The University of New Orleans

Police Department

2012 Annual Security and Fire Safety Guide

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The University of New Orleans is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information.
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Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Campus Security Act requires colleges and universities to:

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics gathered from campus police or security, local law enforcement, and other university officials who have significant responsibility for student and campus activities. This information can be found on the “Clery Crime Statistics” section of the UNO PD website, [www.uno.edu/upd/](http://www.uno.edu/upd/).

- Provide “time warning” notices of those crimes that occurred on campus, or within the patrol jurisdiction of campus police or campus security department. This information can be found on the “Crime Alerts” and the “Daily Crime Log” at the UNO PD website, [www.uno.edu/upd](http://www.uno.edu/upd).

- The University of New Orleans Police Department is responsible for preparing and distributing this report. The Police Department worked closely with a variety of University departments and organizations to develop and compile the information contained within this annual report.

- Publish an annual report every year by October 1st that contains three years of campus crime statistics and certain campus security policy statements.

The UNO community is encouraged to use this report as a guide for safe practices on and off campus. In accordance with United States Code of Federal Regulations, Title 34, Part 668.46(c) (1) this 2012 Annual Security and Fire Safety Guide is available online at the UNO PD website, [www.uno.edu/upd](http://www.uno.edu/upd). For a paper copy of this report please visit the office of the University of New Orleans Police Department in room 234 of the Computer Center.

UNO POLICE DEPARTMENT MISSION STATEMENT

The University of New Orleans Police Department is committed to creating an environment in which learning, living, research, and teaching may flourish. As a law enforcement agency, we are dedicated to upholding the Constitution of the United States and the laws of the State of Louisiana while providing superior customer service. All Departmental personnel strive to maintain excellence and integrity in respecting the rights and dignity of all persons with whom they make contact. The involvement of our community is important to the success of our efforts; only by accepting responsibility of our own security and that of others, can we have a truly safe and secure campus.
AUTHORITY OF THE UNO POLICE DEPARTMENT

State of Louisiana R.S. 17:1805
§1805. Authority of university or college police officer:
A.  Those persons who are university or college police officers responsible for maintaining general order and exercising police power on the campus of a state-supported or a private college or university shall be designated as university or college police officers.

2.  Each such person named as a police officer by the president of the college or university shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as provided in Subsection E of this Section. Such commission shall remain in force and in effect at the pleasure of the employing college or university.

3.  While in or out of uniform, these police officers shall have the right to carry concealed weapons and to exercise the power of arrest when discharging their duties on their respective campuses and on all streets, roads, and rights-of-way to the extent they are within or contiguous to the perimeter of such campuses. In the discharge of their duties on campus and while in hot pursuit on or off the campus, each university or college police officer may exercise the power of arrest.

4.  Each such police officer shall execute a bond in the amount of ten thousand dollars in favor of the state for the faithful performance of his duties.

The premium on the bond shall be paid by the employing institution.

B.  Any person arrested by a college or university police officer, in the exercise of the power herein above granted, shall be immediately transferred by such officer to the custody of the sheriff or city police wherein the arrest occurs.

C.  On and after January 1, 1975, no person shall be commissioned as a college or university police officer, unless prior to such commissioning the person has, as a minimum requirement, completed and graduated from the six-week program of the Basic Law Enforcement Training Academy of Louisiana State University and Agricultural and Mechanical College or possesses equivalent training or experience.

D.  Upon authorization by the chief administrative officer of the educational institution, a college or university police officer shall have authority to discharge his duties off campus as follows:

1.  If engaging in intelligence gathering activity.
2.  When investigating a crime committed on campus.
3.  When transporting prisoners in furtherance of duties as set forth in this Section.
4.  When transporting money, securities, or other valuables on behalf of the college or university.
5.  While providing security or protective services for visiting dignitaries to the college or university both on and off the campus.
6.  If specifically requested by the chief law enforcement officer of the parish or city.
E. Notwithstanding any of the provisions of this Section to the contrary, any state supported or private college or university situated within the territorial limits of any municipality having a population in excess of two hundred fifty thousand persons may, at the option of said college or university, have its campus police officers commissioned as university or college police officers by such municipal or city police department, rather than the Department of Public Safety, upon complying with the requirements and regulations as may be prescribed by said municipal or city police department for the commissioning of special officers. Such commissions issued by a municipal or city police department shall confer upon such campus police officers all rights and privileges as are enumerated in this Section with respect to officers commissioned through and by the Department of Public Safety; provided, however, that such officers shall not be entitled to supplemental pay for municipal police officers.

F. Notwithstanding any provision of this Section to the contrary, on July 1, 1991 and thereafter, no person shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as otherwise provided in Subsection E of this Section until there has been a determination made by the commissioning authority that the particular public or private college or university naming the police officer is in compliance with the provisions of R.S. 17:3351(C), or, in the case of a private college or university, is in compliance with substantially similar requirements adopted by the particular institution, relative to reporting certain statistics on reported criminal offenses, adopting certain written security policies and procedures, and publishing certain such policies and procedures.

G. Each person who is employed as a full-time college or university police officer may carry a concealed handgun, whether in uniform or not and whether on or off duty, provided the person meets the requirements for college and university police officers set forth in this Section and is certified by the Council on Peace Officer Standards and Training.

REPORTING A CRIME

Call the UNO Police Department at 280-6666 or 3-6666 from a campus phone. Stay on the line so we can get the information we need to respond to your call so an officer will be dispatched more quickly. You may also come by the Police Department office location in room 234 of the Computer Center on campus. We are available 24 hours a day, seven days a week.

The UNO Police Department realizes that many people choose not to report crime because of a reluctance to become involved. The form can be accessed at www.uno.edu/upd/AnonymousCrimeReportForm and has been created in an attempt to allow the anonymous reporting of crimes committed at UNO. All reports will be investigated thoroughly.

Because the Police Officer may need information in addition to what is left by an anonymous donor, we prefer that at least a contact number be left so that we may contact you if needed. If you are contacted, your name will not be required.

The UNO Police Department is responsible for investigating all crimes which occur within the Police Department’s jurisdiction. On occasion, there will be a need for the New Orleans Police Department to assist the UNO Police Department investigating certain crimes which
occur on campus. The UNO police officers work jointly with members of the New Orleans Police Department on investigations within the jurisdiction of the UNO Police Department in order to combine resources and exchange information regarding criminal activity. As a result of the close working relationship, the UNO Police Department does not have a written memorandum of understanding with the New Orleans Police Department.

On other occasions, the UNO Police Department has worked closely with other law enforcement agencies, such as the FBI, Orleans Levee District Police, Jefferson Parish Sheriff’s Office, Kenner Police Department, and the Louisiana State Police.

Off-Campus Student Organizations

The UNO Police Department does not provide law enforcement services to the off-campus residence of the recognized student organizations. Law enforcement services, such as responding to calls for service at the location, are provided by the New Orleans Police Department. The UNO Police Department maintains a working relationship with the New Orleans Police Department and other law enforcement agencies and will assist with notifications in the event law enforcement services are needed.

Confidential Reporting

To report a crime anonymously go to - [www.uno.edu/upd/AnonymousCrimeReportForm](http://www.uno.edu/upd/AnonymousCrimeReportForm)

It is the responsibility of each member of the UNO community and his/her guests to make contact with UNO University Police in a timely fashion to report any criminal or questionable activities on campus. University Police Officers take an active role in ensuring a safe campus by providing foot, bicycle, and vehicular patrols. University Police Officers respond to calls for service via radio communications to ensure a timely response.

With each reported incident, an appropriate investigation will take place. To inform the UNO community of campus incidents, a University Police official will meet with a representative of Driftwood on a regular basis to review recent incidents. A request can be made by the media representative to review the Initial Police Report. Copies of completed reports will be furnished to the media with confidential student or investigatory information deleted when appropriate.

Reports of open and/or active cases will not be released if it could prejudice or compromise the investigation of a crime or incident. In these cases, a brief oral or written summary of the incident may be furnished to the representative. Under special circumstances, University Police shall release information involving serious incidents to the University community without delay.

Information on recurring crimes shall be issued by special release or during the weekly briefing, whichever is deemed appropriate.
University Police will attempt to accommodate media requests without necessarily compromising any ongoing investigation or divulging the names of any juvenile victim or offender.

Supplemental forms of release, such as news conferences, electronic bulletin boards, telecopy (FAX), leaflets and flyers, etc., may all be considered in special circumstances in order to inform the campus community.

The University of New Orleans Police Department also posts our yearly crime stats to the OPE Campus Security Statistics Website. It's brought to you by the Office of Postsecondary Education of the U.S. Department of Education. It was authorized by Congress with the 1998 amendment to the Higher Education Act of 1965 (HEA) to help potential college students and their parents research criminal offenses on college campuses. The Department of Education is committed to assisting schools in providing students with a safe environment in which to learn and to keep parents and students well informed about campus security.

**Where To Get Up To Date Crime Data**

- From the UNO Police Department Website at [www.uno.edu/upd](http://www.uno.edu/upd). This site has links to the Crime Alerts, Crime Statistics, and the Daily Crime Log.

- From the Lights and Siren Section of the UNO student newspaper, *Driftwood*.

- From the New Orleans Police Department Crime Maps. These maps can be accessed from the main NOPD website [www.nola.gov/GOVERNMENT/NOPD/](http://www.nola.gov/GOVERNMENT/NOPD/).

- From the Jefferson Parish Sheriff’s Office for the crime statistics concerning the Jefferson Center. These maps can be accessed from the JPSO website [www.jpso.com](http://www.jpso.com).

**TIMELY WARNINGS**

Timely Warnings are issued on an as-necessary basis by the UNO Police Department. Some of these alerts are posted on the UNO Police Department website, [www.uno.edu/upd](http://www.uno.edu/upd).

- Timely Warnings include the E2Campus Alert System, University Alert Siren System, the Crime Alerts, the Daily Crime Log, and the Daily Fire Log.

- Timely Warnings may also be broadcasted through the UNO Public Relations email announcements.
The E2 Campus Alert System

- To sign up for the E2Campus alerts go to: http://uno2.uno.edu/ucc/E2Campus/e2Campus.htm

- UNO uses E2Campus for emergency system notification. This system allows designated UNO personnel to send time-sensitive messages to the mobile phones and emails of students, staff, and faculty. In the event of an emergency, UNO subscribers can get notified immediately of a situation such as bad weather, school closing, or any other emergencies, independently of geographical location or of the service provider.

- E2Campus is a 100% web-based software system, so no additional software or hardware is required, except for a web browser with an Internet connection to self-subscribe. The system enforces a strict spam policy which clearly prohibits unsolicited messages and E2Campus does not sell the contact information of their subscribers to third party marketers.

- In order to be notified, you need to create an account and complete a one-time short registration. During the process, you will receive a text message with a numeric validation code in order to validate the registration. You can also add up to two mobile numbers or two email addresses and this information can be updated at any time.

- Once registered, you can access your information by entering your user name and password. Note that this information is independent of the username and password used for the UNO LAN, WebSTAR, Email, and Moogle systems. Access does expire and you will be required to renew access on a yearly basis.

SECURITY AWARENESS AND ACCESS TO CAMPUS FACILITIES

All University Departments to some degree share in the responsibility for the security and maintenance of their assigned campus building. Included with this responsibility is the regulation of access to these buildings.

During normal business hours and class schedule periods (8am-9pm M-F) most academic facilities are openly accessible to routine activities and scheduled events.

During periods of other than normal work and class hours (weekends, holidays, and after 9pm M-F), access to academic facilities is restricted and controlled by University Police. If necessary, University Police provides access for approved scheduled activities during these periods.

On a monthly basis the University Police Department prepares a Crime Prevention and Safety Report which addresses campus security concerns. This report contains information such as lighting outages, roadway hazards, overgrown trees and shrubs, and any other observations which might be a hazardous or safety issue to the UNO community. The
University Police Department then forwards the Crime Prevention and Safety Report to Facility Services, when appropriate, in order to have any repairs or maintenance performed on the safety issues contained within the report.

**Pontchartrain Hall Access**

The North and South Halls are accessible by card access on a 24 hour basis, 7 days a week. Residents of the Pontchartrain Halls have their UNO student ID coded as their room key and it is also programmed as the access card to the entrance doors.

A key is issued to individual residents for the bedroom they are assigned. Keys are not marked with room numbers for security purposes. Keys issued to residents remain the property of the University and are not to be duplicated or loaned to anyone.

If a resident becomes temporarily locked out of their room, with proper identification, a Pass Key Request may be completed at the Halls Front Desk. A Resident Assistance will accompany the resident to their assigned bedroom and unlock the door if necessary. Should the key be permanently lost, the lock will be changed and a new key will be issued. A Pass Key request charge is $10.00 and lock changes are $50.00 if necessary. Should the key be permanently lost, the lock will be changed and a new key will be issued.

**SAFETY AWARENESS AND EDUCATIONAL PROGRAMS**

Education of the campus community is of the utmost importance and is stressed through several institutional committees and departmental operations. Police officer interaction provides ongoing awareness and education. Through these efforts, the following activities of crime prevention are carried out:

- **Escort Program** – Faculty/staff members, students, or guest may request a walking escort to and from campus buildings and parking lots.

- **Campus Emergency Phone System** – An emergency phone with an attached blue light allows any person direct police access by pressing the call button on the phone poles located throughout the campus. The blue light signals the locations of the person for easy identification. The campus map containing the emergency phone locations can be accessed at [http://www.uno.edu/upd](http://www.uno.edu/upd).

- **Student Orientation Programs** – At the beginning of school semesters, safety educational programs are held at orientation programs for such groups as: international students, housing students, and new and transfer students.

The UNO Police Department periodically holds RAD (Rape Aggression Defense) classes during the school semesters. The Rape Aggression Defense System is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course
for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on the basics of hands-on defense training. RAD is not a Martial Arts program. Our courses are taught by certified RAD Instructors and provide you with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth. For more information and scheduling contact any of the following UNO Police Department certified trainers at (504) 280-6371.

**HOW TO PARK SMART ON CAMPUS**

Make sure you have a current parking decal. Parking regulations on this campus require every student, faculty and staff to have a current decal permanently affixed to their car. The University of New Orleans is a 24 hour/7 day a week campus. All parking regulations must be followed around the clock. You must have a valid parking decal, even if you only take classes on campus in the evenings or on the weekends. Temporary decals are available 24 hours-a-day from University Police. That means you may obtain a temporary parking decal if your car with the permanent decal is in the shop and you are using another car in the meantime. The temporary decal is only available to faculty, staff, and students whose vehicle is currently registered with the UNO Police Department and has a valid parking decal.

The regulations are printed by University Police for your benefit. Please read over them. A printed copy is available at the UNO Police Department Office and online at [www.uno.edu/upd/ParkingServices](http://www.uno.edu/upd/ParkingServices).

Persons who live on campus and who have a vehicle on campus MUST obtain and affix to the vehicle a free residential decal. If you park anywhere outside of your designated residential parking lot on campus you MUST purchase a regular student decal or risk ticketing.

Student decals are valid only for one academic year, August to August.

**STUDENT PARKING IS LIMITED TO WHITE LINED SPACES ON WEEKDAYS.** Faculty/Staff parking spaces are designated by YELLOW lines. After 5:00 p.m., but before 6:00 a.m., and on weekends, students can park in these yellow spaces.

You cannot pull through or back into a parking space. Your parking decal must be facing to the outer lane of traffic so that University Police can verify that vehicle is authorized to be on campus. **University Police will place a boot on your vehicle if you have 3 or more outstanding (unpaid) tickets.**

Loading zones/service areas can only be used with prior authorization from University Police. You will be ticketed without this authorization.
We do need all of the designated persons with disabilities parking spaces on campus. Do not park in these spaces unless you have proper authorization from the State and through University Police.

There is a small “grace period” at the beginning of each semester for parking without a current/valid decal in student spaces (white) only. Students have about a week to get their decal after the semester begins. University Police will issue tickets for all other violations of the regulations during this “grace period”.

Parking – What Students Should Know

The University of New Orleans Police Department’s mission is to protect and serve the UNO Community, but this department also regulates parking. All vehicles parked on campus require a UNO parking decal. If you do not have a parking decal or decide not to purchase a decal, you can utilize the pay lots at $3.00/day or park off street on Elysian Fields and Leon C. Simon. The two pay lots are located as follows: on the east side of the University Center on Alumni Drive and on the west side of the Earl K. Long Library on Founders Road. This department will begin issuing decals for the new academic school year during fall registration in August. During fall registration, students will be allowed to park in the white lined spaces in the general parking lots. Citations for unregistered vehicles will not be issued during the two weeks of registration in the white lined parking spaces. Remember to read and familiarize yourself with the Parking & Traffic Rules and Regulations Booklet. Parking rules and regulations are enforced 24 hours/day, 7 days/week.

Residential Parking Decals

Pontchartrain Hall and Laffite Village

There are several types of parking permits issued through our department. Residential parking decals for Pontchartrain Hall and Laffite Village are issued free - no cost to residents. Pontchartrain Hall and Laffite Village decals expire per semester, so residents must renew each semester. Residential parking is restricted to certain areas. Residents of Pontchartrain Hall and Laffite Village must park within their respective Residential Parking Area. Remember, residential parking is restricted and anyone found parking outside their restricted parking area will be subject to receive a citation for violating the Parking & Traffic Rules and Regulations. To park on campus, residents must purchase a regular student parking decal.

Privateer Place Apartments

Residents of Privateer Place must obtain a parking decal from the Privateer Place Management office. If Privateer Place residents wish to park on campus outside of their designated residential parking area, they must obtain a regular UNO parking decal.
Student Parking Decals

Student parking decal fees vary per semester. Fall semester initial fee $100.00, all additional decals $50.00. Spring semester initial fee $85.00, all additional decals $43.00. Summer semester initial fee $60.00, all additional decals $30.00. All student decals for the new academic school year are valid from August 15th of one year to August 15th of the next year. Therefore, all decals expire at the same time regardless of the date it is issued. So, if you purchase a decal in the Fall there is no need to purchase one for the Spring unless you’re getting an additional decal for a second vehicle. Student parking decals allow students to park in white lined spaces only in the general parking lots which are shared lots for students, faculty and staff. Students may park in yellow lined spaces after 5:00 PM with a current student parking decal for that academic school year. Faculty/Staff Only parking lots are clearly marked with signs at the entrance of these lots. Remember, student parking is white lined parking spaces and the parking rules and regulations are enforced 24 hours/day, 7 days/week.

**Special Note:** Student parking decals are required by all students driving vehicles on campus - no exceptions unless you plan to park in the pay parking lots for $3.00/day.

How To Obtain a Parking Decal

To obtain a residential or student parking decals, students must have a valid driver’s license, a valid vehicle registration and login to WebSTAR and complete the online decal application. The decal fee can be paid at the Bursar’s Counter or on-line when completing the decal application process. To be issued a student decal, the student must be registered for classes, half of the fees must be paid, and have payment receipt for parking decal(s). Once all information has been verified by University Police, decal(s) will be issued. Finally, registration of your vehicle is not complete until you affix your decal to your car. All decal(s), faculty/staff, residential and student, must be placed on the outside of the rear window on the lower left side. For additional information please contact University Police Parking & Traffic Section at 280-6047.

**ALCOHOL AND DRUG POLICY**

The University of New Orleans is committed to maintaining a safe, healthy and productive environment that supports its educational mission. The use of alcohol and illegal controlled substances by its students, University personnel, and their guests may interfere with the accomplishment of this mission. More specifically, the abuse of alcohol and drugs (1) negatively impacts the life and well-being of the campus community at large; (2) interferes with student learning, development, and retention; (3) may interfere with employee job performance; and (4) negatively affects the image of the University.

The University therefore seeks to create a social environment that enhances learning, the following will be upheld: (1) abstinence, as an option, is always supported and should never be discouraged; (2) although moderate and legal alcohol use may be permitted in accordance
with state and local laws and ordinances, and the Drug Free Schools and Communities Act, the consumption of alcohol is never encouraged; (3) abusive consumption of alcohol is always discouraged; and (4) participation in illegal behaviors involving alcohol and drugs will not be tolerated.

The University recognizes its responsibility to educate the campus community about problems associated with drug and alcohol use. In a variety of settings, numerous prevention and education programs will be offered on a regularly scheduled basis. The University recognizes that substance abuse poses specific and serious threats to its mission as an institution of higher education. The appropriate and legal use of drugs or alcohol is a right and privilege, but the inappropriate or illegal use of drugs or alcohol is not.

It shall be the responsibility of each individual member of the campus community who is engaged in activities where alcohol is involved to be familiar with this policy as well as state and local laws regarding the sale, possession, and consumption of alcohol. The enforcement of community standards is a shared responsibility among community members.

**Alcohol Policy**

The serving, possessing, and consuming of alcoholic beverages on the campus of UNO may be done only in accordance with the provisions of the state and local laws and ordinances, and applicable University regulations. The following University policies shall apply:

1. No alcoholic beverages may be possessed, distributed, served, or consumed on campus by persons under the age of 21.
2. In campus residences, alcohol may be possessed/consumed by persons at least 21 years of age only in private rooms/apartments. Alcohol in not permitted in the lobby and public areas unless an Alcohol Event Authorization Permit has been granted.
3. In all other cases, persons age 21 or older may possess and consume alcohol on campus only when the following conditions are met:
   a. when the alcohol is served by a University Authorized Vendor/Server; and
   b. when alcoholic beverages are served and consumed at a University approved site or at an event granted with an Alcohol Event Authorization Permit.
4. The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior. To that end:
   a. It is prohibited to encourage behavior/activity where there is explicit or implicit pressure or an expectation for anyone to consume alcohol, or where there is no diversion from drinking alcohol, or where lewd, abusive or sexually degrading behavior occurs in conjunction with alcohol consumption.
   b. Activities or events which encourage rapid drinking, drinking games, or drunkenness are prohibited.
   c. Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.
5. Persons representing UNO off-campus or who reasonably could be construed as doing so (e.g., at conferences, seminars, competitions, performances, other activities/events) must behave legally and responsibility regarding the use of alcohol,
abiding by the laws and policies of the states and/or institutions where they are visiting.

6. The University cannot take responsibility for monitoring the off-campus environment. The University does, however, expect that all members of its campus community involved in off-campus events where alcohol is present take it upon themselves to use this policy as a guide in planning and conducting their events. Student Organizations are expected to be in compliance with their national guidelines and risk management policies. The University may take action against individuals who engage in off-campus consumption of alcohol when it has negatively impacted or threatened to negatively impact the University mission or activities or the health, safety, or welfare of the University community.

7. Tailgating is allowed on campus before and after the game in a manner and in areas deemed acceptable by the University.

Registered Student Organizations Events

In addition to the above policy, the following regulations will govern on-campus student organization events at which alcohol will be present.

1. The president and leaders of the student organization requesting an alcohol event must attend the Alcohol Policy Training and must be present at the event. All organization officers and the advisor are strongly encouraged to attend the training.
2. Advisors must be present for the duration of the event when alcohol is served.
3. Organizations must provide five non-drinking monitors for the event. The Dean of Student Affairs (or her designee) may require more non-drinking monitors if deemed necessary. The organization president and other designated officers must be non-drinking monitors.
4. Alcohol may not be purchased with University funds.
5. A reasonable portion of the budget for the event shall be designated for the purchase of food items. Soft drinks and other non-alcoholic beverages must be available and featured as prominently as the alcoholic beverages.
6. The cost of alcoholic beverages may not be included in the cost of admission ticket or cover charge.
7. Alcohol should not be used as an incentive to participate in a campus event. Advertisement for a party may mention alcohol only in the following manner: "Cash bar available". The advertisement shall mention the availability of food and non-alcoholic beverages as prominently as the alcohol.
8. Alcoholic beverages may not be furnished as an award/prize.
9. Open parties (those with unrestricted access by non-organizational members, without a specific invitation) shall be prohibited. An exemption to this will be the University-produced entertainment or social events sponsored by the student programming board and tailgating.

Sale, Possession, and Consumption of Alcohol

1. Student Organizations may not accept donations of alcoholic beverages.
2. Alcoholic beverages must be served by an Authorized Third Party Vendor.

3. Organizations must use University Dining Services as the Authorized Third Party Vendor for on-campus events on the main campus.

4. Organizations may use servers at the UNO Lakefront Arena if their organizational event is authorized for facilities located at the Lakefront Arena.

5. All alcohol will be stored and legally dispensed in the designated area within the approved site. The supply of alcohol must not be accessible to anyone except the authorized servers.

6. Alcohol must be consumed within the area in which it is served.

7. No opened containers of alcoholic beverages shall be sold.

8. Intoxicated persons shall not be admitted or served.

9. The sale or serving of alcoholic beverages will end no later than one half hour prior to the scheduled end of the event.

Police Officer Presence

Organizations hosting events with alcohol being consumed must arrange to have police officers with the UNO Police Department to be present for the duration of the event, including 30 minutes before the starting of the event and 30 minutes following the event. UNO PD requires at least two weeks advance notice. Outside security companies may only be used with the permission of UNO PD. The University reserves the right to determine the number of officers and other security measures required for the activity. Organizations that fail to arrange security through UNO PD, or fail to arrange payment for security in a timely manner are subject to University sanctions, including the loss of campus privileges.

Drug Policy

Manufacture, Sale, Distribution, Possession, and Use

The University of New Orleans prohibits the unlawful manufacture, sale, distribution, possession, or use of illegal drugs or controlled substances by University students, faculty, and staff on University owned or controlled property or at University events as set forth by this policy, the Student Code of Conduct, current personnel policies and procedures, and Louisiana Law. The university also prohibits the non-prescribed use of anabolic steroids as set forth and defined by Louisiana Law, Law as it applies to this section of the policy refers to Louisiana R.S. 40:961 through R.S. 40:1034. The range of penalties for violations of Louisiana Law cited above is fines from $500.00 to $15,000 and up to life imprisonment without parole depending on the drug involved and nature of the violation.

Violations of the Alcohol and Drug Policies

Sanctions

1. Students are governed by the university’s Code of Student Conduct and by all other policies that outline student rights and responsibilities.
2. Violations of the Code of Student Conduct and other policies specific to alcohol and other illegal controlled substances include unlawful possession, use, manufacture, sale or distribution.

3. Illegal possession, use, manufacture, sale or distribution of alcohol or illegal controlled substances may result in disciplinary action by the university. The university may proceed against and sanction a person for the Student Code of Conduct violations independent of any prosecution for violation of city, state or federal laws.

4. Students who have violated local alcohol ordinances, city and/or state alcohol laws, and federal illegal controlled substance laws are also subject to being prosecuted by the appropriate criminal justice system.

5. As a condition of certain types of financial aid (e.g., Pell Grant) students must certify that they "... will not engage in the unlawful manufacture, distribution, dispensation, or use of a controlled substance..." during the period of the grant. Any student found in violation of this drug policy jeopardizes their ability to receive financial aid for which they might otherwise be eligible.

UNO COMMUNITY SAFETY

Here are some suggestions to keep you safe while on campus at UNO:

- When working late, make sure doors are locked.
- Avoid using stairs in remote areas of the building.
- Never prop doors open.
- Keep belongings in an area that can be locked up, such as a desk or cabinet.
- Do not hold doors open for strangers when the building is closed for the evening.
- Let others know where you are when working late.
- Use the Safe Escort Services provided by the University Police to walk you to your vehicle.
- Think of the “what ifs” and have a plan in mind.
- Do not be distracted while walking or jogging.
- Office personnel should have a plan in place for emergencies such as angry or volatile persons or domestic violation situations.
- Always roll your windows up and lock your car.
- Don’t leave valuables in plain view. Items left in the open attract thieves. Store them in the trunk if necessary.
- Engrave expensive accessories, such as car stereos and speaker systems, with your driver’s license number. This aids the police in tracing the stolen items.
- Never leave your vehicle running and unattended.
- Install an antitheft device that is highly visible, hard to defeat and renders the car inoperable.
- Drop a business card or address label in the map pockets of your doors.
- Don't hide a spare key.
- Don’t leave important papers such a bank statements, credit card statements, and other important documents in your car.
• Photocopy your registration and insurance information and keep it in a safe place other your vehicle.

• Most importantly, be crime wise. Think of what you can do to protect your belongings ahead of time before you become a victim. Don’t become complacent.

• If you find your car has been burglarized, contact the UNO Police Department immediately and try not to touch the vehicle. The more you touch your vehicle, the more you contaminate the crime scene.

If you are confronted by an armed robber:

• Do not resist.
• Look at the robber but do not stare. This will enable you to provide a description to the police later.
• Assure the robber you are complying with his or her demands.
• Move slowly – avoid quick movements.
• Carry only as much cash and credit cards as you will need for the occasion.
• Take a cab to move about the city or travel in groups.
• Report any incidents to the University Police Department or if off campus to the local law enforcement authorities.

If you live in a residence hall or apartment, remember:

• Always lock your door when taking a nap, shower, retiring for the evening, or leaving your residence.
• Never hold or prop open the door to the residence hall or apartment.
• Secure valuables when leaving your residence.

Protecting yourself against sexual assault:

• If you are being victimized by a person who is attempting to sexually assault you, take the following steps to stop the assault from progressing. Remember that the goal is survival.
• Stall for time. Figure out your options. Each situation is different. Decide if you will fight, try to talk your way out of the assault, scream, or, if necessary for your survival, submit.
• If you fight, hit hard and fast. Target the eyes and groin.
• Try to dissuade the attacker from continuing. Tell him you have a sexually transmitted disease, tell him you are menstruating, urinate, vomit, or do anything to discourage the attacker.

Protecting yourself against stalking:

• In recent years society has become more aware of the dangers of stalking. Stalking, under Louisiana law, is repeated harassment that could or does cause the victim to feel intimidated, threatened, or frightened. While it is difficult to prevent stalking from occurring, you can take steps to prevent it from continuing.
If you are a victim of stalking, report this to Campus Police or local police department, even if you do not know if you will be filing charges.

Gather information to help your case, such as taped recordings of threatening phone calls, license plate state and number, description of vehicle, the suspect’s description, and a detailed listing of any contacts the stalker makes with you.

Follow up in court. Take out an anti-stalking order at your local circuit court, and/or file a civil lawsuit against the stalker for damages resulting from the stalker's behavior.

If the stalking continues after the anti-stalking order has been sent, contact the police. No method of crime prevention is guaranteed to work 100% of the time. However, in taking these steps, you are removing the opportunity from would be criminals, and you will be less likely to be victimized. Be smart. Learn these steps, and make them a habit in your life.

**Protect yourself from Date Rape Drugs**

Never leave your drink unattended. Date rape drugs can be slipped into any type of drink and they are odorless.

- Do not accept drinks from strangers.
- Watch bartenders pour your drink.
- Attend parties and bars with friends who will be with you throughout the evening.
- Have a designated driver arranged before going out to a party. The designated driver doesn’t consume any alcohol or illegal substances.
- If you think your drink has been tampered with, seek medical attention right away and request the hospital conduct a toxicology test.

**SEXUAL OFFENDER REGISTRATION POLICY**

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law which was revised on October 28, 2008, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, working or volunteering on campus. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders.

The Louisiana State Police Sexual Offender website, [www.lsp.org/socpr/default.html](http://www.lsp.org/socpr/default.html) is the location which contains all individuals who have been convicted of a sex crime and are required by law to register with the State of Louisiana.
RESOURCES AVAILABLE TO CRIME VICTIMS

The Impact of Crime

After being victimized, most people experience a range of emotions including shock, disbelief, anger, self-blame, and fear. It is important for you to know that what happened was not your fault and help is available. It is important for you to know what resources are available here at the University of New Orleans and in the Metro Area.

The University of New Orleans makes available a brochure to assist crime victims with information concerning available resources. The brochure can be accessed at www.uno.edu/upd/CrimeVictimResources.

Louisiana’s Crime Victim Bill of Rights

As a victim or designated family member of a victim, you may have the right of notification of certain proceedings in the criminal justice system that may affect you. For this registration you must file a Victim Notice and Registration Form with the arresting law enforcement agency, online, the clerk of court or the prosecuting agency that has jurisdiction over the case. You can register to receive an automated notification when the arrestee/offender is released from custody, and other vital information, by contacting the Louisiana Automated Victim Notification System (LAVNS) toll free at 1-866-528-6748 or WWW.LAVNS.ORG. LAVNS is an anonymous, free service. By registering as a victim, you are also entitled to do a Victim Impact Statement. For you to have these Statutory Rights, the defendant must be charged with any homicide, felony crime of violence, vehicular negligent injuring, first-degree vehicular negligent injuring, sexual offense, or an attempt thereof.

Crime Victims Bill of Rights

- The right to reasonable notice and to be present and heard during all critical stages of pre-conviction and post-conviction proceedings.
- The right to be informed upon the release from custody or the escape of the accused or the offender.
- The right to confer with the prosecution prior to final disposition of the case.
- The right to refuse to be interviewed by the accused or a representative of the accused.
- The right to review and comment upon the pre-sentence report prior to imposition of sentencing.
- The right to seek restitution.
- The right to a reasonably prompt conclusion to the case.

As a witness you have many of the same rights given to the victim. For example, the witness has a right to advance notification concerning judicial proceedings and to be provided a secure waiting area during court proceedings, which does not require close proximity to
defendants and their family or friends. A crime victim/witness coordinator, located within
the Attorney General’s Criminal Division, assists those who have a case pending. If you
have been a victim or a witness of a crime and need assistance, contact the Louisiana
Department of Justice Criminal Division:

1885 North 3rd St.
Baton Rouge, LA 70802
MAIL: P.O. Box 94005
Baton Rouge, LA 70804
PHONE: 225-326-6200
FAX: 225-326-6297
Email: CriminalInfo@ag.state.la.us

Support and Resources

UNO Resources

UNO Student Affairs (504) 280-6222
UNO Counseling (504) 280-6683
UNO Women’s Center (504) 280-7285

UNO Office of Student Accountability and Advocacy (504) 280-6222

UNO Office of Disability Services (504) 280-6222

UNO Police Department (504) 280-6666

Off-Campus Resources

New Orleans Police Department 911 (for emergencies)
Jefferson Parish Sheriff’s Office (504) 363-5500

24 hour Drug Helpline (504) 486-9690
National Sexual Assault Hotline 800-656-HOPE

Crescent House (504) 837-7481
Alcoholics Anonymous (504) 838-3399

Metropolitan Center for Women and Children (504) 837-5400

Bureau of Alcohol, Tobacco, Firearms, and Explosives 800- 800-3855
Crisis Intervention Hotline  
(504) 269-6273

Louisiana Domestic Violence Hotline  
1-800-411-1333

Rape Crisis Counseling Line  
(504) 837-5400

National Suicide Prevention Hotline  
1-800-273-8255

Louisiana State Police  
(504) 471-2775 or (504) 589-6261

U.S. Coast Guard  
(504) 589-6261

U.S. Drug Enforcement Administration  
(504) 840-1100

U.S. Secret Service  
(504) 589-4041

U.S. Postal Inspector  
(504) 589-1200

Louisiana Foundation Against Sexual Assault  
Phone: (985) 345-5995
Fax: (985) 345-5592
Toll Free: (888) 995-7273

PREPARING FOR A HURRICANE

Hurricane Season occurs from June 1 through November 30 each year. Please develop a personal hurricane emergency preparedness and evacuation plan. The University has a comprehensive Hurricane Preparedness Plan which can be obtained by visiting: www.uno.edu and entering “Hurricane Plan” in the search box.

To ensure the safety of UNO students, faculty, and staff, the University of New Orleans has developed extensive emergency plans, which are recommended as general guidelines for students, faculty, and staff, in the event of a storm and/or other emergencies. The university's primary concern is the safety, health, and well-being of UNO community members. All decisions reflect this ethic.

To access the below listed Emergency Plans visit: www.uno.edu and enter “Emergency Plans” in the search box:

- AP 48.02 UNO Disaster Emergency Plans
- Building Coordinator Hurricane Checklist
- Campus Evacuation Plan
- Communications Plan
- Department Head Hurricane Checklist
- Extreme Conditions Response Plan
- Facility Services Building & Grounds Emergency Plan
- Hurricane Plan
- Shelter In Place
- University Services Resumption Plan

During a time of emergency, please monitor the UNO and Student Housing websites www.uno.edu and http://housing.uno.edu for university updates.
When a hurricane shows signs of intensifying to a catastrophic level, students will be advised to begin researching available air, train, and bus schedules and fares if they are not evacuating by car.

If students are unable to evacuate on their own, limited bus transportation will be available to evacuate those resident students (disabled students, international students, students residing off campus) unable to evacuate on their own. UNO will be capable of evacuating only a limited number of students. These students may bring only minimal personal belongings (toiletries, towel, medications, and a single change of clothing) that they are able to hold on their laps. NO SUITCASES will be allowed. All personal belongings must be contained in a book bag or small duffel/gym bag.

Students evacuated by bus will be transported to a shelter out of the immediate danger zone. At this evacuation site, students can expect to share an open gym floor without cots in a non-air conditioned building with extremely limited resources. Working bathrooms will be available but could become disabled. Occupants must abide by fixed rules to ensure order. Roads may become impassable due to flooding. Depending on storm damage, these conditions can last for several days or longer. Activation of the Evacuation Plan signals imminent weather related danger.

**Aftermath Plans**

**If the University is deemed safe:**

1. At the shelter, the Plan Coordinator, through the UNOPD representative, will announce return departure time and designated loading area. (Students will not be allowed to return to campus until the Student Housing units are ready for occupancy.)
2. Upon arrival on campus, those who sought shelter will be released from Administrative Instructions orders and shall be released under their own recognizance. Students are reminded to contact their parents/family.
3. Plan Coordinator shall release HEIT members from duty.
4. Plan Coordinator will announce the official end of the emergency.

**If the University is deemed unsafe:**

1. Students and emergency personnel shall make their way to the nearest airport, train, or bus station so that they may make appropriate arrangements for travel. All expenses incurred shall be the individual's responsibility.
2. The University will activate its University Services Resumption Plan. For further details visit: [www.uno.edu](http://www.uno.edu) and enter “Resumption Plan” in the search box for the full written plan.
COMMUNITY LIVING

- **Firearms** – Firearms and other weapons, or any object that can be construed as a weapon are not allowed on the property. You must comply with all federal, state, local, and University laws and regulations pertaining to all weapons including, without limitation, explosives, bows and arrows, illegal knives, martial arts weapons, air rifles, and BB guns.

- **Alcohol** – Possession or consumption of alcohol beverages must be in compliance with local, state, and federal laws, and with the rules and regulations of the University. If you are under 21 years of age, you may not consume or possess alcohol. Alcohol and its containers may not be consumed or displayed in public areas, including balconies, windows, patios, and walkways. Kegs of any type and other common source alcohol containers are not allowed. The management will dispose of any alcohol remaining in containers of this type found on the premises. Alcohol-related conduct that ignores the rights of others to a quiet, orderly living environment is not acceptable. Alcohol bottle collections may not be displayed in common living areas such as kitchens, living rooms, bathrooms, and are not allowed displayed in windows.

- **Drugs and Illegal Substances** – Use, possession, and/or distribution of drugs, and/or illegal substances is strictly prohibited and will result in eviction and referral to law enforcement agencies and the University judicial officer. This includes possession of any drug paraphernalia, or any object that can be construed as drug paraphernalia. Privateer Place Apartments is a Drug Free Community. For more information about Privateer Place Apartments visit [www.privateerplaceuno.com](http://www.privateerplaceuno.com).

**Pontchartrain Hall Safety**

Pontchartrain Hall is a state of the art residence hall located on the main campus of the University of New Orleans. This residence facility consists of two separate and complete residence halls, Pontchartrain Hall North and Pontchartrain Hall South. They are located adjacent to each other on the corner of Milneburg Street and Leon C. Simon Boulevard.

Safety in and around Pontchartrain is first and foremost. The UNO Police Department provides 24 hour patrols around both Pontchartrain Hall North and South. There is also a state of the art surveillance system covering the common areas within the hall as well as the exterior and parking areas.

**Emergencies**

In the event of an emergency, please call University Police at ext. 36666, North Hall front desk at ext. 37777 or South Hall front desk at ext. 37739. The front desk will report facility and mechanical problems, and if necessary, contact the RA on duty, the Residence Hall Manager or the Director of Student Housing.
General Safety

UNO Student Housing and the UNO Police Department want all residents to remain safe when they are both on and off campus. The Housing Office works closely with both the UNO Environmental Health and Safety Office and the UNO Police Department regarding training programs for staff, safety inspections, fire drills, incident investigation and educational programming for residents.

The following situations may indicate criminal activity and should be reported to your Residence Hall Staff and University Police:

- A scream or call for help
- A strange, unescorted person on your floor
- A broken window
- Seeing someone you do not know or recognize:
  - Entering your neighbor’s room
  - Entering an office with no apparent business to transact
  - Loitering in a parking lot, near your residence hall, or work area
  - Carrying two bicycles
  - Trying to break or pry open a car window

Privateer Place Apartments Safety

Privateer Place Apartments is a unique residential community for students, faculty, staff, and affiliates of the University of New Orleans located on the north side of the campus. The Privateer Place property management personnel are committed to ensuring the residents of Privateer Place, who are mostly students of UNO, are safe while they are here on campus. One of the security features at Privateer Place is the eight-foot perimeter fencing surrounding the complex. There is only one entrance to the complex which requires an access card for the front gate for added security. The University Police Department provides police services to Privateer Place and are available on a 24-hours/7 days a week basis. The Management believes in the effectiveness of neighbors looking out for each other and encourage residents to get to know their neighbors. It is the responsibility of the residents to promptly report any incident of a criminal nature to the University Police Department at 280-6666 and to the complex office. Whenever possible furnish a detailed description of the offender, date and time, make and color of vehicle, license plate number, etc.

Personal Security – While Inside Your Apartment:

- Lock your doors and windows, even while you’re inside.
- Use the deadbolt locks on the doors while you’re inside.
- When answering the door, see who is there by looking through a window or peephole. If you don’t know the person, first talk with him or her without opening the door. Don’t open the door if you have any doubts.
• Don’t put your name, address, or phone number on your key ring.
• If you’re concerned because you’ve lost your key or because someone you distrusted has a key, ask the Apartment Management to rekey the locks. You have a statutory right to have that done. There will be a charge to rekeying the lock.
• Dial 280-6666 to contact the UNO Police Department for emergencies. Keep phone numbers handy for the police, fire, and EMS. If an emergency arises call the appropriate governmental authorities first and then the leasing office.
• Check your smoke detector monthly for dead batteries or malfunctions.
• Check your door locks, window latches, and other security devices regularly to be sure they are working properly.
• Immediately report the following to the leasing office:
  • Any need of repairs of locks, latches, doors, windows, and smoke detectors;
  • Any malfunction of other safety devices outside your dwelling, such as broken gate locks, burned out lights in stairwells and parking lots, blocked passages, broken railings, etc.
• Close curtains, blinds, and window shades.
• Mark or engrave identification on valuable personal property.

Personal Security – While Outside Your Apartment:

• Lock your doors while you’re gone. If you have them, lock your door handle lock, keyed deadbolt lock, sliding door pin, sliding door handle latch, and sliding door security bar.
• Leave a radio or TV playing softly while you’re gone.
• Close and latch your windows while you’re gone, particularly when you’re gone for an extended period.
• Tell your roommate where you’re going and when you’ll be back.
• Don’t walk alone at night.
• Don’t hide a key under the doormat or a nearby flower pot. These are the first places a burglar will look.
• Don’t give entry codes or electronic gate cards to anyone.
• Use lamp timers when you go out for the evening or go away for an extended period of time.
• Let the leasing office, the UNO Police Department, or a friend know you’ll be gone for an extended period.
• Carry your door key in your hand, whether it is daylight or dark, when walking to your entry door. You are more vulnerable when you are looking for your keys at the door.

Personal Security – While Using Your Car:

• Lock your car doors while driving. Lock your car doors and roll up the windows when leaving your car parked.
• Don’t leave exposed items in your car, such as wrapped packages, briefcases, or purses.
- Don’t leave your keys in the car.
- Carry your key ring in your hand while walking to your car, whether it is daylight or dark, and whether you are at home, school, work, or elsewhere.
- Try to park your car in an off-street parking area rather than on the street. If you park on the street, park near a street light.
- Check the backseat before getting into your car.
- Don’t stop at gas stations or automatic teller machines at night, or anytime when you suspect danger.

**WEAPONS ON CAMPUS**

The University of New Orleans, as part of the University of Louisiana System, is designated as a “Firearm-Free Zone” as defined in Louisiana Law Revised Statute 14:95.6, which states “a firearm-free zone is an area inclusive of any school campus and within one thousand feet of any such campus, and within a school bus. According to Louisiana Law Revised Statute 14:95.2, the definition of a “school” is any elementary, secondary, high school, vocational-technical school, college, or university in this state.

Therefore, pursuant to Louisiana Law Revised Statute 14:95.2(A) carrying a firearm or dangerous weapon by a student or non-student on school property, at a school sponsored function or affiliated function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one’s person, at any time while on a school campus, on school transportation, or at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.

A firearm is defined as any pistol, revolver, rifle, shotgun, machine gun, submachine gun, or assault rifle, which is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

A dangerous weapon is defined as any gas, liquid or other substance or instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm.

Any person who wishes to possess a firearm sanctioned by state law and university policies while on school property, school transportation, or at any school sponsored or affiliated function, must first register such weapon with the UNO Police Department before bringing the firearm on school property, school transportation, or to any school sponsored or affiliated function.

Violators of the “Weapons on Campus Policy” shall be subject to criminal charges. Additionally, students found in violation shall be subject to judicial discipline through the Office of Student Accountability and Advocacy. Possession of a firearm, when in violation of state laws, University of Louisiana System policy, or UNO policy, shall be grounds for dismissal from the University.
UNIVERSITY ALERT SYSTEM

Shelter in Place

A Shelter in Place incident is a potentially threatening situation on campus that may involve disasters such as chemical or biological attacks or leaks, natural disasters such as tornados or attacks with weapons.

Below are the steps that faculty, staff and students should follow if an incident such as this should occur on the UNO main campus.

A 3 minute siren sound means “take shelter”; a 15 second sound means “all clear.”

Active Shooter

1. Warning Siren:
   a. When you hear the official shelter-in-place warning siren, you should:
   b. Direct any non-threatening individuals into your area; Lock or barricade your area door and windows, if possible;
   c. If you are outside on campus, exit the campus. Entering a building is dangerous as the shooter may be in the building.

2. Text Message:
   If you hear the siren and you are registered for the University’s text messaging service http://ucc.uno.edu/notification, you should:
   a. Check your text messaging service immediately; silence the ringer on your mobile device;
   b. You will receive a text message indicating the nature of the emergency and what steps to take to protect yourself.

3. Email Message:
   An email message will be sent to all UNO email addresses indicating the nature of the emergency and what steps to take to protect yourself.

4. Move Away from Doors & Windows:
   a. Direct others in your area to move away from doors and windows and stay silent;
   b. Do not open your door for any reason;
   c. Building Coordinators and University Police will have keys to open doors.
5. **Cover Windows/Turn Off Lights:**
   a. Cover area windows/close blinds (if possible);
   b. Turn off lights.

6. **If you hear Gunfire:**
   a. Lie flat on the floor and direct those around you to do the same;
   b. Remind everyone to stay silent and silence their ringer on their mobile devices.

7. **Take Roll of Those Present:**
   a. Someone should take roll of everyone present and provide this information to police.

8. **Stay Where You Are:**
   a. Until the all clear siren is sounded, an all clear email is received or an all clear text message is received;
   b. Until you are given face-to-face instructions by University Police or a University administrator that the emergency is over.

9. **Do NOT Call the University Police:**
   a. Once the siren has sounded, University Police are aware of the emergency;
   b. Only call University Police if you have a life-threatening emergency or an immediate dangerous situation to report.

For more information visit:  
[www.uno.edu/upd](http://www.uno.edu/upd) and click the *University Alert System* link.

**MISSING RESIDENTIAL STUDENT POLICY**

It is the policy of the University of New Orleans to treat all reports of missing students as serious incidents and to investigate such reports completely. The University of New Orleans Police Department will thoroughly investigate all reports of missing students, treating every report as one where the person reported missing may be at risk until significant information to the contrary is confirmed.

The University encourages timely reporting of missing students to the proper law enforcement agency by all members of the UNO community, to assist in locating students who are reported missing, and to comply with federal law as stated in the Missing Person Procedures of the Higher Education Opportunity Act 488(3) HEA section 485U1.
Reporting Missing Students

A student may be considered to be missing if the student's absence is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence.

Such circumstances could include, but are not limited to:

1. absence from multiple classes;
2. indicators that a student may be a victim of foul play;
3. expressed suicidal thoughts;
4. indicators of drug dependency;
5. indicators that the student may be in a life threatening situation or has been with persons who may endanger his or her welfare.

The UNO Police Department suggests to all members of the UNO community that if there is a possibility that a student is missing, consult the University Police as soon as possible, by calling 280-6666.

Any university employee who receives information indicating that a student may be missing must report this information to the University Police immediately whether the student is a resident or non-resident student.

Any student, who believes that another student is missing, is encouraged to notify the University Police as soon as possible.

University Police will investigate all incidents of reported missing students and will exhaust all leads to locate resident students (those who live in on-campus facilities). Once an investigation has been initiated regarding a missing resident student, the UNO Police Department will notify the New Orleans Police Department within 24 hours, unless the N.O.P.D. was the law enforcement agency which initiated the investigation. In situations where the student is a non-resident (resides off campus), the University Police will help notify the proper law enforcement agency in the jurisdiction where the student resides or was last seen and assist with the investigation. This notification will be done within 24 hours of receiving a credible report. Nothing in this policy requires the University Police to wait 24 hours before reporting to the law enforcement agency with jurisdiction.

Upon receiving a report of a missing student, and conducting a preliminary check of the student's room and other areas on campus the student may frequent, University Police will notify the Executive Assistant to the President and the Dean of Student Affairs.

Emergency Contact Information

At the beginning of each academic semester, all students residing in on-campus housing will be notified of the following:
1. The student will have the opportunity to identify a contact person or persons whom
   will be notified within 24 hours of the determination by law enforcement that the
   student is missing;

2. This contact information will be confidential and will be accessible only to
   authorized university officials and it will not be disclosed except to law enforcement
   personnel involved in a missing persons investigation;

3. For students who are 18 years of age or older, this notification to the designated
   emergency contact person will be made within but no later than 24 hours after the
   student is determined to be missing.
   a. If any student, who is above the age of 18 or is an emancipated minor, the
      local law enforcement agency that has jurisdiction will be notified within 24
      hours of the student being determined to be missing.

4. Students who are under 18 years of age and not emancipated, the Division of Student
   Affairs or the UNO Police Department must notify the student's custodial parent or
   guardian within 24 hours of the determination that the student is missing and will
   also notify any of the student's additional designated emergency contact persons.

Procedures for Registering Confidential Contact Information

- Go to the University of New Orleans website at www.uno.edu and click on the
  “Current Students” link on the left side of the page
- Click on the “WebSTAR” link
- On “WebSTAR” logon page, click “Students” link
- Enter your student “User ID” and “Password”
- This will bring you to the Student Self Services page
- Click on the “Personal Information” link
- Under Contact Information, click on the “Emergency Contacts” link
- On the Emergency Contacts List page is a check box which states, “I do not wish to
  provide this information”. If the student does not wish to provide confidential
  contact information, then this box can be clicked on and a check mark will be placed
  in the box. The information will be automatically saved. If the student elects to
  enter confidential contact information, then the student should follow the instruction
  provided to enter the data.

CAMPUS CRIME STATISTICS ACT OR CLERY ACT

Campus Crime Statistics Act or Clery Act

The Jeanne Clery Disclosure of Camus Security Policy and Campus Crime Statistics Act or
Clery Act, requires higher education institutions to give timely warning of crimes that
represent a threat to the safety of students, of employees, and to make public their security
policies. The Clery Act also requires that the crime data is collected, reported, and
disseminated to the campus community.
Clery Act Definitions

“On Campus” is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls. This also includes any building or property that is within or reasonably contiguous to the geographic area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

“Dorms/Residential Facilities” for students on campus is a subset of the “On Campus” category.

“Non Campus” is defined as any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.

“Public Property” is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

“Sex Offenses” – Forcible” is defined as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

“Sex Offenses” – Non Forcible” is defined as incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included for Clery: Incest and Statutory Rape.
Crime Statistics for the past three years:


<table>
<thead>
<tr>
<th>Criminal Offenses – On Campus</th>
<th>2009</th>
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<th>2011</th>
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<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
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<td>d. Sex offenses – Non-forcible (incest and statutory rape only)</td>
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### Criminal Offenses – Public Property

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### Hate Offenses – 2009, 2010, 2011

### Criminal Offenses – On Campus

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### Criminal Offenses – On Campus Residence Halls
(Residence Halls are a subset of On Campus)

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### Criminal Offenses – Non Campus
(includes Jeff Center, Fraternity House)

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### Criminal Offenses – Public Property

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### Arrests – On Campus

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<th></th>
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<td>a. Illegal weapons possession</td>
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### Arrests – On Campus Residence Halls

(Residence Halls are a subset of On Campus)

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### Disciplinary Actions/Judicial Referrals – On Campus

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Additional information relating to campus safety and security concerns is available by contacting the UNO Police Department at (504) 280-6371.

ANNUAL FIRE SAFETY REPORT

Overview

Fire and life safety is of paramount importance within the student housing locations. Your actions could affect the life and property of other students in your community. Please be aware of your actions and observe the Health, Fire and Life Safety policies. To ensure fire safety within the student housing locations, certain appliances and items are prohibited. If you are not sure about an item, please ask your Resident Assistant or submit your question to the UNO Office of Environmental Health and Safety at 280-6670 or email safety@uno.edu.

At the beginning of each semester, the Director of the Office of Environmental Health and Safety meets with the Housing Resident Assistants and provides fire safety education and training. The Resident Assistants then meet with students of their assigned floor and instruct the students on fire safety and the University’s policies regarding fire safety. During Resident Assistant floor meetings, they go over fire safety guidelines and evacuation routes which are posted on each floor. Additionally, the Resident Assistants review the Health, Fire, and Life Safety section of the Residents’ Handbook with the students to ensure they are aware of the items that pose a fire hazard and are not allowed for use in the dorms.

In compliance with federal law, the University of New Orleans is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the UNO Police Department may already be aware. If you find evidence of such a fire or if you hear about a fire, please contact one of the following:

UNO Police Department – (504) 280-6371

Pontchartrain Hall/ Lafitte Village – (504) 280-6402
  North Front Desk – (504) 280-7777
  South Front Desk – (504) 280-7739

Privateer Place – (504) 282-5670

When calling please provide as much information as possible about the location, date, time, and cause of the fire.
On-Campus Student Housing

Students at UNO can choose from dormitory living in Pontchartrain Hall, family student living in Lafitte Village, or private apartment living in Privateer Place.

Pontchartrain Halls, North and South, located at Milneburg Road and St. Anthony Avenue on the UNO Lakefront campus, offer state-of-the-art student housing.

Total occupancy for both halls is 740 in one bedroom/one bath, two bedroom/one bath, and four bedroom/two bath configurations. Common areas with a lobby and seating areas, study, and social areas are designed with student needs and comfort as a focus. Modern laundry facilities are located in both buildings. Pontchartrain North has a game room and a convenience store, and the Pontchartrain South has a fully appointed community kitchen. All units are furnished with Internet and cable service included.

Parking areas are provided around both buildings and across Milneburg Road located directly in the rear of the Human Performance Center. Entrance to both halls requires card access, and video surveillance offers enhanced security.

Lafitte Village is the University of New Orleans’ married and family housing facility. There are 48 one bedroom/one bath and 72 two bedroom/one bath units available. Amenities include all utilities, cable television, internet service (WIFI coming soon!), local telephone service, and a coin-operated laundry on the premises. A barbeque area and children’s playground are located in the courtyard. There is a state of the art security surveillance system in all exterior common and parking areas. The entrances to the facility are controlled by security card access. Lafitte Village had been closed since 2005, due to heavy damage caused by Hurricane Katrina, and recently re-opened August 1, 2012, following a complete renovation.

Privateer Place is a privately owned apartment style facility located on the UNO campus. The two-bedroom and four-bedroom apartments have private bedrooms, private or semi-private bathroom, full kitchen, and living room. They are fully furnished and utilities included. Efficiency units are also available.

Emergency Situations/Fire Alarms

In the event of an emergency, please call the University Police at 504-280-6666, Pontchartrain North Hall front desk at 504-280-7777, or Pontchartrain South Hall front desk at 504-280-7739. The front desk will report facility and mechanical problems, and if necessary contact the Resident Assistant on duty and/or the Residence Hall Manager on duty.

Residents and their guests must evacuate the building and comply with staff instructions any time a fire alarm sounds. Failure to evacuate will result in disciplinary action, including a fine. Tampering with fire and safety equipment or setting off a false alarm is a violation of
State Law and University regulations and will result in University disciplinary action, including fines and removal from the hall and/or possible legal action.

**Daily Fire Log**

The UNO Police Department maintains a written, easily understood daily fire log which records the date occurred, time, location, and the nature of the fire. The fire log is updated daily when incidents occur and can be accessed at [www.uno.edu/upd](http://www.uno.edu/upd) and clicking on the link titled “Fire Log”.

**Appliances**

Only UL approved microwaves (Residential), refrigerators (4.6 cubic ft. max), blenders, grounded coffee makers, fans, irons, popcorn poppers (with self-contained heating coils) and hot pots (with self-contained heating coils and capacity of 3 cups) are allowed in Residence Hall Rooms.

Not allowed are crock-pots, electric woks, George Forman grills, hotplates, rice cookers, space heaters, toasters, toaster ovens, electric skillets or any cooking appliance other than those specifically approved.

By order of the State Fire Marshall, the use of any appliance with open heating coils is prohibited. Students found in violation of policy will be directed to immediately remove the prohibited item and will be subject to disciplinary action.

**Candles and Incense**

Candles and incense are not permitted in student rooms at any time, for decoration or for any other purpose.

**Smoking**

Smoking is not allowed in any of the student housing locations. Smoking is allowed outdoors in designated areas only. There is NO smoking within 25 feet of any campus building doorway.

**Explosives, Fireworks, and Weapons**

Fireworks, chemicals, gasoline, other explosives and any weapons that could inflict bodily harm or result in disturbances of the peace are prohibited in the residence halls and on the University campus. Facsimiles, including water guns and air guns, are also prohibited on campus. The prohibition applies to all persons, students, faculty, staff and campus visitors, and it applies to all areas of the University. Louisiana law states that possession of a firearm, illegal knives, clubs, or prohibited weapons on a college campus is a felony. Any student found in possession of any of these weapons is subject to disciplinary action, removal from the residence hall and/or arrest. Storage or use of chemicals that generate EPA regulated wastes (this includes photography development chemicals) or controlled substances are prohibited in the residence halls.
Fire Alarms and Fire Safety Equipment

Tampering with fire and safety equipment or setting off a false alarm is a violation of State Law and University regulations and will result in University disciplinary action, including fines, removal from the hall and/or possible legal action. Tampering is defined as any action that may damage or interfere with the normal functioning of the fire and life safety system. Tampering includes, but is not limited to, the following:

Disconnecting, intentionally damaging, covering or vandalizing in any way smoke detectors, fire sprinklers, alarm horns, pull stations, fire extinguishers, door closers or exit signs, covering or hanging anything on fire sprinkler heads or pipes is not permitted at any time.

Any malfunction of the safety equipment, including room smoke detectors or fire sprinkler equipment, should be immediately reported to the front desk. The Student Housing Department and the Office of Environmental Health and Safety are committed to the prevention of tampering with fire safety equipment and will work with staff, students and University Police to identify responsible individuals. All students with information that can assist in the investigation are encouraged to contact a residence hall staff member or University Police. If and when necessary, a reward may be offered to the person(s) with information that leads to the identification of the responsible person. Reward information will be posted in the residence hall.

Fire and Fire Safety Violations

Tampering with fire and life safety equipment is considered a misdemeanor offense subject to fines and imprisonment. At a minimum, students found responsible for tampering with fire and life safety equipment or found in violation of fire and life safety policies are subject to disciplinary action. This can include disciplinary action up to removal from the residence hall, fines and possible legal action.

Fire Sprinkler System

The following safety information pertains to halls with sprinklers. To ensure proper functioning of the sprinkler system, observe the following:

- Items should not be hung or attached to the sprinkler head or piping.
- Sprinkler heads should never be obstructed or tampered with in any manner.
- Items should not be hung or stored within 12 inches of the sprinkler head. Balls, frisbees and other items that can damage the sprinkler head are not to be thrown in rooms, hallways or other public areas.

Tampering with the fire sprinkler system is a violation of State Law and University regulations and will result in University disciplinary action, including fines and removal from the hall and/or other possible legal action. Residents who tamper with the fire sprinkler system and cause damage will be subject to disciplinary action, a fine and all costs to repair
the system. Residents who tamper with the sprinkler system and cause a sprinkler to activate will be subject to disciplinary action, including fines and possible removal from hall, and also be responsible for all damages to resident and University property.

Health, Fire, and Safety Inspections

To ensure safety policies are followed, the Student Housing Staff along with the Office of Environmental Health and Safety may conduct health, fire, and life safety inspections of residence hall rooms. The housing and/or Health and Safety Officer may conduct room inspections.

Inspections will look for the following:

- Prohibited Items
- Tampering with fire equipment
- Mold, mildew, trash and debris
- Proper functioning of fire equipment
- Maintenance related items
- Safety related signage

Lighting

Halogen lamps consuming more than 120 watts of power are not permitted in the residence halls. This includes most torchere type fixtures. Students found in violation of this policy will be directed to immediately remove the prohibited item and be subject to disciplinary action, including a fine.

Smoke Detectors

Smoke detector malfunctions should be reported immediately. If your smoke detector emits a short beep in a regularly timed pattern, your smoke detector needs to be serviced. Fill out a Work Request Form (available online) to have the unit serviced.

Fire Safety Systems

<table>
<thead>
<tr>
<th>Fire Safety Systems in Residential Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>Pontchartrain Hall - North</td>
</tr>
<tr>
<td>Pontchartrain Hall - South</td>
</tr>
<tr>
<td>Privateer Place</td>
</tr>
<tr>
<td>Lafitte Village</td>
</tr>
</tbody>
</table>
Fire Safety Statistics

The Higher Education Opportunity Act (HEOA) requires two safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. **Fire Log:** Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities.

2. **Annual Fire Safety Report:** Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards.

**Reported Fires – On Campus 2011**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>General Location</th>
<th>Nature</th>
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<tbody>
<tr>
<td>9/30/2011</td>
<td>9:41PM</td>
<td>Math Building</td>
<td>Small flower pot ignited after a cigarette was thrown into the pot. No injuries</td>
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**Reported Fires – On Campus Residence Halls**

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Fires</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Injuries</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Deaths</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>