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## **Preparation of the Annual Campus Security and Fire Safety Report**

This Annual Security Report is prepared according to the requirements of the federal regulations known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or *Clery Act* for short. The Clery Act requires institutions of higher learning to comply with certain campus safety and security related requirements. The Violence Against Women Reauthorization Act of 2013 (VAWA), which was signed into law on March 7, 2013, amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Report. The information to be provided under VAWA is included in this Annual Security Report.

The annual report is prepared by the Campus Safety office, in conjunction with information provided by the judicial process managed by the Dean of Students, the Boulder Police Department, Campus Safety personnel incident reports, and crime reports submitted by identified Campus Security Authorities. Some statements of policies maintained by Student Affairs are incorporated or cited.

Naropa University's Arapahoe campus shares common borders with the University of Colorado Boulder. The University of Colorado Boulder Police Department also publishes an annual *Clery* report with crime statistics reported for their mandatory reporting geographies. UC Boulder Police Department's *Clery* report can be found on their website at <http://police.colorado.edu/records-reports/clery-act-and-campus-security-authorities>.

## **Law Enforcement Authority of Campus Safety**

The Campus Safety office operates within the Department of Safety and Facilities. All facilities personnel provide assistance with safety concerns, and are regarded as essential employees in the emergency response plan. On all campuses, they have the authority to ask persons for identification to determine whether individuals have lawful business at Naropa, and to enforce Naropa policies and regulations. They also remain

alert to any violations of Boulder city ordinances or state and federal statutes. Safety and Facilities staff members have the authority to detain on university controlled property any persons suspected of criminal activity until local law enforcement can respond. Exercise of this authority is subject to considerations of personal safety in all cases. All Naropa University Staff and Faculty have the authority to expel from Naropa property any individual disturbing the learning environment or posing an immediate threat to the safety or well-being of the Naropa community. When disruptive or threatening individuals are identified on campus the Campus Safety Office is to be notified and will assist with resolution of the immediate conflict and pursue a course of expulsion or exclusion when necessary. Following the expulsion or exclusion of an individual from Naropa property, a restraining order may be obtained to prevent the expelled or excluded individual from returning to campus. Neither Campus Safety nor Facilities personnel possess arrest power. Criminal incidents are referred to the Boulder Police Department which has jurisdiction on all Naropa campuses. The Campus Safety office at Naropa maintains professional working relationships with both the Boulder Police Department and the University of Colorado Boulder Police Department.

## **Reporting Crimes**

### **Reporting of On-Campus Crimes**

To best support safety at Naropa University, students and staff are strongly encouraged to report knowledge or suspicion of any crime to the Campus Safety Office or to the Boulder Police Department. Reporting of certain types of crimes is mandated by law and the Campus Safety Department can assist in the reporting process. Reporting does not mean one must take legal action, but it may assist law enforcement to stop further incidents. Non-emergency matters related to campus safety can be reported to the Campus Safety office by calling (303) 245-4686 (extension 4686). The non-emergency phone number for Boulder Police Department is (303) 441-3333.

In addition, Naropa University has identified the following Campus Security Authorities (CSA) to whom crimes may be reported. CSAs receive *Clery Act* mandated training which is designed to inform them of their responsibilities and ensure compliance with all

applicable reporting requirements. If confidentiality is requested by a victim or any individual reporting a crime, the University will take all reasonable steps to act in a manner consistent with such request. However, certain limited information about the incident will be forwarded to Campus Safety for inclusion in the annual disclosure of crime statistics and for making timely warnings to the community.

Campus Security Authorities and their locations:

- Vice President of Business Affairs/CEO– Water Street Offices
- Director of Human Resources, Water Street Offices
- Vice President of Student Affairs -- Arapahoe Campus, Wulsin Hall
- Dean of Students-Arapahoe Campus, Wulsin Hall
- Dean of Admissions -- Arapahoe Campus, Wulsin Hall
- Director of Student Financial Services-- Arapahoe Campus, Wulsin Hall
- School Deans and Program Chairs– All Campuses
- Director of Naropa Student and Community Counseling Center- Arapahoe Campus
- Director of Student Life -Arapahoe Campus, Wulsin Hall
- Title IX Coordinator – Arapahoe Campus, Lincoln Building
- Director of the Office of Diversity and Inclusion-- Arapahoe Campus
- Drug and Alcohol Counselors – Arapahoe Campus
- Undergraduate and Graduate School Academic Advisor -- All Campuses
- Internship Advisors -- Arapahoe Campus, Wulsin Hall
- Internship and Practicum Coordinators– Paramita Campus
- Coordinator of Community Engagement -- Arapahoe Campus, Wulsin Hall
- Administrative Assistant-- front desk, Arapahoe Campus, Wulsin Hall
- Assistant Director of Student Life and Resident Advisors-Arapahoe Campus, Snow Lion Residence Hall
- Campus Safety and Facilities personnel, all campus caretakers
- Human Resources Generalist – Water Street Offices
- Administrative Coordinator, Graduate School of Counseling and

Psychology – Paramita Campus

- Disability Coordinator-- Arapahoe Campus, Wulsin Hall
- Co-Director-Alaya Preschool, Non- Campus internship site
- Facilities and Operations – Managers and Caretakers, Arapahoe Campus Offices, working on all campuses
- Office of Events Managers, Arapahoe Campus, Performing Arts Center Offices
- Advisors for Registered Student Organizations – all campuses
- Administrative Assistant to the Dean of Students - Wulsin Hall, Arapahoe Campus
- Provost and Vice President of Academic Affairs – Arapahoe Campus

### **Confidential Reporting to Campus Counseling Center Staff**

Campus professional counselors, including Counseling Center interns, when acting as such, are not required to report crimes for inclusion into the annual disclosure of crime statistics. Therefore, crimes reported to counselors at the Student or Community Counseling Center in pastoral counseling sessions are not included in the annual disclosure unless the victim also chooses to report the incident to one of the Campus Security Authorities, the Campus Safety office, or the Boulder Police Department. Please note that crimes reported to faculty and staff not acting within the scope of a pastoral or professional counseling relationship must be disclosed for purposes of inclusion into the annual disclosure of crime statistics. Note that process labs or courses taught by faculty or staff holding counseling degrees is not deemed to be within the scope of a pastoral or professional counseling relationship. Currently, Naropa University does not have trained pastoral counselors on staff.

### **Anonymous Crime Reporting**

Naropa students and employees who feel that a crime report needs to be anonymous, for personal safety or any other reason, can preserve their anonymity by reporting through Northern Colorado Crime Stoppers at 1(800) 222-TIPS (8477) or 1(800) 444-

3776. Reports can also be filed online at

<https://www.tipsubmit.com/webtips.aspx?AgencyID=361&DSID=361> if preferred. Crime victims who do not wish to pursue prosecution with the jurisdictional Police authority, may still want to consider making a confidential report with the Campus Safety office. With the victim's permission the Assistant Director for Safety and Facilities can file a report on the details of the incident without revealing their identity. The purpose of a confidential report is to comply with the victims wish to keep the matter confidential, while taking steps to ensure their future safety and the safety of others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. If the complainant insists that his or her name or other identifiable information not be disclosed, the complainant will be informed the ability of the university to respond may be limited. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Campus Safety personnel can assist victims in reporting incidents of crime to the Boulder Police Department if requested. Only a report to the police will activate the criminal justice process. Reporting incidents to the Campus Safety office or other University officials will activate the available resources including an investigation into student conduct when appropriate.

### **Daily Crime Log**

Naropa University's Campus Safety office maintains a daily log of incidents and activities. This daily log provides the following information: date and time the incident occurred, date and time the incident is reported, type of incident reported, location of incident, and disposition of the incident. If the incident is crime related, the category of crime reportable under Clery Act regulations is specified. The daily incident log is maintained in the Campus Safety office. All reported incidents are reviewed by the Director of Safety, Facilities, and Operations, the Assistant Director for Safety and Facilities, and/or the Second Shift Manager of Safety and Facilities to determine if each reported incident involves Clery reportable crimes. These crime related incidents are

maintained on a separate Daily Crime Log in the Campus Safety office and are available for public review. Naropa University may temporarily withhold crime information from the Daily Crime Log in cases where there is compelling evidence that the release of information would: 1) jeopardize an ongoing investigation; 2) jeopardize the safety of an individual; 3) cause a suspect to flee or evade detection; or 4) result in the destruction of evidence. As additional information about an incident becomes available, the incident log will be updated to reflect the information. The update will occur within two business days after the new information becomes available.

### **Off-Campus Criminal Activity**

Naropa Campus Safety assists local law enforcement upon request. There are no student organizations officially recognized by Naropa University with off-campus locations or for which *Clery Act* reporting is required.

### **Safety Awareness and Crime Prevention Programs**

The following programs and services are offered for the safety considerations of the Naropa community:

- **SafeWalk Program**- Anytime a student or employee feels unsafe walking on campus or to their nearby residence, they can request a SafeWalker. The SafeWalk Program offers safe walk trained escorts for Naropa students and employees on the Arapahoe Campus or to their residences in the nearby Goss-Grove neighborhood (from 15<sup>th</sup> Street to Folsom Street and from Arapahoe Avenue to Canyon Boulevard). The SafeWalkers are trained Naropa staff members, who carry cell phones and keep in contact with their supervisor while escorting students or employees requesting the service. Escorts begin the service starting at 5pm and can be reached by calling 303-944-4789. Hours of operation during semesters are Monday through Thursday from 5pm-10pm.
- **Orientation**- During orientation students are provided with contact

information for Campus Safety and the Boulder Police Department in the case of emergencies.

- **Residence Hall Orientation-** Students are trained on the safety features of the building during orientation.
- **Naropa Student Handbook-** Annually the University electronically publishes the Naropa Student Handbook online. This handbook includes safety and security considerations and ideas to enhance the personal and collective safety of the Naropa community.
- **Title IX Trainings-** Faculty and staff are required to receive annual Title IX compliance training, titled “Creating a Culture of Respect” that includes information about the University’s obligation to respond to incidents of sexual assault, domestic violence, dating violence and stalking, as well as sexual harassment and gender discrimination. Training regarding prevention, awareness and bystander intervention will be offered periodically throughout the academic year and made available to faculty, staff, and students. Students are also provided the opportunity to take an online Title IX training course that also explains the University’s obligation to respond to incidents of gender inequity, sexual misconduct, and relationship violence and provides information regarding risk reduction and bystander intervention as well as the impact of drugs and alcohol.
- **Campus Safety-** Upon request from university departments, the Assistant Director for Safety and Facilities will attend meetings to provide up-to-date crime prevention information and to hear the concerns of community members about crime and safety issues.

All students and employees are encouraged to be diligent in guarding their own personal safety and the security of their own possessions and to help others do the same.

## **Emergency Response Plan and Evacuation**

Recognizing the many different kinds of emergency events that could possibly occur and that such events could occur with widely varying amounts of prior warning, it is the intent of this plan to provide flexibility in determining and implementing emergency responses that are effective, appropriate, timely, and ensure to the greatest extent possible the safety and welfare of Naropa University students and employees.

### **Notification of the Campus Community**

Naropa University will immediately notify the campus community (or any segment or segments of the campus community uniquely affected by the emergency) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. This will also include any “non-campus” buildings that are affected. The types of incidents that may cause an immediate threat to the community could include but are not limited to emergencies such as: an armed or hostile intruder, bomb threat, civil unrest, extreme weather such as a tornado, structure fire, outbreak of a serious contagious disease, structural damage to a Naropa owned or controlled facility, hazardous materials incident, significant flooding, gas leak, etc. In the event of a serious incident that poses an immediate threat to the campus community, Naropa has several systems in place for communicating information quickly. Depending on the situation some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. The most used methods of communication include emails, emergency text messages, website updates, in-person announcements, and hard-copy bulletin postings. Fire alarm systems and emergency public address speakers are also installed and will be used as appropriate to the emergency.

An exception to this procedure may occur in those instances where the notification will, in the professional judgment of Naropa University and/or local law enforcement authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

## **Emergency Procedures for Staff, Students and Faculty**

### **Emergency Response: General Policy**

1. University emergency responses shall in all cases place primary emphasis on the protection of human life. In addition, all reasonable efforts shall be made to protect and preserve university property.
2. Emergency response and recovery planning:
  - a. Response activities will focus on stabilizing the emergency: “establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.” These activities will generally be initiated by the managers in the Campus Safety and Facilities Department who answer the 24 Hour On-Call phone. Actions will include notification of outside agency emergency responders and turnover of incident command to appropriate local authorities.
  - b. Recovery strategy and decision-making shall be in accordance with the precedence, as defined in Attachment A below, by which the President or the most senior administrative officer available on the list shall take charge of the Emergency Strategy Team, gather information, and issue appropriate instructions.
3. For emergencies requiring immediate intervention to protect lives or preserve property direct response shall be the priority of the Campus Safety and Facilities managers when they are notified by the 24 Hour On-Call phone, or other method.
4. Vice Presidents and other administrative officers reporting directly to the President are responsible for receiving information from their administrative areas regarding the impact of the emergency. They shall remain in communication with the President or acting head of the Emergency Strategy Team, to be ready for participation in recovery efforts.
5. Administrative areas having specialized emergency response needs unique to those areas are responsible for developing emergency response plans specific to those areas. All such specialized plans shall be clearly documented and filed with the Vice President in charge of their division and with the Campus Safety

office. The Campus Safety office will assure that these plans are available to emergency response personnel as needed.

6. Management in every department is responsible for formulating a departmental communication process to address emergencies. Such processes should address 24 hours per day, 7 days per week communication with department personnel, supervisory authority, location and protection of records and other assets, and designated essential employees. This supports response efforts such as evacuation and will be an information source for the Emergency Strategy Team's recovery planning.

## **Emergency Response: Operating Procedures**

### **Initial Notification**

1. It is the responsibility of any employee or student who learns of an actual or impending emergency to report it immediately to the Boulder emergency dispatch at (9)911 and to the 24 Hour On-Call phone (telephone (720) 309-8211).
2. Since initial notification may be directly to 911 Dispatch, managers assigned the 24 Hour On-Call phone may be contacted by 911 dispatch as the responsible party ("R.P.") for the university.

### **Emergency Response Procedure**

1. While considering the personal safety of all responders, the responding manager will build and deploy a response resource team, based on the responding essential employees from each university division (see section below). The responding manager will alert local authorities as needed, especially 911 dispatch. The response team will function under the responding manager until incident command is turned over to another responding manager, outside responders, or until the emergency situation no longer exists.
2. The responding manager is also responsible for making certain that one or more members of the Emergency Strategy Team (EST) are notified of the situation.
3. The President, Vice Presidents and other members of the Emergency Strategy

Team designated in Attachment A below shall confer as soon as possible to review available information and establish a response and/or recovery strategy for the emergency. A primary purpose of this shall be to determine whether normal university operations should be continued, reduced or suspended. Once an appropriate course of action is determined, each university official is responsible for implementing the action in his or her administrative area. Care will be taken to assure that response activities affecting their area are not impeded.

### **Announcements and General Media Relations**

In an emergency, the President of Naropa University or acting head of the Emergency Strategy Team and the Director of University Relations have primary responsibility and will confer regarding all public information, outgoing announcements and continuing media contact. In the absence of both, the acting head of the Emergency Strategy Team shall immediately establish contact with University Relations essential employees to build a team for carrying out all necessary communications tasks. In any case, media relations as well as critical staff and other internal communications will be guided by the Crisis Communications plan maintained by the Department of University Relations. During the response phase of the emergency, until the Emergency Strategy Team is active, the responding manager or their designee may initiate contact with the Director of University Relations or other University Relations essential employees. Department of University Relations personnel should be prepared to assist with emergency notifications or public information needs. After the Emergency Strategy Team initiates contact with the Department of University Relations personnel, communication assistance with response activities, especially those concerned directly with life safety will have priority over recovery planning.

### **Essential Employees**

1. Designated employees in support and service divisions of the university are required to report to or remain at work in order to maintain essential operations of the university. This is required whether or not the university has otherwise suspended operations. Additional emergency response duties related to the normal operating tasks of these

employees may be assigned by department management. These designated essential employees will continue to carry out their duties until released by their supervisor. In all cases considerations of personal safety in fulfilling these duties must be the first consideration. Employees in the departments listed below are considered essential. Management in these departments will determine which individuals are essential in response to any particular emergency.

### **Departments with Essential Employees**

- Campus Safety
- Student Affairs
- Office of the President
- Human Resources
- Facilities
- Information Technology
- Office of Academic Affairs
- Department of University Relations

Upon approval of the President or acting head of the Emergency Strategy Team, essential employees may be released.

2. With the approval of the President or acting head of the Emergency Strategy Team, additional units and/or individual employees may be designated as essential and required to report for work. Recognizing that weather or other emergency related conditions may cause employee travel to be difficult or impossible at times, notification should be as early as possible. In all cases considerations of personal safety in fulfilling these duties must be the first consideration.

### **Emergency Response: Attachment A**

#### **Emergency Strategy Team (EST) and Order of Precedence**

The Emergency Strategy Team will convene based on the individuals needed to address each individual situation. The highest ranking member of the administration will act as the lead in that situation, after consulting with the appropriate staff on the ground to assess the situation. There is no attribution of authority other than this. All other available members of the team will serve in a consultative capacity to the acting head. Upon notification of an emergency, all positions on this list are expected

to report as quickly as possible to develop appropriate recovery strategy, as described in the Emergency Response Plan.

### **EST Members and Order of Precedence**

President

Vice President for Academic Affairs and Provost

Vice President for Business Affairs and Chief Financial Officer Vice

President of Student Affairs and Enrollment

Dean of Students

Director of Facilities and Operations

Assistant Director for Safety and Facilities

Director of University Relations

### **Enrollment in Emergency Notifications**

All Naropa students and employees are automatically enrolled to receive text messages for purposes of emergency notification. Those who are signed up for these notifications may manage and add contact numbers and email addresses online at

<https://www.e2campus.net/my/naropa/signup.htm>

### **Testing and Evaluating the Emergency Plan**

Emergency planning is always most effective when it is tested regularly. This way official policies and procedures can remain relevant to changing circumstances and will be more immediately remembered if an emergency occurs. The emergency policy and procedure stated above is to be tested at least once per year.

Tests include “exercises” to assess coordination of actions and “drills,” designed to assess a particular operation. Yearly tests have included table top exercises to engage the responding managers from the Campus Safety and Facilities Department.

Evacuation drills using existing fire alarm systems have been performed for Wulsin Hall, the main administration building, and for Snow Lion Apartments, the university’s student housing. These will become routinized, with student housing having drills once per

semester and Wulsin Hall once per year. Current plans call for instituting tabletop exercises for student housing resident staff and summer housing staff, as well as evacuation drills for classroom buildings. The next phase of drills includes activation of emergency notification methods to evaluate preparedness for use, for example, sending a test message through our emergency text messaging system. Documentation of these tests is maintained by the Campus Safety office, including a description of the exercise / drill, the date, time and whether it was announced or unannounced. These tests are used for assessment, evaluation and follow through to continuously improve Naropa's emergency planning and our preparedness to execute that plan. As exercises and drills continue to develop, getting the word out about such testing will be used to increase awareness of emergency planning and response in the Naropa community.

## **Evacuation**

The unpredictable nature of emergency situations requires different responses for evacuation or sheltering in place. When evacuation is not advised students and employees should stay in place until given direction by emergency personnel. The decision to evacuate is based on factors that give individuals the best chance of remaining safe. Students, faculty and staff are encouraged to become familiar with the various exits of campus buildings.

Refer to the Naropa University Emergency Procedures information online at:

[https://my.naropa.edu/ICS/Student/Safety\\_and\\_Facilities/Department\\_of\\_Safety\\_and\\_Facilities.jnz?portlet=Free-form\\_Content\\_2015-06-15T13-35-34-255](https://my.naropa.edu/ICS/Student/Safety_and_Facilities/Department_of_Safety_and_Facilities.jnz?portlet=Free-form_Content_2015-06-15T13-35-34-255)

And at:

[https://my.naropa.edu/ICS/Administrative\\_Depts/Safety\\_and\\_Facilities/Default\\_Page.jnz?portlet=Free-form\\_Content\\_2015-06-11T13-51-07-181](https://my.naropa.edu/ICS/Administrative_Depts/Safety_and_Facilities/Default_Page.jnz?portlet=Free-form_Content_2015-06-11T13-51-07-181)

Or contact the Campus Safety office for more information.

## **General Evacuation Advice:**

### **When to Evacuate**

- Any time a fire alarm is activated
  - When smoke is present (visual or smell)
  - When the smell of gas is present
- When instructed to leave the building or even the whole campus by safety personnel

### **When Not to Evacuate**

- When there is a tornado warning.
- During an armed hostile intruder incident, unless instructed to do so by safety personnel
- During a power failure, unless instructed to do so by emergency personnel
- When instructed not to evacuate by safety personnel

### **Sheltering-in-place**

- If outside, take shelter in the nearest campus building
- During a flash flood move to the upper floors of any buildings
- Shut and lock all windows (this provides a tighter seal) and close exterior doors
- For some threats, it is not wise to turn on any noise source audible from the outside, remain quiet unless instructed that it is safe to turn on such devices
- If instructed, for weather-related events, or for hazardous materials incidents turn on a radio or television and listen for further instructions
- Remain alert for instructions and updates as information becomes available from emergency and university personnel
- Do not leave the building until you are sure that the source of the direction to leave is a public safety or university official.

## **Area Evacuation**

Certain emergencies may affect a specific area of campus. In this case, persons in those areas will be evacuated to a designated site on campus. Emergency personnel may then direct people to a primary or secondary evacuation site. Because of variable factors, such as the type of emergency and wind direction, the evacuation site may be changed at the time of event and communicated by Naropa's emergency response personnel or other local authorities responding, such as Boulder Police or Fire.

## **Campus Evacuation**

An emergency that dictates the evacuation of the entire university or specific campus will be handled in conjunction with the emergency procedures of the city and county of Boulder and the surrounding communities. Individuals who have transportation should review the Naropa website or be aware of announcements from the Naropa emergency notification systems identifying the designated exit routes from campus. Members of the community that depend on public transportation should congregate at the nearest bus stop, unless the area is restricted.

Naropa's emergency notification system and local authorities will communicate necessary instructions, including evacuation routes. If the emergency involves a spill or release of airborne contaminants, sheltering in place options will be considered and may be used instead of evacuation.

## **Timely Warnings**

Timely warnings, consisting of university wide notification, will be issued in response to certain reported crimes that are committed either on campus or, off campus, which in the judgment of the University, constitute a serious and ongoing threat to students or employees. This warning will be issued without delay when sufficient pertinent information is available. Names of victims will be withheld as confidential.

Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Assistant Director for Safety and Facilities by phone at 303-245-4686 or in person at the Safety and Facilities Building. Reports may also be made to the Interim Dean of Students by phone at 303.546.3549 or email to

[mpeterson@naropa.edu](mailto:mpeterson@naropa.edu), or in person at the Office of Student Affairs (2nd floor of Wulsin Hall). Based on any such report, the Assistant Director for Safety and Facilities and the Dean of Students will consult, involving as appropriate and necessary, other university officials regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime and the continuing danger or risk to the campus community. The possible risk of compromising law enforcement efforts will be considered and law enforcement authorities will be consulted as necessary. Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances, especially if there is reason to believe that the crime is motivated by bias, meaning the victim is intentionally selected because of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability of the victim. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring. If either the Assistant Director for Safety and Facilities or the Dean of Students is not available to make the decision within the time frame above, their respective direct supervisor will assure that an appropriate decision is made and acted upon.

A timely warning may be distributed to the campuses through any one or more of the following methods:

- SMS text messaging
- Campus wide Public Address system
- Naropa Email
- Postings on campus and non-campus facilities (hard copy)
- Posting on my.naropa.edu

Timely warnings will generally include the following information which has been deemed to be truthful and reliable:

- Specific information about the crime that prompted the alert (date/time/location

and nature of the crime)

- Information promoting safety (crime prevention and safety tips)
- Information that will assist individuals in protecting themselves (what action to take OR not take)

All timely warnings will withhold the names of victims as confidential.

## **Safety of and Access to Campus Facilities**

### **Academic and Administration Buildings**

#### **Arapahoe, Nalanda, and Paramita Campuses**

Official building hours and university holidays are published at:

<http://naropa.edu/student-life/campus-safety/building-hours.php>

Any student presence in or access to buildings outside of hours is allowed only by key or controlled access credential issued by the Campus Safety Department. When planning an event, any exception to the official building hours must be approved by the Campus Safety Department and supervised by a staff or faculty person who must submit a “Request for Exception to Standard Building Hours” form at least ten working days in advance. This form is available from the Campus Safety office and on my.naropa.edu for staff and faculty. Applicants should not assume an exception will be granted. This process is also overseen by the Office of Events to assure production support and compliance with safety concerns. The Office of Events serves as a gateway for the process of requesting exceptions to building hours.

The Facilities staff and especially Campus Safety personnel secure the campuses and have authority to enforce building hours.

Building hours referred to above apply to common areas and classrooms. If classrooms or similar spaces are not reserved, or if common areas are vacant, they may be locked earlier. Having buildings open when they are not in use increases the risk of vandalism and theft, and the risk to the personal safety of Naropa community members. Closing a building early may be a necessary balance between the need for facilities to be

available over a wide range of hours and the need for campus safety. Office spaces are locked when not open for business.

Both the Paramita Campus building and the Nalanda Campus building have electronically controlled limited access technologies. Student, Staff, and Faculty access is limited during certain times by a controlled access security system. Students, instructors and other employees, who need access to this building in the evenings or on weekends, are routinely issued electronic keys by the Campus Safety office. Students and non-ranked faculty and instructor's electronic keys will only allow access during hours set by Safety and Facilities. Students enrolled in programs at the Paramita and Nalanda campuses will have opportunities to receive these access devices on campus during the first week of classes.

### **Residence Hall: Snow Lion Apartments**

Naropa University places a high priority on the safety of our resident student population. Controlled access and video recording systems are in place to secure the building. Residents are reminded that any security plan can easily be compromised by those it is meant to protect. If someone compromises the safety of the building, fellow students' lives could be affected. All exterior doors to the residence hall are locked 24 hours a day. The front lobby door is the only access into the building and can only be opened by the electronic key issued at check-in. When entering the building, residents should make sure that only they and their guests enter. All guests are required to sign in at the front door and the Assistant Director of Student Life can refuse property access to any non-resident. If guests desire to stay more than three nights the stay must be pre-approved by the Assistant Director of Student Life. Residents are informed that the exterior doors should not be propped open and that an alarm will sound until the door is closed. Students are responsible for locking their own apartments.

### **Water Street**

Naropa's Water Street offices accommodate administrative and support staff in the areas of Business Affairs, Finance, Human Resources, Information Technology/Services

and Development. No curricular activity is scheduled at this location. The facility is operated by a third party specializing in commercial property management. This facility is not patrolled by Campus Safety but rather by the security service under contract to the building management. Access to the building, including the garage level and interior suites are controlled by electronic cards and / or mechanical keys issued to Naropa employees by the building management at the request of Naropa's Campus Safety office.

### **Shambhala Mountain Center**

The Shambhala Mountain Center is a retreat and meditation center located in Larimer County in the foothills of the Rocky Mountains approximately 100 miles north northwest of the main Arapahoe campus. The Center is used by various instructors to teach their curriculum in a mindful, contemplative, and impactful way. The Shambhala Mountain Center is not owned by Naropa University nor is it patrolled or monitored by university personnel. The center does however, have its own trained safety/security detail.

### **Alaya Preschool**

The Alaya Preschool facility is considered non-campus property under the Clery Act. This facility is operated by the Directors of the Alaya Preschool and is not patrolled by Campus Safety. The exterior doors are controlled by mechanical key access issued by the School Directors. The Alaya Preschool adheres to safety and security requirements for preschools, as described by the Colorado Department of Human Services.

### **Campus Geography Classifications**

For purposes of the Clery Act, University geographies are divided into **On-Campus Property, Public property, and Non-Campus property**. On-Campus property is generally defined as property owned or controlled by the University and is used to meet or support the institution's educational purposes and includes residence halls, administrative buildings, classrooms and labs. Public property includes areas owned by a public entity within the campus boundaries easily accessible to the campus community such as right-of-ways, streets, parks, and bike paths. Non-Campus

geography is property not part of the main campus properties but is owned or controlled by the university, frequently used by students, and is used in support of or in relation to the universities educational purposes. Examples of some Non-Campus properties are research facilities, University hospitals, and space rented or leased for the purpose of offering classes for set periods of time.

Arapahoe, Nalanda, Paramita, and the Snow Lion student housing geographies are all considered On Campus property locations. The Water Street leased offices, the Shambhala Mountain Center, and the Alaya Preschool locations are considered Non-Campus locations.

### **Maintenance of Campus Facilities**

NOTE: This section specifically applies to all campus properties and with some modifications to the non-campus properties: Alaya Preschool, Shambhala Mountain Center, and Water Street. Some aspects of these three locations are maintained independent of Naropa Facilities and Operations, especially fire protection systems and fire code maintenance such as egress and housekeeping.

The Campus Safety and Facilities Department maintains university buildings and grounds with concern for safety and security. Buildings and grounds are maintained in a manner that minimizes hazardous conditions. Campus Safety personnel patrol the facilities and submit repair orders to ensure attention is given to safety issues. Conditions critically affecting the security of any facilities are corrected the same day or as soon as practicable. In addition, the facilities staff regularly inspects the facilities to assess and initiate repairs of malfunctioning lights and other unsafe physical conditions, with particular attention given to outdoor safety lighting.

Naropa has contracted with third parties approved by the Boulder Fire Department to annually inspect and continuously monitor the fire protection systems within campus facilities to ensure proper operating conditions.

All employees are encouraged to report buildings and grounds related safety concerns to the office of Campus Safety by calling (303) 245-4686 or submitting a work order request via [my.naropa.edu](http://my.naropa.edu)



Counselor): Works with the Dean of Students on student conduct violations to assess students and provides treatment plans/educational programming based on their needs.

Substance Free Housing: Although the Office of Housing and Residence Life expects that all resident rooms and public spaces in the residence comply with federal, state, and University regulations related to the use of alcohol and other drugs, the substance free apartments offer an additional measure of support for individuals who choose not to drink or use other drugs. The purpose of the Substance Free Housing option is to foster a living environment in which complete abstinence from alcohol and drugs, healthy sustainable and contemplative choices will be respected and residents can be assured that substance use and/or abuse will not be a factor in their residential lives.

Natural Highs Course: Offered once per semester, students discover healthy rituals, cutting-edge research on brain development, body-minded experiments, acupuncture, non-judgmental dialogue, herbs that are truly good, and inspiration to examine one's own relationship with substances.

Work-Life Balance Employee Assistance Program (EAP): As part of our long-term disability plan Naropa provides a free EAP plan. Employees can seek confidential assistance or referrals for themselves and their family members for a variety of needs including counseling, legal concerns and financial counseling.

Additional programs include:

- Lecture each semester for Transpersonal Counseling Psychology students about how to integrate Alcoholics Anonymous into their clinical work
- Participation in National Alcohol Screening Day
- AOD clinical assessment and treatment planning for students with judicial offenses related to AOD issues
- Social Norming Campaign: Normative information about alcohol consumption will be distributed throughout the academic year. This campaign, Mindful or Mindless?, is coordinated by the counseling center.
- Student online Title IX training, which outlines how drugs and alcohol increase the risk of sexual misconduct, can be found at [www.naropa.edu/gender-equity](http://www.naropa.edu/gender-equity).

## Reporting and Prevention of Gender Discrimination, Sexual Misconduct, and Relationship Violence

As stated in the US Department of Education's Handbook for Campus Safety and Security Reporting,

“The FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as 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.”

Domestic violence, dating violence and stalking are defined in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic Violence” means a felony or misdemeanor crime committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Colorado, or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

“Dating Violence” means violence committed by a person

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - Length of the relationship

- Type of relationship
- Frequency of interaction between the persons involved in the relationship.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

For the purposes of this Annual Campus Security Report, the policies and procedures in Naropa University’s “Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedures” are deemed to apply in any instance of a “sex offense” per the FBI definition above. Therefore that document is hereby cited at its permanent published location on the internet, to cover the requirements for statements on:

- Procedures students should follow if a sex offense occurs including to whom the alleged offense should be reported and the importance of preserving evidence
- Information on a student’s option to notify appropriate law enforcement authorities, be assisted by campus authorities in notifying law enforcement, decline to notify law enforcement, and where applicable, the students’ rights and the university’s responsibility regarding orders of protection, no contact orders, restraining orders or similar lawful orders issued by criminal, civil, or tribal court.
- Notification to students of existing on- and off-campus counseling, mental health or other student services for victims of sex offenses.
- Notification to students that the institution will change a victim’s academic, living, transportation and working situations after an alleged sex offense, and the options for those changes if those changes are requested by the victim and are reasonably available
- Information regarding requests for confidentiality
- Procedures for campus disciplinary action in cases of an alleged sex offense
- The standard of evidence that will be used during any campus disciplinary

proceeding and the rights of the accuser and accused to receive information about the outcome and appellate procedures

- Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses.

The applicable policy is published at: [www.naropa.edu/gender-equity](http://www.naropa.edu/gender-equity).

Any person who believes that they have been subjected to any of the prohibited conduct outlined in the Gender Equity, Sexual Misconduct and Relationship Violence Policy and Procedure, including gender discrimination, sexual harassment, sexual exploitation or coercion, sexual assault, dating violence, domestic violence, stalking or retaliation is encouraged to report the conduct. Please report your claim directly to the Dean of Students or the Title IX Coordinator. The contact information for each is:

Matt Peterson

Interim Dean of Students

2130 Arapahoe Ave.

Boulder, CO 80302

(303) 245-3549 / [mpeterson@naropa.edu](mailto:mpeterson@naropa.edu)

Or

Joy Valania

Special Advisor to the President and Title IX Coordinator

2130 Arapahoe Ave.

Boulder, CO 80302

(303) 546-3517 / [jvalania@naropa.edu](mailto:jvalania@naropa.edu)

## **Programs promoting the awareness of and prevention of Gender Discrimination Sexual Misconduct, and Relationship Violence**

**Resident Assistant Programming:** Student staff members are responsible for programming to specific educational needs of Naropa University students. One area they address in their programming is health and wellness, to include sexual assault prevention and risk reduction activities. Residence Life student staff will produce at least one community-wide event specifically addressing these issues each semester, in consultation with subject matter experts.

**Creating a Culture of Respect:** This online training session is provided by the Human Resources Department in conjunction with the Title IX Coordinator. It is targeted to educate all employees on their rights and obligations in regards to Discrimination, Harassment, Retaliation and Bullying in the workplace. This training also provides information on the University's Gender Equity, Sexual Misconduct and Relationship Policy and Procedure, including the rights and obligations of employees under the policy. This training is a required for all employees with the Title IX training portion required annually. The Creating a Culture of Respect training is also offered in-person each semester and is currently scheduled for October 21, 2015.

**Community Partner Educational Program:** Naropa has partnered with local organization to support efforts to provide awareness and prevention training to students, faculty and staff. Currently Naropa is working with MESA (Moving to End Sexual Assault), SPAN (Safehouse Progressive Alliance) and Boulder Community Health's SANE (Sexual Assault Nurse Examiner) Program. The Title IX Coordinator is working with these partners to schedule in-person training, offered to the Naropa community free of charge, on topics such as risk reduction, bystander intervention and relationship and sexual violence awareness.

## **Additional Disclosures to Alleged Victims of Crimes of Domestic Violence, Dating Violence and Stalking**

Naropa University will disclose to the alleged victim of a crime of domestic violence, dating violence or stalking, the results of any disciplinary hearing conducted by the

university against the individual who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Naropa University will provide the results of the disciplinary hearing to the victim's next of kin, if requested.

## State and Local Sex Offender Registries

Federal law requires institutions of higher education to issue a statement advising the university community where to obtain law enforcement agency information provided by the state concerning registered sex offenders. Criminal sex offenders who must register with law enforcement officials must notify those officials of their enrollment or employment at institutions of higher education within the state. That information should then be forwarded to campus safety office of the school or institution of higher education where the criminal sex offender is employed, carries on a vocation or is a student.

The City of Boulder Police Department makes these statements on their web page <https://bouldercolorado.gov/police/sex-offenders> (accessed 10 August 2015):

- The Boulder Police Department provides a copy of the complete city's sex offender list to anyone who asks for the document. The document can be viewed for free. The department charges a \$5 administrative fee for copies of the list. A brief form must be completed prior to obtaining the list at the department's Records and Information Services Unit, located at 1805 33rd St.
- State law limits which sex offenders police departments are allowed to post online. Some sex offenders who have been convicted of some types of misdemeanors cannot be included on Web-based lists. As a result, the department offers a redacted sex offender list for members of the public who wish to view sex offender information online. The information is as current as the date on the bottom of the website document. The photos and information for all redacted offenders are available on the paper copy of the list that can be obtained through Records, as described above.

Web address (accessed 10 August 2015) for the Boulder Sex Offender Registry is: <https://www-static.bouldercolorado.gov/docs/SexOffenderListWithPictures.pdf>

The Colorado sex offender registry is available online from the Colorado Bureau of Investigation. Persons should not rely solely on the sex offender registry as a safeguard against perpetrators of sexual assault in their communities. The crime for which a person is convicted may not accurately reflect the level of risk.

The home page for the Colorado Bureau of Investigation's Convicted Sex Offender site is: <http://sor.state.co.us/index.cfm?SOR=home.home> (accessed 10 August 2015)

Where the following statements are made:

**“This website does not list all convicted sex offenders in Colorado.** The CBI does not post information concerning, (1) sex offenders only convicted of misdemeanor sex offenses, or (2) juveniles adjudicated for sex crimes. You may contact your local Police Department, County Sheriff's office, or the CBI for a COMPLETE list of registered sex offenders in your city, county or state. Some Police Departments and Sheriff's Offices maintain websites containing information about sex offenders in their jurisdiction, consistent with Colorado Revised Statutes (CRS) 16-22-112. Please select the Information tab for links to view specific Colorado Police and Sheriff Sex offender websites.”

### **Programs promoting the awareness and prevention of domestic violence, dating violence and stalking**

We are currently editing curricula on intimate partner violence risk reduction and bystander intervention. The curricula reflect best practices in university settings, and collaborations with local agencies that respond to sexual assault, domestic violence, dating violence and stalking. The curriculum was presented during new student orientations and during two admissions preview events for potential incoming students. The Office of Student Life benchmarked trainings over the summer of 2015 to ensure alignment with current best practices.

## Crime Statistics

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or *Clery Act* for short requires a breakdown of reported offenses across the following types of locations: on-campus (including residence halls), non-campus buildings or property, and public property.

- **Criminal Offenses** that must be reported are murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- **Hate Crime Offenses**- In addition to the above criminal offenses, any incidents of simple assault, larceny-theft, intimidation, destruction /damage /vandalism of property that are reported as hate crimes if the crime is motivated by the offender's bias toward a group of persons based on their actual or perceived race, gender, religion, national origin, gender identity, disability, sexual orientation or ethnicity are to be included in the report. If any hate crimes are reported, the particular bias (es) that motivated the crime(s) will be disclosed.
- Instances of individuals **referred for judicial disciplinary action or arrested** for violation of liquor, drug, and weapons laws are reported.
- Instances of domestic violence, dating violence and stalking that were reported to campus security authorities or local police agencies.

For the purposes of the *Clery Act*, crime statistics are reported by the following geographical locations. There are three separate Naropa University campuses:

- Arapahoe Campus (2130 Arapahoe Ave.), which includes the on-campus student housing (Snow Lion Apartments at 1900 Goss St.), and the office building at 2111 Arapahoe Ave.
- Paramita Campus (3285 30<sup>th</sup> St.)
- Nalanda Campus (6287 Arapahoe Ave.)

The University Residence hall (Snow Lion Apartments) statistics are reported as a subset of the Arapahoe Campus statistics. Also reported under the Arapahoe Campus are three non-campus facilities:

- Water Street offices, rented commercial space, at 2595 Canyon Blvd., Suite 400
- Alaya Pre-School, owned by Naropa University and used as an internship site, at 3340 19th St.
- Shambhala Mountain Center located at 151 Shambhala Way, Red Feather Lakes, Colorado

Crimes occurring on adjacent public property are reported for thoroughfares, streets, sidewalks and parking facilities that are within or immediately adjacent to and accessible from any of the three campuses listed above, including the Snow Lion apartments.

Naropa University	Year	All On-Campus Property	Non-Campus Property	Public Property	Total	On-Campus Residential Only	All Residential Facilities
<b>Selected Criminal Offenses:</b>							
Murder & Non-negligent Manslaughter	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Burglary	2014	1	0	0	1	0	0
	2013	0	0	0	0	0	0
	2012	2	0	0	2	0	0
Motor Vehicle Theft	2014	0	0	0	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Sex Offenses (Forcible):	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	1	0	0	1	1	1
Sex Offenses (Non-Forcible):	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Domestic Violence	2014	1	0	0	1	1	1
	2013	1	0	0	1	1	1
	2012	0	0	0	0	0	0
Dating Violence	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Stalking	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0

Naropa University	Year	All On-Campus Property	Non-Campus Property	Public Property	Total
<b>Liquor, Drug, &amp; Weapons Statistics:</b>					
Arrests: Liquor Law Violations	2014	0	0	0	0
	2013	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2014	14	0	0	14
	2013	13	0	0	13
	2012	12	0	0	12
Arrests: Drug Law Violations	2014	2	0	0	2
	2013	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals: Drug Law Violations	2014	18	0	0	18
	2013	5	0	0	5
	2012	10	0	0	10
Arrests: Weapons: Carrying, Possessing, etc.	2014	0	0	0	0
	2013	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals: Carrying, Possessing, etc.	2014	0	0	0	0
	2013	0	0	0	0
	2012	0	0	0	0

On-Campus Residential Only	All Residential Facilities
0	0
0	0
0	0
13	13
13	13
12	12
2	2
0	0
0	0
18	18
4	4
10	10
0	0
0	0
0	0
0	0
0	0
0	0

Naropa University	Year	All On-Campus Property	Non-Campus Property	Public Property	Total	On-Campus Residential Only	All Residential Facilities
<b>Reportable Hate Crimes*</b>							
Race	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Gender	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Religion	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Sexual Orientation	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Ethnicity	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
Disability	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0

\* Hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, gender identity, disability, ethnicity, or national origin. No hate crimes were reported in 2014, 2013, or 2012.

## Missing Student Policy

As stated in the 2015-2016 Snow Lion Residence Hall Handbook, distributed to all residents at that location:

In the event that a Naropa University residential student is suspected to be missing, students will immediately contact the RA at (720) 841-8008; and the 24 Hour On-Call emergency cell phone at (720) 309-8211. The RA will then call the Assistant Director of Student Life for Residential Education.

Each student living at Snow Lion has the option to register a confidential contact person to be notified if the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation will be allowed access to this information.

All reports of missing students made to Residence Life staff or Campus Safety staff are immediately reported to the Dean of Students and Assistant Director for Safety and Facilities and followed up with an investigation.

After consultation with the Dean of Students, if the missing student report has any threatening or violent circumstances surrounding it, law enforcement will be immediately alerted.

If the Assistant Director for Safety and Facilities and the Dean of Students do not close the missing student investigation in 24 hours or less, the Dean of Students will initiate the following:

- For an un-emancipated minor: notify a custodial parent or guardian no later than 24 hours after the student is reported as missing.
- For an independent adult or emancipated minor: Notify the individual identified by the student as the missing student contact and notify law enforcement no later than 24 hours after the student is thought to be missing. Even if a student has not registered a contact person, local law enforcement will be notified that the student is missing.

## Naropa University On-Campus Student Housing Fire and Safety

### Policies and Procedures

Naropa University complies with the fire safety regulations for on-campus student housing. The only designated on-campus student housing in Naropa's geography is the Snow Lion Residence Hall. Naropa University is required to maintain a log of all reported fires that occur at Snow Lion, publish an annual report that contains safety policies and fire statistics for Snow Lion and submit the statistics from the fire and safety report annually to the US Department of Education.

For the purposes of fire safety reporting the federal regulation defines a fire as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

### **Fire Safety Log**

The Campus Safety office maintains a written, easily understood fire log that records any fire that occurs in an on-campus student housing facility. The fire log must contain the following elements:

- The date the fire was reported
- The nature of the fire
- The date and time of the fire
- The general location of the fire

The fire safety log will be updated within two business days of receiving a fire report. The most recent 60 day period of the fire log is available for public inspection during normal business hours. Requests for periods greater than 60 days will be made available in two business days.

Reported fires include fires that were already extinguished as well as those discovered while still burning. Fires can be reported by anyone to any official of the institution. Any

student housing fire that is reported to a campus official must be documented on the log. There are no exceptions regardless of how much time has passed when the fire occurred versus when the fire was reported.

## **Fire Statistics Collection**

The Campus Safety office will collect statistics for reported fires in on-campus student housing facilities. These are disclosed below and reported to the US Department of Education via the annual web-based data collection.

If anyone knows of a fire that occurred and are uncertain if the Campus Safety Office is aware please contact one of the following:

- Assistant Director for Safety and Facilities
- Dean of Students
- Residence Hall Director

When contacting, please provide as much information as possible about the location, date, time and cause of fire.

## **Annual Fire Safety Report**

The Campus Safety office shall publish and distribute an annual fire safety report by October 1st of each year to all enrolled students and employees. This is accomplished by posting it to the Naropa University website.

In addition, each campus will provide notice, as appropriate, to all prospective students and employees. The report will contain fire statistics for the previous three (3) years (reported by calendar year and location) and various policy statements which accurately reflect how the policies are currently implemented.

## **Snow Lion Fire Safety Systems and Education**

A fire extinguisher is placed in a designated location in each apartment. In addition, fire extinguishers are placed in designated locations in the hallways on each floor of the building. Each apartment is provided with smoke detection devices in bedrooms and

common areas.

The building is equipped with a fire alarm system. Audio notification is at the decibel level required by locally enforced fire code. Two designated hearing impaired apartments and common areas of the building (laundry room, housing office, etc.) have both visual and audible notification. The fire alarm pull stations are located on each floor opposite the stairwells and at the second floor building exits. When activated, these create an alarm condition resulting in local notification and automatic communication with the Boulder Fire Department. Other initiating devices include heat detectors in the laundry and boiler rooms and one wired-in smoke detector at the Fire Alarm Control Panel as required by fire code.

Fire drills were conducted in the spring and fall Semester during the calendar year 2014. The current Residence Hall practice calls for fire drills to be conducted each spring and each fall semester. The fire safety provisions in the Snow Lion Residents Handbook are presented as part of student check-in. In addition, annual fire extinguisher training is planned for residents and staff at Snow Lion.

### **Student Housing-Snow Lion Residence**

The housing guidelines in place at Snow Lion are compliant with Boulder County regulations, university guidelines, and safety/respect concerns inherent in living in a community. These guidelines are detailed in the Snow Lion Handbook that is provided online to all residents. Residents are responsible for knowing all the policies and procedures in the handbook and are required to conduct their behavior in accordance to these guidelines. Residents and their visitors are expected to uphold these standards and responsibilities while living at Snow Lion as they promote a safe and secure community. The handbook lists violations that compromise the safety and security of residents and these violations may result in appropriate disciplinary sanctions, up to and including contract termination and eviction from on-campus housing. This document states that all residents must adhere to the fire safety guidelines, they must evacuate during a fire drill or alarm, they must never falsely report a fire emergency by activating the fire alarm system, and they must never tamper with fire safety or life safety

equipment.

**The following are several important guidelines for residents of Snow Lion:**

- **Extension Cords**

Extension cords are prohibited. You can use power strips with built in circuit breakers that have long cords, but “linking” power strips is not permitted.

- **Fireworks, Firearms, and Explosives**

Fireworks, firearms, and explosives are strictly prohibited in Snow Lion.

- **Smoking**

Smoking is prohibited inside Snow Lion and all Naropa University campus buildings. There are designated smoking areas on the east and west sides of Snow Lion. Many people can be deeply affected by inhaling smoke, especially those who suffer from asthma, allergies, and migraine headaches. If residents or guests are smoking in an area that is not designated for smoking, kindly ask them to move to a smoking area. If the problem persists, alert a Resident Advisor or the Residence Hall Director.

- **Candles and Incense**

Candle burning is not permitted in student apartments because of the danger of fire caused by open flames. The burning of incense will be discussed at community meetings and should also be discussed with your roommates. Residences should all take into consideration the possible impact of incense on those with allergies, sensitivities, or breathing difficulties.

- **Appliances**

Residents may have TVs, video games, radios, stereos, shavers, hair dryers, and electric clocks in their rooms. Wiring to improve reception may not extend outside rooms. Appliances with an open coil or burner, electric blankets, halogen lamps, and space heaters are not allowed in student accommodations. Students are not to use resistance coils to heat liquids as

they present a serious safety hazard. Use of multiple plugs and extension cords without a circuit breaker is prohibited, as these items present extreme fire hazards. All computer wiring must be connected to an appropriate circuit breaker.

## **Fire Evacuation Procedures (Student Housing Evacuation)**

When the fire alarm sounds, all residents must vacate the building at once. Before leaving the apartment, use the following tips:

- Feel the door edges for heat. If the door feels hot, do not open it. Open window(s) and drape a white sheet or towel from the window to signal a call for help.
- If the door does not feel hot, open the door, cautiously standing behind it when opening.
- If hallway is clear, proceed to stairs, close the door when leaving the apartment.
- Leave the building by the nearest exit (leave at a brisk pace without running).
- Do not return to the building until the all-clear is given.

## **Fire Evacuation Plan**

In the event of a fire emergency, residents are to evacuate the building immediately using the following procedure:

- Isolate the fire by closing doors. Close all doors behind you as you evacuate the building.
- Activate Fire Alarm System: Notify other residents of the fire by pulling one of the manual pull stations, which are located on each floor opposite the stairwells and at the second floor building exits.
  - The fire department will be notified when a pull station is pulled. This will also sound the fire alarms in all apartments.
- Evacuate the building by proceeding to the nearest safe exit. The main entrance, side exits, and courtyard gates are all possible routes. If your primary escape route is unsafe or blocked, use an alternate escape route.

- Do not waste time collecting personal property.
  - Feel doors to see if they are hot before opening them.
  - If smoke is present, crawl low, where the air is fresher and cooler.
  - No one should reenter the building after evacuation without fire department approval.
- Once outside, proceed to the small park that is just west and south of the building (19<sup>th</sup> and Grove) to check in with staff. Based on your check in, staff will inform firefighters about who was able to get out of the building and who may still remain inside.
  - If you have additional information as to the type, size, cause, and location of the fire emergency, or the location of individuals trapped in the building, contact a staff member immediately so that emergency personnel can be notified.
  - Failure to evacuate during any alarm, including drills and false alarms is a serious policy violation and you will be referred to the resident hall director, director of housing, and dean of students to determine the proper course of action.
  - If a student is unable to evacuate due to a disability (e.g. broken leg or permanent mobility disability), the student is issued a Shelter-In-Place placard that should be placed in the exterior window of the apartment. Shelter-in-place residents should (1) stay in their apartment; (2) call 911 to let emergency services know their exact location; (3) wait for evacuation. Snow Lion staff maintains a list of students who have shelter-in-place needs, and will disclose those to emergency personnel upon arrival.

## **Fire Safety Plan**

To report a fire, residents should use the fire alarm pull stations as they are evacuating the building. Pulling the fire alarm automatically notifies the fire department and sounds the alarm. If you have additional information, seek out a staff member at the evacuation gathering point (park at 19<sup>th</sup> and Grove) so that they may provide the fire department with more information. Please follow the Fire Evacuation Plan posted in each room.

- Please refer to the Fire Evacuation Plan for information on exit locations.

Each apartment is equipped with a smoke detector. Fire alarm manual pull stations are located on each floor opposite the stairwells and at the second floor building exits.

- Campus Safety and Facilities are responsible for general maintenance of the fire alarm system and the smoke detectors. Do not remove the batteries from the smoke detector for any reason. When smoke detector batteries are low, the unit will chirp every 60 seconds. It is the responsibility of residents to report low batteries or any problems with smoke detectors immediately to the Residence Hall Director or through the online maintenance request system.
- In general, the most common causes of residential fires are unattended cooking, improperly discarded smoking materials, unattended candles, and damaged or faulty electrical equipment. Please remember the following safety tips:
  - Never leave cooking unattended, keep your kitchen areas and appliances clean, and keep combustible materials away from the stove and oven.
  - Smoking is prohibited in Snow Lion.
  - Candles are prohibited in Snow Lion.
  - Maintain all your personal electrical equipment and follow the user instructions. It is your responsibility to report any electrical problems in your apartment immediately to the residence hall director or through the online maintenance request system.
  - Keep matches and lighters away from children.

### **Future Fire Safety Improvements**

Naropa University is dedicated to improving fire safety and fire safety systems. Future planning for fire safety improvement is an ongoing endeavor; however, there are no immediate plans for improvements to the fire safety equipment at Snow Lion.

## Fire Statistics

### On-Campus Housing Fire Statistics for 2014, 2013, and 2012

Naropa University, Boulder, CO	Year	Total Fires in Building	Fire Number	Causes of fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damaged by Fire
Fire Statistics							
Snow Lion	2014	0	N/A	N/A	0	0	0
	2013	1	1	N/A	0	0	0
	2012	1	1	Unattended Cooking Pan. Note: Smoke only, Fire Dept. on Site	0	0	0