



**2024 ANNUAL SECURITY AND
ANNUAL FIRE SAFETY
REPORT**

Pacific Lutheran University

2024 Annual Security & Annual Fire Safety Report

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ENROLLMENT

For the 2022-2023 academic year, Pacific Lutheran University enrollment was 2,633 students. Consisting of 2,301 Undergraduate and 332 Graduate students. Approximately 70% of 1st-year students lived in campus residence halls. PLU had a total of 533 full-time (FTE) employees (faculty and staff combined) at the university, with a 12:1 student-faculty ratio.

INTRODUCTION

This report is completed annually by the Pacific Lutheran University Campus Safety Department. We urge members of the university community to use this report as a guide for safe practices on and off campus. This report was released on Tuesday, October 1st, 2024. The information in this report is considered to include current policies for the 2024-2025 school year. Crime data from the 2021, 2022, & 2023 calendar is included in the report. The university generates an email to every enrolled student and current employee on an annual basis notifying them that the report is available to be viewed. For prospective students, members of the community, and others, the Annual Security and Fire Safety Report is available online at www.plu.edu/campus-safety/annual-report. Copies of the report can also be obtained from the PLU Campus Safety department located at 12501 Park Ave. S Tacoma, WA, 98447.

This publication is intended to provide you with information on educational programs, safety practices, crime statistics, and policies regarding the reporting of emergencies and emergency preparedness, response, and recovery procedures. It is the primary objective of Campus Safety to work collaboratively with campus community members. From these collaborative efforts, we can continually enhance the safety measures that would promote a positive and safe campus environment. In addition, we can create opportunities for community members to work, study and live within a comfortable, personal, and professional community within a community. Should you have any questions, comments, or suggestions regarding the information contained in this publication or any related Campus Safety policies, procedures, or operations, please contact the Executive Director of Campus Safety & Emergency Management at 253-535-8787 or email campussafety@plu.edu.

PACIFIC LUTHERAN UNIVERSITY ADDITIONAL CAMPUS

Accelerated Bachelor of Science in Nursing (ABSN) Campus - Lynwood, WA

Pacific Lutheran University's Accelerated Bachelor of Science in Nursing (ABSN) program which launched in 2022, operates from a facility north of Seattle, Washington, at 20700 44th Avenue West, Lynnwood, WA 98036, on the 6th floor of the Northview Corporate Center. The ABSN has an organized program of study and administrative personnel on-site and is not reasonably contiguous to the main campus. There are no student housing facilities at this location. This separate campus site features classrooms, faculty and staff offices, and state-of-the-art nursing simulation facilities.

For the purpose of complying with all Clery Act, safety-related HEA, and Title IV requirements, Pacific Lutheran University produces one Annual Security Report and distributes it to students and employees at this separate campus. Any policy or procedure that is different from the Main Tacoma campus will be noted throughout this report.

The crime statistics are identified separately for the Lynwood ABSN Campus. The site director and office employees at this location are responsible for student on and off-site activities, therefore all are considered Campus Security Authorities. They are provided specific instructions and training on Clery Act crimes and Title IV reporting requirements. When incidents are reported to the university, the incident and its location of occurrence are evaluated by the PLU Campus Safety Department to determine if it is Clery reportable. If there are reportable incidents they are listed under the separate-campus property line in the crime statistics chart.

CAMPUS SAFETY DEPARTMENT

The mission of the Pacific Lutheran University Department of Campus Safety is to promote and sustain the safety of the academic environment by maintaining a peaceful and orderly community and protecting and assisting its students, faculty, staff, and guests. Campus Safety (CSAF) is committed to safeguarding people, property, and resources while participating in the educational process. This mission is attained through a cooperative approach by all

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members of the campus community, partnerships with Federal and State emergency services, local fire and law enforcement, and other community partners.

CSAF strives to promote and sustain core values and principles that dictate professionalism, integrity, respect, competence, duty, and customer service for a safe environment for the PLU community. University community members include anyone with a vested interest in PLU: students, parents, constituents, local community members, visitors, and guests; and each has a unique perspective and expectation of their experiences while on campus. Every job function and responsibility within the department exists to foster the goal of obtaining higher education, continuous employment, and self-actualization in a safe and secure environment.

The Campus Safety (CSAF) department is located on the first floor of the Martin J. Neeb Center on campus at 12501 Park Ave South, Tacoma, WA 98447. CSAF operates 24 hours a day, 365 days a year, and is dedicated to safeguarding our campus community from all types of threats and hazards that may be imposed. The CSAF department is supported by two departmental offices; Access Administration and Emergency Management. The Campus Safety office is managed by the Executive Director of Campus Safety & Emergency Management, who reports to the Associate Vice-President for Campus Life. The CSAF department is staffed with 3 Operation Managers (OM), 9-10 Professional Safety Officers (PSO), 1 Administrative Officer (AO), and approximately 30 part-time student employees, who share the duty of patrolling the campus, operating the communications center, monitoring video surveillance, monitoring, regulating, and enforcing PLU parking policies by issuing parking tickets, and /or towing unauthorized parked vehicles. All CSAF officers are committed to performing their duties in a manner that protects life and property and do it safely and in adherence to the law as well as departmental and university policy. This is accomplished through patrolling the campus, interacting positively and professionally with community members and guests, and performing a variety of daily tasks such as responding to calls for service, taking reports, and responding to both emergency and non-emergency incidents. On occasion, CSAF officers are assigned to control crowds and vehicle traffic during PLU special events, and a variety of other safety and security-related duties.

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The Emergency Management Office is co-managed by the Executive Director of Campus Safety & Emergency Management and the Associate Director of Emergency Programs and Compliance. This office oversees the university's emergency preparedness, response, and recovery efforts.

Access Administration is an office within the Campus Safety Department responsible for maintaining access requests/permissions, processing and managing PLU keys, and the management of the campus card swipe system. The Access Manager is responsible for enforcing PLU's facility access policies that are intended to enable efficient access to space and maximize protection of students, employees, guests, and property.

In order to be successful in providing the highest degree of service to the University community it is imperative that community members follow good safety practices and understand that safety is the responsibility of all community members, not just those officially charged with enforcing university policy and procedures. Through a collective effort, all members of the PLU community must practice safety measures that will protect themselves and others from incidents and emergencies that may threaten their safety and well-being. Preventive measures include such as using our escort services, securing personal valuables, following emergency preparedness procedures, and reporting suspicious/criminal activities. Campus Safety takes a leadership role in the mitigation of hazards, preparing before, response during, and recovery after all emergencies or disasters.

For inquiries on safety-related information and business transactions, the Campus Safety Department front desk is open 8:00 AM- 5:00 PM Monday through Friday, closed on holidays. Outside of this time, Campus Safety can be reached by calling 253-535-7441, our Emergency Line at 253-535-7911, or by using the callbox mounted on the West and East entrance of the Martin J. Neeb Center.

CRIME/EMERGENCY REPORTING

The Pacific Lutheran University Policy Group leaders have appointed the Campus Safety Department as the official office for reporting crimes and emergencies. All university community

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members are encouraged to report criminal actions, emergencies, suspicious behavior, or other campus safety-related incidents occurring within the University's Clery geography to the Campus Safety Office in an accurate, prompt, and timely manner. Accurate and timely reporting allows Campus Safety the opportunity to evaluate, and consider the appropriate and corrective action, send timely warning notices, disclose crimes on the daily crime log as well as accurately document reportable crimes in its annual statistical disclosure. The University Clery geography includes:

- On-campus property including campus residence halls, buildings, and/or facilities;
- Designated non-campus properties and facilities;
- All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities.

Campus Community members should dial 911 if there is an immediate, life-threatening medical emergency, any fire, a crime in progress, or any suspicious activity that causes them to fear for their safety or the safety of others. Immediately after, when it is safe to do so, contact Campus Safety. Campus Safety officers can assist while waiting for local first responders to arrive. This Annual Security Report and the Annual Fire Safety Report identifies that the Campus Safety Department is the primary source location for community members to report crimes and emergencies. However, criminal incidents or emergencies off campus should be reported directly to the local police and fire authorities in the area.

Furthermore, campus community members may also report crimes or violations of University policy directly to the Human Resources Department or the Dean of Students office. Both of these departments notify Campus Safety of incidents reported to them for inclusion in this report when applicable. PLU has identified a list of primary Campus Security Authorities (CSA), who are trained and authorized to receive reports of crimes and emergencies on campus:

Primary Campus Security Authorities (CSA) :

- Campus Safety by dialing (253) 535-7911, Non-Emergency (253) 535-7441 or on-campus extension 7911 or 7441, or email campussafety@plu.edu. Call boxes located throughout

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campus can also be used to contact Campus Safety to report a crime or emergency. One may also report in person to the Campus Safety Office located on the first floor of the Martin J. Neeb Center, 12501 Park Ave. S, Tacoma, WA 98447.

- Crimes or Emergency situations can be reported to the Pierce County Sheriff's Department, Central Pierce Fire, and Rescue, Washington State Patrol, or by dialing 911.
- Crimes of sexual assault, sexual misconduct, domestic/dating violence, or stalking offense can also be reported to the University **Title IX Coordinator**, by dialing (253) 535-7361 or on-campus ext. 7361, or in person at the Wellbeing Services and Resources house on the corner of Park Ave S and 121st, Tacoma, Washington 98447.
- Dean of Students office by dialing (253) 535-7462 or on-campus extension 7462, emailing dos@plu.edu, or in person at the Dean of Students office at the Wellbeing Services and Resources building on the corner of Park Ave S and 121st Pacific Lutheran University, Tacoma WA. 98447
- Department of Human Resources, by dialing (253) 535-7185, emailing humr@plu.edu, or on-campus at ext. 7185, or in person at Hauge Administration Building Suite #110, Tacoma, WA 98447-0003

Other Campus Security Authorities (CSA):

In addition to the Primary Campus Security Authorities (CSA), PLU identifies other employees as defined and required by the Clery Act as CSAs. These CSAs include:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into an institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus

judicial proceedings. An Official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

CONFIDENTIAL REPORTING

University counseling and pastoral services are provided through the Counseling Center and Campus Ministry. Reports made to these services will be kept confidential unless there is reason to believe that there is a continued threat to the safety of the campus community. In those cases, personal identification will only be shared with other departments on a need-to-know basis. There is currently no policy in place requiring these professionals while they are acting within the scope of their roles to report crimes for inclusion in the Annual Safety Report. Minors who are victims of assault, abuse, neglect, or sexual assault cannot be granted confidentiality and a criminal report must be filed via the local law enforcement agency.

- Campus Ministry (253) 535-7200 (7200), email: cmin@plu.edu
<http://www.plu.edu/campus-ministry/> Anderson University Center Suite 190
- Counseling Center (253) 535-7206 (7206), email: counseling@plu.edu
<http://www.plu.edu/counseling/> Anderson University Center Suite 300

RESPONSE TO REPORTS

Scope of Authority

Campus Safety is not a law enforcement agency and therefore possesses no police authority. Campus Safety's goal is to quickly recognize when local first responders (police and fire) are needed on campus and to facilitate their response. CSAF employees have no legal authority to arrest individuals. Suspects of criminal activity will be addressed by CSAF, when safe to do so, and turned over to law enforcement. Student violations of policy will be primarily addressed through the university's conduct system. Campus Safety's role is to report incidents to the Dean of Students office for investigation and adjudication.

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CSAF has the authority to confront suspicious or dangerous behavior occurring on university property, at properties with whom CSAF has formal contracts (Parkland Light & Water, Trinity Lutheran Church, and Garfield Commons).

Campus Safety dispatchers are on duty 24 hours a day to answer calls from our Campus Community by dialing (253) 535-7911(emergencies), (253) 535-7441 (non-emergencies), or the on-campus extension 7911, or 7441. In response to incoming calls, and on-campus activity, each staff personnel function work in concert in a systematic structure to ensure the complete response action is effective and efficient from start to finish. Crimes brought to the attention of Campus Safety will be investigated by the university. Campus may request a response from the Pierce County Sheriff's Department via 911 when needed. Crime victims are provided with on and off campus resource information as necessary and appropriate.

Any incident or crime that poses a potential risk to the university community must be immediately reported to the Executive Director or designee(s) for evaluation (see Timely Warning Section for Campus Safety response). All CSAF employees are considered Campus Security Authorities (CSAs). If an employee is advised of a crime, a report must be submitted. Operations Managers will ensure that all incidents are properly documented. Regardless of whether or not the victim wants to file a police report, CSAF will need to document the alleged crime. A report can be completed based on limited information from dispatch notes, witness statements, and/or officer observations. Operations Managers must also ensure incidents are properly classified (theft, burglary, etc.).

Operational Priorities

Incoming calls are prioritized and resources are allocated based on the following criteria:

1. Life Safety
2. Incident stabilization
3. Property preservation

The call priorities are defined below.

- **Priority 1: Emergency Response**

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These calls are handled immediately and are initially responded to by all available field staff. Emergency calls involve the potential for death or serious bodily injury, active crimes, or destruction of property. These calls are always in-progress and present either an immediate or probable threat to the community or a medical emergency.

- **Priority 2: Urgent Response**

These are situations that could significantly disrupt University operations, break University policy, or cause significant damage to University infrastructure.

- **Priority 3: Services & Routine Operations**

These calls include service-based calls, routine security checks of property, and proactive patrolling.

ACCESS SECURITY - CAMPUS FACILITIES

Academic and Administrative Buildings

Most academic and administrative buildings on campus are open to students, staff, and faculty during normal business hours via LuteCard access. Some buildings are equipped with LuteCard access for after-hours use. This list is strictly controlled and maintained. Buildings such as the Mortvedt Library and the Anderson University Center may have public access hours. Other buildings may be open to the public for a specific event, concert, lecture, etc. Pacific Lutheran University is a private institution and reserves the right to deny access to the campus and its facilities.

Residence Halls

All residence hall entrances are equipped with electronic access utilizing university-issued identifications, known as LuteCards. These entrances remain secured to the general public at all times. Some entrances are also passively observed by cameras. Individual room access is gained through university-issued keys or via LuteCards. Only current university students and employees are provided access to residence halls during daily operating hours.

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Access to residence halls after hours is limited to residents of the particular hall and select university staff. Guests must be accompanied by a resident student.

Campus Safety will facilitate the access by unlocking spaces and completing admit requests. Campus Safety does not grant permission for access, and only assists those who have been given approval through the proper channels.

University policy states that all students and employees are responsible for protecting their keys and LuteCards to prevent loss and possible security threats. Any loss of university keys or LuteCards should be reported immediately to Campus Safety and/or the Access Department. Access is granted to the individual and is non-transferable. Campus Safety monitors facility access and will refer violators to the Student Conduct system or local law enforcement as needed. Locations with card access are capable of being remotely secured in lockdown situations.

Campus Grounds

Gates can be opened/unlocked upon request based on the need. Driving on campus may be permitted to allow for unloading or loading of vehicles. The driver will be informed to stay on paved areas, stay under 5 mph, and relocate once the loading/unloading is completed. Contact information for the driver and vehicle should be obtained and recorded.

VISITOR POLICY

PLU is a private institution, and as such reserves the right to limit the use of its grounds and facilities, as it deems appropriate. PLU in its entirety is restricted for use by PLU students, faculty, staff, authorized visitors, and guests. The general public may be granted a limited invitation to campus facilities for specific purposes such as athletic events, forums, concerts, conferences, etc. However, access to any university facility by any person or persons is strictly limited to those having legitimate legal business in that area or facility. The university reserves the right to limit access to any facility at any time without prior notice. All such access shall be contingent on adherence to all university policies and regulations regarding use of its grounds and facilities.

SECURITY MAINTENANCE

Security concerns are addressed with Campus Safety, the University Safety Committee, and Facilities Management. Issues that may compromise building or community safety are addressed as soon as possible by the appropriate entity. The university is also actively engaging in safety improvements through environmental design in an effort to minimize potential safety and security hazards.

Lighting

Pacific Lutheran University Campus Safety officers recognize the importance of safety and regularly assess areas that may need repairs to or replacement of lighting on campus. But as in every community, the more people that are looking, the safer our campus will be. If you encounter a hazard, broken light, or other unsafe condition, inform Campus Safety by dialing (253) 535-7441.

TIMELY WARNING NOTICES

To provide timely notice to the PLU community in the event of a criminal situation that, in the judgment of the Executive Director of Campus Safety or designee, may pose a serious or continuing threat to members of the campus community, a Timely Warning Notice will be issued.

Campus Safety Alerts will be distributed as soon as pertinent information is available, in a manner that is timely, that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar crimes or occurrences.

Campus Safety Alerts are primarily distributed by blast email to all students and employees as soon as pertinent information is available. Alerts can also be sent/communicated via PLU's text/voice messaging system and a variety of other notification methods, as outlined in the Emergency/Immediate Notification section of this Annual Report. The intent of a Timely Warning Notice is to warn the campus regarding a criminal incident, providing individuals an opportunity to take reasonable precautions to protect themselves.

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Timely Warning Notices are generally written and distributed to the campus community by the Executive Director of Campus Safety & Emergency Management or the Associate Director of Emergency Programs and Compliance, and they are routinely reviewed and approved by the Vice President for Student Life or designee prior to distribution. The Executive Director of Campus Safety & Emergency Management, Associate Director of Emergency Programs and Compliance, or designee have the authority to issue a Timely Warning Notice without such consultation if consultation time is not available. Should the Executive Director of Campus Safety & Emergency Management or the Associate Director of Emergency Programs and Compliance be directly impacted and involved in an incident response or otherwise unavailable, any trained member from the Marketing and Communications Office could write and send a Timely Warning Notice.

Timely Warning Notices are sent to the college community to notify members of the community about specific Clery Act crimes (as described below) that have been reported to Campus Safety and that have occurred on or within the college's Clery geography (on-campus, non-campus or public property), where after review and assessment it is determined that the incident may pose a serious or continuing threat to members of the College community.

Crimes that occur outside the campus' primary Clery geography, as stipulated, or other non-Clery specific crimes, will be evaluated on a case-by-case basis. Information related to these crimes may be distributed to the campus as a "Community Safety Information" notice, as outlined and described in the below policy statement for Community Safety Information notices.

Updates to the campus community, when deemed necessary, about any case resulting in a Campus Safety Alert may be distributed via blast email or posted on the University website, and/or distributed by the Executive Director of Campus Safety & Emergency Management or other members of PLU administration.

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Timely Warning Notice posters may also be posted by Campus Safety or Hospitality Services in campus buildings when deemed necessary. PLU professional staff are informed of their responsibility to share Alert information with their sponsored visitors and/or guests. Hospitality Services staff are instructed to inform conference attendees, camp counselors, and/or directors/leaders about Alerts and Alert posters that may be posted in areas or residence halls where conference or camp attendees are visiting and/or occupying.

Timely Warning Notices are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger PLU community)
 - Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
 - Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Executive Director or designee). Cases involving sexual assault are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Executive Director of Campus Safety or designee.

Typically, alerts are not issued for any incidents reported that are older than ten (10) days from the date of occurrence, as such a delay in reporting has not afforded the University an opportunity to react or respond in a timely manner.

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Campus Safety staff confer with the Executive Director of Campus Safety & Emergency Management or the Associate Director of Emergency Programs and Compliance during the response to a crime to ensure a proper review of all Clery crimes (and other criminal incidents, as deemed appropriate) to determine if there is a serious or continuing threat to the community and if the distribution of a Timely Warning Notice is warranted.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim. At PLU, this would only apply to professional counselors from the Counseling Center and pastoral counselors who are performing that specific function and role as their primary employment with the University.

For information on how to update your contact information or opt-out of alerts please see the Emergency/Immediate Notifications section.

Timely Warning Distribution Matrix:

PRIMARY METHODS	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
Mass Email	Executive Director of Campus Safety & Emergency Management	Associate Director of Emergency Programs & Compliance; or their designee; or Any trained member of Marketing & Communication	If time allows, consult with the VP for Student Life; or their designee; or, If time does not permit, the primary or backup creator/sender can proceed	Executive Director of Campus Safety & Emergency Management	Associate Director of Emergency Programs & Compliance; or their designee; or Any trained member of Marketing & Communication
PLU Alert Webpage	Executive Director of Campus Safety & Emergency Management	Associate Director of Emergency Programs & Compliance; or their designee; or Any trained member of Marketing & Communication	If time allows, consult with the VP for Student Life; or their designee; or, If time does not permit, the primary or backup creator/sender can proceed	Executive Director of Campus Safety & Emergency Management	Associate Director of Emergency Programs & Compliance; or their designee; or Any trained member of Marketing & Communication

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SECONDARY METHODS	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
PLU Alert! System (Text/Voice)	Executive Director of Campus Safety & Emergency Management	Associate Director of Emergency Programs & Compliance; or their designee; or Any trained member of Marketing & Communication	If time allows, consult with the VP for Student Life; or their designee; or, If time does not permit, the primary or backup creator/ sender can proceed	Executive Director of Campus Safety & Emergency Management	Associate Director of Emergency Programs & Compliance; or their designee; or Any trained member of Marketing & Communication
Posting on Doors, in Lobbies, or bulletin Boards (Not available at Lynwood Campus)	Executive Director of Campus Safety & Emergency Management	Associate Director of Emergency Programs & Compliance; or their designee	If time allows, consult with the VP for Student Life; or their designee; or, If time does not permit, the primary or backup creator/ sender can proceed	Campus Safety or Hospitality Services Staff	Associate Director of Emergency Programs & Compliance; or their designee
Social Media Platforms	Marketing & Communications		Marketing & Communications	Marketing & Communications	
Press Releases	Marketing & Communications		Marketing & Communications	Marketing & Communications	

COMMUNITY SAFETY INFORMATION NOTICES

A Community Safety Information notice may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive or considered to be a continuing threat, but important to be aware of,

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and/or to inform the campus of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for distribution of a Timely Warning Notice, as outlined above. A Community Safety Information notice may be sent using the methods listed in the previous matrix, A Community Safety Information notice is generally written and distributed to the campus community by the Executive Director of Campus Safety or an Associate/Assistant Director of Campus Safety.

DAILY CRIME AND FIRE LOG

Campus Safety combines its Daily Crime Log and Fire Log into one public document. Campus Safety makes the Main Campus Daily Crime and Fire Logs for the most recent 60-day period open to public inspection during normal business hours (typically Monday through Friday, from 8am to 5pm, except holidays) at the Campus Safety located in the Martin J. Neeb Center at 12501 Park Ave. S Tacoma, WA, 98447. Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request. All confirmed fires occurring within or on all on-campus residential facilities will also be included in the Daily Crime and Fire Log. The information in the crime and fire log typically includes the incident number, crime classification or nature of the fire, date reported, date occurred, general location of the crime or fire, and disposition of each reported crime or fire. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires that may impact the University's campus community.

The Lynwood ABSN Campus is not required to maintain a daily crime and fire log as it does not have a contract or written agreement for security services.

ANNUAL CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities to disclose statistics annually both for crimes reported to local agencies and crimes reported to campus security authorities (CSA). The Pacific Lutheran University Campus Safety Department is responsible for the collection of Clery Act crime

statistics, and for reporting such information directly to the U.S. Department of Education and to the Pacific Lutheran University campus community in the CLERY Act-mandated Annual Security Report published each year.

Definitions of Clery Crime Categories

Murder/Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Manslaughter by Negligence

The killing of another person through gross negligence.

Rape

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

Fondling

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

Incest

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

Statutory Rape

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

Robbery

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

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Aggravated Assault

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

Burglary

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

Motor Vehicle Theft

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

Arson

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

Weapon Law Violations

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

Drug Abuse Violations

Violations of state, federal, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and other dangerous non-narcotic drugs (barbiturates, Benzedrine).

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Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of these acts.

Drunkenness and driving under the influence are not included in this definition.

Dating Violence

Violence committed by a person:

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

The length of the relationship,

The type of the relationship, and

The frequency of the interaction between the persons involved in the relationship.

Domestic Violence

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, or by a person:

- With whom the victim shares a child in common; or
- Who is cohabitating with or who has cohabitated with the victim as a spouse; or
- Similarly situated to a spouse of the victim under Washington domestic or family violence laws; or

- Who is a family or household member of the victim, where Family or household member means:

- The person's spouse, whether or not he or she resides in the same home with the person,

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- The person's former spouse, whether or not he or she resides in the same home with the person,
- The person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person,
- The person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law, and sisters-in-law who reside in the same home with the person,
- Any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time, or
- Any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person.

Stalking

The engagement 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 stress.

Hate Crimes

Colleges and universities are also required to report statistics for bias-related (hate) crimes by the type of bias (defined below) for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, etc. and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault, or other bodily injuries, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the

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offender was motivated to commit the offense because of bias against the victim's race, sexual orientation, religion, gender, gender identity, ethnicity, national origin, or disability, then the assault is also classified as a hate crime. The following crimes are reportable only if they are hate crimes:

Larceny

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

Vandalism

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

Intimidation

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

Simple Assault

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

Definitions of Clery Geography

On-Campus

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

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Note: Statistics for university housing facilities are recorded and included in both the all on-campus category and the on-campus residential only category.

Non-Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Residence halls that are located outside the campus boundaries are captured in the Non-Campus category.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The PLU crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Definitions of Reporting Methods

Unfounded

When reported to campus security authorities, but omitted from the crime statistics because they were later determined through investigation by sworn or commissioned law enforcement personnel to have been false or baseless when made.

CAMPUS CRIME STATISTICS FOR PACIFIC LUTHERAN UNIVERSITY (Main Campus)

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus (Including Residential)	Non- Campus	Public Property	Total	On Campus (Residential Only)
Murder & Non-Negligent Manslaughter	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Rape	2021	0	0	0	0	0
	2022	6	0	0	6	5
	2023	3	1	0	4	1
Fondling	2021	4	0	0	4	4
	2022	2	0	0	2	2
	2023	3	0	0	3	3
Incest	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Statutory Rape	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Robbery	2021	0	0	0	0	0
	2022	2	1	0	3	0
	2023	2	0	0	2	0
Aggravated Assault	2021	5	0	0	5	0
	2022	4	2	0	6	0
	2023	1	0	1	2	1
Burglary	2021	0	0	0	0	0
	2022	5	0	0	5	1
	2023	9	0	0	9	3
Motor Vehicle Theft	2021	17	0	8	25	0
	2022	67	0	28	95	0
	2023	49	0	22	71	0
Arson**	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	4	0	0	4	1

** Arson is always counted regardless of the nature of any other offense committed during the same incident. When multiple offenses are committed during the same distinct operation as an Arson offense, the most serious offense along with the Arson is counted.

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VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported by Hierarchy)	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Total	On Campus (Residential Only)
Domestic Violence**	2021	1	0	0	1	0
	2022	1	0	0	1	0
	2023	1	0	0	1	0
Dating Violence*	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Stalking	2021	5	0	0	5	2
	2022	13	0	0	13	8
	2023	11	0	0	11	1
Liquor Law Violation Arrests	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Drug Law Violation Arrests	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Weapons Law Violation Arrests	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2021	10	0	0	10	10
	2022	18	0	0	18	18
	2023	20	25	0	45	18
Drug Law Violations Referred for Disciplinary Action	2021	5	0	0	5	2
	2022	5	0	0	5	4
	2023	6	0	0	6	5
Weapons Law Violations Referred for Disciplinary Action	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0

**Washington State law includes the Clery definition of dating violence in its definition of domestic violence. Therefore all incidents of dating violence are included in the domestic violence category.

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Hate Crime Statistics	
2021	Zero (0) Hate Crimes for calendar year 2021
2022	Zero (0) Hate Crimes for calendar year 2022
2023	Zero (0) Hate Crimes for calendar year 2023

Unfounded Crimes	
2021	Zero (0) unfounded crimes for calendar year 2021.
2022	Zero (0) unfounded crimes for calendar year 2022.
2023	Zero (0) unfounded crimes for calendar year 2023.

CAMPUS CRIME STATISTICS FOR PLU ABSN LYNNWOOD

CAMPUS

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus	Non- Campus	Public Property	Total
Murder & Non-Negligent Manslaughter	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Fondling	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	1	0	0	1
Incest	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Burglary	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Arson**	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0

** Arson is always counted regardless of the nature of any other offense committed during the same incident. When multiple offenses are committed during the same distinct operation as an Arson offense, the most serious offense along with the Arson is counted.

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VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported by Hierarchy)	Calendar Year	On Campus	Non-Campus	Public Property	Total
Domestic Violence**	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Dating Violence*	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Stalking	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violation Arrests	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrests	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violation Arrests	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2021	N/A	N/A	N/A	N/A
	2022	0	0	0	0
	2023	0	0	0	0
**Washington State law includes the Clery definition of dating violence in its definition of domestic violence. Therefore all incidents of dating violence are included in the domestic violence category.					

Hate Crime Statistics	
2021	N/A
2022	Zero (0) Hate Crimes for calendar year 2022
2023	Zero (0) Hate Crimes for calendar year 2023.

Unfounded Crimes	
2021	N/A
2022	Zero (0) unfounded crimes for calendar year 2022
2023	Zero (0) unfounded crimes for calendar year 2023

EMERGENCY MANAGEMENT PROCEDURES

Emergency Preparedness

In September 2008 Pacific Lutheran University signed a resolution to adopt the National Incident Management System (NIMS) as the standard for incident management in all phases of emergency management. In August 2013 an Emergency Management Plan for All Hazards was developed. This All Hazards Emergency Management Plan establishes an all-hazards system at PLU for responding to an incident, emergency, or natural disaster affecting PLU. Preparedness within the field of emergency management can best be defined as a state of readiness to respond to a disaster, crisis, or any other type of emergency situation.

A plan is a systematic approach that must be established for emergency management as a whole, specifically in regard to defining the steps necessary to reach preparedness. The All Hazard Emergency Management plan will not be all-inclusive or detail every action but is intended to provide an organizational framework and guidance to respond to emergency incidents. It incorporates core concepts, principles, and terminology from NIMS and adapts it for use at PLU in a higher education environment. The plan lays out the basis of emergency management (a process of mitigating hazards and preparing for, responding to, and recovering from incidents) with policies, concepts, authorities, organizational structures, and activation

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levels that guide preparedness, response, and recovery actions. The Campus Safety Emergency Management office is responsible for leading the university's emergency preparedness efforts in concert with Campus Safety operations personnel. They work together to:

- Provide technical assistance and planning coordination
- Prepare and distribute emergency operational procedures and/or functional task lists to appropriate PLU personnel
- Continually update All Hazards Emergency Management Plan
- Conduct exercises throughout the campus
- Develop and implement training programs
- Acquire and maintain supplies and equipment
- Develop mutual aid agreements with other agencies, schools, or companies

PLU has a select group of full-time employees called Emergency Building Coordinators (EBC) who oversee preparedness planning in their areas of responsibility. EBCs assist with the communication of campus emergencies to building occupants, coordinate the proper response (i.e., Evacuation, Stay in Place, or Lock Down), and collect information about the occupants and the facility in order to facilitate an effective response from the Emergency Operations Center (EOC) and professional first responders. The EBC can have a significant impact on the scope of injuries and the pace of business continuity recovery after an emergency by preparing ahead of time.

Emergency Response

Pacific Lutheran University's emergency response plan is designed using the concepts of the National Incident Management System (NIMS) that facilitates coordination and cooperation between organizational units and departments along with the Incident Command System (ICS) to provide an organizational structure and guidance to respond effectively and efficiently at the scene for all types, sizes, and complexities of incidents. The emergency response plan is

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designed to be a flexible system in which part or the entire plan may be activated to facilitate a safe and effective response.

The PLU Emergency Management Office in coordination with Campus Safety Operations assists in the development and implementation of the Organizational Unit Response and Continuity Plan. PLU organizational unit employees are responsible for managing their resources and areas of responsibility during emergencies. They have the authority to utilize incident command practices and principles when responding to an incident. The actions in these plans are activated when conditions exist in which normal operations are interrupted and immediate action and coordination of resources and information are required to save lives, protect property or the environment, and contain and control the incident.

It is well known that the key to any effective response program is effective communication. PLU encourages all members of the campus community to report any emergencies or occurring incidents on campus to **Campus Safety using an on-campus phone dial (7911) or a cell phone dial (253) 535-7911 or calling 911 for outside emergency responders.**

EMERGENCY EVACUATION POLICY & PROCEDURES

The emergency evacuation policies and procedures described within this Annual Report are reflective of on-campus buildings, facilities, and residence halls.

The Campus Safety Office of Emergency Management is responsible for establishing the protocols, training, and evaluation of emergency evacuation drills and exercises. Pacific Lutheran University has identified a wide range of emergency incidents that are natural, intentional, and technological in origin. The most significant emergency incidents that may affect the campus community and warrant an emergency evacuation include fires, earthquakes, violent incidents or imminent threats, utility interruptions, explosions, bomb threats, pandemics, hazardous materials, volcanic eruptions, and other extraordinary campus incidents. The evacuation procedures are standard and are applicable to all of these hazards. The evacuation process requires a well-organized preparedness mission, coordination measures, and effective

response capabilities from employees, students, and from both state and local agencies. The primary focus of Campus Safety is to work in partnership with Federal, state, and local agencies, volunteers, and private organizations to reduce the potential effects of these hazards.

Building Evacuation Drills

PLU Emergency Management Office is responsible for organizing and conducting several safety drills and exercises each year, with the assistance of Campus Safety Operations, Facilities Management, and Emergency Building Coordinators. They include tabletop exercises, building evacuation, stay-in-place, and lockdown drills. The drills and exercises identify various types of hazards relevant to PLU. Drills and exercises put our emergency response plans to the test, reveal details we may have missed, and give our emergency response team an opportunity to practice for any given scenario. By running them in a structured fashion, we can exercise our disaster plans, collect feedback, and improve the procedures over time. After each drill or exercise an after-action report may be prepared and filed with the Campus Safety Department for future reference and comparison. These drills and exercises also allow PLU to test its emergency notification and fire alarm systems and the capabilities of its workforce.

The date and time of the drills and exercises are posted on the PLU Campus Safety website. An email is sent to all students, faculty, and staff members with specific information regarding procedures and policies and their roles and responsibilities during the drill. Also, prior to the drill, the Emergency Building Coordinators (EBC) ensure that all building emergency evacuation route maps and signage are in place, prepare all forms (faculty, staff, and student rosters, evaluation) and ensure that emergency equipment is readily available.

The evacuation drills and exercises are conducted annually in all on-campus student residential halls and academic, and administrative buildings. The schedule is as follows:

- Student Residential Hall building emergency fire evacuation drills are conducted twice (2X) a year in the second week of the Spring (February) and Fall (September) terms.

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- Academic and Administrative building fire evacuation drills are conducted once a year in the Spring (March) term. And, in the Fall (September) term, it rotates between an earthquake drill, stay-in-place, and lockdown exercise.

Building Evacuation

Building occupants are required by law to evacuate a building when the fire alarm sounds. An evacuation may be communicated via one or all of the following methods:

- Fire Alarm: Pulled or initiated whenever a fire emergency occurs or when a full evacuation is required. The initiation of the fire alarm system means an automatic full evacuation of the building.
- Personal Verbal Request: May be utilized when only a section/s of a building must evacuate. Generally conducted by Campus Safety Officers, Facilities Management personnel, and local fire and police officers
- PLU Alert!: Utilized when specific directions or information must be issued to all campus community members. It may be utilized in conjunction with an alarm or outdoor speaker announcement.

What is most important, no matter what the reason is for the evacuation, is to remain calm. The following are procedures to follow during a building evacuation:

- Do not use elevators
- Check doors for heat before opening. Do not open the door if it's hot.
- Walk, do not run. Don't push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Upon activation of a fire alarm students with mobility issues are encouraged to remain in their classroom. If the student is not in their residence hall room or a classroom when the alarm is activated it will be their option to move into a room or into an open area (lounge or lobby) to await CPFR assistance. The student is encouraged to find a place of refuge near a window in case communication or extraction is necessary.

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- Move quickly away from the building to your designated assembly point unless otherwise instructed.
- All employees, students, and guests must remain outside the building until instructed to re-enter.
- Emergency Building Coordinators (EBC) should ensure all occupants have left the building.

Emergency Building Coordinators (EBC) may be available during working hours to assist in emergencies. They are trained to be aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation. Visitors also should be accounted for following an evacuation and may need additional assistance when exiting. All visitors entering campus grounds are encouraged to check in with the Campus Safety Department or the department or organization they are visiting on campus. The visitor hosts and/or EBC, if established, are often tasked with helping these individuals safely evacuate.

Full Campus Evacuation and Closure

A full campus evacuation may be necessary upon the notification from emergency response agencies such as: the Washington State Emergency Department, Pierce County Emergency Operations Center, Pierce County Sheriff's Department, or Central Pierce Fire & Rescue, that they have determined a situation that is highly dangerous and threatens life safety. The same evacuation procedures apply for PLU's Accelerated Bachelors in Nursing Program (ABSN) located in Lynwood, Washington. The emergency notification from law enforcement, fire and rescue, or medical services within that jurisdiction may warrant a full evacuation.

A campus closure occurs when a decision is made to close the campus because of a specific event, such as a power or utility outage, making normal operations impossible or unsafe. These are not considered to be immediate emergency situations.

In either case, the President of the University or designee has the authority to close or evacuate the campus, including the authority to activate a full Incident Command System emergency response plan respectively. The campus community will be advised to closely

monitor text/message alert systems, email, and the PLU website for additional information and specific instructions on the evacuation or closure.

CAMPUS LOCKDOWN

The Emergency Notification System allows PLU Campus Safety the capability to inform the campus community of an immediate threat such as an active shooter, and, at a moment's notice, lock down all buildings or a single building, depending on the type of emergency and/or situation. In a lockdown scenario, all buildings on campus would be locked until the situation is deemed safe and an all-clear message is communicated.

After notification of a campus lockdown, you should:

- Secure the space you are in by locking the door. If your space does not have a door, or the door does not lock, either relocate to a nearby space that can lock or place items behind the door to act as a barrier.
- Turn down the lights if possible and pull down the window shades.
- All occupants in the room should remain as quiet as possible and wait for instructions/communication from Campus Safety or Law Enforcement before leaving the building.
- Do not huddle in a group. Be ready to evacuate quickly if necessary. When it is safe to exit the building do so. Exit with both hands raised above your head, this informs law enforcement that you are not carrying a weapon.
- Formulate a plan. If you hear violence outside your room, occupants should make a plan on what they will do if the door is breached by the suspect(s). Occupants can use various items within the room as weapons or distraction devices allowing for escape or overpowering the suspect.
- Communicate specific, known threats to 911 then Campus Safety by dialing **(253) 535-7911**.

Note that during a Lock Down all campus exterior doors will be turned to locked mode. Shortly thereafter interior card swipe doors will also be turned to lock. During locked mode,

LuteCards will not work. It is important that occupants get inside a room as quickly as possible upon notification.

STAY IN PLACE

An Emergency Notification Alert will be sent to inform the campus community to stay in place. This means that there is a potential threat in the vicinity of the PLU campus. Campus Safety will automatically lock campus exterior doors to LuteCard access only and normal operations continue within the buildings. If you are outside during the notification to stay in place, use your LuteCard to enter the nearest building. Do not leave the building. When circumstances allow for the lifting of the Stay In Place, an all-clear notification will be sent. The cancellation of the stay in place alert will include a link to the PLU Alerts web page for additional information on the incident.

EMERGENCY/IMMEDIATE NOTIFICATIONS

PLU has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Emergencies occurring on or within any of the University's Clery geography should be reported to Campus Safety by dialing (253) 535-7911, or on-campus extension 7911, or by dialing 911 for outside emergency responders.

In the event of an emergency, an effective Campus-wide communications process is vital to provide the greatest safety possible for the College community. PLU has adopted a formalized procedure for issuing emergency/immediate notifications to the campus community.

The emergency/immediate notification capability of the PLU Alert! system is designed to assist the University in immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of students or employees. A threat is imminent when the

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need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include, but are not limited to, an armed intruder on or near campus, an approaching tornado, or a fire actively burning in a campus building.

The University will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, 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 an emergency.

Immediate notification to the campus can be accomplished through a variety of communications methods. Notification will be made by using some or all of the following multi-modal notification methods depending on the type of emergency: PLU's PLU Alert! System – which contains email, cell phone text, voice message alerts); fire alarm (where available); public address systems/outdoor speakers, (**not available at Lynwood ABSN Campus**); and/or webpage. If any of these systems fail or the University deems it appropriate, in person communication may be used to communicate an emergency. Confirmation of the existence of an emergency typically involves the response and assessment of Campus Safety officers, sometimes in conjunction with campus administrators and other college officials, local police and first responders and/or the national weather center.

When on-duty Campus Safety Officers become aware of a situation that may warrant the issuing of an immediate notification, the on-duty Campus Safety Officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately, if time allows, contacts the Executive Director of Campus Safety & Emergency Management or designee, who quickly evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification.

Any trained Campus Safety staff has the ability and authority to issue an alert without delay and without further consultation with any other University official. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus

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community members to take action. The University will endeavor to make such notification sufficiently specific to enable recipients to take an appropriate response to the threat. Pre-canned messages have been prepared as part of the emergency notification system to aid in rapid communication processes. In situations lacking the presence of an imminent threat, the Executive Director of Campus Safety or designee consults with the Vice President for Student Life or designee prior to an alert being issued.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Executive Director of Campus Safety, or Campus Safety designee. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the communications methods.

When the emergency mass notification system is fully activated, University officials will notify campus community members of the emergency, its location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the lockdown or stay in place procedures. Local police, emergency responders will also be notified.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Emergency Notification System

- PLU webpage-<https://www.plu.edu/plualert/>

Up-to-date information will be available 24 hours a day, Internet service is required.

- Emergency PLU Alert! Mass notification Text, Cellular, and Email Alert

An emergency message from PLU will always begin with “**PLU Alert!**”. The message will briefly describe the emergency, provide instructions on what to do, and refer you to sources for further information.

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Messages will be sent simultaneously to cell phone text and voice, work phone voice, and PLU email addresses.

PLU utilizes a service called Everbridge to send emergency notification alerts. When you receive emails from this system, they will come from the domain “noreply@everbridge.net”. Text messages from this system will come from the number 88911.

- Outdoor Loudspeaker Notifications (Not Available at Lynwood ABSN Campus)

The outdoor speaker notification system consists of several speaker sets located throughout the campus. During campus emergencies, a voice message will sound indicating an emergency is occurring on campus and what action should be followed. The system gives the flexibility to broadcast emergency alerts via programmed messages within the Emergency Notification System. This system also notifies visitors who are not registered in our PLU Alert! system and those who are outside on the campus.

Emergency/Immediate Notification Matrix:

PRIMARY METHODS	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
Campus Outdoor Loudspeakers (Not available at Lynwood Campus)	Messages are prescribed by the Executive Director of Campus Safety & Emergency Management	N/A	If time allows, consult with the VP for Student Life; or their designee; or, If time does not permit, the primary or backup creator/sender can proceed.	On duty Campus Safety Staff	N/A
PLU Alert! System (Text/Voice/Email)	On duty Campus Safety Staff	Executive Director of Campus Safety & Emergency Management; Associate Director of Emergency Programs & Compliance; or their designee	If time allows, consult with the VP for Student Life; or their designee; or, If time does not permit, the primary or backup creator/sender can proceed.	On duty Campus Safety Staff	Associate Director of Emergency Programs & Compliance; or their designee; or Any trained member of Marketing & Communication
PLU Alert Webpage	On duty/ On call Campus Safety Manager	Associate Director of Emergency Programs & Compliance; or their designee; or Any trained Campus Safety Staff	If time allows, consult with the VP for Student Life; or their designee; or, If time does not permit, the primary or backup creator/sender can proceed.	Executive Director of Campus Safety & Emergency Management	Associate Director of Emergency Programs & Compliance; or their designee; or Any trained member of Marketing & Communication

SECONDARY METHODS	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
Social Media Platforms	Marketing & Communications	N/A	Marketing & Communications	Marketing & Communications	N/A
Press Releases	Marketing & Communications	N/A	Marketing & Communications	Marketing & Communications	N/A

Update Your Contact Information

To ensure that you receive emergency messages where you want them, verify in **Banner** that your contact information is current by visiting banweb.plu.edu. Click on “Enter Secure Area”, log into Banner, click on “Personal Information”, view or edit your contact information.

- Be sure to put all seven digits of your cell phone number in the “Phone Number” box. Do not put the last four digits in the “Extension” box.
- Enter your cell phone number in the cell phone field. You will not get text messages if your cell phone is only listed in the home phone field.
- Do not use spaces or dashes when entering phone numbers.
- The system cannot dial international phone numbers.

PLU Alert Opt-Out Procedure (not recommended)

All PLU community members are automatically opted-in to receive emergency PLU Alert messages. Your personal and professional contact information in Banner Self-Service is automatically added to the emergency message system distribution list.

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Receiving emergency PLU Alert notifications is very important for your safety in the event of an emergency on campus. We strongly recommend that PLU community members do not opt out of receiving emergency messages.

If you wish to not have emergency messages sent to your mobile phone during an incident, you may follow this opt-out procedure:

1. Log into **Banner Self-Service** using your PLU ePass.
2. Under the Personal Information tab, select *Personal Information*.
3. Select *Notifications and Preferences*.
4. Select *PLU Alert Emergency Notification Preference*.
5. At the bottom of the page, select *Update PLU Alert Emergency Notification Preference*.
6. Select *Opt-Out of the PLU Alert System (cell phone only)*.
7. Press *Submit Response*.

By opting out of PLU Alerts, you will not receive any PLU Alert phone calls or text messages to your mobile device. You will continue to receive messages to your PLU email address and work phone even if you have opted out of receiving mobile alerts. You can choose to opt-in to receiving PLU Alerts on your mobile device at any time using the same procedure.

SAFETY AWARENESS PROGRAMS

Personal safety starts with the individual. Students and staff are encouraged to be responsible for their own safety and security. To create and maintain the highest level of safety and security it takes a cooperative approach from both the individual (personal safety habits) and the university (campus resources and procedures). Campus Safety shares and promotes campus safety procedures, services, and safety reminders in many forms. All new students receive various communications on Campus Safety programs and services throughout the registration process. Students, staff, and visitors are encouraged to view the personal safety tips that are available on the [Campus Safety website](#). University emergency response plans are available on the [Emergency Management website](#).

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Campus Safety sends out an email to all students several times a year (typically during Fall and Spring Semesters) with various safety reminders.

University access policies are designed to promote safe behavior and to maintain the security of campus facilities. All community members are encouraged to be good citizens by adhering to policies and by reporting suspicious activity immediately. Additional safety awareness programs include residence halls practice fire evacuation drills at the start of each semester. Campus-wide drills are performed annually in conjunction with earthquake, fire evacuation, or lockdown exercises.

NON DISCRIMINATION POLICY

Pacific Lutheran University, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 (45 CFR 86), and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, does not discriminate in the administration of any of its educational programs, admissions, scholarships, loans, or other activities or programs on the basis of race, gender, gender identity, gender expression, sexual orientation or preference, national or ethnic origin, color, disability, marital status, age, or religious belief.

Inquiries regarding compliance with these statutes and regulations may be directed to the Office of the Vice President for Student Life, (253) 535-7200, PLU's Title IX Coordinator, (253) 535-7361, or to the Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, Switzer Building, 330 C Street S.W., Washington, D.C. 20202.

Inquiries about the University's compliance with student access and privacy rights regarding educational records, under the Family Educational Rights and Privacy Act of 1974, may be directed to the Office of the Vice President of Student Life or to the Student and Family Educational Rights and Privacy office, U.S. Department of Education, Washington, D.C.

VIOLENCE PREVENTION POLICY

The university, its employees, and students strive to provide a safe and secure learning, living, and work environment in an atmosphere that respects each person's dignity. Toward this end, the university will take appropriate action against anyone who is found to have engaged in threatening or violent behavior on campus or at university-sponsored programs or events. Employees and students are responsible for reporting situations that are or could become threatening. Verbal threats, threatening behavior, or acts of violence by an employee, student, or other member of the campus community against other employees, students, vendors, or campus visitors will not be tolerated. Persons found to have violated this policy are subject to appropriate disciplinary action, including potential dismissal. Arrest and criminal prosecution by off-campus authorities is also possible. Threats or acts of violence will be taken seriously. Reported threats and acts of violence are investigated by the university. Employees, students, or other members of the campus community who are found to have made substantial threats, exhibited threatening behavior, or engaged in violent acts on university property are subject to removal from the campus as quickly as safety permits. The campus community is encouraged to report all acts of violence to Campus Safety immediately at (253) 535-7911. For the purpose of this policy, employees include all faculty, administrators, staff, temporary and contracted employees, and student workers; students include any enrolled student. The prohibitions in this policy apply to all members of the campus community, including employees, students, and volunteers.

WEAPONS POLICY

In an effort to provide a safe and secure educational and working environment for its students, employees, and visitors, no person other than authorized law enforcement officers and military personnel carrying out their official duties shall possess, carry or store a weapon on any property owned, leased, or operated by Pacific Lutheran University. The term "weapon" includes, but is not limited to, firearms of any kind, BB guns, pellet guns, air guns, airsoft guns, paintball guns, ammunition, bows and arrows, slingshots, Tasers, knives (other than kitchen knives for food preparation purposes), martial arts weapons, and toy, counterfeit, replica, or blank firing firearms. This policy includes the use or possession of ammunition or dangerous chemicals,

substances, materials, explosives, or incendiary devices. This prohibition also includes any University sponsored curricular or co-curricular activities regardless of location. All campus members who are aware of a weapon on campus are encouraged to make a report with **Campus Safety** at (253) 535-7911 or local law enforcement.

CRIME PREVENTION PRACTICES

Education Programs

Campus Safety Officers and the campus community work together to take a proactive approach to crime prevention. The goal of the University's crime prevention and security awareness programs are to eliminate or minimize criminal opportunities and to encourage students, faculty members, and staff members to be responsible for their safety and the safety of other members of the campus community.

During new student orientation and employee onboarding, students, their families, and employees are informed about the types of crime and emergency hazards that occur on campus, and are introduced to the prevention, preparedness, and recovery resources offered by the Campus Safety Office of Emergency Management, Division of Student Life, and the Environmental Health and Safety Office. During the 2022-2023 academic year, students were involved in programs about general safety and security awareness. These mandatory programs addressed safety, alcohol abuse, domestic violence, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention. They were also informed of the University's medical and counseling resources related to alcohol and drug abuse.

Campus Safety Escort

Campus Safety provides escorts 24hrs a day during the standard school year. All escorts have geographical limits within campus.

Campus Safety Routine Patrols

Patrol is intended to prevent wrongful activity by providing a visible deterrent and active intervention in suspicious behavior. Patrolling will include checks of open facilities/areas as well as engagement with the campus community.

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Patrol is the primary function of SOs and PSOs. While not performing building checks or responding to a call for service, officers actively patrol the campus area. The patrolling area may also vary depending on the activity on campus.

Officers maintain a high level of situational awareness while on patrol. Officers are looking for unusual activity and provide a visible deterrence. All communication with suspicious individuals while on patrol is based on the individual's actions and not their appearance alone, however, this does not preclude the officer from engaging any member of the public in friendly conversation at any time. Routine patrols and crime prevention strategies such as locking of spaces, securing work areas, and looking out for each other are effective ways of preventing crimes.

ALCOHOL AND DRUG POLICIES

Pacific Lutheran University is a drug-free campus. This information is provided to all students, faculty, and staff to provide a comprehensive overview of the health risks and legal implications related to alcohol and other drug use and to serve as a reference for on-campus and off-campus resources.

Student Alcohol Policy

The following policy has been established in recognition of Washington State law and out of desire to create a living/learning environment consistent with the university goals and mission. Community members participating in PLU sponsored study away programs are expected to respect the drinking laws of their host country while upholding the university policy outlined below. Students living off campus are expected to adhere to local drinking laws. Violations of local law may be considered violations of the PLU Alcoholic Beverages Policy. In the case where a student is violating the Alcoholic Beverages policy, the university reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises.

1. Possession, distribution and/or consumption of Alcoholic Beverages When Of Age: Possession of alcoholic beverages is prohibited in or on university premises, including most residence halls, regardless of student's age. Empty alcohol containers and brewing equipment are similarly prohibited. The only exceptions include: the Garfield Commons, events that use

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University's Catering and request alcoholic beverages to be served, the University House (which is privately owned), a Community Director's university housing, South Hall and Harstad Hall (as outlined in the South Hall Alcoholic Beverages Policy and the Conference and Events summer policies), and for the purpose of approved religious worship.

2. Possession and/or consumption of Alcoholic Beverages Under Age: The use or possession of alcoholic beverages is prohibited on campus and in the residence halls for any student under the age of 21. Empty alcohol containers and brewing equipment are similarly prohibited.

3. Misconduct under the Influence: Misconduct related to consumption, provision of alcohol to others or misuse of alcohol that creates risks for one's safety, threatens the safety of others, detracts from the living-learning community, disrupts the university community either on or off campus may be a violation of PLU's Alcoholic Beverages Policy.

Activities and devices facilitating or promoting excessive consumption of alcohol, including but not limited to: drinking games, funnels, beer bong, common-source containers (kegs, pony kegs, party balls, etc.), are prohibited.

4. Providing Alcohol to Others/Minors: Students who provide alcohol to students under the age of 21, provide alcohol to apparently intoxicated individuals students, or provide alcohol to students in non-designated areas, are in violation of the expectations of the living-learning community.

5. In The Presence of Alcohol: Students who are present when an Alcoholic Beverages Policy is being violated are expected to remove themselves from the room/situation and are encouraged to report the violation. Students who do not leave will be documented on an incident report and referred to the Student Conduct System. See Residence Hall Communities Policy for further information.

6. Transport/Medical Attention: Students who need medical attention due to their alcohol consumption, or which threatens the safety of themselves or others, either on or off campus, may be in violation of the PLU's Alcoholic Beverages policy.

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7. Event Guidelines: If approved alcoholic beverages are available at PLU sponsored off-campus events, then non-alcoholic beverages must also be available. Students must show current valid identification (driver's license and PLU ID) in order to obtain alcoholic beverages at PLU sponsored on or off-campus functions. At any event sponsored by PLU, alcoholic beverages must be refused to minors, apparently intoxicated individuals, or persons in a state of helplessness.

Use of student government Club or Organization funds to purchase alcoholic beverages is prohibited.

Students voluntarily seeking assistance for an alcohol-related problem may do so without fear of disciplinary action, and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through a residence hall staff member; the Campus Life Office, (253) 535-7200; Health Services, (253) 535-7337; Counseling Services, (253) 535-7206; Campus Ministry, (253) 535-7200; Campus Safety, (253) 535-7441; and the Office of Student Life, (253) 535-7200. Students who are documented for violating the alcohol policy, and who subsequently request assistance for alcohol related problems, are not exempt from the review process or any sanctions that may result.

Student Drug Policy

The following policy has been established in recognition of federal law and Washington State law, and out of a desire to create a living/learning environment consistent with the university goals and mission. Community members participating in PLU sponsored study away programs are expected to respect the drug laws of their host country while upholding the university policy outlined below.

The unauthorized possession, use, distribution, cultivation, in any way assisting anyone to use, possess or distribute, and/or sale of the following is prohibited on campus, at university sponsored events, and in the residence halls:

- Illegal drugs (illegal drugs include, but are not limited to, those categories often known as cannabis, acids, hallucinogens, barbiturates, amphetamines, opioids and narcotics);

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- Note that cannabis is an illegal drug as defined by Federal Law and prohibited in relation to this policy
- Prescription medications;
- Drug paraphernalia
- Any other substance identified to be dangerous by PLU, in its sole discretion.

In The Presence of Use: Students who are present when an Illegal Drug Policy is being violated are expected to remove themselves from the room/situation and are encouraged to report the violation. Students who do not leave will be documented on an incident report and referred to the Student Conduct System. See Residence Hall Communities Policy for further information.

Prohibited substances and/or paraphernalia will be confiscated and disposed of by university staff members and/or representatives from the Pierce County Sheriff's Office and appropriate disciplinary action initiated.

Students who are documented for violating the drug policy, and who subsequently request assistance for drug-related problems, are not exempt from the review process or any sanctions that may result.

Drug and Alcohol-Abuse Education Programs

First Year Orientation Requirement

All incoming first years and transfers are required to complete an Alcohol and Drug Education module, as well as Active Bystander Training. Failure to comply will result in the student's registration account being placed on hold.

All underclass student residence halls strictly prohibit the use of alcohol. Upperclass students have the opportunity to reside in campus housing that allows for the possession and use of alcohol for students who are 21.

Drug-Free Schools and Communities Act

Each student will be notified of PLU's policy on alcohol and drugs and where to locate additional information on the web. The information describes health risks associated with alcohol abuse and illicit drug use, legal sanctions, disciplinary sanctions, and resources for counseling and treatment.

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Students found responsible for violating university alcohol and drug policies may receive mandatory drug or alcohol education as part of sanctioning. Pending the nature of the incident the student may be required to complete a substance use assessment and comply fully with any resulting recommendations.

Washington State HB 2112

Consistent with HB2112, students will receive opioid and fentanyl prevention education and awareness information. Naloxone (commonly referred to as NARCAN®) and fentanyl test strips will be made available to students at the Campus Safety office and from Wellbeing Services and Resources. For more information visit the Health Resources tab on the Wellbeing Services and Resources website.

Counseling/Referral

Students voluntarily seeking assistance for alcohol or drug-related problems may do so without fear of disciplinary action, and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through a residence hall staff member; the Campus Life Office, (253) 535-7200; Health Services, (253) 535-7337; Counseling Services, (253) 535-7206; Campus Ministry, (253) 535-7200; Campus Safety, (253) 535-7441; and the Office of Student Life, (253) 535-7200.

Students who are documented for violating the drug policy, and who subsequently request assistance for drug-related problems, are not exempt from the review process or any sanctions that may result.

Sanctions

When a student is found Responsible, or when deemed applicable, the Review Officers will determine what sanction(s), if any, is necessary to:

- Provide an educational experience for the student,
- Assist the student in understanding and accepting the consequences of personal actions and decisions,

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- Give the student an opportunity to give back to the community, and
- Uphold the safety of the Pacific Lutheran University learning community.

Sanctions depend upon the particular circumstances of each incident and may be imposed singly or in combination, as appropriate for the circumstances. In determining a sanction, the Review Officer(s) may consider the student's conduct history at Pacific Lutheran University, as well as other information available to it that Pacific Lutheran University deems, in its sole discretion, relevant.

Repeated violations of the Student Code of Conduct will result in a cumulative effect for sanctioning. Thus, continued policy violations may result in more severe sanctions and may accumulate in the student's removal from the university.

Drug and Alcohol Free Workplace

While at work, all university employees have the responsibility to perform their jobs in a safe, conscientious, and effective manner and in compliance with university policy and state and federal laws. In order to do this employees must be able to work in a drug and alcohol-free environment and themselves be free from the effects of drugs and alcohol. Accordingly,

1. The manufacture, sale, possession, or use by an employee in the workplace of a controlled substance or drug that is illegal under state or federal law is strictly prohibited. The phrase "use" means any detectable level of that substance in the employee's system;
2. The manufacture, being under the influence of, or use by an employee in the workplace of alcohol is strictly prohibited, except as permitted by this policy;
3. The use by an employee of a controlled substance or drug with a lawful prescription may be prohibited if such use affects job performance or poses a hazard to the safety and welfare of the employee, or other employees, is strictly prohibited; and

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4. An employee is required to report his/her criminal drug statute conviction for a violation occurring in the workplace to his/her immediate supervisor within five (5) days after such conviction.

The university will impose disciplinary sanctions (consistent with local, state and federal law) on employees who violate the drug and alcohol-free workplace policy. Sanctions may include any of the following, depending on the severity of the incident: oral and written warnings, placement on probation, suspension from employment, successful completion of a treatment/counseling program, termination, and referral for prosecution. PLU reserves the right to conduct an individual drug test where there is reasonable suspicion that an employee may be under the influence of illegal drugs or alcohol or following a job related accident or injury.

Furthermore, each employee who observes or has knowledge of other employees in a condition which affects their ability to perform job duties or poses a hazard to the safety and welfare of others is expected to report such conditions promptly to the immediate supervisor, the next higher-level supervisor, a university officer, or Human Resources.

On occasions, PLU serves alcohol at social or other University sponsored events. The prohibitions in this policy do not apply to the possession or moderate consumption of alcohol when alcohol is served by the university at a university sponsored event to which the employee has been invited. Employees are reminded that any consumption of alcohol at such an event should be moderate, should not result in the employee becoming intoxicated and that normal expectation of appropriate workplace behavior continue at such events.

The university takes its commitment to provide a drug and alcohol-free working environment seriously. All employees who suspect they may have a drug, substance or alcohol abuse problem are encouraged to seek assistance through their own efforts before the problem affects their employment status. To comply with the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, Human Resources, Health Services, Campus Life Office, and the Counseling Center maintain a list of agencies, which provide rehabilitative and counseling services. Requests for information and/or referral sources will be treated confidentially

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, & STALKING

The University has specific policies and procedures, for Clery Act crimes and Title IX sexual harassment violations, designed to ensure that criminal incidents and misconduct on Pacific Lutheran University property, as a part of a Pacific Lutheran University event/program, or involving Pacific Lutheran University students or personnel are reported to Campus Safety Officers, the Title IX Coordinator, and other responsible personnel. The University also has policies and procedures in place to assure that appropriate supportive measures and assistance are provided to members of the Campus Community who experience or are affected by such events.

The University's Sexual Misconduct Policy requires the University to respond to reports of behavior that violates or falls under Title IX of the Education Amendments of 1972 (Title IX); Title VII of the Civil Rights Act of 1964 (Title VII); the Violence Against Women Reauthorization Act of 2013 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The University regulates its policy regarding sexual harassment to reflect its commitment to:

- Eliminating, preventing, and addressing the effects of Title IX prohibited conduct which includes quid pro quo harassment, sexual assault, dating violence, domestic violence, stalking, sexual or gender-based hostile environment harassment, non-consensual sexual contact or intercourse, sexual exportation, intimate partner violence, discrimination related to pregnancy or parenting status, and retaliation against a person for the good faith reporting of these types of conduct or participation in an investigation or proceeding relating to reports of these types of conduct.
- Maintaining the University Campus Community's trust as a place in which such prohibited conduct is not tolerated.
- Cultivating a climate in which all persons are informed and supported in reporting such prohibited conduct.
- Providing supportive measures to persons affected by prohibited conduct or reports.

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- Providing a fair and impartial process for investigation and resolution of reports of prohibited conduct which can include voluntary mediation or a hearing in front of an unbiased hearing officer

Any member of the University Campus Community (employee, volunteer, or student) who violates the sexual harassment or discrimination policy may face disciplinary action up to and including termination or permanent dismissal from the University. The University will take prompt and equitable action to eliminate prohibited conduct, prevent it from recurring, and remedy its effects. Awareness and training programs are provided to facilitate these outcomes. Prohibited conduct under the sexual harassment policy is prohibited regardless of the sex, sexual orientation, or gender identity/expression of the persons involved.

All members of the University Campus Community are to report prohibited behaviors so that they can be reviewed, investigated, and addressed appropriately for the well-being of the Campus Community members. The full policy and further information are available on the Pacific Lutheran University website. Students have access to confidential reporting sources as well as an anonymous reporting form on the Title IX website.

The University has an obligation to investigate and take action to investigate and remediate such events as part of the efforts to fulfill its Title IX requirements to provide a non-discriminatory environment. Supportive measures for the protection of persons who have been the target of or accused of such conduct include, but not limited to, mutual no-contact orders, safety planning, academic accommodations (including changes to course schedules, free withdrawal and retake of courses, extensions, etc.), changes to housing and/or work arrangements, access to counseling and/or medical care, and other campus-based measures. Supportive measures continue as long as needed to assure the safety of Campus Community members.

Prohibited Conduct Definition

Prohibited Conduct defined under the PLU Sexual Misconduct Policy include, but are not limited to the following prohibited behaviors:

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Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Washington State additionally defines domestic violence as physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; sexual assault of one family or household member by another; or stalking of one family or household member by another family or household member.

Non-Consensual Sexual Intercourse: Non-Consensual Sexual Intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another regardless of gender, without consent.

Non-Consensual Sexual Contact: Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon another regardless of gender, without consent.

Relationship Violence: Dating Violence and/or Domestic Violence

Sexual Assault: Any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to give consent either due to age or lack of capacity.

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Sex Discrimination: involves treating someone unfavorably because of that person's sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Sex-based Harassment: Sex-based harassment is a form of sex discrimination and means Sexual Harassment and other harassment on the basis of sex, gender, or gender identity, whether verbal or physical conduct, that unreasonably interferes with or deprives someone of educational access, benefits or opportunities. There are three types of Sex-based Harassment:

1. *Quid Pro Quo Harassment:* This exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action;
2. *Hostile Environment Harassment:* Unwelcome sex-based conduct, based on the totality of circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the institution's education program or activity (i.e. creates a hostile environment); or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual Exploitation: A form of Sexual Harassment: Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct offenses.

Examples of behavior that could rise to the level of Sexual Exploitation include:

1. Prostituting another person
2. Recording images (e.g. video, photography) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.

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3. Distributing images (e.g. video, photography) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure.

4. Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without the person’s consent, and for the purpose of arousing or gratifying sexual desire.

Sexual Intimidation: A Form of Sexual Harassment: Sexual Intimidation involves, without limitation, threatening another person with a sex act against them, stalking, (including cyber-stalking), and/or engaging in indecent exposure.

Sexual Misconduct: Sexual Misconduct includes Quid Pro Quo, Sex-based Harassment, Sexual Harassment, Sexual Assault, Dating Violence or Domestic Violence (“Relationship Violence”), and Stalking.

Stalking: A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.

Prevention Programs

Pacific Lutheran University (“PLU”), by its mission, is committed to providing an environment in which students and employees can work, live, and study free from all types of sex discrimination and sexual misconduct. PLU prioritizes its responsibilities under Title IX 2024 Final Rule, the 2013 Clery Amendments, the Violence Against Women Reauthorization Act last amended in 2022 (“VAWA”), and Washington law.

All incoming first years and transfers are required to complete a Sexual Violence Prevention Education module, as well as attend an in-person Active Bystander Training. Failure to comply may result in the student’s registration account being placed on hold.

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During new student orientation, all participants attend a session regarding “consent” in relation to Washington State law and PLU policy. In addition, the Title IX Office and Advocacy Office partner to educate and host events for the community to promote healthy relationships, positive practices of consent, and victim healing.

Various PLU affinity groups, and organizations receive in-person training specific to what constitutes sexual misconduct, how to report it, and what resources are available to students and employees.

PLU complies with the VAWA mandate requiring institutions to administer bi-annual surveys to its campus community, gather the data, and based on the findings implement community education and preventative measures to address the campus climate concerns.

Procedures victims should follow

Any current or past PLU community member who believes they have been subjected to Prohibited Conduct is an Impacted Party, and is encouraged to report such a concern. Students and employees may report Prohibited Conduct in several ways:

- Submit a report online: anyone is able to electronically submit a report via the online [Incident Reporting Form](https://www.plu.edu/title-ix). <https://www.plu.edu/title-ix>
- Contact Campus Safety at (253) 535-7441
- Contact the Title IX Coordinator (titleix@plu.edu, or (253) 535-7361)
- Submit a report via mail to Pacific Lutheran University at:

Title IX Coordinator Pacific Lutheran University, 12180 Park Avenue S, Tacoma, WA 98447

There is no time limit on making a complaint, but prompt reporting is encouraged in order to provide support to those impacted, and to obtain appropriate evidence collection and information.

The University encourages anyone who believes they have experienced a violation of this Sexual Misconduct policy to make a report through the Pierce County Sheriff's Office. PLU Campus Safety is willing and able to assist with referring students to this resource. The University also

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encourages Impacted Parties to be aware of the importance of preserving evidence that may assist in providing information that an alleged criminal offense occurred or may be helpful in obtaining a protection order. An Impacted Party may also, in their discretion, decline to notify law enforcement officials.

Impacted Parties also have the right to seek other forms of relief from civil authorities, such as no contact orders, restraining orders, or similar. As set out in Section VI: A of this policy, the University may enact such campus community no contact orders and take such other Interim Measures to assist the Impacted Party to continue to access their educational program and activities.

Confidentiality

The University will make reasonable and appropriate efforts to preserve an Impacted Party's and Respondent's privacy and to protect the confidentiality of information. Should an Impacted Party request confidentiality, the Title IX Coordinator will inform the Impacted Party that the University's ability to respond may therefore be limited – but that where feasible, the University will take reasonable steps to prevent Prohibited Conduct and limit its effects.

The Title IX Coordinator will further inform the Impacted Party that it is not possible to provide confidentiality in all cases and that the University's decision to share information with others is subject to the balancing test. In summary, although the University's goal is to limit the number of individuals who may learn about an allegation of Prohibited Conduct or an investigation, the University cannot guarantee confidentiality in all matters.

Community members who believe any Prohibited Conduct they have experienced may be criminal in nature will receive support and assistance in contacting law enforcement and/or reporting the conduct for Statistical Disclosure under the Clery Act. PLU encourages accurate and prompt reporting of all crimes to Campus Safety and the appropriate law enforcement agencies.

The University encourages pastoral counselors and professional counselors if and when they deem it appropriate, to inform the parties they are counseling of any procedures to report crimes

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on a voluntary, confidential basis for inclusion in the University’s required annual disclosure of crime statistics.

When deemed necessary, and appropriate, the university will not disclose information regarding an impacted party’s supportive or protective measures, as long as the confidentiality does not hamper the implementation of such measures.

Available Resources, Services, and Supportive Measures

PLU provides, and makes available through brochures and posters, information regarding the resources available to employees and students who have been impacted, such as: counseling, physical and mental health services, confidential advocacy, county legal assistance programs, etc.

<u>On-campus Supportive Services:</u>	<u>Off campus Supportive Services:</u>
Students:	Students/Employees:
Campus Ministry (253) 535-7200 (x7200), email: cmin@plu.edu http://www.plu.edu/campus-ministry/	Rebuilding Hope Sexual Assault Center (253) 474-7273, (800) 756-7273 http://www.sexualassaultcenter.com/
Counseling Center (253) 535-7206 (x7206), email: counseling@plu.edu http://www.plu.edu/counseling/	Pierce County Crisis Clinic (253) 798-4333 Pierce County Crisis Intervention (800) 576-7764
Health Center (253) 535-7337 (x7337), email: health@plu.edu http://www.plu.edu/health-center/	Seattle/King County Crisis Clinic (206) 461-3222

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<p>Confidential Advocate (253) 535-8204 (x8204), email: advocacy@plu.edu https://www.plu.edu/diversity-justice-sustainability/advocacy-services/</p>	<p>Thurston County: Crisis Clinic: (360) 586-2800 Crisis Resolution Services: (360) 754-1338</p>
<p>Employees:</p>	<p>YWCA of Pierce County (253) 272-4181 info@ywcapiercecounty.org http://www.ywcapiercecounty.org/</p>
<p>Employee Assistance Program (800) 777-4114 https://www.plu.edu/human-resources/employee-assistance-program-eap/</p>	

Supportive Measures

1. Upon receipt of a report, the Title IX Coordinator will promptly contact the Impacted Part(y/ies) to offer supportive measures, and inform them of or confirm receipt of a report.
2. The Title IX Coordinator will explain to the Impacted Part(ies) the process for filing a Complaint, and assess if the alleged conduct meets the definition of sex-based discrimination, and if so, which procedural path the Prohibited Conduct will be processed.
3. The Title IX Coordinator will inform the Impacted Part(ies) of the availability of supportive measures with or without the filing of a Complaint.

Supportive Measures are “reasonably available” environmental and resource-based alterations that may include, but are not limited to, counseling services, extensions of deadlines or other course-related adjustments, modifications of employment or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing

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locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures that are responsive to the specific situation.

Supportive Measures are not meant to be punitive, or unreasonably burden the Impacted Party or Respondent. Either party has the opportunity to request a review of the offered supportive measures, and seek additional provisions be added, or that the existing measures be modified or terminated.

The University reserves the right to take any measures it believes, in its sole discretion, are in the best interests of the parties and the University community.

Rights

Federal law requires Pacific Lutheran University to afford the Complainant and the Respondent rights throughout the Prohibited Conduct process. Additionally, Pacific Lutheran University has a commitment to the rights of all community members, and is committed to creating an environment that still serves the educational and employment rights of all during the Prohibited Conduct process. Basic rights include:

A. Respect for Privacy

Information regarding Prohibited Conduct reports, and any investigation or review of these reports, including sanctioning determinations, will be shared among University employees on a “need to know” basis only, and only under applicable law.

B. Choice to Participate

All Complainants, Respondents, Reporters, or Witnesses may choose to participate or decline to participate in the Prohibited Conduct procedures. However, even if the Complainant or Respondent decline to participate, the University, in its sole discretion, may continue to investigate the matter and make sanctioning decisions based on determinations of responsibility for violation of policy based on the incident and information gathered.

C. Confidential Assistance and Resources

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All Complainants, Respondents, Reporters, and Witnesses have the right to seek additional, confidential resources if needed. Confidential services include the Wellbeing Services and Resources: Health and Counseling Services, TimelyCare, Confidential Advocacy, and Campus Ministry. All information shared with these offices and individuals will remain confidential to the extent permitted by law and University policy. Discussions with these individuals will not be considered a report to the University as it relates to the process.

D. Fair and Unbiased Process

The University will take appropriate steps to ensure that the Respondent and the Complainant are treated fairly throughout the process, without bias.

Disciplinary Actions and Sanctions

There are different procedures used to respond to Prohibited Conduct. Title IX procedures are defined by the Department of Education's 2024 Final Rule Title IX legislation. The Title IX Coordinator will assess each reported incident and will coordinate the appropriate response pathway. Pathways available are defined by who the Complainant and Respondent are, the severity or pervasiveness of the conduct, and where the misconduct took place. Partners in responding to Prohibited Conduct are, but not limited to: Office of Human Resources, University Dispute Resolution Committee, and the Dean of Students Office. Any conduct that does not meet the criteria for or jurisdiction of Title IX will be processed by PLU's Student Code of Conduct Procedures or through policies and procedures listed in relevant Personnel, Faculty, or Staff Handbooks.

The sanctioning process is designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior.

Potential student sanctions can include, but are not limited to:

- Expulsion from Pacific Lutheran University

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- Suspension from Pacific Lutheran University for a designated period of time
- Removal from campus housing
- Mandated assessment and compliance with all recommendations
- Letter of Mutual Understanding
- Removal of Privileges
- Disciplinary Probation

Potential employee sanctions can include, but are not limited to:

- Oral and written warnings
- Placement on probation
- Suspension from employment
- Termination
- Referral for prosecution

SEX OFFENDER INFORMATION

The Campus Sex Crimes Prevention Act of 2000 requires colleges and universities to issue a statement informing the campus community where law enforcement information may be obtained concerning registered sex offenders. Sex offenders are required to register in a State and to provide notice of each higher education institution in that State, at which the person is employed, carries a vocation, or is a student. This registry is available on the Pierce County Sheriff's Department website [Pierce County Sheriff's Department Crime Statistics And Sex Offender Information](#). The sex offender registry for the Accelerated Bachelors in Nursing Program in Lynnwood, Washington can be located at this website, <https://www.offenderradar.com/offender/state-washington-county-snohomish-city-lynnwood> And may be used only for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular. Use of this information for the purpose of intimidating or harassing another is unlawful, prohibited and a willful violation shall be punishable as a Class 1 misdemeanor. There were no offenders on campus in 2023.

MISSING STUDENT POLICY AND PROCEDURES

University community members are encouraged to report concerns of possible missing students to Campus Safety (253) --535-7441. Other university departments or employees that receive such reports shall notify Campus Safety or the Office of Student Life (253) 535-7200 immediately regarding such reports. Campus Safety works closely with the Office of Student Life to coordinate the university's response to reported missing students. If the student lives on campus, Campus Life staff will also be consulted.

A residential student is considered missing if they have not been seen or heard from within the last 24 hours. Campus Safety and/or the Office of Campus Life will begin a search for the student utilizing campus resources upon receiving notice of a possible missing student. Local law enforcement and the student's emergency contact person will be contacted within 24 hours after the student is determined missing.

Campus Safety and/or the Office of Campus Life utilizes several tactics in locating a missing student. Attempts at contacting the student, include, but are not limited to; contact via cell phone, email, social media, and text message. The student's LuteCard may be checked for recent activity. For residential students, contact is made with Campus Life to assist with locating the student and gathering additional information.

If all attempts of locating the student by university officials fail then the local police department with jurisdiction will be contacted to make a formal report. Law enforcement may be contacted prior to exhausting university efforts if the details of the incident warrant immediate law enforcement assistance.

Students who are participating in university activities that involve overnight accommodations will be treated as residential students. These activities may include; study away programs, athletic trips, or other academic or club programs. Missing student reports from these activities will be handled in the same manner as a residential student. In these situations, Campus Safety and/or the Office of Campus Life should be contacted immediately. The university

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staff/faculty member supervising the activity should contact local law enforcement upon confirmation of the missing student and then coordinate ongoing next steps with Student Life.

Non-residential students who fail to show up for classes will not be considered missing students by the university. In these situations, the university may attempt to make contact with the student utilizing the different contacting strategies used for residential students. If the university has information that the student's prior behavior shows a risk to self or others the law enforcement agency where the student currently resides will be contacted to make a welfare check. When family or roommate(s) report to the university that a student is absent from their off-campus residence the reporting person will be encouraged to contact local law enforcement directly for reporting. The university will provide assistance to law enforcement to help locate the student.

2024 Fire Safety Report

Overview

The information contained in this report was compiled and completed in compliance with the 2008 Higher Education Opportunity Act (HEOA). The Higher Education Opportunity Act was created by the Department of Education to address several issues on college campuses, including fire safety in on-campus student housing. This year's report contains fire statistics for the 2022 calendar year.

The HEOA requires Universities to maintain a fire log listing all fires that have occurred in their on-campus student housing. Pacific Lutheran University's fire log is available for viewing at the Campus Safety office during business hours.

The HEOA also requires the publishing of an annual fire safety report that provides information on the following items: statistics for fires that occurred in on-campus housing facilities; the fire statistics are found later in this report.

The Department of Campus Safety creates and maintains the fire log, fire statistics, and this Annual Fire Safety Report. Please take the time to review our statistics and fire safety information. If you have any questions regarding fire safety please contact PLU Campus Safety at (253) 535-7441. Upon request, a paper copy of the Annual Fire Safety Report will be provided by contacting the Campus Safety Office. We look forward to helping you along your educational journey.

The ABSN Lynwood Campus does not have residential living, therefore the information in the Fire Safety Report portion to this publication does not apply to the ABSN Lynwood Campus.

On-Campus Student Residential Halls

Harstad Hall is the most historic building on campus and is located on the upper campus. Conveniently located between the library, University Center and Garfield Street, its location allows students to access the upper and lower campus easily. It has 5 floors and a basement and can accommodate approximately 200 students.

Hinderlie Hall is located on the upper campus, conveniently located between the Karen Hille Phillips Center for the Performing Arts and Mary Baker Russell Music Center. Hinderlie Hall is a central location across all of campus, with pathways connecting to "Hinderlie Hill" which connects the upper and lower campus. This residential hall can accommodate

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mobility-impaired students who apply through the Accessibility and Accommodation application. It has 3 floors and can accommodate approximately 130 students.

Kreidler Hall is a central location on the upper campus. Located next to Mary Baker Russell Music Center and Ingram Hall, this building is also only a short walk from the Hauge Administration Building, Library, and Karen Hille Phillips Center for Performing Arts. Kreidler is also next to a staircase that leads right to Rieke Science Center and the rest of the lower campus. It has 3 floors and double occupancy rooms and, can accommodate approximately 120 students.

Ordal Hall is located on the upper campus, conveniently located next to Ingram Hall. Just a short walk away is the Hauge Administration building and Mary Baker Russell Music Center. Ordal Hall consists of double-occupancy rooms that are similar in size and layout across the building. It can accommodate approximately 170 students. A limited number of rooms have bay windows for lounging. This residential hall can accommodate mobility-impaired students who apply through the Accessibility and Accommodation application.

Stuen Hall was renovated in 2015 and houses approximately 90 residents on three floors. It is located on the upper campus. Between the Hauge Administration building and Ordall residential hall.

Pflueger Hall has a majority of double-occupancy rooms that are identical in size and layout across the building. Pflueger is located on the lower campus but is a central location between the upper and lower campuses! This residential hall can accommodate mobility-impaired students who apply through the Accessibility and Accommodation application. It has 3 floors and can accommodate approximately 200 students.

Tingelstad Hall is the tallest building in all of Parkland and houses approximately 360 residents across smaller “house” communities of 90 residents. Tingelstad has 9 floors, is located on the lower campus, and is right across the street from the Columbia Center. Tingelstad Hall has a majority of double-occupancy rooms that are identical in size and layout across the building. There are units designed for a single with a private bathroom and one unit designed for a single with a private bathroom and kitchenette. These rooms are reserved for mobility-impaired students who apply through the Accessibility and Accommodation application.

South Hall is an apartment-style complex, located on the south edge of campus. Students must be 20 years old or have junior standing by September 1st to reside in South Hall. In addition, South Hall provides alternative choices to the regular residence halls, for example, South is the only hall on campus providing married student housing.

Hong Hall has been closed since the start of the year and is scheduled for major renovations.

Reporting a FIRE

Reporting a fire is everyone's responsibility. All fires that present a risk to persons or property should be reported immediately to **PLU Campus Safety at ext. 7911 or by dialing (253) 535-7911** or by notifying **Central Pierce Fire and Rescue by dialing 911**. Additionally, concerns about fires that are not considered an emergency may be reported to Campus Safety, the Residence Hall Community Director or Assistant, the Emergency Building Coordinator, Facilities Management, or Environmental, Health, and Safety.

Fire Safety Systems

Pacific Lutheran University campus buildings are equipped with fire extinguishers, smoke, and heat detectors, lighted emergency exit signs, and signage that are posted throughout the building illustrates fire evacuation routes and assembly locations. In addition, campus buildings are also equipped with a building fire alarm system that can be monitored by Campus Safety remotely, manual pull stations, heat, and smoke detectors, audio, and visual devices that sound a horn, and strobe lights for individuals with hearing or sight impairments. Many buildings are equipped with sprinkler systems and automatic door-releasing devices for fire-rated doors that close to stop fires from spreading into other areas of the building. A full inspection and maintenance of the fire alarm system are conducted annually by a contracted private company called Cintas and PLU Facilities Management.

<h1>Safety Systems by Building</h1>									
Residential Hall	Sprinkler System	Alarm Notifies Campus Safety	Fire Alarm Pull Station	Heat Detector	Smoke Detector	Horn & Strobe	Safety Fire Door	Evac Map	Mandatory Supervised Fire Drills
Harstad Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2 per/yr
Hinderlie Hall	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2 per/yr
Kreidler Hall	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2 per/yr
Ordal Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2 per/yr
Stuen Hall	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	2 per/yr
Pflueger Hall	No	Yes	Yes	Yes	Yes	Yes	No	Yes	2 per/yr
South Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2 per/yr
Tingelstad Hall	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	2 per/yr
Hong Hall	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2 per/yr

FIRE Policies

The following policies apply to all University buildings, including on-campus student residential Halls.

Smoking

- PLU is a tobacco-free campus.
- Washington State law prohibits smoking in public buildings and in campus vehicles. Smoking is prohibited within 25 feet of a building entrance, exit, windows that open, ventilation intake, and other areas through which non-smokers must traverse. Signs are posted on all building entrances and campus vehicles.
- RCW 70.160 gives the local health department jurisdiction to enforce the state smoking regulation by first issuing a warning. A subsequent violation is subject to a civil fine of up to \$100. PLU will take appropriate action to comply with the law on campus.

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- Concerns, questions, and comments should be directed to: Director of Human Resource Services, ext. 7185.
- Smoking is prohibited within all University buildings and student resident facilities.

Open Flames

Open flames, candles, candle warmers, or incense are prohibited in residence halls, academic, and administrative buildings.

Electrical Safety

- Ensure electrical circuits are not overloaded.
- Ensure all electrical appliances are UL rated, and do not overload circuits.
- Ensure extension cords are UL rated and do not extend into other rooms through doors, windows, or stairwells.

Fire Safety Systems

- Do not tamper with fire protection systems. Ensure they are not obstructed from view or access. All alarm systems must be free of storage materials and readily accessible.
- Fire and smoke barrier doors must be clear of items that may prevent them from automatically closing when fire alarms are activated
- Storage of items may not be within 24 inches of ceilings, block exits, stairwells, extinguishers, or fire alarm pull stations in any building on campus.

Holiday Decorations

Holiday decorations must not impede fire safety devices such as exit signs, sprinkler systems, smoke alarms, strobe lights, or any other device. Live Christmas trees and wreaths are prohibited.

On-Campus Residential Hall Prohibited Items

The following policies apply to all University on-campus student residential facilities.

- Hot Plates or similar items with an open heating element.
- Upholstered furniture (unless certified flame retardant).

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- Curtains, draperies, hangings, and other materials suspended from walls or ceiling (Unless certified flame retardant.) The resident must be able to provide proof of fire retardancy.
- Space heaters
- Refrigerators more than 4 c.u. ft.
- Any equipment that places an extraordinary load on the electrical system (i.e. electrical heaters, air conditioners).
- Halogen lighting sources
- Extension cords or similar electrical equipment
- Un-fused surge protectors
- Storage of motor vehicles within a residential facility
- Flammable/combustible liquids & gasses
- Explosives/ Fireworks
- Air rifles and guns
- Gunpowder
- Knives

If you have any questions or are unsure if an item is allowed contact the Department of CampusLife Phone: (253) 535-7200 or Email: rlif@plu.edu Department of CampusLife Anderson University Center 161, Tacoma, WA 98447-0003 or Facilities Management Phone: (253) 535-7380 Email: fama@plu.edu Facilities Management (Building #28), Tacoma, WA 98447-0003

Campus Building Evacuations

In addition to adhering to fire policies, students, faculty, and staff must also understand and practice policies regarding activities during a fire alarm at Pacific Lutheran University. If a student, faculty, or staff member discovers smoke or an actual fire, they should immediately pull the nearest fire alarm and evacuate the building. Upon exit of the building, they should immediately call Campus Safety at (253) 535-7911 or Central Pierce Fire and Rescue at 911 to report the fire.

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All building occupants should become familiar with posted evacuation routes and procedures for their buildings. These are typically located near elevators, stairwells, and exits. Any student residing in or present in any university residence hall must evacuate the building when a fire alarm sounds using stairwells and exits. All building occupants should know and memorize two exits from the building, and understand that an evacuation may require you to evacuate a smoke-filled area. In the case of smoke, stay low and close all doors before proceeding to an exit. Upon exiting the building occupants must move to the assembly location away from the building and fire equipment until notified that the building is clear to be re-occupied by the official first responders, Campus Safety Officers, or Emergency Building Coordinators.

After evacuating, if you know of an occupant that may still be in the impacted building, provide that information to the official first responders onsite or the Emergency Building Coordinator by giving the name and location of the individual so they can immediately be assisted.

Fire Statistics and Fire Log

Pacific Lutheran Universities Department of Environmental Health and Safety maintains a written Fire Log that records required incident information concerning fires that occur in on-campus student residential facilities.

In addition to the Fire Log, the university is required to provide an annual report to the campus community on the fires recorded in the Fire Log. The Fire Statistics section is intended to satisfy this requirement and contains information about all fires recorded in the Fire Log. The Fire Log provides the date reported, nature, date the fire occurred, time, and general location of each fire. The university is required to update the Fire Log within two business days of receiving the information about a fire in an on-campus residential facility. The Fire Log will be open to public inspection for the most recent 60-day period during normal business hours. Any portion of the Fire Log older than 60 days will be made available within two business days of a request for public inspection. The Fire Log may be viewed at the Campus Safety office. To report that a fire has occurred on campus (non-emergency) so that it may be included in the Fire Log, please contact PLU Campus Safety at (253) 535-7911.

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Pacific Lutheran University Residential Hall Fire Statistics 2023						
Residential Hall	Number of Fires in each Building	Nature of Fire	# of Injuries Treated at Medical Facility	# of Deaths Related to Fire	Property Damage Value due to Fire	Case Number
Harstad Hall	0	N/A	N/A	N/A	N/A	N/A
Hinderlie Hall	0	N/A	N/A	N/A	N/A	N/A
Kreidler Hall	1	Cooking related	0	0	\$0	23-0072
Ordal Hall	0	N/A	N/A	N/A	N/A	N/A
Stuen Hall	0	N/A	N/A	N/A	N/A	N/A
Pflueger Hall	0	N/A	N/A	N/A	N/A	N/A
South Hall	0	N/A	N/A	N/A	N/A	N/A
Tingelstad Hall	0	N/A	N/A	N/A	N/A	N/A
Hong Hall	0	N/A	N/A	N/A	N/A	N/A

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Pacific Lutheran University Residential Hall Fire Statistics 2022						
Residential Hall	Number of Fires in each Building	Nature of Fire	# of Injuries Treated at Medical Facility	# of Deaths Related to Fire	Property Damage Value due to Fire	Case Number
Harstad Hall	0	N/A	N/A	N/A	N/A	N/A
Hinderlie Hall	0	N/A	N/A	N/A	N/A	N/A
Kreidler Hall	0	N/A	N/A	N/A	N/A	N/A
Ordal Hall	0	N/A	N/A	N/A	N/A	N/A
Stuen Hall	0	N/A	N/A	N/A	N/A	N/A
Pflueger Hall	0	N/A	N/A	N/A	N/A	N/A
South Hall	0	N/A	N/A	N/A	N/A	N/A
Tingelstad Hall	0	N/A	N/A	N/A	N/A	N/A
Hong Hall	0	N/A	N/A	N/A	N/A	N/A

Pacific Lutheran University Residential Hall Fire Statistics 2021						
Residential Hall	Number of Fires in each Building	Nature of Fire	# of Injuries Treated at Medical Facility	# of Deaths Related to Fire	Property Damage Value due to Fire	Case Number
Harstad Hall	0	N/A	N/A	N/A	N/A	N/A
Hinderlie Hall	0	N/A	N/A	N/A	N/A	N/A
Kreidler Hall	0	N/A	N/A	N/A	N/A	N/A
Ordal Hall	0	N/A	N/A	N/A	N/A	N/A
Stuen Hall	0	N/A	N/A	N/A	N/A	N/A
Pflueger Hall	0	N/A	N/A	N/A	N/A	N/A
South Hall	0	N/A	N/A	N/A	N/A	N/A
Tingelstad Hall	0	N/A	N/A	N/A	N/A	N/A
Hong Hall	0	N/A	N/A	N/A	N/A	N/A

Fire Drills

The Campus Safety Office of Emergency Management conducts mandatory fire drills in compliance with the State of Washington for all University on-campus housing. The fire evacuation drills are conducted annually in all on-campus student residential halls and academic, and administrative buildings. The schedule is as follows:

- Student Residential Hall building emergency fire evacuation drills are conducted twice (2X) a year in the second week of the Spring (February) and Fall (September) terms.
- Academic and Administrative building fire evacuation drill is conducted once a year in the Spring (March) term.

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- The residential hall Community Directors (CD) who are also the Emergency Building Coordinators (EBC) are responsible for educating the occupants on fire evacuation procedures and the location of assembly points and emergency first aid kits. The CDs are also responsible for ensuring fire safety and prevention signage is posted throughout the residence hall for students to read and educate themselves.

Fire Safety Policies in On-Campus Housing

All residents should assume responsibility for ensuring fire safety in all residence facilities. Violation of fire safety includes but is not limited to

1. Setting a fire
2. Sounding a false alarm, including,
 - Falsely reporting a fire, bomb threats, serious injury, or any other emergency.
 - Intentionally or negligently activating a fire alarm when no fire is present.
 - Tampering with a fire alarm pull station or fire suppression system.
3. Using a fire extinguisher in a non-emergency situation.
4. Not evacuating the building during a fire alarm.
5. Tampering with a smoke/particle detector; sprinkler heads, or other fire safety equipment.
6. Using or possessing cooking appliances (except in designated cooking areas), hot plates, electrical heaters, extension cords, or similar electrical equipment. All electrical cords must be out in the open, not taped to the floor, not under rugs or carpet pads. Halogen lamps are limited to 30 watts or less. They must be kept one foot away from anything flammable and nothing should be hung above them.
7. Leaving cooking items unattended while in use.
8. Using candles, incense, or any open-flame device.

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9. No items can block the entrance of a room (doors or windows); items must be 36 inches away from entrances. This allows a firefighter the ability to enter a room in an emergency.

10. The blocking of any inside or outside exit.

11. Storage of explosive or flammable/combustible materials such as propane, gasoline, kerosene, and items containing combustible materials (i.e. lanterns) is not permitted in administrative buildings and resident halls.

12. Obstructing or blocking fire doors, corridors, hallways, or tampering with self-closing mechanisms. The doors are in place to prevent the spread of fire from one part of the building to another. If the doors are propped open, the fire is free to spread.

13. No items shall be hung from the ceiling and sprinkler pipes in academic, administrative, and residential halls.

14. Items in rooms must have an 18-inch clearance from ceilings and sprinkler pipes.

15. All flammable materials including furniture and recycling bins must be 18 inches away from a heater.

16. No scooters, hoverboards, mopeds, or items with an electrical or gas-powered motor are allowed inside PLU buildings. They may be stored at least 25 feet away from the building.

17. Hallways, stairwells, and lounges must be free of all personal items (including but not limited to: boxes, bicycles, shoes, door mats, shower caddies, etc.) to facilitate emergency egress and response.

18. Wall outlets and power strips must not be overloaded. No “daisy chaining” power strips.

19. Personal refrigerators must be plugged directly into the wall and have 2-3 inches of space around them on all sides (not in closets).

20. Toasters, toaster ovens, bread makers, microwaves, coffee pots, electrical blankets, unapproved window air conditioners, irons, plug-in air fresheners, and other open element appliances, cannot be used in offices and resident rooms. The risk of fire is too high and the

building wiring cannot support them. Residents can store these items (except microwaves) in their rooms to be used in the common area kitchens.

22. Electrical outlets & lights cannot be altered.

24. Only University issued bed/loft equipment may be used to bunk or loft one's bed.

Evacuation Procedures

WHAT YOU SHOULD DO:

WHEN A FIRE ALARM IS ACTIVATED EVACUATION IS MANDATORY!

Building occupants are required by law to evacuate a building when the fire alarm sounds. An evacuation may be communicated via one or all of the following methods:

- **Fire Alarm:** Pulled or initiated whenever a fire emergency occurs or when a full evacuation is required. The initiation of the fire alarm system means an automatic full evacuation of the building.
- **Personal Verbal Request:** May be utilized when only a section/s of a building must evacuate. Generally conducted by Campus Safety Officers, Facilities Management personnel, and local fire and police officers.
- **Emergency Text Alert:** Utilized when specific directions or information must be issued to all campus community members. It may be utilized in conjunction with an alarm or outdoor speaker announcement.

What is most important, no matter what the reason is for the evacuation, is to remain calm. The following are procedures to follow during a building evacuation:

1. If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purses, medication, and glasses.
2. DO NOT attempt to use elevators.

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3. Check doors for heat before opening. Do not open the door if it's hot.
4. Walk, do not run. Don't push or crowd.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Use handrails in stairwells; stay to the right.
7. Upon activation of a fire alarm students with mobility issues are encouraged to remain in their classroom. If the student is not in their residence hall room or a classroom when the alarm is activated it will be their option to move into a room or into an open area (lounge or lobby) to await Central Pierce Fire Rescue assistance. The student is encouraged to find a place of refuge near a window in case communication or extraction is necessary.
8. Move quickly away from the building to your designated assembly point unless otherwise instructed.
9. All employees, students, and guests must remain outside the building until instructed to re-enter.
10. Emergency Building Coordinators (EBC) should ensure all occupants have left the building.

If emergency responders are not already on the scene, call **Campus Safety at (253) 535-9711** or **Central Pierce Fire and Rescue at 911** with the following information; Your name; and The exact location of the fire and any other information you may have about the fire.

WHAT WILL HAPPEN:

1. The Campus Safety dispatcher will notify the Central Pierce Fire and Rescue
2. PLU Campus Safety will respond and coordinate with the responding fire personnel.
3. Once the actual fire or fire alarm situation is resolved, and the building is assessed
For safety concerns, Central Pierce Fire and Rescue officials may grant permission to re-occupy the building or to enter and retrieve personal belongings.

Fire Safety Education/Training

The Environmental Health and Safety Office offers a variety of fire safety education and training programs for the Pacific Lutheran University campus community. Students receive fire safety and evacuation information during mandatory meetings with their Resident Assistants and during the required fire drills. The students can also receive voluntary fire safety education in a variety of different ways. Throughout the school year fire safety information and other emergency preparedness information is posted on the Emergency Management website at <https://www.plu.edu/campus-safety/emergency-preparedness/training-and-exercises/> All student residents are encouraged to view and prepare themselves in the event of an emergency. Emergency Building Coordinators and Resident Assistants in the various buildings can assist resident students by providing available resources. These additional fire safety programs include but are not limited to cover:

- Emergency procedures,
- Fire safety issues,
- Prohibited items,
- General prevention tips,
- Cooking fire safety,
- Fire extinguisher usage,

Campus Residential Fire Safety education is an ongoing responsibility of the Student Life Division, Campus Safety, and Emergency Management. As part of the educational process, a residential hall fire safety guide is provided to resident directors, resident assistants, and residents and is posted in every residential hall. The Pacific Lutheran University community is invited to attend training in fire safety and fire extinguisher education annually in the Spring of each year. Fire safety education and training programs are available for employees for their specific departments at request.

Fire Response Procedures

In case of a fire or a fire alarm, the following procedure is to be followed. Generally, The RACE procedure is used in all university facilities with some variations. Always consult and follow your building-specific Building Emergency Action Plan or posted evacuation procedures.

If you discover a fire or smoke condition: **RACE**

- **R**escue any person in immediate danger.
- **A**larm — pull the fire alarm to alert everyone. Report the incident by Calling PLU Campus Safety at (253) 535-7911 or Central Pierce Fire and Rescue at 911
- **C**onfine the fire by closing all doors, where possible. Extinguish a small fire using a fire extinguisher, if trained, and if it is safe to do so.
- **E**vacuate using the nearest stair exit. Follow the exit signs. Report any discharged fire extinguishers and any first-hand information that you might have to Campus Safety officers.

If you hear or see a fire alarm signal or announcement:

- Follow the emergency procedure for your building and area.
- Follow the announcements on the PLU Alert! system or instructions of your Emergency Building Coordinator (EBC).
- Evacuate or stand by and stay alert as instructed by the PLU Alert! system.
- Follow the EXIT signs. Use Stairs. Do Not Use Elevators. Stay Calm. Walk at a normal pace.
- Wait outside in the designated assembly areas at least 50 feet or more away from the building as instructed.
- Re-enter the building only after the “All Clear” is announced.

Fire Extinguishers

Portable fire extinguishers of appropriate type and size are provided as required in all areas. Extinguishers are inspected, tested, maintained, and documented as required by the State of Washington Fire Code. Fire extinguishers are provided throughout all university buildings for use by trained students, faculty, and staff. Please contact the EHS office, at (253) 535-7233 or email safety@plu.edu for upcoming training opportunities. Fire doubles in size every 30 seconds so knowing how to properly and safely extinguish a fire is a huge advantage. An average

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extinguisher discharges completely in less than 1 minute. Therefore, it is important that you know at least two locations for extinguishers.

SAFETY PRECAUTIONS:

- Before using a fire extinguisher, ALWAYS pull the building fire alarm first.
- Do not attempt to use a fire extinguisher if the fire is large and spreading. Use it only for small fire defense (e.g., a waste paper basket).
- Do not use the fire extinguisher if the lock pin tampers, the cylinder is damaged, or if the pressure gauge pointer is in the 'RECHARGE' zone.
- Do not use the fire extinguisher if you are not trained and confident about using it.
- Read the extinguisher label to check if it is of the right type for the kind of fire at hand.

The label indicates one or more of the following fire classes and symbols and specific applications for which it can be used.

- Protect yourself at all times:
- Never block your escape route.
- Stay low. Avoid breathing the heated smoke and fumes.
- If the fire cannot be controlled, get out immediately to safety.

HOW TO USE A FIRE EXTINGUISHER:

- Make sure you are using the proper extinguisher for the type of fire.
- Position yourself at a safe distance from the fire (e.g., 7-10 feet)

Remember the 'PASS' Procedure:

- **P**ull the pin: This unlocks the operating lever and allows you to discharge the extinguisher.
- **A**im low: Point the extinguisher nozzle/horn/hose at the base of the fire.
- **S**queeze and hold: the handle to discharge the extinguishing agent without any interruption.
- **S**weep slowly from side to side as you hold the handle squeezed.

Move closer carefully as the fire gets smaller and as you continue spraying. Watch the fire area until it has completely cooled down. Always make sure the fire alarm is currently

activated before attempting to extinguish it. Also, make sure you have a clear escape path before attempting to extinguish it. Once the fire is contained. Report the discharged extinguisher to the EHS office, and report the fire incident to PLU Campus Safety.

Fire Alarm Systems

Fire alarm systems are located in all of the residence hall buildings. Many of these systems go unnoticed day in and day out. However, in times of emergency, they are critical. Smoke/heat detectors detect smoke or fire and automatically activate the building's fire alarm system. Pull stations are located throughout the buildings in main corridors and near the stairwells. In the case of fire or smoke, always pull the closest pull station, regardless of the size of the fire.

Sprinkler Systems

Sprinklers are installed in many building areas to protect both life and property. In the case of a fire, each head detects the temperature in the room and begins spraying water as soon as the room temperature exceeds a predetermined value. Most residential hall buildings are equipped with sprinkler systems. Hazardous locations, storage areas, and basement levels are generally protected with sprinklers as required by the State of Washington Fire Code. As you store materials and boxes in your area, always maintain a minimum of 18 inches of clearance between the ceiling and the storage. This clearance allows the sprinkler head to spray water uniformly and extinguish the fire effectively. If you notice any unsafe conditions such as a sprinkler head that is painted over or heavily laden with dust, blocked in any other manner, or broken, promptly report this to the EHS Office at (253) 535-7233.

Fire and Smoke Doors

University buildings are equipped with fire-rated doors and smoke-barrier doors. These doors prevent smoke and heat from traveling up stairwells and along corridors. Do not prop any fire/smoke doors unless they have approved hardware, such as a magnetic fire door release.

Definitions of Fire Safety Reports

Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be but is not limited to, the result of intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

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

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

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

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

Annual fire safety report: Beginning by October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:

Fire statistics: An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning – the number of

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fires and the cause of each fire; the number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center; the number of deaths related to a fire; and value of property damage caused by a fire. Submit a copy of the fire statistics to the Secretary on an annual basis.

Fire log: An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire. An institution must make an entry or an addition to an entry to the log within two business days of the receipt of the information. An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

Annual Report: An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report: A description of each on-campus student housing facility fire safety system; the number of fire drills held during the previous calendar year; the institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility; the institution's procedures for student housing evacuation in the case of a fire; policies regarding fire safety education and training programs provided to the students and employees; description of the procedures that students and employees should follow in the case of a fire; a list of the titles of each person or organization to which students and employees should report that a fire occurred; plans for future improvements in fire safety, if determined necessary by the institution.