



Annual Campus Security and
Fire Report
2016

Safety and security information for the University of Nebraska at Omaha, including crime & fire statistics for the 2015 calendar year. This information was submitted to the U.S. Department of Education according to law and is available on line at:

<http://www.unomaha.edu/public-safety/>.

The University of Nebraska at Omaha does not discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation.

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Annual Campus Security and Fire Safety Report and Clery Act Overview

The University of Nebraska At Omaha's Department of Public Safety (UNODPS) is responsible for the preparation and distribution of the University of Nebraska at Omaha's *Annual Campus Security and Fire Safety Report (ASR)*, which is reviewed and updated annually as one cohesive document per the requirements of the federal law known as the Clery Act, outlined below. To ensure the ASR is accurate and comprehensive, the UNODPS uses its own records, as well as sends out formal requests for crime statistics and other necessary information to Campus Security Authorities (see description below), any applicable law enforcement agencies, and pertinent campus officials. The data is compiled and reviewed to ensure that no duplication takes place and things are appropriately categorized. All records concerning the completion of the ASR (crime reports, daily incident summaries, referrals for disciplinary action, copies of timely warnings, etc.) are maintained by the UNODPS. The ASR is completed and posted by October 1st of each year. The ASR, along with other crime prevention, safety and reporting information can be found on the UNODPS website:

<http://www.unomaha.edu/public-safety/index.php>

The UNODPS is also responsible for uploading the applicable 3-year statistics regarding crime and fires, as found in the ASR, to the Department of Education's website by October 1st of each year (see at: <http://ope.ed.gov/security/> and click on "**Get Data for One School**" and search for "University of Nebraska at Omaha").

The University understands the importance of the *Annual Campus Security and Fire Safety Report* and so ensures that all new students and employees are made aware of the existence and location of the report, and that a paper copy will be provided upon request. New students and all current employees are informed of the report through a mass email on or before October 1st of each year. Prospective students and employees are made aware of the report either through the enrollment materials for prospective students, or through the application materials for prospective employees.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The "Clery Act" is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education. The Clery Act requires colleges and universities to:

Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics, including security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault, domestic violence, dating violence and stalking. The law requires that schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the on-line location of the report.

Maintain a public crime log – Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the

public during normal business hours; remain open for sixty (60) days and, subsequently, made available within two business days upon request.

Disclose and provide to the U.S. Department of Education, crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities, including Greek housing and remote classrooms – The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

1. Criminal Homicide
 - a. Murder & Non-negligent manslaughter
 - b. Negligent manslaughter
2. Sex Offenses
 - a. Rape
 - b. Fondling
- c. Incest
- d. Statutory Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson

Hate crimes must be reported by category of prejudice, including race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and/or disability. In addition to the above-noted crimes, if the crime committed is classified as a hate crime, statistics are required for the following four additional crime categories:

1. Larceny/Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property

The statistics for the following incidents must be reported in addition to those above:

1. Domestic Violence
2. Dating Violence
3. Stalking

Institutions are required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees – Institutions must provide timely warnings in a manner likely to reach all members of the campus community. Timely warnings are limited to those crimes and incidents an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

Devise an emergency response, notification and testing policy – Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must

have emergency response and evacuation procedures in place. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

Compile and report fire data to the federal government and publish an annual fire safety report – Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public. If specifically identified as such, the fire report can be combined with the annual crime report, and the fire log can be combined with the crime log (UNO combines the reports and logs).

Enact policies and procedures to handle reports of missing students – This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours.

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act, which included amendments to the Clery Act, affording additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking, added the last three crime to the list of crimes that must be reported. It also requires the University to provide policy statements addressing domestic/dating violence and stalking in addition to sexual violence, to have programs available addressing the prevention of and response to these crimes, and to establish the definitions that the University will use for classifying these offenses; this information is contained within this report.

Law Enforcement on Campus

The UNO Department of Public Safety (UNODPS) coordinates all duties of campus safety and security on campus, employing 21 security officers responsible for patrol of the campus property and response to calls for service. These officers are unarmed and do not have arrest powers. They do undergo continuing training to upgrade their security skills and are trained in first aid, CPR, and the use of an AED (Automated External Defibrillator).

On June 1, 2015, UNO renamed UNO's Campus Security Department to the Department of Public Safety. This marked the beginning of a department transition that will ultimately include a police unit, emergency preparedness unit, and a commitment to enhance the department through beginning the process to seek accreditation. The start of this transition included the addition of its first two (2) sworn law enforcement officers, with an intent of building a planned sworn force over a 3-5 year period of time. These new law enforcement officers are armed and have full police and arrest powers. They enforce both University regulations, Omaha city ordinances, and Nebraska state statutes. These men and women complete certification at the State Law Enforcement Training Center and are commissioned by the State of Nebraska as Special Deputy Sheriffs. They undergo continuous training to upgrade and maintain their professional skills as law enforcement officers. While UNODPS law enforcement officers have the authority to enforce Omaha city ordinances and state laws within Douglas County, its main jurisdiction is UNO-owned and associated property.

Both UNODPS law enforcement officers and security officers patrol all UNO property (Dodge, Scott, and Center locations) 24/7 by foot, bicycle, and motorized patrols and will also assist anyone who asks for help in notifying the appropriate authorities for offenses committed in other jurisdictions. Until October, 2015, UNODPS also contracted with Omaha Police Department to provide School Resource Officers. These officers focused on

crime prevention through visible presence on campus and responded to calls for service as necessary. The Omaha Police Department was unable to renew the yearly contract due to staffing shortages.

Although UNODPS law enforcement officers do investigate criminal activity on campus, until the department transition is complete, Omaha Police Department will be relied on heavily to respond and investigate crimes on campus when only UNODPS security is scheduled and law enforcement staffing is not available.

All instances of criminal/suspicious activity and emergencies occurring on the campus or in any of its facilities should be reported to the UNODPS. This can be done by telephone, in person, email, or text messaging.

Contact UNODPS at:

General number - 402.554.2648

Emergency number – 402.554.2911

Email – unopublicsafety@unomaha.edu

Anonymous Text – 50911, the text UNO911 and the message. (Because this service is anonymous, public safety dispatchers will not be able to contact you to ask questions. If there is further information, please call or text again.)

Address – 6001 Dodge Street #100, Omaha, NE 68182 (In the Eppley Administration Building)

****In the event of a serious emergency, dial 911.**

UNO is further equipped with sixty-one (61) emergency telephones. These phones are programmed to dial 402.554.2648 when activated. Activate to report emergencies to Public Safety by pushing the button on the phone. Blue Light Emergency Phones are at the following locations:

Dodge Location

Allwine Hall Southeast Side	Roskens Hall South Side	Lot M Southwest Corner
Alumni Center Patio	Sapp Fieldhouse West Side	Lot N NW & SE Corners
Arts and Sciences Hall North Side	Univ. Village Clubhouse SW Side	Lot O West Side
Child Care	Lot A Southwest Corner	Lot Q East Side
Criss Library Southeast Side	Lot D Northeast Corner	Lot Q West Side
Durham Science Center 104	Lot G North Entrance	Lot T Northwest Corner
HPER Walkway	Lot G Southwest Corner	Lot U Northwest Corner
Maverick Village (5 locations)	Lot J (2 per level)	Lot V Northwest Corner
MBSC Southwest Side	Lot K Northwest Corner	
Pep Bowl Northeast Corner	Lot L South Side	

Scott Location

Mammel Hall North Side	PKI 126	Lot 8 of Scott Residence Hall
Mammel Hall SW Side	Scott Court (2 locations)	NW Side
Newman Center	Scott Village (6 locations)	Lot 9 Northwest Corner
Scott Business Tech Dev	Lot 2 Southeast Corner	Lot 13 Northwest Corner
Center N & S Side	Lot 5 Southwest Corner	Lot 14 Southwest Corner

Center Location

Center Dome West Side

Daily Crime Log/Fire Log

The UNODPS maintains a Daily Crime and Fire Log. The log is available at: <https://scsapps.unl.edu/UNO-PoliceReports/MainPage.aspx>. The log provides online information regarding any crime and/or fire that was reported to the department and:

- occurred on campus;
- in/on a non-campus building or property;
- on public property within the established jurisdiction of the UNODPS;
- resulted in an official police/security report being created.

This log includes: the nature, date and time (for both when the incident occurred and when it was reported), general location of each incident, the disposition of the complaint (if known), and the estimated loss amounts. The log **does not** include names or specific locations, such as residence hall room numbers. This report is automatically updated daily. If there are any technical issues that prevent the log from being maintained electronically, the log will be made available in hard-copy and located in Dispatch at the UNODPS headquarters, 6001 Dodge St. #100 where it will be available during normal business hours (8 a.m. to 5 p.m.). Staff and students are sent direct emails informing them of the existence of the crime/fire log and its location.

Student Code of Conduct

The University of Nebraska at Omaha (UNO) is a community of scholars which values the freedoms of inquiry and expression. The Student Code of Conduct, found at: <http://www.unomaha.edu/student-life/student-conduct-and-community-standards/policies/code-of-conduct.php> presents a statement of student rights and responsibilities along with the procedures established by the University of Nebraska at Omaha to protect those rights and address the responsibilities. The Student Code of Conduct describes the types of acts that are not acceptable in an academic community, as well as the general processes used to address those acts.

The UNO Student Code of Conduct procedures act as an educationally-based fact-finding process, not a court of law. Its proceedings are not civil or criminal trials. The hearings are not adversarial proceedings but rather inquiries conducted by the Conduct Officer and/or Board. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all University regulations governing student conduct and responsibilities.

Prohibited Actions and Definitions

The University of Nebraska at Omaha desires to provide a safe and secure learning, living and working environment for all students and staff. The University understands the impact that sexually-based offenses have on their victims and the lasting effects. The University **strictly prohibits** any form of sexual misconduct. All reported incidents will be thoroughly investigated and those found responsible dealt with as necessary, whether criminally charged or handled through the University's judicial process. It is the goal of the University of Nebraska at Omaha to eliminate these crimes from its campus.

Dating Violence (R.R.S. Neb. §79-2.140):

A pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal, or emotional abuse, to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate/sexual involvement, whether casual (e.g. "friends with benefits"), serious, or long-term. It is based on a consideration of

length of relationship, type of relationship and the frequency of interaction between those involved in the relationship.

Domestic Violence (R.R.S. Neb. §28-323):

A person intentionally and knowingly causes bodily injury to his/her intimate partner; threatens an intimate partner with imminent bodily injury; or threatens an intimate partner in a menacing manner. Intimate partner, regardless of gender, means a spouse; a former spouse; persons who have a child in common, whether or not they have been married or lived together at any time; and persons who are or were involved in a serious dating relationship. Serious dating relationship means frequent, intimate associations primarily characterized by the expectation of affectionate or sexual involvement. It does not include a casual relationship or an ordinary association between persons in a business or social context.

Sexual Assault (R.R.S. Neb. §28-318 through 320):

Sexual penetration and/or sexual contact without the consent of the victim, regardless of either person's gender, including situations where coercion, force or the threat of force was used; situations where the perpetrator knew or should have known that the victim was mentally or physically incapable of resisting or evaluating the nature of his/her conduct (i.e. mentally challenged, disabled, intoxicated, etc.); or where the perpetrator is nineteen years of age or older and the victim is at least twelve but younger than sixteen. A victim must simply provide enough verbal or physical resistance to make the perpetrator aware of the lack of consent. Victims do not have to show continued resistance when they feel as though further resistance would be futile. The following definitions apply:

1. Force or threat of force: The use of physical force which overcomes the victim's resistance; or the threat of physical force, expressed or implied, against the victim or a third person, where the threat places the victim in fear of their own death or serious personal injury, or that of a third person, and the victim reasonably believes that the perpetrator has the present or future ability to follow through with the threat.
2. Intimate parts: The genital area, groin, inner thighs, buttocks, or breasts.
3. Serious personal injury: Great bodily injury or disfigurement, extreme mental anguish or mental trauma, pregnancy, disease, or loss or impairment of a sexual or reproductive organ.
4. Sexual contact: The intentional touching of the victim's sexual or intimate parts, or the intentional touching of the victim's clothing covering the immediate area of the victim's sexual or intimate parts. Sexual contact also means the touching, by the victim, of the perpetrator's sexual or intimate parts or the clothing covering the immediate area of the perpetrator's sexual or intimate parts, when this touching is intentionally caused by the perpetrator. Sexual contact includes only that conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.
5. Sexual penetration: Sexual intercourse in its ordinary meaning, cunnilingus, fellatio and anal intercourse. It also includes the intrusion, however slight, of any part of the perpetrator's or victim's body, or any object manipulated by the perpetrator, into the genital or anal openings of the victim's body. Sexual penetration **does not** require emission of semen.

Consent to Sexual Activity (R.R.S. Neb. §28-318):

"Consent" means agreement, approval, or permission as to some act or purpose, given voluntarily by a competent person.

1. "Without consent" means:
 - a. The person was compelled to submit due to the use of force or threat of force or coercion; or
 - b. The person expressed a lack of consent through words; or
 - c. The person expressed a lack of consent through conduct; or
 - d. The consent, if any was actually given, was the result of the actor's deception as to the identity of the actor or the nature or purpose of the act on the part of the actor.

2. The person need only resist, either verbally or physically, so as to make the person's refusal to consent genuine and real and so as to reasonably make known to the actor the person's refusal to consent; and
3. A person need not resist verbally or physically where it would be useless or futile to do so.

In the above text, the word “person” means the individual against whom a wrongful act was allegedly committed, and the word “actor” is the individual alleged to have committed a wrongful act. When the actor knew or should have known that a person was mentally or physically incapable of resisting or understanding the nature of his or her conduct, there is no consent. A person may be incapacitated due to intoxication, mental illness or deficiency or by physical illness or disability to the extent that personal decision-making is impossible. Surprise may also prevent resistance, as where a person is grabbed from behind.

There are some persons who the law presumes are incapable of consenting to sexual contact or penetration by an actor by reason of their age. Under Nebraska law an actor nineteen years of age or older may not subject a person under the age of sixteen years of age to sexual penetration, or a person under fifteen years of age to sexual contact.

Sexual Harassment:

Unwelcome conduct or behavior of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Conduct that is sufficiently serious to limit or deny student’s ability to participate in or benefit from the University’s educational program creates a hostile environment and is prohibited.

Stalking (R.R.S. Neb. § 28-311.03): Engaging in a course of willful harassment of another person, regardless of gender, or the family or household member of that person, with the intent to injure, terrify, threaten, or intimidate, or that would cause a reasonable person to fear for his/her safety or the safety of others, and cause a person substantial emotional distress. Actions include, but are not limited to, deliberately following, detaining, contacting, or harassing the person(s), or imposing any restraints on their personal liberty.

1. Harass: To engage in a knowing and willful course of conduct directed at a specific person that seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose.
2. Course of conduct: A pattern of conduct composed of a series of acts over a period of time, however short, indicating a continuity of purpose, including a series of acts of following, detaining, restraining the personal liberty of, or physically stalking the person or telephoning, texting, contacting, or otherwise communicating with the person.
3. Family or household member: Regardless of gender, a spouse or former spouse of the victim, children of the victim, a person presently residing with the victim or who has resided with the victim in the past, a person who had a child in common with the victim, other persons related to the victim by a blood relationship or marriage, or any person presently (or in the past) involved in a dating relationship with the victim.

Most of the above definitions based on Nebraska State Statutes; and can be viewed at:

<http://nebraskalegislature.gov/laws/laws.php>

Important Information Regarding Reporting

“Is This an Emergency?” is an important factor in determining what should be reported, but it is not the only factor; don't downplay the importance of your call. Here are points to immediately consider when reporting a crime:

- Is anyone's life or safety threatened?
- Does anyone need medical assistance or an ambulance?
- Is the suspect(s) still there?

Reports of crimes in progress or those involving immediate life-threatening circumstances will receive the highest priority response. If the crime is still in progress, do what you can to ensure your own safety first. If outside, get to a public area - an open store, a restaurant or other public location. If at home, in a residence hall or apartment, go to a safe area of the building or go outside.

When you call the UNODPS to report a crime, the dispatcher will ask a series of structured questions and immediately send officers to the location. Listen carefully to each question and try to answer it as best as you can. Do not hang up until the dispatcher tells you to do so.

Typical information for which the dispatcher may ask includes:

- What is your name? What number can be reached?
- Where did the incident occur? Include building and room area.
- How long ago did the incident occur? Is it still in progress?
- Give a brief description of what occurred.
- Did the suspect(s) have any weapons?
- Where and when was the suspect last seen?
- Which direction was the suspect headed?
- Was the suspect on foot or in a car?
- Suspect Description (gender, race, age, height, weight, hair color and length, clothing, glasses, facial hair)
- Vehicle Description (color, make, model and license plate)

While the UNODPS should always be the first point of contact, it is not the only place where an incident may be reported. Crimes may also be reported to individuals within the University, defined as 'Campus Security Authorities' (CSAs)." Examples of a CSA include:

- A dean of students
- Residence life staff
- A director of athletics, a team coach or a faculty advisor to a student group
- A student resident advisor or assistant
- Student health care staff or a counselor in a campus counseling center.

The role of the CSAs is to be there for students as someone to whom they can report crimes, look to for guidance if they have been victims of a crime, or ask if they simply need advice as to whether or not they should report an incident. CSAs are not responsible for taking any action regarding suspected perpetrators, nor are they to make any judgments as to whether or not a crime took place or try convince victims of a crime to contact the police if no police involvement is desired; CSAs are simply available as a resource.

It is important to be aware that the Clery Act requires universities to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is the CSA," which means that CSAs are required to relay the type of crime reported and its location to the UNODPS for statistical purposes. This does **not** mean that law enforcement must be involved or that charges must be filed, as this is up to the victim, and **no** names will ever be provided by the CSA without prior approval of the reporting party.

The University allows victims and witnesses to provide information about a crime on a voluntary, confidential basis if so desired. However, it is important for the safety of other students, as well as for the community as a whole, that any crime is reported so that appropriate measures can be taken (timely warnings, more police patrols, etc.). In addition, reporting helps ensure that the statistics reported in UNO's ASR are accurate. The University understands that people may be concerned about their name becoming public and so will protect the

privacy of the parties involved and the confidentiality of the information to the extent possible under the law. Clery Act reports and disclosures will never contain a victim's personally identifying information (statistics only; names **never** included).

The University urges all of its students, CSAs, and other employees to immediately report any crimes or suspicious activities so that the appropriate steps may be taken to ensure the safety of everyone. If a victim is unable to report a crime themselves, they are encouraged to have someone else report on their behalf, whether to the UNODPS, a CSA, or another law enforcement agency. Timely notification of crimes helps protect the safety of others.

Reporting a Crime

If you are a victim of a crime, you should do the following immediately:

1. Call UNODPS or 911 to report the crime.
 - In cases of stalking, victims should preserve as much evidence as possible to provide to the police. (texts, phone messages, letters and any other material that can be used as evidence of stalking when pursuing criminal action and/or protection orders.)
 - You may also contact any local law enforcement agency:
 - **Omaha Police Department:** 505 S 15th St., Omaha, Nebraska 68102, (402) 444-5666
 - **Douglas County Sheriff:** 3601 N. 156th St., Omaha, Nebraska 68116, (402) 444-6641
 - **Nebraska State Patrol:** 4411 S 108th St, Omaha, Nebraska 68137, (402) 331-3333
2. If needed, seek medical attention in an emergency room or from another medical provider. For sexual offenses, it is important to seek medical attention from a facility that performs legal sexual assault exams. In addition, for sexual assaults and incidents of dating or domestic violence, it is especially important that the victim not bathe, douche, change clothes, or apply medication in order to preserve evidence that can be used as proof of a criminal offense and aid in the acquiring of protection orders.

Local Hospital Emergency Rooms:

- Bergan Mercy: 7500 Mercy Road. (402) 398-6060
- Immanuel Medical Center: 6901 N. 72nd St. (402) 572-2121
- Methodist Hospital: 8303 Dodge St. (402) 354-4000
- UNMC: 42nd and Dewey St. (800) 922-0000

Non-emergency care:

- Campus Health Services: HPER 102. (402) 554-2374
Medical professionals are available by appointment or walk-in on Monday - Friday 8 am-5 pm.

3. Seek support and assistance:

- Victim/Survivor Advocacy Services On-campus: (402) 554-2918
- UNO 24-Hour Crisis Line at (402) 554-2409 (7 days a week)
- University Housing (24/7) Contact Residence Hall Director
- Vice Chancellor for Student Affairs and Enrollment Management: Welcome Center (402) 554-2779
- Employee Assistance Program: Eppley Admin Building (800) 801-4182, (402) 554-3120
- International Student and Admissions Office: ASH 241, (402) 554-2293
- Women's Center for Advancement (WCA): (402) 345-6555
- Planned Parenthood: 3105 N. 93rd St. (877) 811-7526
- Heartland Family Service: 6805 Pine St. (402) 451-6244

- Nebraska Domestic Violence Sexual Assault Coalition website: ndvsac.org/get-help
- Scholarships & Financial Aid: Eppley Admin Building 103, (402) 554-2327, unofinaid@unomaha.edu
- Private Physician
- Friend/Relative

The University also has an online non-emergency reporting system. It is not the University's intent to replace direct contact with university officials, but instead to provide an additional avenue for reporting campus incidents, concerns, or comments. It is important to note that reports submitted online may not receive an immediate response. While anonymous reporting is an option, individuals should be aware that if they wish to remain anonymous, a follow-up cannot be provided.

This reporting system is meant to provide an additional option for the campus community to work together to ensure our university maintains a welcoming and safe environment. To learn more information about or to report:

A Student: https://cm.maxient.com/reportingform.php?UnivofNebraskaOmaha&layout_id=10

A Staff, Faculty, or Other Person:

https://cm.maxient.com/reportingform.php?UnivofNebraskaOmaha&layout_id=40

Regardless of how a report is made, the University wants to ensure that all incidents are reported accurately and promptly so that the appropriate measures can be taken when necessary.

Reporting Sexual Assaults, Domestic/Dating Violence and Stalking

Any University of Nebraska student or employee who has been sexually assaulted (including date or acquaintance rape), physically harmed (including dating or domestic violence), or the victim of stalking is strongly encouraged to contact the UNODPS and report the incident as soon as possible. The report should be made from the location where the assault occurred or a safe location. Officers will work with University officials to ensure that all necessary steps are taken to protect the victim and the campus community and investigate the crime. Victims also have the right to report the incident to a University campus security authority (CSA) instead of the UNODPS or other law enforcement. Any person that is the victim of one of these crimes is first and foremost encouraged to contact someone with whom they feel the most comfortable. It is important for students or employees that have been victims of a sexual offense, dating violence, domestic violence or stalking to be aware that **any** University personnel, CSA's or otherwise, **will** assist him/her in notifying the appropriate law enforcement agency whenever this assistance is requested, and that he/she has the right to decline the notification of law enforcement if so desired.

To help aid the victim, the UNODPS will direct him/her to the University's designated local victim advocate and/or University counseling and health care services: UNO 24-Hour Crisis Line at (402) 554-2409 for 24-hour/7 days a week confidential support or the Campus Health Services at 402-554-2374. Victims may also access these sources directly. University Housing residents should contact any Housing/Residence Life staff, while employees that are victims should contact the Office of Equity, Access and Diversity or Best Care, Employee Assistance Program.

Whenever an incident of sexual misconduct is reported to a University official or the UNODPS by a student or employee, regardless of whether or not the offense occurred on or off campus, the individual shall be provided with a pamphlet that provides written notification of existing counseling, health, mental health, victim advocacy, visa and immigration assistance, student financial aid and other available services, both within the University and the community. The pamphlet also provides written notification of the available options and assistance in

requesting changes to his/her academic, living, transportation and/or working situations, as well as obtaining protective measures, along with an explanation of the student's or employee's rights and options. If the pamphlet is not provided, then the victim will be provided with all of the above information in writing in another format.

Students that are the victims of sexual misconduct have the right to request that the University changes their residence hall room assignment and/or class schedules. Victims also have the right to request changes to their working situations if applicable. Requests for assistance in making the desired changes may be directed to the Housing Director (if a student), or to Human Resources (if an employee). These changes can be requested, even if the victim does not want to report the incident to the UNODPS or other law enforcement agency. Every effort will be made to accommodate the requests to the extent that the University is able. In addition, victims should be aware that the UNODPS and/or University officials will help to obtain and implement protection and no-contact orders, restraining orders and other necessary orders to provide for the safety and security of victims, whether initially, during any investigative/disciplinary process, or after a final determination has been made. At all times, the confidentiality of any changes or implemented measures will be maintained to the extent that the maintenance of confidentiality does not impair the University's ability to provide the accommodations and/or protective measures. Accommodations to minimize the burden on the student or complainant may include, but are not limited to:

- Change location of on-campus student's housing to a different on-campus location;
- Rescheduling an exam, paper, or assignment;
- Taking an incomplete in a class;
- Transferring between class sections;
- Temporary withdrawal;
- Arranging to complete a course or lecture via distance ed methods with the assistance of technology;
- Providing increased security at locations or activities.

As required by law, all reports of sexual misconduct will be forwarded to the University's Title IX Coordinator:

Charlotte Russell
6001 Dodge Street, EAB205
(402) 554-3490
crussell@unomaha.edu

Victims may also report the incident directly. The following policies outline the reporting of alleged sexual misconduct and the subsequent actions that may be taken, as well as explain the University's disciplinary proceedings; all actions and proceedings will be the same, no matter the circumstances of the allegation:

Sexual Misconduct:

http://www.nebraska.edu/docs/hr/NU_Sexual_Misconduct_Policy_2014_0530.pdf

Student Sexual Misconduct:

<http://www.unomaha.edu/student-life/wellness/docs/sexual-misconduct-policy.pdf>

Employee Sexual Misconduct:

<http://www.unomaha.edu/office-of-equity-access-and-diversity/docs/employee-sexual-misconduct-procedures.pdf>

The follow procedures and actions will take place upon the report of a sexual misconduct incident, as necessary per the situation.

Victim support services will:

- Maintain the contact(s) as strictly confidential.
- Provide crisis intervention and advocacy; assist victims in seeking restraining orders when necessary.
- Assist in contacting police and/or reporting to other University offices, if the victim consents.
- Assist the victim in obtaining medical assistance and counseling, legal assistance, changing academic programs or housing, etc.
- Provide the victim with a written explanation of the student or employee's rights and options, and the resources that are available.

Counseling and health care services will:

- Maintain the contact as confidential.
- Encourage, assist (as needed) and support the victim in reporting the incident to the police.
- Provide appropriate counseling and medical services.

The UNODPS will:

- Contact a University Victim and Survivor Advocate.
- Forward the report to the University's Title IX Coordinator.
- Investigate and refer for prosecution when warranted.
- Provide assistance in obtaining the applicable orders (protection, no contact, restraining, etc.).

Housing/Residence Life Staff will:

- Assist in contacting the local victim advocate, and assist in obtaining medical care if needed.
- Assist in making the report to Public Safety, if requested by the victim.

Victim is advised that all professional staff members in Residence Life are Mandatory Title IX reporters and must notify the Title IX office whether or not the student choose to report to the police/public safety.

Housing/Residence Life will forward all relevant information to the Title IX office

UNO Title IX Coordinator will:

- Contact victim advocate and assist in obtaining medical care if needed.
- Encourage the victim to report the incident to the police. (The Coordinator is obligated to report to the police the fact that an assault was reported and the general location, but the name of the victim will only be provided with the victim's consent, except in extenuating circumstances.)
- Report the incident to the Office of the Vice Chancellor for Student Affairs and Enrollment Management for administering the Student Code of Conduct **If the person accused is a student.**
- Report the incident to Human Resources **if the person accused is an employee.**
- Conduct an investigation that is independent of any law enforcement investigations and make recommendations for/take action, as appropriate.

The Office of the Academic and Student Affairs will:

- Forward and refer reports of sexual misconduct to the UNO Title IX Coordinator for investigation and victim assistance.
- Manage student conduct processes upon the conclusion of the Title IX Investigation, and facilitate the implementation of recommendations made by Title IX Investigator.
- Collaborate with the UNO Title IX Coordinator to address campus safety concerns and high risk behavior.

There are a number of avenues that victims of sexual misconduct can take (he/she has a right to choose all or some of the actions):

- a report could be made to the University/UNODPS
- a civil suit could be filed against the actor responsible for the sexual misconduct
- a criminal charge could be filed as a result of a law enforcement investigation
- and/or an administrative complaint can be made to the United States Department of Education, Office of Civil Rights (OCR).
- A person may also choose not to make a report or take further action; each option is their decision.

It is important for everyone involved in an incident associated with sexual misconduct to be fully aware that any type of retaliation against an individual reporting the incident, or a third party, in an attempt to prevent or otherwise obstruct the reporting or remediation of the crime **is strictly prohibited** by the University's *Sexual Misconduct* policy, identified above. If retaliation is determined to have taken place, the appropriate steps will be taken, up to and including expulsion, firing and/or criminal action. The victim and others contacted during the course of a sexual misconduct investigation will be notified of this policy.

Disciplinary Action for Sexual Misconduct

The University of Nebraska at Omaha shall take the appropriate measures to immediately address sexual misconduct whenever it is reported. In doing so, the University shall provide equal consideration to both the victim and the accused during any disciplinary proceeding, and make decisions based on what has been justly determined and is in the best interest of the victim and/or the University; proceedings shall include a prompt, fair and impartial process from the initial investigation to the final result. **Mediation shall not be used to resolve sexual assault complaints.**

Any student or employee that is the victim of sexual misconduct and wants administrative action can file a disciplinary complaint against another student and/or employee by contacting the Title IX Coordinator in any situation, a Student Affairs Officer (Judicial Affairs) if the victim is a student, and the Human Resources Officer (Human Resources Department) if the victim is an employee. If necessary, a Formal Hearing shall occur. For all cases of crimes of violence, non-forcible sex offenses and/or stalking where the University has taken action against a student who is the alleged perpetrator of the crime, the University will provide, upon request by the victim, a report of the disciplinary proceedings conducted against the student and the result. In cases where the alleged victim is deceased as a result of the crime, the next of kin will be treated as the alleged victim in regards to the report requests.

More information regarding disciplinary actions, processes and proceedings regarding allegations of sexual misconduct can be found in the sexual misconduct policies identified above.

Sexual Assault, Domestic/Dating Violence and Stalking Awareness, Prevention and Counseling Programs

The University maintains many educational programs and conducts activities throughout the year to raise awareness of sexual offenses, domestic/dating violence and stalking on campus; they are for incoming students and employees, as well as the current campus community

Staff, faculty and students (both current and incoming) are required to complete an on-line training that addresses awareness and the prevention of sexual misconduct. Title IX Online Training comes in one version for

students and one for employees, and takes approximately 45 minutes to complete. The system provides completion information to ensure the training is taken as required. This training program provides:

- Basic overview of gender discrimination and sexual harassment;
- Realistic scenarios of harassment in the educational and workplace settings;
- State-specific definitions;
- Steps students and employees can take to prevent sexual misconduct;
- Personal safety tips and bystander intervention techniques;
- Warning signs of abuse and steps to take if the viewer or someone he/she knows has been abused;
- Contact information for campus and local resources;
- Consequences for people who violate the University's policy;
- Interactive quiz with detailed explanations to further apply concepts from training to real life scenarios.

Bystander Intervention:

One important way to help avoid or end the occurrence of sexual misconduct is through bystander intervention, where someone steps in and tries to address the situation. Bystander intervention can play a significant role in sexual violence prevention. A "bystander" is not simply a stranger who is looking in from the outside; it also means a friend or someone close to the situation who sees what is happening.

There are a number of ways active bystanders can either say or do something to help. It is important to recognize healthy and unhealthy behaviors that could potentially lead to sexual violence and effectively intervene before the negative behavior escalates. Here are some responsive options that can be taken to intervene as a bystander:

- Determine if you should do something immediately or if something could be done later; recruit help if necessary.
- Approach everyone as a friend.
- Do not be antagonistic and avoid using violence.
- If things get out of hand or become too serious, contact the police.
- Direct approaches:
 - Have a conversation with the person, be honest, and let them know of your concerns;
 - Distract the person or suggest another way of looking at things;
 - Change attitudes regarding the situation (active listening, open conversation).
- Indirect approaches:
 - Ask people around you what they think could be done;
 - Casually ask the person how things are going and if there are any problems;
 - Offer support to the person(s) being affected by the situation;
 - Learn from the situation and make a plan for next time.

Risk Reduction:

Here are some ways to help reduce the risk of becoming a victim in social situations:

- Remember that you are responsible for your own safety.
- Drink responsibly.
- Trust your instincts – If it feels unsafe, go with your gut and take action.
- Use the buddy system – Arrive together, check-in with each other periodically, and leave together.
- Don't leave your drink unattended.
- Be wary of fruity drinks and those containing different alcohols poured into large containers.
- Be wary of drinks that seem to taste "off" or "funny".

- Never accept drinks you didn't see poured.

Here are some ways to avoid dangerous situations:

- Trust your instincts – If it feels unsafe/uncomfortable, it probably isn't the best place to be.
- Be aware of your surroundings.
- Avoid isolated areas.
- Travel light and take only what you really need.
- Carry your cell phone accessibly.

Sex Offender Registry Information

The Campus Sex Crimes Prevention Act includes several acts of federal legislation that require the following:

- That each state must create a very narrowly drawn specific program to register sex offenders.
- That each state provide for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.
- That each state requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

The links below containing Campus Sex Crimes Prevention Act information may be helpful:

- <http://www.securityoncampus.org/>
- <http://www2.ed.gov/policy/gen/guid/fpc/hottopics/ht10-24-02.html>

The University is committed to protecting its students and staff from sexual predators. The University will provide any applicable information regarding sexual predators to its students and staff when necessary.

Whenever a convicted sex offender enrolls at or is employed at a postsecondary institution, they are required to notify the state, and the state is then required to notify the University. As a matter of policy, the UNODPS will review the information of each reported sexual offender who becomes a student, volunteer or employee and determine the seriousness of the threat to campus safety. In cases where it has been determined that the sex offender's crimes were of a serious nature and the offender's presence may threaten the security of those on campus, the University will provide notification to all students and staff of the sex offender's status.

Listings of registered sex offenders in Nebraska can be found at: <https://sor.nebraska.gov/>

Listings of registered sex offenders in the United States can be found at:

<http://www.nsopw.gov/core/conditions.aspx?AspxAutoDetectCookieSupport=1>

Reporting Incidents of Bias

In order to aid in making the University a place where everyone feels welcome and safe, UNO has established a website that allows individuals to report any campus incident that involves bias. The website was developed so individuals can choose to report an incident online to a member of UNO's Bias Assessment and Response Team (BART). Reports can also be made in person. The UNO Bias Report is one way the University strives to create a welcoming and inclusive environment for faculty, staff, students, alumni and visitors. Incidents that can be reported include: bias, harassment, suspected or actual discrimination and violations of the University's computer policies, student code of conduct, or any other University policy, including the non-discrimination policy. Actual crimes involving hate/bias should be reported directly to the UNODPS. For more details or to report and incident, go to: <http://www.unomaha.edu/student-life/student-safety/help-myself/bias-hate-support.php>.

Drugs and Alcohol

The illicit use of drugs and alcohol by University students and employees will not be tolerated, and any incidents involving these substances will be handled accordingly.

Standards of Conduct for Employees and Students Regarding Alcohol and Drugs

The illegal possession, use or distribution of drugs or alcohol by students and employees is a violation of University rules as well as State and Federal laws. The University will address any and all violations regarding illegal drug and alcohol use by students or employees, and the UNODPS will enforce all applicable State and Federal laws, with an emphasis on the enforcement of laws regarding underage drinking. The Board of Regents of the University of Nebraska has directed officers of the University to cooperate with State and Federal agencies in the prevention of drug and alcohol abuse. The University has formulated standards of conduct for both its employees and its students which prohibit the following acts:

- Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on University premises or while on University business or at University activities, or in University supplied vehicles either during or after working hours;
- Unauthorized use or possession or manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. §§ 801 et seq., or Nebraska Drug Control Laws, Neb. Rev. Stat. §§ 28-401 et seq., on University premises, or while engaged on University business or attending University activities, in University supplied vehicles, either during or after working hours;
- Unauthorized use, manufacture, distribution, possession, or sale of alcohol on University premises or while on University business or at University activities, in University supplied vehicles, either during or after working hours;
- Storing in a locker, desk, vehicle, or other place on University owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;
- Use of alcohol off University premises that adversely affects an employee's or student's work or academic performance, or an employee's or student's safety or the safety of others;
- Possession, use, manufacture, distribution or sale of illegal drugs off University premises that adversely affects the employee's work performance or the student's academic performance, or an employee's or student's safety or the safety of others;
- Violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia;
- In the case of employee's failure to notify an employee's supervisor of an employee's arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at the University of Nebraska workplace.

Description of Applicable Legal Sanctions Under Federal, State or Local Law for Unlawful Possession or Distribution of Illicit Drugs and Alcohol

The following information summarizes selected provisions of Federal, State, and local laws which provide criminal and civil penalties for unlawful possession or distribution of drugs and alcohol. Additional state and federal penalties may be imposed to sanctions handed out by the University.

State Penalties and Sanctions for Illegal Possession of Controlled Substances

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska State laws which establish penalties for various drug related offenses which are summarized below.

Crimes Involving Minors: Any person 18 years of age or older who distributes, delivers or sells controlled substances to a person under the age of 18 years shall be punished by the next higher penalty classification for a first offense or second offense involving drugs such as heroin, speed, cocaine, LSD, or pentazocine. The law also provides for an enhanced penalty for anyone 18 years of age or older to employ, use, persuade, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, or possess with intent to do the same of a controlled substance or a counterfeit controlled substance. Neb. Rev. Stat. § 28-416(4) and (5) (Supp. 1999).

Property Forfeiture: Property used to manufacture, sell or deliver controlled substances can be seized and forfeited to the state. Property subject to forfeiture may include cash, cars, boats, and airplanes. Neb. Rev. Stat. § 28-431 (Cum. Supp. 1998).

Being Under the Influence of Any Controlled Substance for Unauthorized Purpose: It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Neb. Rev. Stat. § 28-417(1) (g) (Reissue 1995).

Drug Paraphernalia Offenses: It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue 1995). "Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes and bongs and other items used, intended for use or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia. Neb. Rev. Stat. § 28-442 (Reissue 1995). It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to a person under the age of 18 who is at least 3 years his or her junior. Neb. Rev. Stat. § 28-443 (Reissue 1995).

A violation of Neb. Rev. Stat. § 28-441 is punishable by a fine of not more than \$100 for first offense, not less than \$100 and not more than \$300 for second offense, and not less than \$200 and not more than \$500 on third or subsequent conviction. Neb. Rev. Stat. §§ 28-441 and 29-436 (Reissue 1995). The penalty for violation of Neb. Rev. Stat. § 28-442 is not more than six months imprisonment or \$1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998). The penalty for violation of Neb. Rev. Stat. § 28-443 is imprisonment for not more than one year, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-443 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Imitation Controlled Substances: It is a violation of Nebraska law to knowingly, intentionally manufacture, distribute, deliver or possess with intent to distribute or deliver an imitation controlled substance. "Imitation controlled substance" is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 1995). First offense violations of this law are punishable by a three-month imprisonment, or \$500 fine, or both. A second offense violation of this statute is punishable by not more than six months imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-445 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Controlled Substance Analogue: For purposes of Nebraska's Uniform Controlled Substance Act, analogue controlled substances (often called "designer drugs") are treated as controlled substances. Such an analogue is defined as (a) substantially similar in chemical structure to the chemical structure of a controlled substance or (b) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat. § 28-401 (36) (Supp. 1999).

Selected Nebraska Alcohol Offenses

Minor In Possession: It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 1998). Violation of this law is punishable by a three-month imprisonment, or \$500 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998). As part of sentencing a judge may order an offender to become part of a public work detail under the supervision of the County Sheriff for not more than 10 days in lieu of the above penalties. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998).

Procuring Alcohol: It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Violation of this law is punishable by not more than 1 year imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

Consumption on Public Property: It is a violation of Nebraska law for any person to consume alcoholic liquors in the public streets, alleys, parking areas, roads or highways, or inside vehicles while upon the public streets, alleys, parking areas, roads, or highways; or upon property owned by the state or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Supp. 1999). A violation of this statute is punishable on the first offense by a fine of up to a maximum of \$100; a second offense within two years is punishable by a fine not less than \$100 and not more than \$300; a third offense within two years is punishable by a fine of not less than \$200 and not more than \$500. Neb. Rev. Stat. § 53-136 (Reissue 1998) and § 29-436 (Reissue 1995).

Driving While Intoxicated: Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat. § 60-6,196 (Supp. 1999). Violation of this law is punishable on first offense by not more than 60 days, not less than 7 days imprisonment and not more than \$500 fine but not less than \$400 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). In addition, an offender's driver's license is revoked for six months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999). Suspended sentence of probation includes mandatory requirement that probation or suspension be conditioned on order that offender will not drive any motor vehicle for any purpose for sixty days. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999).

Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, e.g. "open container" laws.

Disciplinary Sanctions Regarding Drugs and Alcohol

Students: Violations of the Student Code of Conduct may result in the imposition of sanctions up to and including expulsion (see above for specific sanctions and definitions) from the University and referral for prosecution by the proper authorities under local, State and/or Federal law (as identified above).

Faculty and Staff: Violation of the employee standards of conduct may result in the imposition of sanctions up to and including termination of the employee's employment and referral for prosecution by the proper authorities under local, State and/or Federal law. A University of Nebraska at Omaha employee who violates drug laws and/or abuses substances prior to or during University work hours and/or activities will be subject to disciplinary action as outlined in *Human Resources Policies and Procedures*.

Description of Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

Alcohol: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Drugs: With drugs, it has been shown that while initial use may have been voluntary, drug abuse alters gene expression and brain circuitry, which affects human behavior and becomes an addiction. Once addiction develops, the brain changes interfere with one's ability to make voluntary decisions, leading to compulsive drug craving, seeking and use. The long-term use of drugs can be far reaching in harm to the body, including, but not limited to cardiovascular disease, stroke, cancer, hepatitis, and lung disease. Drug use has respiratory effects, gastrointestinal effects, musculoskeletal effects and can damage kidneys, the liver, the brain and lead to premature death. In addition, changes that occur in the brain through long-term drug use can lead to paranoia, depression, aggression, and hallucinations. These issues affect not only the individual, but loved ones, fellow students, and the public in general.

Drug and Alcohol Programs

The illicit use of drugs and alcohol and the dependency on these substances is a major issue facing college campuses across the United States. To combat the problems caused by the use of drugs and alcohol, the University of Nebraska at Omaha wants to ensure that resources are available to not only promote the awareness of drug and alcohol abuse and the large number of related issues, but also to help students and staff determine if they have a problem and deal with dependency issues. To this end, there are a number of programs and resources available for use to students, faculty and staff.

Faculty and Staff: The Faculty/Staff Employee Assistance Program (FEAP) at the University of Nebraska at Omaha is available to all faculty and staff and their immediate family members in need of information and/or assistance with any personal concern, including alcohol or drug-related problems. The FEAP provides confidential, free, professional, short-term counseling, assessment and referral for employees and/or family members who need assistance regarding substance abuse or dependency. Tenure or any other employment status will **NOT** be jeopardized for employees seeking help from the FEAP. The EAP office is located in the Eppley Admin Building, Room 205 on Dodge Campus. Office telephone numbers are (402) 554-3120 or 1-800-801-4182, and the website is: <http://www.unomaha.edu/human-resources/employee-relations/feap.php> or BestCareEAP.org. FEAP staff in the Human Resources department is responsible for arranging substance abuse awareness and education training for faculty and staff.

Missing Student Policy and Procedure

The University is dedicated to looking out for the welfare of each one of its students. The following information pertains to students that live in on-campus housing and how any missing student report is to be handled. Anyone who suspects or confirms another person to be missing for 24 hours should immediately contact the UNODPS, as the UNODPS is responsible for looking into the missing person's case. People should be aware that if they have concerns, the police can be notified at any point, even if an individual has not yet been missing for a full 24 hours. The reporting person may also notify the Residence Director or other residence hall staff, as these positions are instructed to notify the UNODPS of a suspected missing student immediately (must be within 24 hours).

It is preferred that the reporting party talks directly to a UNODPS officer.

The UNODPS will immediately initiate an investigation which may include contacting campus acquaintances, friends or relatives, and if appropriate, a preliminary inspection of their residence hall room. The UNODPS or Residence Hall staff will gather as much information as possible from the reporting person(s) in order to determine an appropriate course of action. In addition, Residence Directors will check the Lenel Control System to determine the last time that the student used their MAVCard to access the residence hall or other University building in order to try and narrow down the student's activity, and/or to see who they may have entered the building with, by comparing the time with the video camera footage. Information that will be gathered by the UNODPS includes:

- Details of why the person suspects or knows the individual is missing (may include changes to behavior, state of mind, known plans).
- The last place and time the individual was seen and by whom.
- Contact information for the individual suspected to be missing (cell and other phone numbers, e-mail addresses, social networking names).
- Contact information for friends who may know of their location.
- Contact information for the concerned individual(s) so they can be reached with additional questions or follow-up information.
- Other personal information including photograph, vehicle, employer and other activities the person may be engaged in.

The UNODPS will, within 24 hours, inform the student's parent(s)/guardian and/or designated contact (as applicable) that the student has been determined to be missing.

Per UNO policy, when a student completes their Housing Contract on-line, the student will have the opportunity to specify an individual, other than their emergency contact, that should be informed within 24 hours in the event that the student is confirmed as missing. The student is informed that the name of this person is to be used strictly in the case that the student is determined to be missing, and that the name will be kept confidential by the University (only available to authorized campus officials) and only disclosed to law enforcement personnel in order to aid in a missing persons investigation. If a student does not specify a contact, then the emergency contact will be considered the contact for the purposes of these procedures. Students are informed that if they are younger than 18 years old and not emancipated and determined to be missing, the University will, within 24 hours, contact their custodial parent(s) or guardian in addition to the designated missing persons contact.

Crime Prevention and Campus Safety

The University of Nebraska at Omaha Department of Public Safety includes employees involved in providing crime prevention functions to the university community, including the provision of educational programming and the conduction of security surveys (e.g. looking at lighting, identifying trees blocking views of security cameras, reviewing incident locations, etc.). One of the missions of those involved in crime prevention is to educate the members of the UNO community about safety, security and crime prevention. Knowing how to protect yourself and being aware of your environment are the best ways to prevent you from becoming a victim.

Often people contribute to situational crimes by needlessly placing themselves or their property at risk. Crime will occur wherever there is opportunity, but prevention efforts can be effective in reducing these opportunities. Employees play an essential role in crime prevention efforts. Be cautious, careful, and alert to your own safety; protect your possessions and University property.

Theft is the most common crime on the UNO campus. Many, if not most thefts occur during the daylight hours. In your residence, living group or office, exchange information about your schedule and watch your neighbors' rooms and work areas.

The UNODPS provides the following tips on personal safety and security:

Walking on Campus:

1. Think ahead and plan your journey, avoiding unpopulated areas.
2. Try to avoid walking alone at night, stay on well-lit main roads where possible, and try to avoid short cuts like alleyways.
3. Stay alert: Be aware of what's going on around you.
4. It is always worth letting someone know where you are going, the route you intend to take and when you expect to return.
5. Consider investing in a mobile phone. There are various services available for light users.
6. Try to avoid wearing headphones; your ability to hear traffic, strangers and potential trouble can be restricted.
7. Report parking lot lights that are out to Facilities Management or the UNODPS.
8. Report suspicious person(s) or activity to the UNODPS immediately.

Safety in Buildings:

1. Being aware of your surroundings and the possibility of danger is your best defense. Be alert, and stay aware (but don't become paranoid).
2. Always know where the TWO nearest exits are in any building you visit.
3. If you become aware of danger (fire, violence, etc.):
 - ❖ Move to the nearest exit that takes you away from the danger.
 - ❖ Be aware of the risk from a panicked crowd, all trying to escape through a single exit.
 - ❖ Don't forget about using fire exits, delivery areas, and "employee only" exits to escape the danger.
 - ❖ If you can't get out of the building your next best option is to go to a safe area or, in the case of violence and you can't get out of the building, lock yourself in away from the danger.
 - ❖ Call 911.

Automobile Security—Operation P.A.T. (Protecting Automobiles from Theft):

1. **ALWAYS:**
 - ❖ Close windows and sunroof, lock the doors and activate any security devices when leaving your car unattended.

- ❖ Park with care, particularly at night or if you are leaving for a long time. If possible, park in a busy, well-lit area.
 - ❖ Check on your vehicle daily and check possible hit and run damage.
2. **NEVER:**
- ❖ Leave cash, credit cards, check books, mobile phones, vehicle documents or other valuables in the car (if you have no choice make sure they are hidden well out of sight).
 - ❖ Store weapons in your vehicle. Contact the UNODPS with questions.
3. **Keys - Keep them Safe**
- ❖ Never leave them in the car, even for a second. Treat them as you would your credit cards.
 - ❖ Make sure they are kept in a secure place in your office or residence hall.

Bicycle Security:

1. BE AWARE that most bicycles stolen at UNO are either UNLOCKED or secured with POOR QUALITY LOCKS.
2. ALWAYS secure your bike in a well-lighted public bike rack.
 - ❖ NEVER secure your bike to an access rail or ramp - Access rails and ramps are provided to help people with disabilities enter buildings. You may find your bike has been impounded if secured to an access rail or parked on a ramp.
3. **REGISTER your bike with Housing.** This provides important information to assist in recovering your bike if it is stolen which in turn helps the police get it back to you if it is recovered - and it's FREE!
4. REPORT Suspicious Activity - particularly persons loitering around bike racks. Help us get them before they get your bike.
5. USE a high quality lock. A "U type" lock is recommended.
 - ❖ If your bike has quick release wheels, release the front wheel and include it with the rear wheel and frame when locking your bike to the rack.
 - ❖ Bikes without quick release wheels should be secured by putting the lock through both a tire and the frame when locking your bike to the rack.
6. USING a cable or chain lock
 - ❖ Use a cable or chain at least 3/8" in diameter.
 - ❖ Use a key with a 3/8" hardened shackle with heel and toe locking.
 - ❖ Pull up all slack in the cable or chain and make sure the lock is as high off the ground as possible.

Identity Theft:

1. Magazine Sales
 - ❖ In the event there are magazine sales representatives in your residence hall, contact the UNODPS immediately. This solicitation is not permitted and is against the law. Protect your information and contact magazine clearing houses directly if you wish to subscribe.
2. Checks
 - ❖ The next time you order checks, have only your initials instead of first name and last name put on them. If someone takes your checkbook, they will not know if you sign your checks with just your initials or your first name, but your bank will know how you sign your checks.
3. Wallets and Credit Cards
 - ❖ Place the contents of your wallet on a photocopy machine, do both sides of each license, credit card, etc. You will then know what you had in your wallet and all of the account numbers and phone numbers to call and cancel. Keep the photocopy in a safe place. Here is some critical information on limiting the damage in the event that your wallet, check book, credit cards, etc. are stolen:
 - Cancel your credit cards immediately. The key is having the toll free numbers and your card numbers handy so you know whom to call. Keep those where you can find them easily.

- File a police report immediately in the jurisdiction where it was stolen, as this proves to the credit providers you were diligent, and is a first step toward an investigation.
- **Here is the most important:** Call the three national credit reporting organizations immediately to place a fraud alert on your name and Social Security number. The alert means any company that checks your credit knows your information was stolen, and they have to contact you by phone to authorize new credit.
- Some credit card reporting organizations are:
 - Equifax 1-800-525-6285
 - Experian 1-800-397-3742
 - Trans Union 1-800-680-7289
 - Social Security Administration Fraud Line 1-800-269-0271

The University understands that a secure environment is made possible through community involvement in crime prevention. The purpose of community crime prevention is simple: to help you recognize your own vulnerability to crime, and reduce your risk through preventive action and cooperation with the police.

The University is continually working to maintain and improve campus facility security. Landscaping and outdoor lighting on campus are frequently surveyed and modified for pedestrian safety and security. UNO Landscape Services trim shrubs from sidewalks, walkways, and building entrances to enhance lighting and visibility.

Maps showing walkways are available at: <http://www.unomaha.edu/business-and-finance/support-services/campus-maps.php>. Printed maps may be requested from the UNODPS.

Trespassing Policy

In order to further protect the safety of its students, employees and visitors, and the security of its facilities, the University has developed the following policy concerning trespassing in order to specifically address issues with unauthorized persons on campus or on University property:

Section 1: Persons Not Authorized in Non-Public Areas of University Buildings. The areas of University academic, research, public service, and administrative buildings of the University used for classrooms, laboratories, faculty and staff offices, and the areas of University student residence buildings used for student living quarters are not open to the general public. Any person not authorized to be or remain in any such building area will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521.

Section 2: Persons on University Property Between the Hours of 11:00 p.m. and 6:00 a.m. Persons who are not students, faculty, staff, tenants, licensees, agents or contractors of the University, or their employees, visitors or guests, shall not be permitted on University property between the hours of 11:00 p.m. and 6:00 a.m. Visitors and guests are expected to conduct themselves in a proper and lawful manner while on University property, and failure to do so may result in imposition of personal restrictions relating to their presence on University property. Specifically, the right of a visitor or guest to be present on University property will be restricted when the visitor or guest has harmed or has threatened to harm a member of the student body, faculty or staff. The right of a visitor or guest to be on University property will also be restricted when the visitor or guest has damaged or poses a risk of damage or loss to University property or to the property of others located on University property.

Section 3: Persons in University Buildings after Closing to the Public. Many University Buildings are open to the public at designated times. Some University buildings are closed and locked during the times they are not open to the public. Also, some University buildings, such as student clubhouses, are closed to the public at designated times which are posted at building entrances, but remain unlocked for access and use by students, faculty, staff and other authorized persons. Persons who are not authorized by the University to be in a University building after the posted time of closing to the public will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521.

Section 4: Ban and Bar Notices. University law enforcement or security personnel may issue written notices to any person who has been contacted or observed on University property while engaged in any unlawful or unauthorized activity banning and barring such person from University property, except as may be specifically authorized in such notice. Violation of any such notice will be deemed to be trespassing on University property, and the offending party may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521. The term "unlawful or unauthorized activity" shall mean any conduct, act or omission by any person that is in violation of (i) any law, rule, regulation or order of the State of Nebraska or of the United States, or (ii) any policy, rule or regulation of the University of Nebraska.

**Crime Statistics and Arrests
(Jan. 1 - Dec. 31)**

Criminal Offenses	On-Campus Property			Non-Campus Property			Public Property			On-Campus Residential Housing Only		
	2013	2014	2015	*2013	*2014	*2015	*2013	*2014	*2015	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense (Forcible)	0	1	3	0	0	0	1	0	0	0	0	3
Sex Offense (Non-Forcible)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	4	0	1	0	0	0	0	0	0	4	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	6	1	0	0	0	0	0	0	0	4	1	0
Motor Vehicle Theft	3	3	0	0	0	0	0	1	0	0	0	0
Liquor Law Arrests	39	14	17	0	0	0	1	0	2	23	12	8
↑ Liquor Law Referral for Disciplinary Action	94	96	183	0	0	0	0	2	0	87	66	156
Drug Law Arrests	52	23	19	0	0	0	1	0	0	37	12	11
Drug Law Referral for Disciplinary Action	48	48	49	0	0	0	0	2	0	45	36	26
Weapons Law Arrests	0	1	1	0	0	0	0	0	0	0	1	0
Weapons Law Referral for Disciplinary Action	0	1	1	0	0	0	0	0	0	0	0	1

* Requested data from the Omaha Police Department. Responded that data was not available.

↑ **Student Conduct Officer (new late 2014) realized need for better tracking of cases and began using Maxient to record student violations beginning 2015. For the first time, we were able to include conduct violations not previously tracked for reporting to Public Safety. This increase is not seen as an increase in incidents, but instead a result of better tracking and collaboration between Conduct and the Public Safety Departments.**

Reported Hate Crimes

Hate crimes on campus:

2015 - No hate crimes were reported.
 2014 - No hate crimes were reported.
 2013 - No hate crimes were reported.

Hate crimes non-campus:

2015 - No hate crimes were reported.
 2014 - No hate crimes were reported.
 2013 - No hate crimes were reported.

Hate crimes on public property:

2015 - No hate crimes were reported.
 2014 - No hate crimes were reported.
 2013 - No hate crimes were reported.

Hate crimes in on-campus housing:

2015 - No hate crimes were reported.
 2014 - No hate crimes were reported.
 2013 - No hate crimes were reported.

Violence Against Women Act Statistics

Criminal Offense	On-Campus Property			Non-Campus Property			Public Property			On-Campus Residential Housing Only		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Dating Violence	4	2	2	0	0	0	0	0	0	4	2	2
Domestic Violence	0	1	0	0	0	0	0	0	0	0	1	0
Stalking	2	0	2	0	0	0	0	0	0	0	0	0

Timely Warnings

The University of Nebraska at Omaha wants to ensure that all students and staff are aware of any issues that may pose an ongoing risk to their safety (i.e. rash of a specific crime), and so will issue timely warnings whenever necessary. The UNO Department of Public Safety has the responsibility of determining when a timely warning is warranted, and then creating and issuing the warning to the campus community.

UNODPS's shift supervisors continuously review all incoming reports taken by the department, as well as receive and review information from other law enforcement agencies or campus security authorities; it is up to the shift supervisors to determine those incidents that are subject to disclosure and represent a serious and continuing threat to the campus community. Once pertinent information is received and a threat is determined, the supervisor will create a draft of the proposed timely warning and provide it to the Assistant Chief. The warning will include information on the incident that triggered the warning and methods to help prevent similar future crimes, however, it will not include the names of victims and/or specific locations (i.e. room numbers). It may also include a suspect description, but only when there is sufficient detail that would reasonably help identify a specific individual or group (e.g., some combination of gender, race, clothing, height, body type, build, accent, tattoos, hair color, and facial hair). After review, the draft warning will be forwarded the Director of UNODPS for his/her review, and then submitted to UNO Communications for a final edit. Once approved by the Vice Chancellor for Business and Finance, the issuing supervisor or Assistant Chief will work with UNO Communications to coordinate further campus notices and ensure the approved version of the warning is placed on the UNODPS website, released through applicable media, and the applicable facilities notified.

Notifications regarding timely warnings will be made to the following, at minimum:

- Recognized housing facilities;
- UNODPS website;
- Other facilities in close proximity to the incident location or similar type campus facilities;
- Social media.

Issued timely warnings will remain posted on the UNODPS website for the duration of the ongoing threat (maximum of 30 days). The UNODPS will be ultimately responsible for determining when the threat is over, and retaining copies of issued timely warnings.

The UNODPS has discussed the Clery Act and timely warnings with the Omaha Police Department (OPD) to ensure that the OPD understands the importance of providing pertinent information to the UNODPS.

Emergency Preparedness, Response and Notification

The UNODPS coordinates emergency management planning for the University of Nebraska at Omaha, with departments throughout campus contributing to an overall emergency operations plan. This plan lists inventories, staffing requirements, procedures and policies used to provide guidance for immediate response and the ensuing recovery process in the event of an emergency. The University is continually involved in preparing guidelines for continuity of operations in the event of an emergency situation which requires response of longer duration. UNO follows the National Incident Command System regarding the preparation for and managing of emergency events.

The UNODPS is responsible for handling all emergency situations, from the declaration of an emergency, to the notification of the campus community, to the mobilization of personnel and resources to combat the threat. The Department has an established emergency mobilization plan that includes the notification of appropriate authorities, the use of designated assembly areas and command posts, communications (including failure), transportation during the emergency, and the after-action procedures that will take place. The plan is continually updated in coordination with other area emergency services.

Preparedness is seen as an essential part of campus safety. The University understands the importance of being able to immediately notify students and staff of any confirmed emergency situation that may arise on campus. The UNODPS is responsible for determining when a situation warrants an emergency notification, initiating the campus emergency notification system, and providing any follow-up information as necessary. In the event of any threatening situation, the UNODPS will, **without delay** and taking into account the safety of the campus community, immediately determine the content of and issue alert notifications to any and all parts of the campus community that may be affected, unless it has been determined that issuing such an alert would hinder efforts to help victims and/or contain the situation. Any notifications are distributed through the UNO e2Campus Alert system, the name of UNO's emergency notification system. The system automatically includes the email address of current students and employees, but requires individuals wishing to receive alerts via text message to sign up their number (this is highly encouraged, as it provides more immediate notification). If anyone does not wish to automatically receive emergency alert emails, they may choose to have his/her email address removed from the system. More information about the UNO e2Campus Alert Emergency Notification System, as well as registration instructions, can be found at:

<https://ebruno.unomaha.edu/ans/login.php>.

UNO alerts are comprised of a variety of methods by which the University will notify students, faculty and staff in the event of an active or imminent emergency, including:

- Text messages (SMS) to cell phones;
- Email;
- University website;
- Facebook;
- Twitter;
- University communications.

For major incidents, the on-duty UNODPS supervisor will be responsible for determining whether or not the situation poses an immediate threat to the health or safety of the campus community and those segments of the campus community that need to be alerted. Prior to issuing an emergency alert, it will be the responsibility of the supervisor to consult with other responsible authorities (i.e. superiors, other officers, other law enforcement agencies) as necessary to confirm the emergency and determine if the issuance of the alert will compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. It will also be the supervisor's responsibility to determine the content of the alert and which portions of the UNO e2Campus Alerts systems to use. To determine whether or not the situation is an emergency, the supervisor will take into account issues such as the nature of the threat, if the threat will be ongoing, and the number of people that are affected. When deciding the content of the emergency notification, the supervisor will determine how much information is warranted at the current time, who is to be notified, and what measures will most likely be taken in the future (i.e. will more alerts be issued); the content will be developed based on the situation, type of incident, and the amount of information known at the time. While the same general language may be used each time, each alert will be tailored to address the current situation. When a tornado warning that includes Omaha is issued by the National Weather Service (NWS), a supervisor or dispatcher is authorized to distribute a UNO e2Campus message; the alert will use the language provided by the NWS.

Examples of potential emergency situations include, but are not limited to:

- Tornadoes
- Fires
- Chemical Spills/hazards
- Act of violence with ongoing threats to campus
- Weather closings

In instances where sufficient time exists (such as an impending winter storm), authorization to distribute the UNO Alert message will be obtained from the Vice Chancellor of Business and Finance through the UNODPS Director, and before the alert will be issued. In these cases, UNO Communications will provide more detailed information regarding the alert on the University's website. In any emergency situation that requires the dissemination of information to the larger community, Communications will be responsible for determining the amount of information will be provided and those sources to which the information will be given.

Once it has been determined that an emergency notification is needed, the UNODPS supervisor will issue an immediate notice to appropriate segments of the campus community. The appropriate segments are determined by taking into account such things as what the emergency is, its location and current size of the area affected, and if the area affected by the emergency has the potential to grow larger in a short amount of time. If further developments warrant, additional segments of the campus will be notified. Update notifications will be distributed whenever additional and pertinent information is received, such as changes in location of the original threat or descriptions of persons responsible for criminal acts. In all cases except weather-related issues, the supervisor that initiated the emergency warning will issue an "all clear" or final message through the same systems once it has been determined that the emergency or threat is over.

It is the responsibility of any supervisor that issues an emergency notification to ensure that copies of the emergency alerts and the activity reports generated by the hosted messaging system are forwarded to the Accreditation/Compliance Manager, the position responsible for maintaining the information.

Notifications may occur through the use of UNO e2Campus, the University's mass notification service, and/or through other communication channels such as local media (whatever is determined to be appropriate for the emergency). The University's mass notification service allows for notification through multiple means. The University will use the following website to post information as it becomes available: <http://unomaha.edu/>

Emergency and Evacuation Procedures

The University's emergency and evacuation procedures are tailored for each type of building and situation, as each one is different. Every campus building has placards that identify evacuation procedures. University Housing has its own emergency procedure guide, which is available to each campus security authority in the residence halls (all CSAs are trained on the guide). It lays out the procedures to follow in situations ranging from weather issues, to sexual assaults, to the death of a student. The guide also clearly defines who should be contacted in each incident, and in what order. In

many cases, the University's various systems will be used to help provide alerts. In the case of tornados, for example, there will be outdoor sirens (operated by Douglas County Emergency Management Agency), voice announcements provided through building public address systems, and weather radio and designated staff alerting building occupants. In cases such as a hostile intruder or external hazardous materials release, where a shelter-in-place strategy is best, the follow procedures are to be followed as applicable:

- Remain calm.
- If it's possible to flee the area and avoid danger, do so.
- Notify anyone you encounter to exit the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until help arrives.
- Call UNODPS or 911 with your location if possible.
- If you cannot get through by phone and have text message capability, text the UNODPS at 50911. Enter the letters UNO911 and then type your message. Dispatch will receive the message and relay information in UNODPS officers.
- If flight is impossible, secure yourself in your space. Barricade doors and block windows. Turn off all the lights, close blinds and close and lock all windows and lock and barricade all doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets may protect you from bullets).
- Keep calm, quiet and out of sight.
- For active shooters, silence cell phones (mute or turn off ringer). Consider turning off radios and computer monitors.
- Do not answer the door. If you do not recognize the voice that is giving instructions, do not change your status; stay put. Unknown or unfamiliar voices may be false and designed to give false assurances.
- Place signs in exterior windows to identify the location of injured persons.
- DO NOT APPROACH EMERGENCY RESPONDERS—let them come to you.
- Remain where you are until you receive further instruction by a first responder or authorized known voice.

In cases where evacuation is needed (fire, hazardous materials release, etc.), the following procedures are to be followed:

- Always evacuate the building if the fire alarm sounds.
- In the event of an evacuation gather your personal belongings quickly (purse, keys, cell phone, MAVCard, etc.) and proceed to the nearest exit.
- Do not use the elevator.
- Move away from the problem and use alternative exits when necessary.
- Help those who need assistance moving.
- Be ready to be guided by additional instructions.
- In cases of hazardous material releases in buildings, once outside, move away from any apparent source or at right angles to the prevailing wind. If wind direction is variable, try to move away from the source of the leak if known.
- Gather at a safe distance from the building.

For tornados, the following procedures are to be followed:

- When sirens active, move to the lowest, interior area of building or designated tornado shelter.
- Stay away from windows.
- Do not use elevators.
- Stay near inside wall when possible.
- Keep calm. Even though a warning is issued, the chance of a tornado striking your building or location is slight.

Specific procedures and information regarding fires is discussed later in the report.

Mass Notification and Evacuation Tests

As part of its ongoing emergency preparedness program, UNO will conduct tests of the UNO Alert Emergency Notification System (at least once each semester) and tracks the success rates of issued alerts. The tests are focused on the out-dialing, text messaging and e-mail capabilities of the system.

The University is plans annual tests of its various evacuation procedures. The tests include tornado and fire drills. UNO does not generally conduct unannounced tests. For all tests/drills, the pertinent authorities in the applicable buildings are informed of the drill and required to explain the situation to those that will be affected by the drill (i.e. staff and students). UNO's Emergency Preparedness Coordinator (EPC) is working with each building on campus to designate a person that is responsible for the facility's emergency management and evacuation plan. This designee is responsible for maintaining an appropriate evacuation plan, and ensuring that the building goes through a drill, exercise and/or training (at least annually) to make sure that everyone is aware of how to handle an emergency evacuation, or if applicable, a shelter-in-place situation. While the University's drills will not include the entire campus all at once, the system in place will make sure that each facility goes through an annual exercise.

The University is in the process of training members of their Incident Command Structure in basic FEMA courses applicable to their positions. Once this training has taken place an exercise program will be formulated to let the members experience their responsibilities in a crisis management situation, as well as, uncover gaps in the University's Emergency Operations Plan. The Homeland Security Exercise and Evaluation Program will be utilized to design and conduct exercises in a "no fault" environment.

While the University does not generally publicize its tests (outside of tornado drills) or emergency response and evacuation procedures when conducting drills/tests, it does ensure that all Building Directors, Residence Directors and other necessary staff members are well aware of what must be done in an emergency situation, and trained on changes whenever it is needed. In addition, all residents in campus housing are made thoroughly aware of emergency procedures through meetings, and evacuation information is posted on doors and in buildings so that it is readily available. Furthermore, all students and staff are informed that the annual security and fire report contains pertinent information. The University will ensure that everyone is aware of how to evacuate facilities and handle emergency situations.

University Housing

Residence Halls

The University offers several housing options to students: suite-style and apartment style. The visitation hours of each housing unit are determined by the residents, within the guidelines established for UNO. To the extent possible, students are given the opportunity to select residence hall assignments and request changes in room or residence hall assignments.

Professional residence directors and resident assistants are members of the University Housing staff who live in the residence halls and are on call 24 hours a day. As part of their responsibility for residence hall security, these staff members attend lectures and seminars on the safety and security of the campus conducted by University administrators, police officers, and environmental health and safety officers.

Building Access: Non-Residential Buildings

The University of Nebraska at Omaha takes all available measures to ensure the security of campus buildings, including limiting access. It is the policy of the University of Nebraska at Omaha that after normal working hours, all buildings should be locked to maintain security of the buildings and their contents. Faculty, students and staff members may be issued access to University buildings upon recommendation of the department Dean or Director, in accordance with established procedures. Keys or access cards are issued for entry to University buildings for conducting University business only. Most non-residential campus buildings and facilities are accessible to members of the campus community

and guests and visitors during normal hours of business, Monday - Friday, and for limited designated hours on Saturday and Sundays. Access times will vary depending upon the nature of the building and activity. Except for those students, faculty and staff with keys or appropriately-authorized access cards, access is generally restricted to University-affiliated personnel during recognized holidays.

The University has developed the following policy to ensure reasonable access to its Omaha campus facilities while maintaining appropriate levels of security.

1. DEFINITIONS

- a. **Key** – Physical, metal device used in a door lock to secure or unsecure the space.
- b. **Electronic Access** – Approved and assigned rights to use the MAVCard on a card reader to electronically unsecure a locked space.
- c. **Authorized Person** – UNO faculty, staff, student, or affiliate as defined by the MAVCard Office, and determined by departmental authority to require access to a controlled area for University business.
- d. **High Security Access** – Access that opens a space that has been determined by the UNODPS, Environmental Health and Safety (EHS), or a UNO department to require tighter control and additional access restrictions because of the contents or activities conducted within. Because safety and security concerns are heightened during non-business hours, exterior entrance doors to buildings are considered High Security Access. When possible, High Security Access is programmed to an individual's campus identification card (MAVCard). A key will only be issued when electronic access is not available.
- e. **Interior Key** – A key that provides access to an interior space that has not been determined by the UNODPS, EHS, or a UNO department to require tighter control or access restrictions.
- f. **Key Authorizer** – A designated person to authorize keys/access of space assigned to a specific department.

2. FACILITY ACCESS MANAGEMENT

- a. The UNODPS Access Control maintains a system of keys and locks to all academic and administrative building doors. No keys may be duplicated by departments or individuals. All access devices remain the property of UNO and will not be sold or in any other way transferred to an individual outside the limits of this policy.
- b. Access into UNO buildings is managed by the UNODPS, which will maintain the official records of the assignment of High Security Access and key assignments to interior spaces.
- c. During non-business hours, the entrance doors of all buildings will be locked to maintain a safe campus. The Chancellor, Vice Chancellors, Deans, Directors, or designees may authorize the UNODPS to grant access to areas under their control to persons authorized to be conducting University business outside of those normal operating hours.
- d. Departments that are assigned interior space shall make the determination of whether interior door security needs to be restored due to a key(s) that has been lost, stolen, improperly duplicated or not returned. For shared spaces, department(s) that originally authorized issuance of a key may be required to pay the cost to restore interior building security. (The cost to restore building security includes labor and materials required to change the locking mechanism on each door that the missing key operates, and the cost to re-issue keys to all individuals with authorized access to the affected doors). The UNODPS, after consultation with affected departments, shall make the determination of whether security needs to be restored for High Security doors.
- e. A fee will be assessed to the department for an Interior Key.
- f. Chancellor, Vice Chancellors, Deans or Directors may submit requests to extend or reduce normal building hours for individual buildings when necessary to fulfill the University's mission. Requests shall be submitted in writing to the UNODPS.

3. UNO DEPARTMENT RESPONSIBILITIES

- a. UNO departments are responsible for security of their interior spaces.

- b. Campus departments designate the individual(s) who has access to its interior spaces.
- c. **High Security Access**
High Security Access is issued to individuals by the UNODPS or its delegates following appropriate Departmental approval. By authorizing issuance of a High Security Access to an individual, the Department agrees to:
 - ❖ Verify that the individual is authorized to conduct University business within a secure space.
 - ❖ Immediately notify the UNODPS when an individual's MAVCard is lost or stolen.
 - ❖ Immediately notify the UNODPS when an individual is no longer authorized for electronic High Security access or the individual is separating from the University.
 - ❖ Actively attempt recovery of Exterior Keys from individuals who are no longer authorized to use the keys or the individual is separating from the University. Recovered keys should be returned to the UNODPS.
- d. **Interior Keys**
Interior Keys are authorized by the Department that occupies the particular space. By issuing such an Interior Key to an individual, the Department agrees to:
 - ❖ Verify that the individual is authorized to conduct University business within a secure space.
 - ❖ Immediately notify UNODPS when any Interior Key is lost or stolen.
 - ❖ Actively attempt recovery of Interior Keys from individuals who are no longer authorized to use the keys or the individual is separating from the University.
 - ❖ Maintain accurate and current records for all Interior Keys issued and recovered by the Department.

4. **PERSONAL BUILDING ACCESS RESPONSIBILITIES**

Individuals issued access rights to a building or interior spaces are responsible to safeguard their MAVCard and key and to maintain security of the campus building or area that the key opens. By accepting access rights or a key an individual agrees to:

- Protect the MAVCard and Interior Key from theft or loss.
- Not duplicate, loan or allow any other individual to use the key or MAVCard for entry.
- Assure that doors are relocked after entering or leaving.
- Assume responsibility for the conduct of any person the key holder allows to enter a locked facility.
- Immediately notify UNODPS when the individual's MAVCard or key is lost or stolen.
- Return Interior Keys to UNODPS on demand and upon separation from the University.

5. **ACQUIRING FACILITY ACCESS**

a. **High Security Access**

High Security Access is issued by the UNODPS or its delegates. Procedures to obtain a High Security Access are:

- ❖ The Key Authorizer that manages the particular space authorizes submittal of a Building Access Requisition, to the UNODPS Access Control Specialist with authorization from the Dean or a Director, the Key Authorizer may submit the Requisition which must include the name of the person who will be assigned access, the person's NUID number and any access limitations.
- ❖ The Key Authorizer is responsible for managing the requests for High Security Access for its personnel.
- ❖ Electronic High Security Access will be granted via activation of the individual's MAVCard. Physical key will be issued to the individual when electronic access is not available.

b. **Non-High Security Access**

Key Authorizers may request Interior Keys and electronic control for areas assigned to his/her Department. Key Authorizers manage the requests for interior keys for department personnel.

- ❖ The Key Authorizer is responsible for tracking the key distribution to its personnel.
- ❖ Issued Interior Keys are picked up at the UNODPS by the individual person.

Building Access: Residence Halls

Residential living for UNO has had a history of being very safe, due in part to the security precautions in place. All housing with interior living space doors are linked to the MAVCard, which is activated upon move in. Regardless of door locking system, there are safety precautions to consider in order to maintain the safest living space possible.

- All guests should be escorted to and from the suite.
- Overnight guests.
 - ❖ Guests are only allowed with the consent of the other roommates.
 - ❖ Visitation/overnight guests of one resident may not infringe on the rights of others.
- All windows and patio doors have locking devices and securely attached screens.
- Violations of the housing security policies and procedures, including tampering with fire safety equipment or failure to comply with fire alarm evacuation protocol, may result in severe disciplinary sanctions (possibly including termination of your housing contract and/or referral to the judicial officer).
- The names, phone numbers, and locations of on-call staff is provided to students upon move-in.

Residents are provided with information on how to protect themselves and their property by responsible decisions, such as the following reminders:

- Unescorted persons should not be given access to residence hall after hours.
- Doors should never be propped open.
- Keeping every room door locked at all times will deter crime, as almost every theft in a residence hall is a result of an unsecured room or unattended belongings.
- Every security measure taken by the residence hall staff depends on the responsible actions of each resident for its effectiveness.

Other tips for security that are addressed include:

- Not allowing strangers to tag along into a residence hall while residents are entering.
- Locking room doors and windows when anyone leaves, even if only for a minute, and taking keys with them.
- Politely offering assistance to persons in a building or residence that are not recognized. If they have legitimate business, they will appreciate the help. If they do not have legitimate business, they should be asked to leave.
- Keeping residence hall rooms locked when going out during move-in, and not leaving the car unlocked when loading or unloading.
- To not leave coats, books, or other valuable items in common areas, instead keeping them in the room.
- If anyone hears or sees something suspicious, that they should call the police immediately, by dialing 911 or (402) 554-2648.

CCTV (closed circuit television system/security cameras)

The University of Nebraska at Omaha utilizes an extensive system of cameras for the purpose of safety, security and facilities maintenance. Cameras are located in many areas throughout campus including parking facilities, public areas of housing units, and primary pedestrian areas. Cameras are typically purchased by University departments for the monitoring of their specific operations, or by the UNODPS for high traffic, public areas. A campus camera standard is in place and helps ensure consistency in the use of this system, allowing all cameras to be available for use in emergency situations. All cameras included in this system are able to be viewed by the UNODPS. Officers with UNODPS are also able to conduct random real time monitoring as needed, and recordings are used to gather information through reviews of historical images. All cameras are randomly monitored but continually recording.

Fire Safety Education, Drills and Equipment

The University knows that fire safety is a major area of concern, especially in student housing facilities. As a result, fire drills are conducted in the various housing facilities in order to provide residents the opportunity to become familiar with the notification system as well as the evacuation procedures. Fire drills may also be conducted in other campus buildings at various times. A total of 10 fire drills were held during the last calendar year in residence halls (see chart at end of report for specific information).

The UNO Fire Safety Officer oversees the inspection of all fire safety systems and equipment and maintains reports that include documentation of fire alarms, sprinkler and smoke detector inspections. University Housing also maintains records that include information about planned drills, alarm malfunctions, false alarms, station pulls, working fires, and corrective/disciplinary action taken as a result of the alarm.

In order to educate students in on-campus housing, residential staff talk about fire safety and fire safety equipment with incoming residents. Signs and evacuation procedures are posted on all floors in residence halls. Each residence hall complex has specific procedures particular to its complex/hall situation.

Every University employee is responsible for knowing the evacuation procedures of the building in which they are working, and all employees are required be familiar with the alarm locations nearest each office, laboratory, or other work area. In case of a fire, it will be the employees' responsibility to ensure that all students are instructed as to what to do. In addition, any employee who may opt to use a fire extinguisher must receive a training through Environment Health & Safety (EHS).

The fire safety information provided to students and employees will include:

- Knowing emergency exit routes and being prepared to use an alternate route if necessary.
- To not use elevators.
- That if anyone is trapped in a building, they should try to reach a point of refuge, such as a stairwell, or stay by a window and wave a white flag to attract the attention of emergency responders.
- If possible, closing doors and windows on the way out in order to confine the fire.
- Keeping low if there is smoke.
- On the way out, assisting any mobility-impaired persons to a stairwell or other point of refuge if possible and then reporting their location to the emergency response personnel.
- If working in an area frequented by the public, announcing that an evacuation has been ordered and asking people to exit the building.
- Assembling a safe distance away from the building.
- Not to block driveways or areas that may be used by emergency response personnel.
- Not to re-enter the building until the fire department has declared the building safe.

During fire drills and any other time that the fire alarm sounds, residents or building occupants are required to calmly evacuate the building and follow the instructions of staff and emergency personnel. Failure to vacate or in any other way interfere with the emergency response process will be considered a violation of Housing policy when it concerns a residence hall and handled accordingly. In the case of other University buildings, it will be dealt with according to the University's applicable disciplinary policy.

Tampering with or theft of fire safety equipment, including tampering with or discharging fire extinguishers, disabling bells/horns, activating a fire alarm when no emergency exists or covering or removing the batteries from individual smoke detectors, removing the entire smoke detector apparatus, or tampering with, hanging objects from, or decorating sprinkler heads in rooms of halls that are thus equipped are prohibited. Violation of policies that involve fire safety is taken very seriously and typically results in termination of the residence hall contract, as well as any necessary law enforcement action.

Students who require any type of accommodation to ensure their safe evacuation are instructed to contact Residence Hall staff immediately upon moving into the facility so that the appropriate arrangements can be made.

Fire Safety Equipment:

All University of Nebraska at Omaha Housing facilities are equipped with notification systems that can be initiated by the presence of smoke, heat or via a manual pull station. The initiation of the alarm notifies residents audibly and visually and notifies a response center that immediately dispatches emergency responders to the location. All Housing facilities have fire extinguishers in compliance with the applicable code.

University Housing is currently in compliance with Fire Life Safety codes. Other UNO fire safety facts:

- Fire Life Safety systems (alarm panels, sprinklers, smoke detectors, etc.) are inspected annually.
- Smoke detectors in student rooms are inspected two times a year (required only once by code).
- Emergency generators/battery backup lights are used to light paths to fire exits leading outside.
- All student room doors are fire rated.
- Buildings are never without fire protection. If any alarm or sprinkler system is down, staffs walk the areas affected until the systems are back on line.
- All residence hall facilities have fire extinguishers in compliance with the applicable code.
- According to the State Fire Marshal, the residence halls at UNO meet, and in many cases exceed, the state fire and life safety codes.

Whenever a fire has occurred, it **must** be reported, even if the fire was small and immediately extinguished. All fires must be reported to the UNO Department of Public Safety as it is in charge of maintaining the fire log and reporting the information, as well as investigating suspicious fires.

Fire Evacuation Procedures

If a fire has started or is reported, either a student or employee should activate a fire alarm and a University employee should instruct everyone to evacuate the building immediately. In the case of residence halls, a Resident Assistant or other campus security authority (CSA) is responsible for providing instruction. If possible, a student or employee should try to shut down any equipment or process that could cause a secondary fire if left unattended.

The people evacuating the building are to use the stairs and not the elevators. Evacuees should proceed outside and gather in a designated outdoor area, a safe distance from the building. If weather conditions require, a sheltered area or building away from the building in question can be used by the evacuees. The designated gathering points should be clearly identified by University personnel.

Once outside, University employees are expected to immediately call 911 as soon as a safe location is reached (unless otherwise aware, multiple employees should call 911 and not assume someone else has made the call or that the appropriate agencies are aware of the fire). The information given to the emergency operator should include the nature of the emergency and the location (i.e., building number and cross streets or address).

Employees should try to account for personnel/students known to have been in the building. If pertinent knowledge regarding the fire is known, it is important that it is relayed to Omaha Fire and Rescue or UNODPS personnel outside the main entrance of the building, including any information on injuries, students/staff needing evacuation assistance and/or people trapped in the building.

The following is an outline of procedures that should be followed in regards to student housing evacuation relating to a fire.

If you discover or suspect a fire, go to a pull station and sound the fire alarm, then leave the building through the nearest exit.

- Call 911 - give as much information as possible to the dispatcher.
- Don't attempt to put out the fire or rescue others unless you can do so safely.
- TRY TO REMAIN CALM.

When you have been alerted by the fire alarm, see flashing strobe lights, or see smoke or fire:

- Stay low to the floor if there is smoke in the room.
- Feel the metal door knob before opening any doors.
- **IF THE DOOR FEELS HOT**, don't open the door. **IF THE DOOR DOES NOT FEEL HOT, but you open the door and heat/smoke/fire are present**, close the door and stay in the room/unit.
 - Seal the cracks around the door using towels, sheets, pieces of clothing.
 - Hang an object out the window (i.e. sheet, jacket, shirt) to attract the fire department's attention.
 - Use a phone to call 911 and report that you are trapped. Be sure to give your hall name and room number.
- **IF THE DOOR DOES NOT FEEL HOT**, brace yourself against the door and open it slightly. **If heat/smoke ARE NOT PRESENT**, exit the room/unit closing the door behind you.
 - Go to the nearest exit or stairway. Do not attempt to use an elevator.
 - If the nearest exit is blocked by fire, heat or smoke, go to another exit.
 - Go back to your room/unit if all exits are blocked. Close the door, wave something out the window and shout for help.
 - Use a phone to call 911 and report that you are trapped. Be sure to give your hall name and room number.

If you are trying to escape through a smoke-filled room or hallway:

- Stay low and move quickly to the nearest clear exit.
- Place a wet towel or a wet cloth over your head and face; breathe through the towel by taking short breaths through your nose.
- Cover your body with something that can be easily discarded if it catches on fire.

After evacuating:

- Move away from the building. Emergency response personnel and equipment will be maneuvering around the building.
- Follow directions of the fire and police personnel.
- NEVER RE-ENTER A BURNING BUILDING TO SAVE YOUR PERSONAL POSSESSIONS.

Fire and Safety Improvements

The University is continually evaluating and improving all aspects of its fire and safety systems. During 2015, an upgrade of the fire panels in Weber Fine Arts, Allwine Hall, and Arts and Science Hall was completed. This allows for those fire panels to report directly through the Fireworks panel located at UNODPS Dispatch. Durham Science Center also received a new fire alarm system. This upgrade allows for more complete monitoring of the fire alarm system within the building from the Fireworks panel.

FIRE STATISTICS REPORT - 2013

Residence Facility	Total number of fires	Date	Time	Cause of Fire	Number of deaths	Number of Injuries	Value of property damage	Number of fire drills held
University	0				0	0	0	2
Scott Residence	0				0	0	0	2
Scott Village	0				0	0	0	2
Maverick Village	0				0	0	0	2
Scott Court	0				0	0	0	2

FIRE STATISTICS REPORT - 2014

Residence Facility	Total number of	Date	Time	Cause of Fire	Number of deaths	Number of Injuries	Value of property damage	Number of fire drills held
University Village: Clubhouse	1	3-8-14	9:12 am	Large amount of lint in clothes dryer lint tray	0	0	\$100 - \$999	2
Scott Residence Hall	0				0	0	0	2
Scott Village: Building G	1	2-26-14	3:15 pm	Discarded cigarette on the second floor balcony	0	0	Over \$1,000,000	2
Scott Village: Building F	1	5-1-14	6:03 pm	Pizza box in oven	0	0	\$0 - \$99	2
Scott Village: Building A	1	5-22-14	7:40 pm	Over cooked Tortilla chips	0	0	\$0 - \$99	2
Maverick Village	0				0	0	0	2
Scott Court	0				0	0	0	2

FIRE STATISTICS REPORT - 2015

Residence Facility	Total number of fires	Date	Time	Cause of Fire	Number of deaths	Number of Injuries	Value of property damage	Number of fire drills held
University Village Building 6	1	4-10-15	4:25 pm	Discarded cigarette in cloth folding chair	0	0	\$0 - \$99	2
Scott Residence Hall	0				0	0	0	2
Scott Village Building B	1	4-22-15	6:22 pm	Burnt food in oven	0	0	\$0 - \$99	2
Maverick Village	0				0	0	0	2
Scott Court	0				0	0	0	2