM-Flint will notify the student’s parent or legal guardian immediately after DPS has determined that the student has been missing for 24 hours.
<table>
<thead>
<tr>
<th>Subject Line</th>
<th>Definitions</th>
<th>Examples</th>
<th>Message Creator (primary/backup)</th>
<th>Authority to approve</th>
<th>Send by one or more of the following methods</th>
<th>Sender (primary/backup)</th>
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<tbody>
<tr>
<td><strong>1 Emergency Alert</strong></td>
<td>Any significant emergency or dangerous situation involving an immediate threat to the health or safety of the UM-Flint campus</td>
<td>Armed Intruder, Tornado, Fire/explosion, Gas leak, Bomb threat, Hazmat incident</td>
<td>University Relations or designee.</td>
<td>Incident Commander or designee</td>
<td>Emergency Alert System, Email, Public Address systems, Fire Alarms, Social media, Telephones, Person to person</td>
<td>University Relations or designee, Public Safety Director or designee, Other EAS authorized Users</td>
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<tr>
<td><strong>2 a. Crime Alert- On Campus</strong></td>
<td>Triggered by crimes that have already occurred but represent an ongoing threat.</td>
<td>Sexual assaults, Burglaries, Armed robberies, Arson, Motor vehicle thefts</td>
<td>University Relations or designee.</td>
<td>Public Safety Director or designee</td>
<td>Email, Public posting, Social media, Person to person</td>
<td>University Relations or designee, Public Safety Director or designee</td>
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<td><strong>2 b. Crime Alert- Off Campus</strong></td>
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<td><strong>3 Public Safety Advisory</strong></td>
<td>Non-threatening incidents or advisories</td>
<td>String of larcenies, Crime tips, Road closures</td>
<td>Public Safety Director/ University Relations or designee</td>
<td>Public Safety Director or designee</td>
<td>Email, Social media Postings</td>
<td>University Relations or designee, DPS Director or designee</td>
</tr>
<tr>
<td><strong>4 a. Campus Closure</strong></td>
<td>To be used when and emergency closure is required</td>
<td>Snow, Ice, Flooding, Power outage</td>
<td>University Relations or designee.</td>
<td>Chancellor, Assistant Vice Chancellor for Business and Finance or designee</td>
<td>Emergency Alert System, Email, Public Address, Social Media Postings, Person to person</td>
<td>University Relations or designee, Assistant Vice Chancellor for Business and Finance or designee</td>
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<td><strong>4 b. Building Closure</strong></td>
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<td><strong>5 Informational Email from Department</strong></td>
<td>To be used for information emails</td>
<td>Special events, Training, Exercises, Flu outbreaks</td>
<td>University Relations or designee.</td>
<td>Department Director or designee</td>
<td>Email, Social media</td>
<td>University Relations or designee, Department Director of designee</td>
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<td><strong>Note</strong></td>
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EMERGENCY ALERT SYSTEM PROCESS FLOW CHART

Report/Discovery of Incident
- Call received by DPS Dispatch of incident
- Situation witnessed by DPS
- Potential or active emerging issue being monitored by CMT members.

Information Gathering & Fact Verification
- DPS promptly investigates the reported situation
- Verify accuracy of report
- Evaluate level of risk or threat

Internal Communication (DPS, VCBF/EHS, UREL)
- Dispatch notifies DPS Supervisor
- DPS Supervisor (IC) informs DPS Director or designee
- Incident Commander or designee contacts UREL, VCBF or designee
- UREL prepares draft message with available facts, contacts other subject matter experts to assist with language if necessary

Decision to Activate UM-Flint Emergency Alert System is made:
- DPS activates university building public address systems
- UREL confirms final language of message and sends when instructed
- Back up Authorized Employees are available to send message:
  - UREL acts as primary with two additional backups
  - EHS & VCBF are able to activate/send UM-Flint Emergency Alert
  - DPS Director or designee able to send if all other users are not available.
- EOs notification is coordinated between VCBF/EHS and UREL
- Authorized individual (sender) monitors Message Broadcast, UREL coordinates and activates additional notifications on Facebook, Twitter, posting on UM-Flint website

Monitor Situation, Revise Alert if Conditions Change
- Update alert with new/revised instructions
- Issue "All Clear", if appropriate
- Follow up with documenting incident, compiling data & timelines, schedule debriefing, discuss at next All Hazard Planning Team meeting.
- Following the debriefing, revise process, approach/methodology, if needed

Revision 7/10/13
FIRE SAFETY REPORT

The University of Michigan-Flint Department of Public Safety must be contacted for any fire that is reported on campus. After the initial response is made and the area is safe, DPS will make record of the incident. If a member of the University of Michigan-Flint community finds evidence of a fire that has been extinguished, and the person is not sure whether the Department of Public Safety has already responded, the community member should immediately notify DPS to investigate and document the incident.

These reports as well as any item identified by a fire drill or visual observation will be used to improve fire safety on campus. These improvements may include additional training, equipment or construction needed to improve fire safety. Barring any unforeseen circumstances, there are no future improvements necessary at this time.

For use in this report, the definition used for fire is: Any instance of open Flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

The Department of Public Safety maintains a fire log for purposes of this report. This log is available for inspection at the Department of Public Safety communications office located in the Mill Street parking structure located at 402 Mill Street.

The University only has one Residence Hall-First Street Residence Hall and each suite and all public areas in the building are equipped with smoke detectors and a water sprinkler system. Tampering with fire safety equipment places the lives of everyone in danger. Tampering with or misuse of the fire alarm system, fire extinguishers, or any other fire safety equipment is prohibited and subject to immediate suspension from Housing and Residential Life, referral to the University Judicial Officer, as well as legal action and fines.

Fire and evacuation drills are performed two times per term in the housing unit on campus. All residents are required to evacuate the building or take shelter during the drill. Department of Public Safety personnel will monitor and assist in the coordination of the drill activities. Drills provide UM-Flint an excellent opportunity to practice our emergency preparedness and evaluate the effectiveness of the plan. Exercises and drills could include a variety of scenarios involving fire, hazardous materials, medical emergencies, bomb threats, and tornado warnings.

Members of the University of Michigan-Flint community receive fire safety education during new student and employee orientations.

All residents must immediately leave the facility when a fire alarm sounds. Treat all alarms as real emergencies. Familiarize yourself with the exits, sounds, and procedures for evacuating a building. Get to know your exit routes before there is an emergency.
Most fires are preventable. All housing residents are asked to comply with the following policies regarding fire prevention:

- Keep all furniture, trash, personal items out of hallways.
- Keep suite/room decorations and posters to a minimum.
- Smoking is prohibited in Housing and Residential Life.
- Make sure all electrical cords and appliances are in proper working order. All appliances should bear the Underwriter Laboratories or Factory Mutual certification seal.
- Do not overload electrical outlets. Staff reserves the right to unplug any outlet for health and safety reasons.
- Do not prop open stairwell, hallway, or fire doors.
- Touchier style halogen lamps and bulbs are prohibited in public and suites/rooms.
- Fire doors, hallways, and stairwells must be clear of obstructions at all times. Fire doors must be free to close automatically, especially in an emergency to keep a fire from spreading.

PROHIBITED AND PERMITTED ITEMS IN HOUSING

PROHIBITED ITEMS: Most of the items listed above have been determined to present unacceptable environmental and fire safety hazards, and many have been the cause of residence hall fires around the country. Other items on the list pose different health or safety risks, interfere with University property or services, and/or are illegal. If any of these articles are found to be in a resident suite/room, the resident(s) will be requested to remove it from the building immediately. If the item is not removed within a specified time frame, or in cases where the safety of residents may be unduly at risk, Housing and Residential Life reserves the right to impound unauthorized or prohibited personal property. Residents will be held financially and contractually responsible for damages incurred as a result of possession or use of prohibited items.

It is prohibited to keep any item, including room decorations, which may pose a fire hazard. These items include, but are not limited to, lit cigarettes or other lit smoking devices; lit or unlit incense; lit or unlit candles; natural cut trees, branches or greens; halogen lamps; and any open flame source.

- air-conditioners not installed by Housing and Residential Life
- airsoft guns
- alcohol
- candles, incense, oil lamps—lit or unlit
- certain technologies and devices
- coffeemakers without an automatic shutoff
- drug-related paraphernalia (e.g., bong, pipe, roach clip, hash-style pipe)
- electric blankets
- firearms, fireworks, explosives
- fog machines
- halogen lamps or bulbs (all types, including clip-on, touchier, and desk styles)
- heating pads without an automatic shutoff
- hot plates or any cooking appliance with exposed elements
- illegal drugs or prescription drugs without a prescription
- in-room grills
- mercury thermometers
FIRE SAFETY REPORT - continued

- natural, cut trees, branches, and/or greens (such as holiday trees, wreaths, and garland)
- oil-based popcorn poppers
- paintball guns
- pets, except some fish
- refrigerators of more than 5.5-cubic food capacity and/or amperage draw of more than 1.5
- satellite dishes mounted in any fashion to any interior or exterior area of a residence hall
- sleeping pods, capsules, or enclosures that interfere with hearing a fire alarm or evacuating a suite/room or building
- space heaters
- sun lamps
- toaster ovens
- warmers for candles or oils
- warm-mist humidifiers
- waterbeds/waterchairs
- waterpipes (hookahs)
- weapons, including any used for decorative or collecting purposes

PERMITTED ITEMS: All items on this list must, where applicable, be Underwriters Laboratory (UL-certified. This is not an all inclusive list. If unsure about an item, check with Housing and Residential Life (810) 237-6571 or the Hall Director. Residents will be held financially and contractually responsible for damages incurred as a result of unsafe use of permitted items.

- coffeemakers with an automatic shutoff
- computers
- cool-mist humidifiers
- curling irons
- electric razors
- fans
- fish in 10-gallon or smaller tanks
- heating pads with an automatic shutoff
- holiday lights
- hot-air popcorn popper
- irons with automatic power shutoff
- microwaves (800 watts or less)
- personal electronics
- portable hair dryers
- refrigerators, compact or mini style, with 5.5-cubic foot capacity or smaller and amperage draw of 1.5 or less
- toasters
- touchier lamps with compact fluorescent bulbs
FIRE SAFETY REPORT - continued

SMOKING: The University of Michigan-Flint residence hall is a smoke-free facility. All individual suites/rooms, hallways, lounges, lobby, and stairwells are smoke-free environments. All residents and guests are expected to observe the no-smoking regulation. Littering with smoking materials, such as cigar or cigarette butts, is unacceptable.

FIRE EVACUATION PROCEDURES: All residents must immediately leave the facility when an alarm sounds. Treat all alarms as real emergencies. Familiarize yourself with the exits, sounds and procedures for evacuating the building. Get to know your exit routes before there is an emergency.

If an alarm sounds, immediately do the following:

- Stay calm. Do not panic.
- If time permits, put on a coat and hard-soled shoes, quickly.
- Take a towel with you to prevent smoke inhalation.
- Close windows.
- Check your door knob and door. If either is hot, do not open your door. Exit through window if applicable or summon help. If the door and doorknob are cool, exit cautiously and close your door. If time permits, take your keycard with you.
- Walk quickly and leave the building via the nearest available exit in your area and alert others to do the same.
- Be sure that individuals with known mobility, hearing, visual disability, or other concerns are assisted to the nearest exit or safe location using the “buddy system.”
- Remember that smoke is the greatest danger in a fire, so in the event that you are evacuating from an area filled with smoke, keep your head not more than 8-12 inches off of the floor, where the air is less toxic.
- Use the stairwells to evacuate (do not use elevators). Once in the stairwell, check to see that the door is closed and proceed down to the first level. Gather at the emergency gathering point 100 feet away from the Residence Hall.
- Identify and report any missing persons to the Department of Public Safety.
- DO NOT reenter the building until you are instructed to do so.
- Failure to exit in an immediate and orderly fashion may result in disciplinary action and/or the issuance of citations.

Trapped in a building during a fire:

- STAY CALM. DO NOT PANIC.
- Keep all doors and windows closed.
- Place an article of clothing inside or outside the window, if a window is available, as a marker for the emergency rescue crew. DO NOT LEAVE THE WINDOW OPEN.
- Stuff objects, such as wet cloth towels, into openings to prevent smoke from entering the area.
- Wet clothing if possible. Wrap wet clothing around face to minimize smoke inhalation. Fill sinks and tubs with water if possible to maintain a supply of water.
- Keep your head no more than 8-12 inches off the floor where the air is less toxic.
- Shout at regular intervals to alert emergency crews of your location.
- Maintain contact with the Department of Public Safety by telephone as long as possible.
FIRE SAFETY REPORT - continued

SEVERE WEATHER
The University’s Department of Public Safety monitors local weather conditions. Information concerning severe weather that may require immediate action is obtained from the National Weather Service, or nearby city community and/or governmental emergency service agencies.

An alarm is sounded when a severe weather/tornado watch or warning is announced by the National Weather Service. In the event of a Tornado WARNING, the Department of Public Safety will notify all residence hall occupants to immediately seek protective shelter in the Murchie Science Building.

Watches are issued by the National Severe Storm Forecast Center to indicate when and where severe thunderstorms and/or tornadoes are most likely to occur. A severe thunderstorm watch implies that storms may develop to sufficient strengths to produce large hail and/or damaging winds. A tornado watch means that conditions are favorable for the occurrence of both tornadoes and severe thunderstorms.

Warnings are issued by the National Weather Service offices when Severe Thunderstorms or Tornadoes are indicated by radar or reported by trained spotters or other reliable sources.

Severe Thunderstorm is defined by the National Weather Service offices as a severe thunderstorm having winds of 58 m.p.h. or more, or hail 3/4 of an inch in diameter or larger.

IF A TORNADO WARNING IS ISSUED:
- Quickly gather in small groups of 3-4 people and use the “buddy system” while promptly moving to the Murchie Science Building for shelter.
- Take direction from your RA or professional staff members.
- Seek shelter under sturdy or heavy furniture, tables or desk on the first floor.
- Avoid elevators, top floors of buildings, areas with glass windows or doors, large open spaces, and unsecured objects.
- Assist individuals with known mobility, hearing, visual disability, or other concerns to the nearest shelter area. If you cannot get them into the shelter safely, notify the Department of Public Safety.
- If time permits, take a flashlight, radio or cellular telephone with you.
- Identify and report any missing persons to the Department of Public Safety.
- The Department of Public Safety will advise you when it is safe to return to your floor and/or suites.

RETURNING TO ROOMS AFTER AN EMERGENCY EVENT:
As building and operations return to normal following an emergency incident and building occupants return to their suite, individuals need to be aware of the following potential hazards that may exist:
- broken glass and other sharp objects
- electrical wires
- tripping hazards
- partial power to equipment
- chemical hazards

Hazards should be reported to a Residential Life staff member. Do not attempt to make any repairs or enter an area in which these hazards are present.
<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Total Fires</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th># of Injuries that required treatment at Medical Facility</th>
<th># of Deaths related to a Fire</th>
<th>Value of Property Damage caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Street Residence Hall</td>
<td>2</td>
<td>1</td>
<td>Unintentional/candle caught plastic on fire</td>
<td>0</td>
<td>0</td>
<td>$0-99</td>
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<td>2</td>
<td>Unintentional/ fire in oven</td>
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<td>0</td>
<td>$0-99</td>
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</tbody>
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* Includes discrimination based on gender identity and gender expression.

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