Safety & Security
2016–2017
Guide for Students, Faculty, and Staff &
Annual Campus Security and Fire Safety Reports

Emergency Numbers

DANFORTH CAMPUS
Ambulance • Fire • Police (314) 935-5555
Emergency Health Service (314) 935-5555

MEDICAL CAMPUS
Ambulance • Fire • Police (314) 362-HELP (4357)

NORTH, SOUTH, WEST, KC, DC, AND DENVER CAMPUSES, TYSON RESEARCH CENTER
Ambulance • Fire • Police 911
Dear Students, Faculty, and Staff,

Washington University in St. Louis is committed to providing a safe environment for all members of our community to learn, live, teach, and work. The safety of our students, faculty, staff, and visitors is one of our highest priorities.

We continue to work hard to make the campus safe and secure, but here, as elsewhere, the responsibility for the safety of everyone in our community belongs to each of us individually. Each of us must become familiar with services provided by the university, participate in security programs, and follow basic personal and property crime prevention procedures. With your active involvement in your safety and the safety of your neighbors, Washington University will remain a desirable and safe community.

Safety and security—your own and others’—are issues about which all of us at the university should continue to be vigilant. Thank you for all that you do to make Washington University a better and safer place.

Mark S. Wrighton

Mark S. Wrighton
Chancellor
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University at a Glance

WASHINGTON UNIVERSITY IS TOBACCO FREE.
All policy statements contained in this report apply to all campuses unless otherwise indicated.

DANFORTH CAMPUS
The Danforth Campus is the university’s main campus. It is a 169-acre site bordered by Skinker Boulevard, Forest Park Parkway, Big Bend Boulevard, and Wydown Boulevard.
The grounds are patrolled by the Washington University Police Department (WUPD).
Access to academic and administrative facilities is readily available weekdays 8:30 a.m. to 5:00 p.m. Access to most facilities is limited after normal working hours and on weekends.
The Danforth Campus residence halls are locked 24 hours a day. Access is controlled by electronic card readers. To gain entrance, an individual must have permission and use an authorized Washington University identification card. This system is monitored by the WUPD 24 hours a day.
Firearms are prohibited on all university owned, leased, managed, or maintained property.
To contact ambulance, fire, or police while at the Danforth Campus, call (314) 935-5555.

NORTH CAMPUS
The university’s North Campus is located at 700 Rosedale in St. Louis. North Campus houses a variety of administrative offices for the university, including Parking and Transportation, Quadrangle Housing, ROTC, the Family Learning Center, and other university departments.
The grounds are patrolled by St. Louis City Police, a private security contractor, and WUPD.
Hours of operation: Public access is available weekdays from 8:30 a.m. to 5:00 p.m.
To contact ambulance, fire, or police while at the North Campus, call 911.

SOUTH CAMPUS
The university’s South Campus is located in the 6500 block of Clayton Road in Clayton, Missouri. The 8.2 acre site contains eight buildings, providing 169,000 square feet of interior space. The facilities include an athletic field, a multi-purpose gymnasium, erg room, and a 150-space parking lot. For additional information, contact the Director of Sport Clubs & South Campus at (314) 935-4708.
Entry to the facility is controlled by card access, with special authorization required.
The grounds are patrolled by Clayton Police Department, a private security contractor, and WUPD. Hours of operation vary.
Phone: (314) 935-5193
To contact ambulance, fire, or police while at the South Campus, call 911.

WEST CAMPUS
The university’s West Campus is located at 7425 Forsyth Boulevard in Clayton, Missouri. West Campus houses administrative offices, a conference center, commercial retailers, and the West Campus Library.
The grounds are patrolled by Clayton and University City police, a private security contractor, and WUPD.
Hours of operation vary.
To contact ambulance, fire, or police while at the West Campus, call 911.

MEDICAL CAMPUS
The university’s Medical Campus is located east of the Danforth Campus at 660 South Euclid in the City of St. Louis. The Medical Campus is home to the WU School of Medicine and its affiliated hospitals.
The grounds are patrolled by the Medical School Protective Services.
Hours of operation: Public access varies.
The Olin Residence Hall on the medical campus is staffed 24/7. The first floor is open Monday–Saturday from 7 a.m. to 7:00 p.m. and on Sunday from 1:00 p.m. to 5:00 p.m. The residential portion of the building is locked 24 hours per day.
Phone: (314) 362-3100
To contact ambulance, fire, or police while at the Medical Campus, call (314) 362-HELP (4357).
TYSON RESEARCH CENTER

Washington University Tyson Research Center is a 2,000-acre field station that provides numerous unique opportunities for research, environmental studies, preservation, and education. Tyson is situated near the Meramec River, just outside the St. Louis metropolitan area. It is a member of the Organization of Biological Field Stations (OBFS) network and is surrounded and buffered by an additional 6,000 acres of protected park land.

The physical facilities include a central administrative office, lecture room, laboratories, and classrooms. A gate house monitors those entering the grounds. Tyson has a telescope and observatory managed by the Washington University Physics Department.

Entry to Tyson is carefully regulated to protect the environment from uncontrolled disturbances and to safeguard research and teaching projects. All regular users must obtain an entry permit and identification card to operate at Tyson. A Washington University identification card may suffice. Those requesting a Tyson identification card must contact the Tyson Administrative office:

Phone: (314) 935-8430

To contact ambulance, fire, or police while at Tyson, call 911.

THE LOFTS OF WASHINGTON UNIVERSITY

The Lofts of Washington University is a four-building mixed-use complex in the Delmar Loop Neighborhood in University City. Primarily a residential complex, the facility houses approximately 414 undergraduate students in loft-style apartments. Common areas open to all residents include lounges, meeting rooms, laundry facilities, and a 2nd floor terrace overlooking Delmar Boulevard. One the ground level of the two buildings fronting Delmar, there is approximately 22,000 sq. ft. of retail space. The commercial spaces are currently leased to United Provisions (a local grocer), and The Loop Peacock Diner.

Each of the four buildings are locked 24 hours per day with electronic access control. There are two security desks staffed 24/7 by Allied Security. Additionally, the grounds are patrolled by University City Police, WUPD, WU Neighborhood Security Patrol (NSP).

Addresses: 6255 Delmar Blvd.
6263 Delmar Blvd.
6200 Enright Ave.
6300 Enright Ave.

Phone: (314) 935-0099

To contact ambulance, fire, or police while at The Lofts, call 911.

560 MUSIC CENTER

The 560 Music Center is located at 560 Trinity in University City. It is part of the Department of Music and houses office space, practice rooms, and a variety of performance venues including the 1,100 seat E. Desmond Lee Concert Hall.

The grounds are patrolled by University City Police, WUPD, WU Neighborhood Security Patrol (NSP), and a private security contractor.

Hours of operation: Public access varies.

Phone: (314) 935-5574

To contact ambulance, fire, or police while at the 560 Music Center, call 911.

LEWIS CENTER

The Lewis Center, located at 725 Kingsland Avenue in University City, is part of the College & Graduate School of Art, and offers classroom and studio space.

The grounds are patrolled by University City Police, WUPD, WU Neighborhood Security Patrol (NSP), and a private security contractor.

Hours of operation: Public access varies.

(314) 935-8400

To contact ambulance, fire, or police while at the Lewis Center, call 911.

KANSAS CITY CAMPUS

The Olin Business School offers an Executive MBA program in Kansas City, Missouri. The Kansas City Campus is located in Suite 40 of The Stillwell Building, 104 West Ninth Street, Kansas City, MO, 64105. This is a historic office building in the Library District of downtown Kansas City. The primary purpose of the campus is to host Executive MBA classes and related meetings.

The campus consists of 2,050 square feet of space on the main level, which serves as offices, conference rooms, and dining/gathering spaces; as well as 1,500 square feet of space on the lower level, which serves as a classroom. Access to the building and the suite are both controlled by keyed access outside of regular business hours. The building is equipped with 24-hour security cameras, and is patrolled in the evening by the maintenance superintendent and the building owner. The area around the campus is patrolled by the Kansas City Police Department. In case of emergency, please call 911.

DENVER CAMPUS

The Denver Campus is located within the Denver offices of RubinBrown, located at 1900 16th Street, Suite 300, Denver, CO, 80202. The building, managed by CBRE, is a 17-story office tower located adjacent to Denver’s 16th Street Pedestrian Mall. The primary purpose of the campus is to host Executive MBA classes and related meetings. The campus includes use of a classroom, conference rooms, and office space. Access to the building is controlled outside of business hours. Elevator access to reach the campus is controlled through keycard entry. Guests are required to register with on-site building security, which is present 24 hours a day. The area around the campus is patrolled by the Denver Police Department. In case of emergency, please call 911.
Maintenance of Facilities

Washington University comprises many buildings and several off-campus locations that serve varied functions and satisfy the diverse needs of its students, faculty, and staff. Access to university facilities is described above; however, emergencies may necessitate changes or alterations to any posted schedules. The university’s Safety and Security Committee conducts a semiannual review of the campus to make recommendations on lighting, emergency phones, landscaping, signage, and other safety and security issues and prepares an annual report, and upon request, special reports to the university administration as necessary. The Facilities Planning and Management Office considers safety and security in the maintenance of campus buildings and grounds, for example, in custodial services, building access, grounds keeping services, replacement of burned out lights, placement of blue light phones, snow removal, trash removal, and fire safety measures.

If a classroom, office, or meeting space is physically inaccessible, contact:

Disability Resource Center
Phone: (314) 935-4062 (VOICE/TTY)

CLOSED CIRCUIT TELEVISION (CCTV)

Washington University is committed to providing a safe environment for our students, faculty, staff, and guests by integrating the best security practices with state-of-the-art technology. A critical component of a comprehensive security plan is Closed Circuit Television (CCTV), which allows for remote recording of activity throughout campus for the purpose of deterring crime and safeguarding the security of both persons and property within the university community. Cameras are deployed at various locations throughout campus including parking garages, building/campus entrances and exits, and in locations containing sensitive or valuable property. Although every camera is not monitored at all times, the footage recorded by the CCTV cameras can be utilized to assist the University Police in their investigation of incidents on campus. Pursuant to university policy, camera placement and use is carefully designed to ensure that it does not violate a reasonable expectation of privacy.

Parking and Transportation Services

BICYCLES, MOPEDS, AND MOTORCYCLES

For many, bicycling or operating a motorcycle, motorbike, motor scooter, or moped is the preferred mode of travel to campus. When operating one of these vehicles, please exercise care and follow the rules of the road and of the university. Accidents involving these vehicles can cause serious injuries to their riders and to pedestrians.

Steps to follow for the lawful operation of a bicycle, motorcycle, motorbike, motor scooter, or moped:

1. Comply with the rules of Washington University; the regulations of the state of Missouri relating to the operation of bicycles, motorcycles, motorbikes, motor scooters, or mopeds; and the rules of the road.

2. Register motorcycles, motorbikes, motor scooters, and mopeds with Parking and Transportation Services. You must have a permit to park any motor vehicle on campus. These vehicles can park only in areas marked “Motorcycle Parking Only.”

3. Bicycles may be parked outside campus buildings in racks or in areas clearly not subject to pedestrian traffic. Do not secure bicycles to ramp railings where they may interfere with wheelchair access. Improperly parked or secured bicycles may be removed.

4. Motorcycles, motorbikes, motor scooters, and mopeds are not permitted on university sidewalks.

5. Accord the right of way to pedestrians on sidewalks, on the road, at street intersections, or in marked crosswalks.

6. You must wear a certified safety helmet when operating a motorcycle, motorbike, motor scooter, or moped. Bicyclists are strongly encouraged to wear a safety helmet.

PARKING—DANFORTH CAMPUS

You must have a parking permit or pay a meter to park at Washington University. Visitors may park at meters or in yellow zones with a daily pass. All others may park by permit only. Colorcoded permits are designated for distinct groups of the university community and distinct areas of the Danforth Campus. Complete permit information and parking rules and regulations are available through Parking and Transportation Services and are also posted on their website, www.parking.wustl.edu.

Automobile parking on the Danforth Campus is very limited. Because of increasing demand for on-campus parking, the university has adopted a policy of strict enforcement, including the use of fines and towing to better protect the rights of those parkers who observe the regulations. The university reserves the right to tow any vehicle parked in violation of university regulations, at the owner’s expense.

Firearms (concealed or otherwise) are prohibited on all Washington University-owned property. Firearms may not be stowed in vehicles parked in university lots, garages, or metered spaces.

Daily, monthly, and annual permits may be purchased at the office of Parking & Transportation Services, located at the North Campus at 700 Rosedale Avenue, from 8:30 a.m. to 5 p.m. Monday through Friday. Daily permits for visitors are also available for sale at the Campus Bookstore in Mallinckrodt Center. Annual permits for faculty, staff, and students may be purchased online at www.parking.wustl.edu.
PARKING—MEDICAL CAMPUS

Parking for faculty, staff, and students on the School of Medicine campus can be setup initially by visiting the Facilities Integrated Service Center (FISC) on the First Floor of the Spencer T. Olin Residence Hall, 4550 Scott Avenue, St. Louis, MO 63110. Unless special circumstances exist, most faculty, staff, and students will be offered parking in Clayton Garage. The garage is located at the intersection of Clayton and S. Taylor Avenue.

The parking rules and regulations at Washington University School of Medicine are enforced at all times. All vehicles on campus are subject to Washington University’s parking regulations. Each operator is responsible for knowing and abiding by these rules. Firearms (concealed or otherwise) are prohibited on all university-owned property. Firearms may NOT be stowed in vehicles parked in university parking lots, garages, or metered spaces.

TRANSPORTATION SERVICES

Washington University offers a comprehensive transportation program. The U Pass program utilizes Metro, the regional public transportation agency. The U Pass program provides free Metro passes for full-time students, benefits-eligible faculty and staff, and full-time employees of qualified service providers. This program provides students and other members of the university community much greater access to the St. Louis metropolitan region on public transit. In addition to the greater access to the region, there are three bus routes that specifically target areas on and around campus, making it easy to move around campus and between campuses. These routes also serve nearby shopping areas and neighborhoods.

For more information on the U Pass program and Washington University Transportation Services, visit www.parking.wustl.edu or call (314) 935-4140.

You can also pick up a shuttle schedule and maps at the Information Desk in the Danforth University Center.

CAMPUS2HOME

The Campus2Home shuttle will provide a safe ride home from 7:00 p.m. –4:00 a.m. seven days a week for those living in four designated areas off campus—Skinker-DeBaliviere, Loop South, North of the Loop, and just south of the Campus.

The shuttle leaves from both the Mallinckrodt Center and the Brookings Hall staircase and takes passengers directly to the front doors of their buildings. Shuttle drivers will wait and watch to make sure passengers enter their buildings safely.

The shuttle leaves Mallinckrodt every 30 minutes, at the top and bottom of every hour during operating hours, and stops next at the Brookings Hall staircase. Service is one-way from campus to homes.

Students, faculty, and staff wishing to use the shuttles will be required to show their Washington University IDs or contractor affiliate work IDs. The boundaries for the designated areas are as follows:

SKINKER-DEBALIVIERE
Northern boundary: Kingsbury Avenue
Southern boundary: Forest Park Parkway
Western boundary: Skinker Boulevard
Eastern boundary: DesPeres Avenue

LOOP SOUTH
Northern boundary: Delmar Boulevard
Southern boundary: Forest Park Parkway
Western boundary: Trinity Avenue
Eastern boundary: Melville Avenue

NORTH OF THE LOOP
Northern boundary: Vernon Avenue and North Drive
Southern boundary: Enright Avenue
Western boundary: Kingsland Avenue
Eastern boundary: Eastgate Avenue

SOUTH OF CAMPUS
Northern boundary: Forsyth Boulevard
Southern boundary: Clayton Road
Western boundary: Big Bend Boulevard
Eastern boundary: Skinker Boulevard

WUSM RIDE HOME SERVICE

The Washington University School of Medicine offers a one-way ride home service Monday–Friday from 5:00 p.m.–1:00 a.m. into the Central West End and DeBaliviere neighborhoods. This shuttle service departs Olin Circle each half hour and departs from the Barnes Hospital south entrance before heading into these neighborhoods. This service is not available on Saturday or Sunday evenings. This shuttle is a 15-passenger van with a sign reading DEB/CWE. The shuttle will wait up to 10 minutes past the half hour and then begin its destination(s). All riders are required to have a WUSM ID in order to ride.

You may call Protective Services at (314) 362-4357 for all other escort services.

FOR MORE INFORMATION, CONTACT

Bear Facts Resource Desk (314) 935-4664
Campus2Home (314) 935-4140
Metro Information (314) 231-2345
www.metrostlouis.org
transitinformation@metrostlouis.org
Parking Services (314) 935-5601
www.parking.wustl.edu
Transportation Services (314) 935-4140
www.parking.wustl.edu
WUPD (314) 935-5555
WUSM Protective Services (314) 362-HELP (4357)
WUSM Parking (314) 362-3100
Police and Protective Services

WASHINGTON UNIVERSITY POLICE MISSION STATEMENT

The mission of the Washington University Police Department (WUPD) is to work in partnership with our campus community to cultivate a safe learning environment by providing high-quality police service to all in a fair, sensitive, and professional manner, while promoting crime prevention awareness.

POLICE SERVICES ON THE DANFORTH CAMPUS

The WUPD provides law enforcement services on the Danforth Campus 24 hours a day, 365 days a year. Officers patrol the campus on foot, on bicycles, and in cars. The staff of 57 includes 33 deputized police officers who have been trained in accordance with county and state requirements at the St. Louis County Police Academy. WUPD officers have received the same training as their counterparts in both St. Louis City and St. Louis County, meeting state requirements for police certification. Officers have the authority to enforce state and local laws and university policies. They are armed and authorized to make arrests, investigate criminal and noncriminal incidents, and cooperate in the criminal justice process. On campus, WUPD officers possess the same authority as do St. Louis County police officers.

The university’s Danforth Campus is geographically located in four different police venues. Although the primary venue is unincorporated St. Louis County, buildings are also located in St. Louis City, University City, and Clayton; WUPD maintains liaison with these venues through contacts with the police departments. While there is no written Memorandum of Understanding between the university and any local law enforcement agencies regarding investigation of alleged crimes, St. Louis City, University City, and Clayton police departments often provide the WUPD with reports of incidents occurring in their respective venues. In addition, the WUPD maintains close liaison with other police departments through membership in police associations at the county, state, and national levels.

PROTECTIVE SERVICES ON THE MEDICAL CAMPUS

The Medical Campus and certain off-campus properties owned by Washington University in the surrounding area are protected 24 hours a day, 365 days a year by the Protective Services Department ("Protective Services"), a combined force of Response Officers, Communications Officers, Public Safety Officers, and Contract Security Officers. Patrol of the Medical Campus is performed on foot, in marked patrol vehicles, and on specially equipped bikes. All of the Response Officers, Public Safety Officers, and contract security officers are licensed by the Private Security Section of the St. Louis Metropolitan Police Department in conjunction with the St. Louis County Police Department, and in-house officers are granted the powers of arrest and search and seizure, among others, on licensed premises during on-duty hours. Some officers are authorized to carry firearms and personal protection devices.

The Medical Campus is located within the Fifth Police District of the City of St. Louis. Liaison is maintained with the St. Louis Metropolitan Police Department through direct contact by Protective Services to share information about crimes committed in the area.

Participation with organizations such as the Ninth District Security Directors, Central West End Neighborhood Security Initiative, Forest Park Southeast Neighborhood Association, and Metro Campus Investigators provide additional sources of information.

POLICE SERVICE AT OTHER CAMPUS AND OFF-CAMPUS LOCATIONS

Police services at off-campus apartments and facilities are provided by the local municipal police departments. In an emergency, call 911 or use a Blue Light Emergency Telephone. (Nonemergency numbers are listed under Resources, beginning on page 50 of this brochure.)

Washington University has established the Neighborhood Security Patrol (NSP) to provide high-visibility night-time security patrols to neighborhoods where the university owns off-campus housing. The NSP unit is comprised of six security officers supervised by two WUPD sergeants. Through the use of these patrols, the university seeks to enhance safety and to assist in addressing student behavioral issues that may impact the quality of life for all residents of the area.

In addition, the university provides night-time contract security services at the West Campus, North Campus, South Campus, 560 Music Center, and Lewis Center facilities. WUPD contracts with a private security contractor to provide additional patrols.

BEAR PATROL

Through a university work-study program, students are employed as members of the Danforth Campus Bear Patrol. The members patrol the Danforth Campus at night as additional eyes and ears for the community, as well as providing escorts to fellow students, faculty, and staff. The Bear Patrol members all wear distinctive vests and are equipped with radios to maintain contact with the WUPD.

FURTHER INQUIRIES

The WUPD and Protective Services work in partnership with students, faculty, and staff to maintain a safe and secure environment conducive to excellence in teaching, learning, and research. If you have a complaint about our services, we wish to address and resolve it quickly and appropriately. We would also like to hear from you if you would like to commend one of our staff members.

Please contact Mark Glenn, Chief of WUPD at (314) 935-8088 or email at mark.glenn@wustl.edu

For Protective Services, please contact John Ursch at (314) 362-HELP (4357) or email at jursch@wustl.edu
Crime Prevention Tips

Your personal safety and the security of your property while on campus are shared responsibilities.

Washington University has made safety and security a priority through our commitment to a full-time, professional police department, adequate lighting, CCTV, shuttle services, emergency telephones, and ongoing educational safety awareness programs. The vast majority of crimes occurring on college campuses are crimes of opportunity that can be prevented. You can help by taking away the opportunity. We have prepared these safety tips to help reduce the opportunity for you to become a victim of crime.

Always remember...

• Prepare yourself physically and mentally for any emergency.
• If you have been personally threatened or if you have heard anyone at school mention the idea of committing acts of violence, take it seriously. Inform the University Police or other campus officials.
• Avoid working or studying alone in a campus building.
• Never leave your laptop computer, textbooks, cellular telephone, book bag, purse, or other valuables unattended or out of your sight in dining areas, the library, common study areas, or outdoor spaces.
• While working, do not leave purses, cellular telephones, or other valuables unattended under desks or in unlocked offices. Place valuables in a locked file cabinet or drawer.
• Avoid isolated corridors, hallways, stairwells, and restrooms.
• Identify your personal property by either labeling it with your name or registering it with the WUPD.
• When using athletic facilities, always secure your property in a locker with a working, operational lock. Never leave your property unattended in hallways or common areas.

RESIDENTIAL SECURITY

You can take several important steps to help protect yourself and your personal property:

• Lock your door when you are not in your room or suite.
• Lock your door while you are also in your room. Utilize your peep holes.
• Lock your windows. If applicable, secure sliding glass doors.
• Never prop open exterior doors. If you see a door propped, close it.
• Don’t allow people you do not know to “tailgate” behind you into the building! Every person who is authorized to be in your building should have either card access or a key. Politely tell them that you cannot allow them in and that they should go to the Office of Residential Life to gain access. If someone follows you anyway, call the police immediately when you get to a safe place.

• If you see a suspicious person or someone you don’t believe should be in or around the building, call the police immediately.
• Never loan your access card or keys to anyone. If you misplace your identification/access card, report the loss to the police immediately.
• Record the serial numbers of valuable personal property or register your items online at www.police.wustl.edu. The WUPD offers a handy inventory card to help you record this vital information. Give the card to your family and ask them to store the information in a safe location. The WUPD also has available an electric engraver that you may use to engrave your license number or other identifying marks on your valuables. (Do not use your Social Security number.)

ADDITIONAL SECURITY MEASURES FOR OFF-CAMPUS RESIDENTS

• Be alert to your surroundings. If you suspect you are being followed, run in a different direction; go to the other side of the street, and yell or whistle for help; or head quickly to a lighted area, a group of people, or an Emergency Telephone.
• Utilize the Campus2Home Shuttle.
• Lock your windows. If applicable, secure sliding glass doors.
• If your doors are not equipped with a deadbolt lock, ask your landlord to install one.
• Have a peep hole installed.
• Make sure your building has outside lighting. Report broken or burned out lights to your landlord.
• Become acquainted with neighbors. Know who belongs in your building.
• Don’t put names on your answering machine or voicemail recorded greeting.
• When you are away from your residence, leave your interior lights on. Use a timer if you will be gone for more than one day.
• Don’t hide a spare key outside your door.
• If you see a suspicious person, notify the police immediately by calling 911.
• If you arrive home to find your door ajar, hear unusual sounds, or believe your apartment has been broken into, DON’T GO IN! Get to a safe place and call the police.

WHEN SOMEONE KNOCKS AT YOUR DOOR

• Don’t open the door unless you know your visitor.
• If the person is a maintenance person, or university representative, ask for identification and credentials. Call the employer to verify the name and business and to confirm that maintenance work was scheduled to be performed. Refuse to deal with anyone who will not comply with this request.
WHEN YOU ARE AWAY FROM YOUR HOME FOR HOLIDAYS/BREAKS

- Take valuable items with you or put them in a secure location.
- Discontinue your newspaper and other deliveries ahead of time. Do not leave notes that would indicate you are away.
- Notify the post office to hold or forward your mail.
- Check the WUPD website at police.wustl.edu to obtain a complete apartment security checklist.

SAFETY WHILE WALKING OR JOGGING

- Avoid walking or jogging alone, especially after dark.
- Always walk or jog in a familiar area.
- If you must travel alone at night, use the Campus Circulator or other available safe modes of transportation. For more information, go to www.parking.wustl.edu.
- Tell someone where you are going and when you can be expected to return.
- Always choose a well-lit path, and avoid dark or vacant areas.
- Take note of the locations of Emergency Telephones along your route.
- Carry a whistle to summon help when you walk or run. The WUPD offers free whistles—just stop by our office on the South 40 to pick yours up!
- Carry a cellular telephone and use it if you feel uncomfortable.
- If you exercise outdoors on a regular basis, vary your route and schedule.
- Have your access card or keys ready when returning to your residence hall or apartment.
- Try not to overload yourself with packages or other items. Keep your hands as free as possible.
- Do not wear music headphones while walking or jogging.
- If you carry a purse, carry it close to your body, preferably in front. If it has a shoulder strap, be prepared to let it go if snatched.
- If you are confronted by a thief, give the thief what they want. Don't pursue the thief. Try to get a detailed description and call the police immediately.
- Participate in the WUPD’s Rape Aggression Defense (RAD) self-defense class. For more information, call (314) 935-5043 or visit our website at police.wustl.edu.
- Download the WUSTL App.

BICYCLE SECURITY

Most bicycles are easily stolen because they are not locked correctly or not locked at all. For example, a lightweight cable or a small, dog-collar-type chain can be easily pried open or cut. Proper use of a strong, reliable lock will make a difference!

- Always lock your bike to a fixed, immovable object like one of the many bicycle racks on campus. Park it in a visible and well-lit place.
- If a “U” Lock is used, position the bicycle frame and wheels so that as much open space as possible within the U portion of the lock is filled or taken up. This makes it more difficult for a thief to use tools to attack the lock. “Kryptonite” U-Locks are available for purchase through the WUPD at our office on the South 40.
- Register your bicycle with the WUPD to ensure there is a record of all the vital information: make, model, color, serial number, etc. Register online at police.wustl.edu.
- Accessories that can be removed easily, like quick release wheels and seats, also should be secured with a lock.
- Don’t lock your bike to trees, handrails, lamp posts, aluminum or wooden posts, or fences.
- Don’t lock your bike to a disabled accessible ramp.
- Don’t lock your bike to itself. If a thief wants your bike, it can easily be lifted up and carried away.

LAPTOP SECURITY

Laptop computers have become one of the most popular targets for both the casual and experienced thief.

Laptops are valuable, easy to resell on the open market, and most commonly stolen when left unattended in public areas. Here are a few common-sense practices that can go far in preventing your laptop from being stolen:

- Always keep it in sight! Avoid leaving your computer unattended in any public space for any amount of time.
- In your residence hall room, lock your laptop in a drawer when not in use or secure it to the desktop with a cable lock. Remember to always lock your door when you leave your room, even if it’s just for a short time.
- When at the library, take your laptop whenever you leave your work station, even if you are leaving for a short period of time.
- Lock doors to labs and office spaces whenever your laptop is left unattended. If possible, store the laptop in a locked file cabinet.
- If you nap in public spaces such as the library or on campus grounds, use your laptop as a pillow or place the strap over your shoulder.
- Back up critical files frequently. The cost of not doing this can be very high.

Contact the WUPD to have your computer marked with a STOP tag. This is a special tag for laptops that, if removed, leaves a tattoo displaying the text “Stolen Property: Call...” You can get more information at the WUPD website, police.wustl.edu.
IDENTITY THEFT AND FRAUD

Identity theft is one of the fastest-growing, and most profitable, crimes in the United States. Criminals may use your identity to open up a new credit card or bank account. Here are a few tips to help protect your personal information:

Never provide personal information (Social Security number, credit card number, address, etc.) to anyone unless you initiate the contact and are familiar with the business.

• Limit the amount of confidential or personal information you carry in your wallet or purse.
• Do not carry bank account numbers, personal identification numbers (PINs), passports, etc.
• Destroy—preferably shred—credit card applications you receive in the mail and don’t use.
• Review your credit card bills and your checking account statements as soon as they are received to ensure that no fraudulent activity has taken place.
• If you believe you have been the victim of identity theft, report the crime to police immediately.

CREDIT CARD SECURITY

The fraudulent use of credit cards is not limited to simply the loss or theft of actual credit cards. A thief only needs to know your credit card number to make fraudulent charges, including cash withdrawals, against your account. Here are a few tips to guard against the illegal use of credit cards:

• Carry only the minimum number of credit cards actually needed and never leave them unattended.
• Avoid signing a blank receipt whenever possible. Draw a line through blank spaces above the total when you sign card receipts.
• Never leave receipts at banks, ATMs, gas pumps, and checkouts. Shred all receipts before disposing of them.
• Unless you initiate the purchase, never give your credit card account number over the telephone or online.
• If you receive a letter stating that you should have received a credit card in the mail and you have not received the card, notify the company or lending institution immediately.
• In the event your card is lost or stolen, immediately notify the credit card company. Most fraudulent purchases are made a short time after the theft. Most issuing banks or companies can be reached 24 hours a day, 365 days a year.

ATM SAFETY

• When approaching the ATM, be alert for anything suspicious, especially someone who appears to be “hanging around” the area, or two or more people in a nearby vehicle, particularly if no one else is at the ATM.

• If at all possible, avoid using ATMs at night. If you must use one at night, select one that is well-lit and is not in a secluded, low visibility area. Particularly after dark, take a companion along, and park close to the ATM, if at all possible.
• At a drive-up ATM, keep all windows closed, except the one you are using, and all vehicle doors locked. Keep the vehicle running and be watchful of the vehicle’s front, rear, and sides. If someone approaches your vehicle on foot, cancel the transaction and leave.
• Before you approach the ATM, have your card ready, know your code, and, if anything such as a deposit slip needs to be filled out, have it completed.
• Protect your personal identification number (PIN). Memorize your PIN, and do not write it on your ATM card.
• When you are using the ATM and someone is closer to you than you would like, cancel your transaction and go to a safe location until that person leaves.
• When your ATM transaction is completed, take your property and put it in your pocket, wallet, or purse, and leave immediately. Never stand and count your money. Always have your head up and be aware of your surroundings when you leave the ATM. If you feel or sense that someone is following you, call the police.

VEHICLE SAFETY WHILE DRIVING

Carry your car keys when approaching your vehicle so you can enter quickly. If you see someone loitering near your car, don’t stop; walk to an area where there are other people. If you use a keyless entry remote, do not unlock your doors until you can see your vehicle.

• Try not to walk close to other parked vehicles and stay in the center of the access way. Try to walk against the direction of traffic.
• Travel and park on well-lit streets.
• Keep your doors locked and windows closed.
• Always carry your cellular phone.
• Keep packages, purse, valuables, etc., in the trunk or out of plain view.
• When stopping in traffic, leave enough distance between your vehicle and the one in front of you so you can pull away quickly if necessary.
• If involved in an accident, call the police.
• Be extra cautious if someone approaches your car.
• When returning home at night, call ahead and ask someone to watch for you while you walk from your car to your residence.
• Be aware of your surroundings before you get out of your vehicle. Have your whistle handy to summon help if necessary.
• If you are confronted by someone or pulled from your vehicle while you are stopped, cooperate and move away quickly.
VEHICLE THEFT PREVENTION
Do not leave valuables or expensive property such as iPads, laptops, cellular phones, CDs, purses, GPS devices, and radar detectors in plain view in your vehicle. Lock them in your trunk, or take them into your residence.

• Lock your vehicle and secure the keys.
• Don’t leave the keys in the ignition or in your vehicle.
• Whenever possible, park in well-lit and busy areas.
• Never hide a second set of keys in the vehicle. Extra keys can easily be found if the thief takes time to look.
• On cold mornings, never leave your motor vehicle unattended while running it to warm it up.
• Periodically check your license plates to make sure they haven’t been stolen or the renewal tag removed.
• For added motor vehicle security, the WUPD offers “The Club” at a significantly discounted rate. Contact the WUPD for information on The Club purchase program or visit the police website at police.wustl.edu.

Campus Security and Crime Prevention Programs and Resources
The WUPD and Protective Services personnel facilitate crime prevention programs on personal safety and theft prevention, often in cooperation with other campus departments or organizations, throughout the year. In addition to programs offered to students and parents during Orientation and MoveIn, the WUPD and/or Protective Services provide training and educational programs to students, faculty, and staff, including but not limited to Campus Life, Residential Life, Resident Advisors, and Fraternity Housing Managers, periodically throughout the year on a variety of safety and security topics, including personal safety, residence hall security, sexual assault, theft, and other crimes. During the 2015–2016 academic year, WUPD offered approximately 70 crime prevention and security awareness programs. During the 2016 fiscal year, Protective Services offered approximately 60 programs.

Employees are also advised of the services offered and the importance of personal safety awareness during Human Resources’ New Employee Orientation. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own personal security and the security of others, both on and off campus.

In addition to seminars and training programs, the WUPD and Protective Services distribute pamphlets, posters, brochures, and video training (police.wustl.edu/about/Pages/ResourceLibraryandVideos.aspx) on topics concerning crime prevention, which may include general crime awareness, sexual assault precautions, bicycle safety and security, and Operation ID to students and employees.

The WUPD or Protective Services officers are available, by prior arrangement, to speak to student, faculty, and staff groups and organizations. For further information, contact the WUPD at (314) 935-5555 or visit the WUPD website at police.wustl.edu on the Danforth Campus. On the Medical Campus, contact Protective Services at (314) 362-4357 or visit the Protective Services website at https://facilities.med.wustl.edu/security.

The WUPD and/or Protective Services also direct you to the following programs, which may assist you in protecting your property and personal safety:

PROPERTY REGISTRATION AND IDENTIFICATION
Washington University offers online property registration to faculty, staff, and students. To register items of personal property, the item must have a serial number. This information will remain on file for five years and is free of charge. Go to police.wustl.edu to register property or to obtain additional information.

WUPD offers inscribing devices at the Police Department that you can use to etch identifiers on your valuables (do not use your Social Security Number).

BICYCLE LOCKS AND REGISTRATION
The WUPD offers high-quality “Kryptonite” bicycle locks for a reduced cost of $25. These “U” bolt locks are among the best for securing your bicycle.

You also can register your bicycle free of charge by visiting the WUPD in person, or at our website, police.wustl.edu.

COMPUTER SECURITY
With the application of STOP tags, the WUPD offers a simple, low-cost solution to help prevent the theft of your computer or other valuable items. For a small fee, a security plate is sealed to your computer case (requiring up to 800 pounds of pressure to remove). The plate bears a unique ID number, a message, and an 800 number to call for ownership verification. Under the plate a permanent tattoo also bearing the toll-free number is chemically etched into the equipment. The combination of the security plate and the tattoo acts to deter theft. To schedule an appointment with the WUPD call:

WUPD
(314) 935-5084

SAFE TRANSACTION ZONE
In an effort to ensure safety during Craigslist or other online transactions, community members can meet the other party at the Police Department to finalize transactions between the hours of 8:00 a.m.–10:00 p.m. Transactions may be completed on the sidewalk in front of the Police Department or in the lobby.
THE CLUB
For added motor vehicle security, the WUPD offers The Club at a significantly discounted fee. Highly visible, this strong visual deterrent alerts a potential thief that your car is protected. Virtually impossible to defeat—time and effort are a thief’s enemies. New and improved solid steel hooks provide even greater security. Vinyl coated—helps protect your steering wheel and your vehicle’s interior. For more information call:

WUPD Crime Prevention Office
(314) 935-5084

BLUE LIGHT EMERGENCY TELEPHONES AND INTERCOMS
Blue Light Emergency Telephones are available at more than 200 locations, including the Danforth Campus, the South 40 residential area, off-campus residential property, Medical Campus, West Campus, North Campus, and some other areas frequented by students. They are easily recognizable at night by the bright blue light mounted above the telephone. When activated, a connection is made directly to a dispatcher. The dispatcher knows the exact location of the telephone and can send help immediately, even if the caller is unable to speak. These telephones may be used any time assistance is needed from the Police Department. Blue Light Emergency Telephones located off campus are directly linked with that local law enforcement office.

On the Medical Campus, two-way intercom systems have been installed at several card access entrances to campus buildings and may be used to communicate directly to the on-duty Communications Officer.

SAFETY ESCORT SERVICES—DANFORTH CAMPUS

CAMPUS2HOME SHUTTLE SERVICE
The Campus2Home Shuttle will provide a safe ride home for those living in four designated areas off campus: Skinker-DeBaliviere, Loop South, South of Campus, and North of the Loop. The shuttle operates from 7:00 p.m.–4:00 a.m., seven days a week. The shuttle leaves from the Mallinckrodt Center every 30 minutes, continues to the Brookings Drive steps, and takes passengers directly to the front doors of their buildings. For more information call:

Campus2Home Shuttle Service
(314) 935-4140

WALKING ESCORT SERVICE
To provide safe travel within the university community, Washington University provides “Bear Patrol,” a free walking escort service for students, staff, faculty, and visitors to or from any location on campus during the academic year from 8 p.m.–2:00 a.m. The escort service is designed to enhance your safety and peace of mind if you must walk after dark. To request this service, call:

Campus Walking Escort Service office
(314) 935-5555

MEDICAL ESCORT SERVICE
The Medical Escort is provided to meet the special transportation needs of students and others in the university community with a disability or medical condition requiring a more specialized service during the academic year. Pre-authorization from the Habif Health & Wellness Center is required to utilize this service. The Medical Escort operates Monday through Friday 8:30 a.m. to 5:20 p.m. For more information call:

Habif Health and Wellness Center
(314) 935-6666

SAFETY ESCORT SERVICES—WEST CAMPUS, NORTH CAMPUS, AND LEWIS CENTER
Escorts at the West Campus, North Campus, and Lewis Center are provided by contract security personnel and may be obtained by calling the WUPD.

SAFETY ESCORT SERVICES—MEDICAL CAMPUS

WALKING OR VEHICLE ESCORT SERVICES
The Protective Services Department provides escorts for employees and Medical Campus students by vehicle. Walking escorts are also available. An officer will transport in a vehicle or walk with the requesting party to campus garages or parking lots and from one building to another. Campus personnel should take advantage of the campus shuttle bus system for routine rides to their campus destinations. Vehicle escorts off-campus will only be conducted at the discretion of the on-duty supervisor. To request a personal safety escort, call:

Protective Services
(314) 362-HELP (4357)

ONE-WAY RIDE HOME SERVICE
The Washington University School of Medicine offers a one-way ride home service Monday–Friday from 5:00 p.m.–1:00 a.m. into the Central West End and DeBaliviere neighborhoods. This shuttle service departs Olin Circle each half hour and departs from the Barnes Hospital south entrance before heading into these neighborhoods. This service is not available on Saturday or Sunday evenings. This shuttle is a 15-passenger van with a sign reading DEB/CWE. The shuttle will wait up to 10 minutes past the half hour and then begin its destination(s). All riders are required to have a WUSM ID in order to ride. For all other escort services, you may call:

Protective Services
(314) 362-4357
RAPE AGGRESSION DEFENSE SYSTEMS (R.A.D.) CLASSES FOR WOMEN AND MEN

Rape Aggression Defense Systems is a premier self defense program taught throughout the United States, Japan, and Canada. The R.A.D. System comprises easy to learn, effective physical defense techniques. Women’s classes are offered every semester and men’s classes are available upon request. This is a dynamic, hands-on, 12-hour program and is designed for anyone who wants to learn how to defend him/herself. It begins with risk reduction, avoidance, and prevention. Basic techniques are taught by certified instructors.

Currently, there are no fees for the class or class materials. Plus, there is a free lifetime return and practice policy. Classes are limited to 20 people. They consist of four 3-hour sessions. You must attend all sessions to complete the course. Modest dress is required. Shoes must have good support for lateral movement (no jogging shoes). For more information, contact the R.A.D. coordinator:

Lt. Gwen Patton, WUPD
(314) 935-5043
police.wustl.edu

WHISTLES

We offer free metal whistles that can be attached to a key ring. The blast of the whistle, a universal signal of distress, should attract attention during an emergency.

When in need of aid, blow the whistle.

Anyone who hears the whistle should immediately call the WUPD at (314) 935-5555 or use the nearest emergency telephone.

Remember: The whistle is not considered a toy and should only be used in an emergency.

VEHICLE INSPECTIONS FOR TRAVELERS

Washington University Parking Services and the WUPD sponsor free “Vehicle Inspections for Travelers” once each semester. The inspections are designed to help students, faculty, and staff ensure their vehicles are safe prior to traveling for holidays or spring break. Each vehicle will have checks conducted on the oil and other fluids, tire pressure, headlights, brake lights, windshield wipers, and more.

Watch for dates or check our websites at:

parking.wustl.edu
police.wustl.edu

MOTORIST ASSIST PROGRAM (MAP)

Washington University Parking Services and the WUPD have initiated a service for stranded motorists on the Danforth, Medical, North, South, and West campuses. MAP—Motorist Assist Program—provides free battery jump starts and vehicle unlocking services 24 hours a day.

Stranded motorists can contact the WUPD by calling (314) 935-5555 or by using an emergency telephone on campus. Medical Campus students and personnel should contact Protective Services at (314) 362-HELP (4357).

Parking or WUPD/Protective Services personnel will be dispatched to assist with a dead battery or lockout. Vehicle operators will be requested to sign a Waiver of Liability form and produce identification to show they are authorized to have access to the vehicle. In the event Parking or WUPD/Protective Services personnel cannot assist with the problem, the motorist will be provided information on other services available in the area.

For more information about these and other crime prevention programs offered by the WUPD or Protective Services, call:

WUPD Crime Prevention Office
(314) 935-5084
police.wustl.edu
https://facilities.med.wustl.edu/security
WUSM Protective Services
(314) 362-HELP (4357)

OVERSEAS TRAVEL ADVISORIES

The WUPD has a service available for members of the campus community looking for safety travel advisories as they plan overseas trips. The WUPD is a subscriber to the U.S. State Department’s Electronic Data Base (EDB), which provides current and authoritative information about overseas security conditions.

Among the categories of information available from the EDB:

- Department of State overseas travel advisories listed by country
- Reports on security and crime incidents listed by country
- Updates on new or unusual situations overseas
- Addresses and telephone numbers of U.S. diplomatic and consular posts overseas
- Police emergency telephone numbers listed by country
- General crime information on foreign cities and countries

Members of the campus community who would like to request information about a locality prior to traveling may contact the WUPD. Information about traveling abroad can also be found online at www.dsosac.org. For further information, contact:

Wendy Oloteo
(314) 935-7698
wendy_oloteo@wustl.edu
INTERNATIONAL TRAVEL POLICY
Members of the campus community should review the International Travel Policy at global.wustl.edu and register with the university’s Travel Registry, which can also be accessed at: global.wustl.edu

HOMELAND SECURITY
The WUPD posts information on its website regarding security alerts issued by the Department of Homeland Security. Please see our website at: police.wustl.edu
It is important that all members of our community play a role in protecting our campus. We encourage members of the community to make note of unusual or suspicious behavior/circumstances and report observations to police in a timely manner.

GENERAL PRECAUTIONS
Wherever you are, be aware of your surroundings.
Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave bags or luggage unattended. Unusual behavior, suspicious packages, and strange devices should be promptly reported to police or other security personnel.
Do not be afraid to move or leave an area if you feel uncomfortable or something does not seem right.
Learn where emergency exits are located in buildings you frequent. Notice where exits are when you enter unfamiliar buildings. Plan how to get out of a building, congested public area, or traffic.

The following lists include things the campus community should be attentive to and report to WUPD, Protective Services, or local police.

SUSPICIOUS BEHAVIOR/CIRCUMSTANCES
Please be on the lookout for suspicious behavior, and if you believe you are observing concerning behavior, please contact WUPD or WUSMPS immediately:
People in buildings or other areas who do not appear to be conducting legitimate business.
People monitoring or photographing areas, buildings, or entrances.
Unauthorized persons in restricted, sensitive, or private areas.
People requesting information with no apparent need for that information.
People wearing clothing not consistent with the weather conditions at events with large populations (e.g., a bulky coat in warm weather).
Abandoned parcels or other items in unusual locations or high-traffic areas.
Individuals attempting to access utility locations such as power, telecommunications, information systems, etc.
Be alert to abandoned vehicles.
Unexpected or unfamiliar delivery trucks. Unfamiliar vehicles parked for long periods.
Vehicles containing unusual/suspicious parcels or materials.
Vehicles arriving or being left behind at odd hours. Substances leaking or spilling from vehicles.

BUILDING AND OFFICE SECURITY
Lock your door whenever you leave—even if it’s for a short time.
Account for and secure keys. Don’t leave them unattended or give them to unauthorized persons. Report lost keys to your building manager or department head immediately.
Account for and secure all sensitive material/information when it will be unattended.
Account for and secure sensitive deliveries in a timely manner.
Be aware of unfamiliar persons in your office, lab, or residence house.
Report suspicious tampering with physical security (doors, lock, etc.).
For more information, visit the federal government’s Homeland Security website:
www.whitehouse.gov/homeland

WASHINGTON UNIVERSITY MOBILE APP
We want to make sure you know where to find information in an emergency. Knowing that for many students, smartphones and mobile devices will often be conveniently on hand, WUPD uses Washington University’s official mobile app, WUSTL Mobile, to provide easy access to updates and instructions in the event of an emergency. With the app, you’ll see emergency updates, crime alerts and other current information about safety and security. We strongly encourage everyone to download the WUSTL Mobile app, which is available in the iTunes store, in the Google Play store, at www.wustl.edu/apps, and at police.wustl.edu. Please note: the updated Android version of the WUSTL Mobile app to include all campus safety functions is forthcoming.
For further information on the above police services and programs, contact:
WUPD
(314) 935-5555
police.wustl.edu
Medical Campus Protective Services Department
(314) 362-HELP(4357)
https://facilities.med.wustl.edu/security
Parking and Transportation Services
(314) 935-5601
parking.wustl.edu
Reporting a Crime

Community involvement is the key to any quality, community-oriented policing program. The university encourages the accurate, prompt, informative, and responsible reporting of criminal incidents and suspicious activity or any other emergency to the WUPD or Protective Services (or other appropriate law enforcement agencies) by community members, as this is essential to a timely, effective, and efficient response.

If you are the victim of a crime or a witness to one or if a victim elects to or is unable to make a report, you should do the following:

1. Call police immediately. If on the Danforth Campus, dial (314) 935-5555. If on the Medical Campus, dial (314) 362-HELP (4357). You may also use any of the emergency telephones or intercoms to contact the WUPD or Protective Services Department. For all other locations dial 911 for municipal police.

2. Obtain description. Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing, and distinguishing features. Also attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s), and report these to the police.

3. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until police arrive.

4. Consider counseling. Consider contacting the Habif Health & Wellness Center at (314) 935-6666. The Student Health Services may be able to help you manage the experience of being a crime victim or witness.

CONFIDENTIAL AND ANONYMOUS REPORTING

While the university urges the campus community to contact the WUPD or Protective Services, an individual may wish to submit a confidential report or remain, at times, anonymous and separate from the university’s student conduct or law enforcement process. If you are the victim of or witness to a crime and do not want to file a report directly with WUPD or Protective Services, you may still want to consider making a confidential or anonymous report through the Silent Witness program, available at police.wustl.edu. The program uses an encrypted server to maintain anonymity.

While the university may be limited in its ability to respond to such confidential and/or anonymous reports submitted to WUPD or Protective Services in this manner, the incidents and crimes reported are included in the university’s disclosure of its annual crime statistics if applicable.

The university also encourages professional or pastoral counselors to provide victims and witnesses the above information on reporting crimes on a voluntary, confidential basis to WUPD or Protective Services, if and when the counselor deems it appropriate, for inclusion in the university’s annual disclosure of crime statistics. A confidential report may be made to the director of the Relationship and Sexual Violence Prevention Center at:

Kim Webb  
(314) 935-8761

RESPONSE TO A REPORT

Dispatchers are available 24 hours a day at (314) 935-5555 on the Danforth Campus or (314) 362-HELP (4357) on the Medical Campus to answer your calls. In response to a call, WUPD will take the required action, either dispatching an officer or asking the victim to report to WUPD or Protective Services to file a report. All reported crimes will be investigated by the university and may become a matter of public record. WUPD and Protective Services reports may be forwarded to the Dean of Students Office or the Office of Student Conduct and Community Standards for review and referral or potential action, as appropriate. WUPD and Protective Services will investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the Office of Student Conduct and Community Standards. If assistance is required from other local police departments or local fire departments, WUPD or Protective Services will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including WUPD or Protective Services, will offer the victim a wide variety of services.

REPORTING SUSPICIOUS PERSON(S) OR ACTIVITY

If you see any suspicious activity or person(s) on or near the university’s Danforth Campus, immediately call the WUPD at (314) 935-5555 or from any Blue Light Emergency Telephone to report what you have seen. If you see any suspicious activity or person(s) on or near the university’s Medical Campus, immediately call the Protective Services Department at (314) 362-HELP(4357) or from any Emergency Telephone or Intercom to report what you have seen.

Members of the community are encouraged to immediately report crimes or emergencies to WUPD or Protective Services for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice, when deemed necessary. Do not assume that what you see is innocent activity or that another individual has already reported it to the police. Do not worry about being embarrassed; rather, think about what could happen if you do not act. Call police if you observe someone exhibiting any of the following examples of behavior:

- Persons loitering around offices, classrooms, laboratories, etc., who do not appear to be going anywhere specific
- Persons in the parking area, loitering at or near vehicles, who do not appear to be walking toward any particular vehicle or building
- Persons looking into office areas, storage rooms, or student areas, or persons going room to room trying doorknobs
- Persons who open your dorm room door without knocking, then leave when they see it’s occupied
- Persons loitering at unusual hours or locations
- Persons running from or in a building or carrying property that seems suspicious
- Persons loitering in parking lots, garages, or stairwells
WHAT ARE SUSPICIOUS VEHICLES?
Vehicles that are slowly moving through parking areas that have vacant parking spaces
Vehicles occupied by one or more persons that are parked in outlying parking areas away from the buildings or streets
Vehicles that are parked near buildings after campus buildings are closed

WHAT ARE OTHER SUSPICIOUS SITUATIONS?
Open or broken doors or windows
Persons who attempt to hide their face from view
Persons exhibiting unusual mental or physical symptoms
Persons who appear to be having a difficult time or spend a long time unlocking a bicycle

BOMB THREATS
If you receive or know of a bomb threat, immediately contact the WUPD at (314) 935-5555 or WUSM Protective Services at (314) 362-HELP (4357). For off-campus locations, call 911. Notify your supervisor, department head, or Resident Advisor, and wait for further instructions. If the threat was by telephone, write down as much information about the call as you can remember. The WUPD provides a Bomb Threat Checklist to assist in the collection of information on telephone threats. To obtain a copy, contact the Crime Prevention Office at:
(314) 935-5084

SEX CRIMES
If you are a sex crime victim, report it to the police immediately. Preserve the physical evidence. Do not bathe, brush your teeth, use personal cleansers, use the toilet, or change clothing. If you are the victim of a rape or other sex crime, you should seek medical treatment immediately, regardless of whether you report the matter to the police. (See Sexual Assault and Other Sex Crimes on page 34.)
Exposing one’s self is a crime in Missouri. If you observe someone doing this on the Danforth Campus, contact:
WUPD
(314) 935-5555
If you observe someone doing this on the Medical Campus, contact Protective Services at:
(314) 362-HELP (4357)
If off campus, call the municipal police.
(See Resources on page 50.)

HARASSING COMMUNICATIONS
Hang up if the caller says nothing, utters an obscenity, or fails to identify him or herself clearly.

If harassing communications persist or are threatening, call:
WUPD
(314) 935-5555
Protective Services
(314) 362-HELP (4357)
If the harassment is received off campus, contact your local police department or your phone company. Your phone company has options such as Call Tracing, Caller I.D., and Call Blocker; there may be a usage fee for these services.

WHAT SHOULD YOU DO IF YOU BELIEVE YOU ARE BEING STALKED?
If you feel safe and comfortable, tell the stalker to leave you alone clearly and firmly and then end all communication. Never negotiate with your stalker.
Keep a log of incidents with the date and time. Save any letters, emails, packages, and gifts.
Keep all addresses confidential, including your local address or residence hall, as well as your permanent address.
Screen all calls with a caller ID and answering machine. Program your phone to refuse unidentified callers. Save messages, including voicemail and text messages.
Identify safe locations for emergencies.
Inform the Title IX Coordinator, your RA, ResidentialCollege/ Community Director (RCD), family members, and/or trusted friends that you are being stalked. Provide them a photo of the stalker if you have one.
Report the incidents to the police, even if you are unsure about prosecution.
Contact WUPD to obtain details and/or assistance with obtaining an Order of Protection.

Timely Warning Notices
The Washington University Police Department (“WUPD”) and, depending on the location of the crime, the Washington University School of Medicine Protective Services Department (“Protective Services”) are responsible for developing the content for Timely Warning Notices (also called Crime Alerts). On the Medical Campus, the Protective Services Department makes the decision to issue and has the authority and ability to distribute the timely warning in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f) et seq (the “Clery Act”). On the Danforth Campus and for all other locations, WUPD, the Office of Public Affairs, or the Office of Information Technology have the authority and ability to distribute the timely warning.

The decision to issue a timely warning notice will be made on a case-by-case basis after consideration of the available facts. On the Medical Campus, Protective Services is responsible for assessment of the facts. On the Danforth Campus and for all other locations, the assessment of facts is generally completed by representatives of the following offices: Public Affairs, the Division of Student
Affairs, and WUPD. If one of these offices is unavailable, the decision is made by the other available offices.

Factors that will be considered in determining whether an alert will be issued include: the nature of the crime, whether there is a serious or continuing threat to students or employees; and, in determining the content of the notice, the possible risk of compromising law enforcement efforts.

A Timely Warning Notice will be considered whenever a campus security authority receives a report that a crime in one of the below classifications has occurred within the university’s “Clery Geography” (On-Campus, Public Property, or Noncampus Property as defined by the Clery Act) or, on occasion, when a local law enforcement agency notifies the university that a crime in one of these classifications has occurred near campus or off campus in an area proximate to university-owned and managed student housing. Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

Murder/Non-Negligent Manslaughter

Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger WU community)

Robbery involving force or violence (cases including pick pocketing and purse/cell phone snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)

Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by WUPD or Protective Services. In cases involving sexual assault, they are often reported long after the incident occurred, and thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.)

Major incidents of Arson

Other Clery Act crimes as determined necessary by WUPD or Protective Services.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of WU.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Anyone with information that may warrant a timely warning should contact:

WUPD
(314) 935-5555

Protective Services
(314) 362-HELP (4357)

Timely Warning Notices will be issued to the campus community or, if the incident did not take place within WU’s “Clery Geography,” to those members of the campus community residing in the area subject to the ongoing threat, through the university’s email notification system, postings on the WUPD or Protective Services websites, and/or other notification methods as deemed appropriate.

Lost and Found

DANFORTH CAMPUS

The Danforth Campus Lost and Found is located at WUPD. All buildings and offices are encouraged to promptly forward any “found” items to the WUPD in order to maintain a central location for persons seeking lost property. A database of items reported missing is kept and crosschecked with items turned in. You may access this database at police.wustl.edu. Owners identified will be notified promptly and arrangements made to return the property. Any unidentifiable or unclaimed property will be held for 45 days and then disposed of or donated to charity.

Inquiries can be made during normal business hours. Items may be sent to Campus Box 1038.

Lost and Found
police.wustl.edu

MEDICAL CAMPUS

The Medical Campus Lost and Found is located at the Department of Protective Services. All buildings and offices are encouraged to promptly forward any “found” items to Protective Services in order to maintain a central location for persons seeking lost property. Owners identified will be notified promptly and arrangements made to return the property. Any unidentifiable or unclaimed property will be held for 60 days and then disposed of or donated to charity.

PROPERTY REGISTRATION AND IDENTIFICATION

Washington University offers online property registration to faculty, staff, and students. To register items of personal property, the item must have a serial number. This information will remain on file for five years. Go to police.wustl.edu to register property.

We also offer inscribing devices at the police department, which allows you to etch identifiers on your valuables (do not use your Social Security Number).
Medical Emergencies

STEPS TO TAKE IN A MEDICAL EMERGENCY

1. Do not move the patient unless his or her life is in danger in the existing location.
2. Have someone stay with the patient until help arrives.
3. If on the Danforth Campus or South 40, call:
   - WUPD
     (314) 935-5555
   If at the Medical School, call:
   - Protective Services
     (314) 362-HELP (4357)
   For all other locations, dial:
     911
   Tell them your name, your exact location, and a brief description of the problem. Do not hang up until told to do so.
4. If possible, have someone meet emergency personnel to guide them to the patient.

MEDICAL ILLNESS AND INJURIES (STUDENTS)
The Habif Health and Wellness Center is open Monday through Friday for student medical care. After-hours services may be obtained by calling (314) 935-6666.

Daily office visits are available during the fall and spring semesters, Monday, Tuesday, and Thursday 8 a.m. to 6 p.m., Wednesday 10 a.m. to 6 p.m., and Friday 8 a.m. to 5 p.m., on a walk-in or scheduled basis. Saturday hours are available from 9 a.m. to 1 p.m. for walk-in care during the academic year. A clinician is available during these times.

Habif Health and Wellness Center
(314) 935-6666
shs.wustl.edu

In an emergency, on campus dial:
WUPD
(314) 935-5555
Off campus, dial:
911

The Student Health Service on the Medical Campus provides onsite medical, mental health, and health promotion services to Medical Campus students. The Student Health Service office is located on the 3rd Floor of the East Building, 4525 Scott Avenue, Suite 3420.

Their hours are 8:00 a.m.–4:00 p.m., Monday through Friday.

Student Health Service on the Medical Campus
(314) 362-3523
(314) 362-0058 (fax)
wusmhealth.wustl.edu

MEDICAL ILLNESS AND INJURIES (FACULTY AND STAFF)

LIFE THREATENING
If on the Danforth Campus or South 40, call:
WUPD
(314) 935-5555
If at the Medical School, call:
Protective Services
(314) 362-HELP (4357)
For all other locations, dial 911 immediately for transportation to the Barnes-Jewish Hospital (BJH) Emergency Room, 400 N. Kingshighway, St. Louis, Missouri.

Send the completed “Report of Injury or Illness” form to the Washington University Worker’s Compensation office at Campus Box 1084. For a copy of the form, visit:
hr.wustl.edu
or call
(314) 935-5547

NON-LIFE THREATENING
To arrange for transportation to BarnesCare:
If on the Danforth Campus or South 40, call:
WUPD
(314) 935-5555
If on the Medical Campus, call:
Protective Services
(314) 362-HELP (4357)
If after hours (between 4:30 p.m. and 8:00 a.m.), you will need to be transported to the BJH Emergency Room, call:
Worker’s Compensation Office
(314) 935-5547
For authorization to treat the employee at BarnesCare and to request a “Report of Injury or Illness” form.
Send the completed “Report of Injury or Illness” form with the injured/ill employee to BarnesCare.

EMERGENCY SUPPORT TEAM
The Washington University Emergency Support Team (EST) is a volunteer student organization that provides 24-hour emergency medical care to the Danforth Campus during the academic year. Approximately half of the members are licensed Emergency Medical Technicians (EMTs), and the other half are certified in standard first aid. EST additionally offers classes in CPR and first aid, provides first aid for special campus events, and co-sponsors an EMT class each spring.
**What Can I Do? Recognizing and Helping Students in Distress**

Appendices G and H contain information for faculty, administrators, and staff from the Danforth and Washington University School of Medicine Student Health Services on recognizing and helping students in distress. Additional resources may be found below.

**CONTACT INFORMATION**

**DETAILS**

**Student Health Services (Danforth Campus General Information)**
- Make an appointment with a counselor or psychiatrist at shs.wustl.edu
- Regular Health Services office hours during the academic year are Monday, Tuesday and Thursday (8:00 a.m.–6:00 p.m.), Wednesday (10:00 a.m.–6:00 p.m.), and Friday (8:00 a.m.–5:00 p.m.)

**Habif Health and Wellness Center Nathan Dardick House (Located on Garden Level)**
- After Hours Emergencies (314) 935-6666 (Listen to the menu for instructions.)

**Student Health Services (Medical Campus)**
- (314) 362-3523
- To speak with a counselor and/or make an appointment
- After Hours Emergencies (314) 362-3526

**ADDITIONAL CAMPUS RESOURCES**

**WU Suicide Prevention Training Program**  
AskListenRefer.org/washu

**Kim Webb, Director of the Relationship and Sexual Violence Prevention Center**  
(314) 935-8761

**Washington University Police Department (available 24/7)**  
(314) 935-5555

**Campus Life LGBT Coordinator**  
(314) 935-8029

**Jessica Kennedy, Title IX Coordinator**  
(314) 935-3118

**Uncle Joe’s Peer Support and Resource Center**  
(314) 935-5099

Student-run, confidential peer support and referral service. Available during the fall and spring semesters, 24 hours per day, by pager or for walk-in counseling, 10 p.m.–1 a.m. each evening—Gregg House, exterior first floor entrance. For life-threatening concerns, please contact the police or:

**SHS**  
(314) 935-6666

**Sexual Assault and Rape Anonymous Helpline (SARAH)**  
(314) 935-8080

24-hour, student-staffed crisis counseling and resource phone service addressing the issues of sexual harassment, sexual abuse, sexual assault, rape, and relationship violence. Available during the fall and spring semesters.

**Cornerstone: The Center for Advanced Learning**  
(314) 935-5970

Provides tutoring, academic advising, and assistance with time management, test-taking strategies, and developing effective study skills.

Approves and arranges services and accommodations for students with disabilities.

**CAMPUS MINISTERS**

For additional resources, members of the Interfaith Campus Ministries Association are available to talk with students. For more information, call:

**Dr. Alan Glass**  
(314) 935-9626

**Emergency Preparedness and Notification**

**NOTIFICATION PROCEDURES**

All students, staff, and faculty are encouraged to immediately report any emergency or dangerous situation affecting the campus to the Washington University Police Department, Washington University School of Medicine Protective Services Department, or other university departments in sentinel roles (Student Health Services, Facilities, Environmental Health and Safety (EH&S), Residential Life, Fraternity and Sorority Life, and Student Affairs on the Danforth and Medical Campuses). WU maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions in the event of an emergency.

University units are responsible for developing emergency response and continuity of operations plans for their areas and staff. The university’s Office of Emergency Management provides resources and guidance for the development of these plans.
In conjunction with other emergency agencies, the university conducts emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These exercises, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

If university personnel confirm (typically confirmed by WUPD or Protective Services, in conjunction with other university administrators, local responders and/or National Weather Service) the existence of an emergency or dangerous situation that poses an immediate threat to the health and safety of the campus community, they will immediately report that situation to university officials who are authorized to immediately initiate emergency notifications (unless the person confirming the situation is so authorized).

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

University officials authorized to issue emergency notifications will make an effort to consult with one or more of their counterparts regarding the content and audience of emergency notifications. However, in exigent circumstances, any one of the authorized individuals may determine the content of the notification and the segment of the campus community that should receive notification. Where time permits, the authorized university officials may consult with members of the university’s Crisis Management Team (CMT) regarding the content and target audience of an emergency notification. University officials authorized to initiate campus-wide emergency notifications include the following:

The Chancellor, the Provost, the Chief of Police, the Director of Protective Services at the School of Medicine, the Chief of Staff to the Chancellor, the WUSTL Director of Emergency Management, a representative of Public Affairs, the Associate Vice Chancellor of Medical Public Affairs, the WUSM Emergency Management Program Director, and the Assistant Vice Chancellor for EH&S.

During an emergency or crisis, the university’s Office of Public Affairs, through its Vice Chancellor and Associate Vice Chancellors, works with the CMT to create messages on behalf of the university and to distribute information and messages to the designated segments of the campus community as quickly as possible. In the event of a campus-wide emergency, these individuals will work to distribute information and messages as widely as possible through traditional news media and social media channels to reach internal and external audiences.

The university uses the Emergency Notification System (ENS) to distribute email notifications of an emergency called WUSTL Alerts. ENS is capable of sending email to all members of the university community with a WUSTL.edu address. ENS is also capable of sending out notifications via multiple modes such as: voice messaging to cellular, work, and home phones; text message to cellular and email messages; Alert Beacons; Desktop pop-up notifications; WUSTL App push notifications, cable television override, and indoor/outdoor public address notifications.

Emergency.wustl.edu serves as the main web-based information source for both general and incident specific emergency information. In the event of an emergency affecting the campus community, emergency. wustl.edu will be updated regularly by the Office of Public Affairs to provide incident-specific emergency information. Additionally, the university provides incident-specific emergency information through various forms of social media such as Facebook and Twitter.

Finally, the university maintains a system of emergency warning sirens around the Danforth Campus that may be triggered in the event of a campus emergency or dangerous situation that is an immediate threat to the health and safety of the campus community.

Follow-up information will be distributed using some or all of the identified communication systems above.

The local news media may also be utilized to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties. The larger community can also access emergency information via the WU Website, WUSTL Mobile App, and/or social media.

The university conducts many tests and drills each year in connection with its emergency response and evacuation procedures. Information pertaining to each of the tests and drills performed during 2015 can be found at Appendix B.

**KNOW “WHERE TO GO” IN AN EMERGENCY**

Washington University in St. Louis is committed to protecting the safety and security of our community. The following information will tell you where to go for information in an emergency, where to go on campus, how to report an emergency, how to respond when an emergency occurs, and how to prepare for an emergency.

Emergencies or disasters can happen at any time and usually occur without warning. When an emergency strikes at Washington University, our safe and prompt recovery will depend on existing levels of preparedness and a thoughtful response among students, faculty, staff, and visitors.

**WHERE TO GO FOR INFORMATION WHEN A CRISIS OCCURS**

You will have multiple ways to obtain information about the status of a crisis, should one take place at Washington University.

Website: Visit the university’s website, emergency.wustl.edu. New information will be posted to the site continuously. If there is no current emergency, the site will say so.
WHERE TO GO WHEN A CRISIS OCCURS
Buildings on all campuses of Washington University have Emergency Assembly Points, which will be marked with the “Where to go” symbol. Look for the designated assembly point for your location. To preview the location of Emergency Assembly Points, visit emergency.wustl.edu, or see Appendix A.

HOW TO REPORT AN EMERGENCY
If you witness an emergency situation, to get help and report the emergency to the Washington University Police Department (WUPD) or Protective Services on the Medical Campus, please call:

Danforth Campus:
WUPD (314) 935-5555

North, South, West, DC, KC, or Denver Campuses, or Tyson Research Center:
911 then WUPD (314) 935-5555

Medical Campus:
Protective Services (314) 362-HELP (4357)

Off Campus:
911 then WUPD (314) 935-5555

OUTDOOR WARNING SIRENS
Washington University in St. Louis has added three outdoor warning sirens on the Danforth Campus that are used to alert our campus community about severe weather and tornado warnings. They can also be used to convey emergency information for other crises. The sirens are tested monthly. These tests take place on the first Monday of each month in conjunction with St. Louis County’s outdoor warning siren test at 11 a.m. The tests will last approximately three minutes, weather permitting.

HERE IS WHAT YOU NEED TO KNOW TO PREPARE FOR AN EMERGENCY
Family preparedness: You will be much more effective in responding to an emergency that takes place at Washington University if you know your family and loved ones are safe. For tips on how to prepare your family for an emergency, go to the following website: www.dhss.mo.gov/Ready_in_3.

Emergency messages: Washington University has established a service (WUSTL Alerts) for sending emergency messages in text and voice formats to cellular phones, email addresses, and traditional phones. If you have not already done so, update your information at emergency.wustl.edu

Keep your information current: Washington University can only get emergency information to you if the university knows how to reach you. Confirm that your contact information is correct, including home phone number, cell phone number, campus address, and who to contact if you are ever injured:

- Faculty & staff: Confirm your information on HRMS at hr.wustl.edu
- Students: Confirm your information on SIS at aisweb.wustl.edu/studentrecords/home.nsf

Emergency Notification System: The university has established a mass notification system to communicate critical information to the campus community in a time of urgency. The Emergency Email Broadcast System (EEBS) is the result of a collaborative effort by the university’s various email system managers to create an efficient means of transmitting email messages to the entire campus.

Preparing well in advance of emergencies is one of the most effective ways to deal with any disaster. Please review precautions, and take the steps recommended here.

How to respond to specific emergencies

FIRE SAFETY
Preparing for emergencies well in advance is one of the most effective ways to deal with potential disasters.

Review the following precautions and prepare to take the steps recommended.

STEPS TO FOLLOW IF YOU SEE A FIRE
1. Manually activate the fire alarm system (pull station).
2. Call appropriate emergency number to report a fire.
   - If on the Danforth Campus or South 40, call: WUPD (314) 935-5555
   - If at the Medical School, call: Protective Services (314) 362-HELP (4357)
   - For all other locations, dial: 911
3. Immediately exit the building and, if not in immediate danger, close doors behind you.
4. DO NOT use elevators.
5. Gather outside at the designated Emergency Assembly Point (EAP) and do not attempt to re-enter the building until instructed to do so by fire fighters or university public safety staff.
STEPS TO FOLLOW IF A FIRE ALARM IS ACTIVATED
1. Walk to the nearest exit.
2. DO NOT use elevators.
3. Assist persons with functional needs.
4. Notify firefighters or university public safety staff if there is someone trapped inside the building.
5. Gather outside at the designated Emergency Assembly Point (EAP) and do not attempt to re-enter the building until instructed to do so by firefighters or university public safety staff.

STEPS TO FOLLOW IF YOU ARE TRAPPED IN A FIRE
1. Remain calm.
2. Before opening a door, feel it with the back of your hand. If it is hot:
   a. Do not open the door.
   b. Open the windows. If possible, lower the top half of the window to let out heat and smoke, and raise the lower half to let in fresh air.
   c. Seal cracks around the door with towels, linens, or clothes. Soak these items in water if possible.
   d. To attract attention, hang objects out the window. Shout for help. If you have access to a phone, call the appropriate emergency number.
   e. Keep low to the ground with your head six to eight inches off the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth.
3. If the door is not hot, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and refer to step 2a.
4. If you can leave, close all doors behind you and proceed to the nearest safe exit. Go to your assembly area and stay there until you are told to return to your building by someone in charge.

STEPS TO FOLLOW FOR FIRE PREVENTION
1. Know every regular and emergency exit from the building you are in. Know how to activate the alarm system and what it sounds like. Know the location of fire extinguishers and how to operate them.
2. Arrange the contents of your room with fire safety in mind. Maintain clear and unobstructed access to your room door, from both the inside and out side.
3. Do not overload electrical outlets. Do not use broken, frayed, or cracked electrical cords. Do not suspend lamps or lights by their own cords. Follow all safety precautions when utilizing power strips and extension cords.
4. Smoking is prohibited in all university buildings and on campus.
5. Contact the Environmental Health and Safety Office for proper safety procedures for storing flammable materials in your area.
6. False activation of fire alarms or fire extinguishers creates a substantial safety hazard, and may result in a referral to the appropriate authorities.

USING A FIRE EXTINGUISHER FOR SMALL FIRES
- Pull safety pin from handle
- Aim at base of fire
- Squeeze the trigger handle

For further information, contact:
Environmental Health and Safety Office, Occupational Safety Division
(314) 362-6816

WUSTL Director of Emergency Management
(314) 935-9261

WUSM Emergency Management Program Director
(314) 747-8208

University Safety Officer
(314) 362-6816

The Occupational Safety Division and the Emergency Management Office act as a resource to provide assistance, advice, or training concerning occupational safety and health issues. Areas included are fire safety, hazard abatement, risk management, natural disaster planning, and accident investigation. The staff also provides assistance in the areas of ergonomics, lockout tag-out, confined space, indoor air quality, and asbestos.

Active Shooter
Several recent and tragic shootings on school campuses have heightened concern about what steps to take if you are confronted with a similar situation. The Washington University Police Department and the Washington University School of Medicine Protective Services Department offer the following recommendations:

If you are involved in a situation where someone has entered the area and started shooting, the following actions are recommended:

RUN
1. Run and exit the building immediately.
2. Notify anyone you may encounter to exit the building immediately.
3. Go to a place that you feel safe.

HIDE
If you are directly involved and exiting the building is not possible, the following actions are recommended:
1. Go to the nearest room or office and hide.
2. Close and lock the door.
3. Cover the door windows.
4. Keep quiet and act as if no one is in the room. Silence your cellular and electronic devices.
5. DO NOT answer the door.

6. If on the Danforth Campus or South 40, call:
   WUPD
   (314) 935-5555

   If at the Medical School, call:
   Protective Services
   (314) 362-HELP (4357)

   For all other locations, dial:
   911

7. Give the dispatcher the following information if you know it:
   a. Your name
   b. Your location (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification of shooter (if known)
   e. Number of persons who may be involved

8. Wait for Washington University Police or other law enforcement authorities to assist you out of the building.

FIGHT
If you are confronted by the attacker, fight if your life is threatened.

REPORT
1. If on the Danforth Campus or South 40, call:
   WUPD
   (314) 935-5555

   If at the Medical School, call:
   Protective Services
   (314) 362-HELP (4357)

   For all other locations, dial:
   911

2. Give the Dispatcher the following information:
   a. Your name
   b. Location of the incident (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification of shooter (if known)
   e. Number of persons who may be involved
   f. Your location

Natural Disasters
TORNADOES

BEFORE A TORNADO
The Midwest is prone to violent weather. Broadcast radio, television, and Internet weather sites issue severe weather alerts.

- Familiarize yourself with the most favorable areas for shelter. Evacuate to the basement, an inside hallway, or an interior bathroom on the lowest level possible with a flashlight and radio.
- Familiarize yourself with your building’s evacuation plan.
- Be familiar with the weather service alert and outdoor warning siren system. There is a test of the sirens in the St. Louis area the first Monday of each month at 11 a.m. unless there is an actual threat of severe weather or tornado.
- Develop a calling tree with names, numbers, and locations. This tree should include at least one person from each floor or area in your department.
- Keep at least one flashlight with extra batteries on hand.
- Keep at least one battery operated radio on each floor to use only in an emergency.

DURING A TORNADO

- Evacuate to the basement, an inside hallway, or an interior bathroom on the lowest level possible with a flashlight and radio. Get under something sturdy and cover your head or assume a crouched position with arms over your head. Remain away from outside walls.
- Stay away from windows, particularly on the windward side, and avoid shelter in large rooms with large, unsupported roof spans.
- If outside in an automobile, do not try to outrace the tornado; drive at right angles away from the tornado’s path. If there isn’t time to evade the tornado or if you are on foot, take cover and lie flat in the nearest depression such as a ditch, culvert, excavation, or ravine.

AFTER A TORNADO

- Help injured or trapped persons.
- Turn on the radio, television, or go to the Internet (emergency.wustl.edu) to get the latest emergency information and instructions.
- Use the telephone for emergency calls only.
- If you smell gas or chemical fumes, leave the building and gather outside at the designated Emergency Assembly Point (EAP) and do not attempt to re-enter the building until instructed to do so by firefighters or university public safety staff.
- If severe weather is still occurring, then seek shelter in another building.
EARTHQUAKES

BEFORE AN EARTHQUAKE
St. Louis lies in the New Madrid fault zone, the site of several large earthquakes in the early 1800s. Another large earthquake in the region could cause significant damage to the St. Louis area.

Prepare for an earthquake by taking a few minutes to identify possible hazards in your work area or residence such as:

- Top-heavy, freestanding items that could topple
- Heavy or breakable items on high shelves
- Heavy items hung on the wall or ceiling near the work area

Be aware that all utilities (gas/electric/water) will probably be down as a result of a severe earthquake. Emergency services may be extremely limited for up to 72 hours.

Choose one out-of-state friend or relative that family members can contact to learn of your whereabouts and condition.

Store or have access to emergency supplies (water; nonperishable, ready-to-eat food; first-aid kit; medicine; tools; portable radio; flashlight; fresh batteries; blankets; warm jacket; fire extinguisher) in a secure place at your residence and in your car.

DURING AN EARTHQUAKE
If you are inside:

- STAY PUT, but evacuate from tunnels, mechanical rooms, laboratories, and indoor swimming pools.
- DROP and TAKE COVER under a sturdy piece of furniture. Stay away from glass, windows, and outside doors. If unable to move, cover your head and body with your arms, pillows, blankets, books, etc., to protect yourself from falling objects. Avoid high bookcases, mirrors, cabinets, or other furniture that might topple.
- HOLD ON until the shaking stops.
- NEVER take an elevator.

If you are outside:

- Avoid trees, power lines, and other hazards.
- Move to an open area if possible.
- Drop to the ground until the shaking stops.

If you are in a vehicle:

- Pull over and stop the car.
- Do not stop on overpasses, underpasses, or bridges.
- Stay in the vehicle until the shaking stops.

AFTER AN EARTHQUAKE

- Expect aftershocks. Each time one occurs, DROP, TAKE COVER, and HOLD ON.
- Check yourself and others in your area for injuries.
- Place all telephone receivers back on their hooks.
- Tune in to the radio, television, or the Internet (emergency.wustl.edu) to get news and instructions.
- If you smell gas or chemical fumes, leave the building and gather outside at the designated Emergency Assembly Point (EAP) and do not attempt to re enter the building until instructed to do so by fire fighters or university public safety staff.
- Contact the out-of-state person you designated so that family members and friends can call him or her to learn about your whereabouts and condition.
- For several days after a severe earthquake, be prepared for aftershocks. Common after a large earthquake, aftershocks can cause additional damage to weakened structures.

FLOODS

PREPARING FOR FLOOD
There are two types of flooding that can impact the university community:

Flash Floods: Be aware of streams, drainage channels, ditches, and other areas known to flood. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

Flooding can also occur due to a Fire Emergency. If your area is protected by an automatic sprinkler system, it can activate during a fire. In an automatic sprinkler system, a network of piping filled with water under pressure is installed behind the walls and in the ceilings, and individual sprinklers are placed along the piping to protect the areas beneath them. Because the water is in the piping, the fire sprinkler system is always “on call.” The activation of an automatic sprinkler system will cause flooding and water damage to areas beneath the sprinkler heads and possibly to floors/rooms below.

EVACUATION TIPS

Secure your area. If you have time, bring outdoor property inside. Move essential items to an upper floor or at least up off the floor.

Turn off utilities at the main switches or valves only if instructed to do so. Disconnect electrical appliances.

Do not touch electrical equipment if you are wet or standing in water.

Do not walk through moving water. Six inches or less of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness and depth of the ground in front of you.

DRIVING FLOOD FACTS AND TIPS

Do not drive into flooded areas, turn around! If flood waters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.

Six to 12 inches of water will float many vehicles.

Two feet of rushing water can carry away most vehicles including sport utility vehicles and pickups.
Hazardous Material Spills

For spills or incidents that require special training, procedures, or equipment that are beyond the abilities of personnel on site, take the following steps:

• Immediately notify affected personnel and evacuate the spill area.
• Pull the fire alarm if building evacuation is required.
• Close the door behind you to contain the spill.
• If the spill material is flammable, turn off ignition and heat sources.
• Avoid breathing vapors of the spilled material.
• Leave the local exhaust ventilation (fume hoods) on.
• Call the appropriate emergency number to report the incident, or if there’s contamination or spill involving a radioactive substance, call:
  Radiation Safety
  (314) 362-3476

Give the operator the following information:

• Your name, telephone number, and location
• Time and type of incident
• Name and quantity of the material, if known
• Extent of injuries or damage, if any

Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give his/her name to emergency personnel. An effort to wash off contamination and to administer any required first aid should begin immediately.

Do not attempt to contain or clean up spills unless you have been trained.

FLU INFORMATION

The university has set up a website to share Danforth and Medical campus preparations and provide information about what you should do to protect yourself and prevent the spread of influenza, and how you should respond if you develop symptoms of influenza. Please visit emergency.wustl.edu/beprepared/epidemic for information.

PREPARING FOR AN EVACUATION

All members of the WUSTL campus community need to prepare to respond to any emergency that involves evacuating a building. At the sound of an appropriate fire alarm, or if you are instructed to evacuate, leave your work area, proceed to the nearest exit, and leave the building immediately. There are five key steps to take to prepare for evacuations:

• Learn the location of emergency exits and the shortest route to the exit (check your building’s evacuation map) and a secondary evacuation route. When evacuating DO NOT USE ELEVATORS. In emergency situations, elevators may stop on floors with hazards such as fire or smoke. USE THE STAIRS.
• Learn the location of emergency alarm activation stations. They are red, boxlike devices located on the wall near emergency exits.
• Learn the procedure for reporting emergencies. If you witness an emergency situation, to get help and report the emergency:
  If on the Danforth Campus or South 40, call:
  WUPD
  (314) 935-5555

  If at the Medical School, call:
  Protective Services
  (314) 362-HELP (4357)

  North Campus, South Campus, West Campus,
  or Tyson Research:
  911
  then WUPD
  (314) 935-5555

  Off Campus:
  911
  then WUPD
  (314) 935-5555

  If the telephones in the building or your own cellular phone are not working, use any Blue Light Phone on campus. They are connected to the emergency communications center.

• Learn the sound of emergency alarm systems. Emergency alarms vary from building to building, but are designed to sound distinctly different from all other bells, buzzers, or signaling devices in the building. If you hear a constant ringing or buzzing you are unable to identify, report the situation to the appropriate emergency number for your location.
• Learn the location of fire extinguishers in the buildings in which you work, live, or visit.

EVACUATING INDIVIDUALS WITH FUNCTIONAL NEEDS

Special arrangements should be made for individuals who have a functional need that would hinder their evacuation from the building. The head of a unit in which a functional need person is employed is responsible for making necessary arrangements to provide assistance during an emergency. The functional need person’s designated “assistant” should find the person when the alarm sounds. WUPD or the Medical School Protective Services should be informed of people for whom special arrangements have been made. For more information, contact Emergency Management.
ABOUT BUILDING EMERGENCY PREPAREDNESS COORDINATORS

Each building on campus should have one or more designated Emergency Preparedness Coordinators. This person(s), named by the administrator whose units occupy the majority of space in a building, serves as the point of contact between the occupants of the building and Emergency Management. Among other functions, Emergency Preparedness Coordinators are responsible for communicating with building occupants in the event of an emergency that will cause the shutdown of some or all of the building, and they can provide information about evacuation plans from their building.

WUSTL-ALARMS

STUDENTS

You are already registered to receive emails with important information in the event of a campus emergency. When you add your cell phone number to WebSTAC (SIS), you will automatically be signed-up for the emergency text message option. Follow the instructions below.

1. Log into WebSTAC (SIS)
2. Click ‘Addresses’ under ‘Contact Information’ in the ‘Welcome to WebSTAC’ column on the left side of the website.
3. Add your cell phone information you want contacted in an emergency to either ‘Home’ or ‘Local’ addresses.

In order to keep current in the Washington University Emergency Notification System (ENS), please be sure you keep your contact information updated in WebSTAC (SIS). Students can only opt-out of non-university owned communication pathways.

FACULTY AND STAFF

You are already registered to receive emails with important information in the event of a campus emergency. When you add your cell phone number to the HR system you will automatically be signed-up for the emergency text message option. Follow the instructions below.

1. Log into HRMS
2. Click on link ‘Employee Self Service’ to expand Menu, then Click on ‘Personal Information’
3. Under the ‘Personal Information’ box, Click on ‘Personal Information Summary’
4. In the ‘Phone Numbers’ section, click the ‘Change phone numbers’ box.
5. There are now ten (10) different phone options. Please update all that are applicable, including your University, Personal, or Other Cellular. NOTE: If you enter an AlphaNumeric pager, please be sure to include the @domainname.
6. Click the ‘Save’ box and then ‘Return to Personal Information’
7. If you have any problems, please call: Help Desk
   (314) 935-5707

In order to keep current in the Washington University ENS, please be sure you keep your contact information updated in HRMS. Employees can only opt out of non-university owned communication pathways.

Annual Fire Safety Report Compliance

Pursuant to the requirements of the Higher Education Opportunity Act, the university prepares and distributes the following annual fire safety report outlining fire safety practices, standards, and on-campus housing fire statistics.

1. FIRE SAFETY SYSTEMS

A description of each on-campus student housing facility fire safety system on the Danforth Campus can be found in Appendix C, or on the Washington University Police Department website.

A description of the on-campus student housing facility fire safety system on the Medical Campus can be found in Appendix C, or by clicking on the link to Residence Hall Fire Safety on the Washington University School of Medicine Protective Services website.

2. FIRE DRILLS

Danforth Campus

The university conducted three fire drills in 2015 for each on-campus residential housing facility.

Medical Campus

The university conducted four fire drills in 2015 for the on-campus residential housing facility located on the Medical Campus.

3. RESIDENTIAL LIFE POLICIES

OPEN FLAMES

Danforth Campus

Residential Life Policy dictates that open flames, including candles and incense, are not permitted in any Residential Life-managed buildings. If a student’s religion or faith requires candle burning for certain occasions/holidays, they are instructed to contact their Residential College/Community Director for special consideration.

Medical Campus

Open flames and candles are highly discouraged in the Olin Residence Hall on the Medical Campus.

SMOKING

Smoking is not permitted on any Washington University campus.

ELECTRICAL APPLIANCES AND OTHER COOKWARE

Danforth Campus
Any appliance with open-coil heating elements is prohibited. This includes but is not limited to gas grills, hibachis, hot plates, and toaster ovens. Halogen lamps are also prohibited in any Residential Life building. The use of grills and/or other cooking devices on balconies is strictly prohibited. If a student is unsure about a specific appliance, he or she should consult the Residential College/Community Director.

Medical Campus

All cooking appliances are prohibited, with the exception of a microwave. Electronic heating appliances, such as space heaters, are also prohibited.

MISUSE OF FIRE SAFETY EQUIPMENT

Tampering with fire safety equipment is a federal offense and subject to punishment by law. This includes fire extinguishers, fire alarm pulls, smoke detectors, sprinkler systems, fire panels, propping fire doors, etc. Covering smoke detectors is strictly prohibited. This includes the hanging of tapestries or other items from the ceiling.

4. PROCEDURES FOR STUDENT HOUSING EVACUATION

In responding to emergencies involving a fire, see “How to Respond to Specific Emergencies—Fire Safety,” found on page 22.

Students who encounter a fire in a building should pull the closest fire alarm and evacuate the building to the designated Emergency Assembly Point (EAP).

Emergency evacuation procedures are posted in every bedroom or suite. EAP locations are attached as Appendix A but may also be found on the university’s website at emergency.wustl.edu/resources.

5. FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

The university’s Emergency Management Office conducts comprehensive annual training pertaining to fire prevention, response, and safety for Residential Life staff, including Residential Life professional staff and Resident Advisors, and Fraternity and other house managers, who in turn share that information with residents. In addition, basic fire safety information is provided to all new university employees as part of the Human Resources Orientation and to all Building Emergency Preparedness Coordinators. The university conducts 38 fire drills in the residential areas each year, at different times of day and on different days of the week. The goal of these drills is to reinforce with students the proper procedures to follow in the event of an actual fire. Staff members are also present to then discuss with those who evacuated the building what they did well, and what needed to be improved. Staff also walk through the buildings during these drills to ensure that all equipment is working properly, and to inspect the building for any fire safety concerns.

Procedures Students and Employees Should Follow in Case of a Fire:

In these programs, procedures that students and employees should follow in case of a fire are reviewed and include the following:

If you hear the fire alarm immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so.

Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.

When leaving your room, be sure to take your student ID with card access to your room in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.

Residential Life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds, shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.

When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.

DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.

Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

6. REPORTING FIRES ALREADY EXTINGUISHED

Per federal law, the university is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the phone numbers to call to report fires that have already been extinguished in on-campus housing. These are fires for which you are unsure whether WUPD or Protective Services may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Danforth Campus

On the Danforth Campus, all fires, including those that have already been extinguished, should be reported to:

WUPD
(314) 935-5555

Medical Campus

On the Medical Campus, all fires, including those that have already been extinguished, should be reported to:

WUSM Protective Services
(314) 362-HELP (4357)
7. PLANS FOR FUTURE IMPROVEMENTS
The university is committed to providing students, faculty, and staff with a safe campus environment. In furtherance of that goal, the university regularly reviews and, when appropriate, revises and/or enhances its fire safety, prevention, and response procedures and equipment. The university is also in the process of planning and implementing fire safety improvements in our off campus housing, including building alarms and carbon monoxide and smoke detection systems.

8. FIRE STATISTICS AND FIRE LOG
Federal law requires every institution of higher education with on-campus housing to maintain a log that records all fires in on-campus housing facilities and report certain fire statistics set forth below. For these purposes, the university considers a “fire” to include any instance of open flame or other burning that is either uncontrolled, or located in a place not intended to contain the burning.

The information below identifies those fires that have occurred in on-campus residential housing facilities during the calendar year 2015. In addition, the fire statistics for each campus can be found in Appendix F.

Medical Campus (also available at https://facilities.med.wustl.edu/security):
NONE

Danforth Campus (also available at police.wustl.edu/firelog.html):
FIRE Date Reported: October 18, 2015–10:10 p.m.
Location: Village East Residence Hall
Synopsis: Unattended oven left on in cleaning mode resulted in flames inside the oven with some smoke in the immediate area. No damage.
Disposition: Cleared
Date Occurred: October 18, 2015–10:08 p.m.
FIRE Date Reported: December 29, 2015–10:44 a.m.
Location: Millbrook 4 Residence Hall
Synopsis: Blower motor on a stand alone heating unit in hallway caught the filter on fire. Damage contained to the heater.
Disposition: Cleared
Date Occurred: December 29, 2015–10:44 a.m.

Annual Campus Security Report Compliance
This Safety and Security brochure is intended to be a convenient source of information to help members of the university keep themselves and each other safe. It is also distributed as part of the university’s obligations under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Campus Security Act”), which requires universities to collect and disseminate campus crime statistics and other related information.

1. REPORT OF STATISTICS
WUPD
(314) 935-5555
WUSM Protective Services
(314) 362-HELP (4357)

2. CAMPUS SECURITY POLICIES
As outlined in greater detail in this brochure, effective law enforcement involves a cooperative effort on the part of each member of the entire university community. In support of this effort, all victims of or witnesses to a crime on campus are strongly encouraged to report the crime immediately to:
WUPD
(314) 935-5555
WUSM Protective Services
(314) 362-HELP (4357)

You may also come by in person to the department offices; or by using a Blue Light Emergency Telephone. Victims of or witnesses to off-campus crimes are strongly encouraged to call 911 immediately to report the crime.

In addition to the policies, procedures, and recommendations throughout this brochure, in accordance with the Campus Security Act, the university further provides the following statements and information.
(i) Timely Warnings
See page 17 of this brochure.
(ii) Preparation of Annual Disclosure of Crime Statistics
The university prepares this brochure and the Annual Security Report contained herein to comply with the Clery Act, and the full text of this brochure is available on the university’s website at police.wustl.edu. This brochure and report is prepared by the
WUPD and Protective Services, in cooperation with other campus departments, including Housing and Residential Life, Campus Life, the Office of Student Conduct and Community Standards, Campus Operations, Emergency Management, Facilities Planning and Management, Parking and Transportation Services, Student Health Services, and Human Resources.

Federal law requires that the university disclose statistics for the offenses below that occur in the following geographic areas: (1) on campus; (2) in or on non-campus buildings or property owned or controlled by the university, or by a student organization officially recognized by the institution; and (3) on public property within or immediately adjacent to campus, as those terms are defined in the Campus Security Act.

Under the Campus Security Act, the following criminal offenses must be reported and disclosed: murder, manslaughter (both manslaughter by negligence and non-negligence), sex offenses (rape, fondling, incest, and statutory rape), aggravated assault, arson, burglary, robbery, motor vehicle theft, dating violence, domestic violence, and stalking. In addition, the university is required to provide statistics related to liquor law violations, drug abuse violations, and weapon law violations that resulted in either an arrest or documented referral for disciplinary action. Finally, the university is required to disclose statistics for a separate category of bias-related “hate” crimes, including murder, non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, larceny theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property.

Campus crime, arrest, and referral statistics include those reported to the WUPD, Protective Services, individuals designated “Campus Security Authorities” as defined by the U.S. Department of Education, and local law enforcement agencies.

In collecting the statistics to be reported, the university will request data from local law enforcement authorities in the cities of St. Louis, Clayton, Maryland Heights, University City, and Kansas City, MO, Denver, CO, Washington, DC, and in St. Louis County.

Each day, the WUPD and Protective Services make available on their respective websites and in the WU Police Department lobby a daily crime Log that lists the date, time, location, description, and disposition of incidents that are reported to WUPD or Protective Services and that occur in the geographical areas noted above, as well as incidents in the university’s patrol jurisdiction. The Danforth Campus Information is also routinely published in the student campus newspaper, Student Life, and the faculty and staff newspaper, The Record. You can access the crime Log by visiting police.wustl.edu and/or https://facilities.med.wustl.edu/security.

Each year, the university sends an email notifying all students, faculty, and staff of the Annual Security Report and providing a link to the Safety and Security Brochure on the university’s website. For those university employees that do not have email addresses, individual notifications of the link to the Safety and Security brochure on the university’s website are sent via campus mail. Hard copies of the brochure may be printed from the website or obtained in person from the WUPD or Protective Services.

3. FACILITIES SECURITY POLICIES
See University At a Glance, page 4; Facilities, page 6; and Police and Protective Services, page 8.

4. LAW ENFORCEMENT POLICIES

5. CAMPUS SECURITY EDUCATIONAL PROGRAMS

6. CRIME PREVENTION PROGRAMS

7. STUDENT CRIMINAL ACTIVITY AT NONCAMPUS LOCATIONS
When a WU student is involved in an off-campus criminal or judicial offense, WUPD may assist with the investigation in cooperation with local, state, or federal law enforcement. Local law enforcement agencies routinely work and communicate with campus officers on any serious incidents occurring on campus or in the immediate areas surrounding campus. Local municipal law enforcement agencies have primary jurisdiction in all areas off campus, including those noncampus areas where student organizations, including student organizations with noncampus housing facilities, recognized by the university may be located; however, WUPD and/or Protective Services can and do often respond to student-related incidents that occur in close proximity to campus.

WUPD and Protective Services officers have direct radio communications with local police, fire, and ambulance services to facilitate rapid response in any emergency situation. The university monitors and documents these off-campus criminal activities by its students of which it becomes aware through local police or otherwise, including at off-campus locations of student organizations officially recognized by the university.

8. ALCOHOL POLICY
See Alcohol and Drug Policies, page 31.

9. DRUG POLICY
See Alcohol and Drug Policies, page 31.

10. DRUG AND ALCOHOL ABUSE PREVENTION AND EDUCATION
See Alcohol and Drug Policies, page 31.
11. SEXUAL ASSAULT & SEXUAL HARASSMENT PROGRAMS
See Sexual Assault, Sexual Violence, Domestic/Dating/Intimate Partner Violence, and Stalking, page 34; see Sexual Harassment, page 49.

12. CAMPUS SEX CRIMES PREVENTION ACT
Under the Campus Sex Crimes Prevention Act, persons required to register under a state offender registration program must notify the state concerning each postsecondary school at which the offender works or is a student. In Missouri, sex offenders must register with the police department in the city or county in which they live or work. To view or purchase registry lists, contact either the St. Louis City Police at 1200 Clark Ave., Room 114, St. Louis, MO 63103, or the St. Louis County Police at 7900 Forsyth, Record Room, Clayton, MO 63105. The State of Missouri also maintains a registered sex offender database on the Internet that can be found at MSHP.dps.missouri.gov.

13. DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES
The university will, upon written request and in accordance with the law, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the university against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the university will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

14. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

15. MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE
See Missing Student Notification Policy and Procedure, page 33.

Alcohol and Drug Policies
Washington University seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, staff, and visitors. As adults, all students, faculty, staff, and visitors are expected to know and obey the applicable laws and all university rules and regulations and to be responsible for their own behavior.

Washington University complies with federal laws on drug and alcohol abuse prevention. These laws require that, as a condition of receiving federal funds (particularly student aid funds), Washington University adopt and implement a program to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by students and employees. The manufacture, distribution, possession, or use of illicit drugs and the unlawful possession, use, sale, or distribution of alcohol on Washington university property, or as part of any of university activities, are prohibited. WUPD has primary responsibility for the enforcement of state underage drinking laws as well as the enforcement of federal and state drug laws.

Anyone who violates the law or university policy is subject to discipline within the university. Students are subject to discipline under the University Student Judicial Code (See Appendix I, or visit https://wustl.edu/about/compliance-policies/academic-policies/university-student-judicial-code/) and to sanctions ranging from warnings to expulsion. Faculty and staff members are subject to a full range of sanctions, up to and including dismissal. Those who violate the law also may be subject to criminal prosecution.

The university’s Drug and Alcohol Policy was adopted in accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act and is published in Course Listings, The Record, and employee, faculty, and student handbooks. The Drug and Alcohol Policy is also available at hr.wustl.edu/policies/Pages/DrugandAlcoholPolicy.aspx. The university also publishes a policy addressing alcohol at university events. This is located at www.wustl.edu/policies.

Questions concerning Washington University’s Alcohol and Drug policies and its provisions should be directed to:

Tamara King, Associate Dean of Students and Director of the Office of Student Conduct
(314) 935-4174

Jessica Carter, Associate Director of Residential Life
(314) 935-5050

Rob Wild, Associate Vice Chancellor for Student Affairs and Dean of Student Transition and Engagement
(314) 935-8081

Human Resources (Danforth Campus)
(314) 935-7746

Human Resources (Medical Campus)
(314) 362-7196

ALCOHOL AND SUBSTANCE ABUSE PREVENTION AND EDUCATION PROGRAMS
Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation, and for reduced personal, family, and social disruption. Washington University encourages the earliest possible diagnosis and treatment for drug and alcohol abuse; however, the decision to seek diagnosis and accept treatment for drug or alcohol abuse is the responsibility of the individual.

The university encourages faculty, staff, and students to seek assistance in working with a substance abuse concern, or those concerns of a friend or family member, by contacting available resources. University resources include:

Student Health Services (Danforth Campus)
(314) 935-6666
In particular, the Habif Health & Wellness Center offers programs and services for questions and concerns related to alcohol and other drugs. For treatment and information on the health effects of drug use and high-risk drinking or to schedule a personal assessment, contact:

**Amanda Hoylman, Substance Abuse Specialist**
(314) 935-7386

All incoming first-year and transfer students are required to complete an online alcohol education tutorial. In addition, Health Promotion Services organizes peer education programs by emailing wellness@wustl.edu. Useful information and links are also available at shs.wustl.edu.

Programs and information offered include a web-based alcohol and marijuana education and behavior assessment tools, free individual appointments, and workshops on stress management encouraging students to replace alcohol and substance abuse with healthier coping strategies, professional health education programs upon request to students in fraternity and sorority life, Residential Life, Student Leadership and Orientation programs, online educational information posted on shs.wustl.edu regarding what is a standard drink, what is moderate drinking, blood alcohol content, types of drinking behaviors, lower-risk drinking, how to recognize a problem, where to go for help, immediate care for an intoxicated person, and how to talk to a friend with a substance abuse problem. Substance Abuse Recovery meetings are also offered near campus.

During the annual new undergraduate and transfer student orientation program in August, the First Year Center facilitates a program called “Bearings” that all new students attend with their residential communities.

**Transfer and exchange students also attend. “Bearings” is a series of thought-provoking and entertaining skits about the first-year experience at Washington University, presented by upper-class students. Students meet with their Residential College to hear from their Residential College Director (RCD), followed by a smaller group discussion led by their Resident Advisors and their Washington University Student Associates. The use of alcohol is addressed in the script for “Bearings.” The skit provides examples of bad choices that students make regarding their alcohol use and the negative personal consequences of those choices. Students are reminded that not all students choose to drink in college and those who choose to drink are reminded to do so responsibly. During the training of volunteer student WUSAs, the university’s alcohol and drug policies are discussed, as are the expectations of the WUSAs in fostering a safe environment in the communities where they are assigned.**

The Office of Residential Life continually provides training that addresses substance use/abuse to undergraduate Resident Advisors (RA). Ongoing training is conducted in the following areas:

- the effects of alcohol on the body;
- the university policies concerning drugs and alcohol;
- strategies for confronting students who have had too much to drink;
- the university party registration process;
- techniques for talking with students who may have a drinking problem; and
- resources for RAs to refer students who may need additional support with alcohol or other drug concerns.

RAs are encouraged to provide at least one community program which educates undergraduate students on the risks associated with the use/abuse of alcohol in the first 6 weeks of the fall semester. These programs may be lectures, bulletin boards, community discussions or a related format, but must focus on making responsible choices. This serves as a follow-up to the skit in “Bearings” during New Student Orientation (Bear Beginnings) that discusses alcohol and drug use/abuse. Students are educated on the law and the university policies, while also being coached to make informed, responsible decisions.

The Office of Human Resources is instrumental in distribution of the university’s Drug and Alcohol Policy to university employees. The full policy or reference to the policy with directions to the entire policy is included in various publications, including the staff employee hand books, supervisor policy manuals, Faculty Information Handbook, and online on the human resources web sites; it is also reviewed in various forums, including faculty and staff orientations, supervisor/manager training programs and human resource policy overview sessions.

Key to the promotion of this policy, along with the resources and programs available to faculty and staff members seeking more information and assistance, is the university’s Employee Assistance Program (EAP). The university’s Employee Assistance Program also provides confidential, professional assistance to benefits-eligible university employees and their family members to help resolve problems that are affecting their personal life or job performance. In addition to traditional EAP services and support that include crisis intervention and drug and alcohol counseling, the university’s EAP offers online access to an array of information resources such as self assessments, expert articles, reference materials, bulletin boards, chat rooms, online databases and provider searches to assist and educate on a variety of topics. As a part of WUSTL’s employee outreach, the EAP has been asked to include drug and alcohol education/prevention programs among the services it is contracted to provide.

The program is managed by People Resources, a nationally known professional consulting firm specializing in EAP services. Employees can contact People Resources 24 hours a day, seven days a week to arrange a confidential appointment with a specialist. EAP specialists have professional training and expertise in a wide range of issues such as marriage and family problems,
alcohol and drug abuse, emotional and psychological concerns, financial difficulties, stress, and much more.

**EAP**
1-800-765-9124
worklifetools.com

In addition, the university has established an employee wellness initiative to promote evidence-based, data-driven wellness programs for benefits-eligible faculty, staff, postdoctoral appointees, and clinical fellows. This program provides opportunities for employees to assess their current health status, engage in health education programs, set goals for improving health decision-making, and track progress.

Numerous non-university counseling programs also exist in the St. Louis metropolitan area. Many programs advertise extensively in local media. Consultation with one’s personal physician is advised prior to self-referral to such non-university programs. For further information regarding referral to such programs, contact Student Health Services on the Danforth or Medical campuses or your private physician.

**MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE**

Washington University is committed to ensuring the safety of the members of our university community. In keeping with that goal, and in accordance with the Higher Education Act of 2008, 20 U.S.C. § 1092(j), the university has established the following Missing Student Notification Policy and Procedure.

**Registration of Confidential Contact Information**

1. Students residing in on-campus housing have the option to register a confidential contact person who will be notified in accordance with this policy if the Washington University Police Department (“WUPD”), the Department of Protective Services at the School of Medicine (“Protective Services”), or local law enforcement determines that the student is missing.

2. For purposes of this policy, the term “on-campus housing” means property that is owned, maintained, and/or operated by Washington University, the occupancy of which is governed by a contract with the Office of Residential Life or the Office of Campus Life. This term also includes the Olin Residence Hall at the School of Medicine (“WUSM”).

3. The confidential contact may be someone other than the emergency contact listed with the Office of Student Records or, at WUSM, with the Office of the Registrar. The student may register more than one confidential contact.

4. A student’s contact information will be registered confidentially. Only authorized campus officials and law enforcement officers pursuing the missing person investigation will have access to this information.

5. A student may register such confidential contact information at any time by filing a Confidential Contact Form with the Office of Residential Life or, at WUSM, with Protective Services. A copy of this Policy and Confidential Contact Forms are available online at wustl.edu/policies.

6. Each student who files a Confidential Contact Form is solely responsible for the accuracy of the contact information and for updating information, as necessary. A student may update information by filing a new Confidential Contact Form with the appropriate office.

7. In the event a student is under 18 years of age and not emancipated, WU must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, WU will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

**MISSING STUDENT PROCEDURES**

1. If a member of the university community suspects that a student may be missing for 24 hours, they should immediately notify the WUPD or Protective Services. In addition, missing person reports may be made to the following offices:
   - Dean of Students;
   - Office of Campus Life;
   - Office of Residential Life.

Official missing student reports made to any of the above referenced offices must be referred immediately to the WUPD or Protective Services.

2. Upon receipt of a report that a student is missing, the WUPD or Protective Services will gather information to complete a Missing Persons Report Form, including but not limited to:
   - Name, location, and contact information of the person who reported the student missing;
   - Name, vital information, and a detailed description of the student reported as missing;
   - The circumstances in which the student was last seen or heard from;
   - List of known associates, addresses, and contact information;
   - Name/addresses of persons present at the scene.

3. Additional information that the WUPD or Protective Services will consider in determining whether a student is missing includes, but is not limited to, the following:
   - a student is out of contact for 24 hours after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
   - circumstances indicate that an act of criminality is involved;
   - circumstances indicate that physical safety is in danger;
   - existence of a medical condition may threaten life or health;
   - existence of a physical or mental disability.

4. If the WUPD or Protective Services determines that a student residing in on-campus housing has been missing for twenty-four (24) hours, the WUPD or Protective Services will initiate the emergency contact procedures outlined herein.
NOTIFICATION PROCEDURES

1. Whenever WUPD, Protective Services, or local law enforcement determines that any student residing in on-campus housing has been missing for 24-hours, the university will notify the following persons within 24-hours of that determination:
   • The confidential contact, if one has been specified by the student;
   • The parents or guardians of any student who is under the age of 18 and not an emancipated minor; and any other designated contact person within 24 hours
   • Local law enforcement (unless local law enforcement made the determination).

2. Whenever WUPD or Protective Services determines that any student, whether residing on campus or not, has been missing for 24 hours, the university will notify the local law enforcement agency that has jurisdiction in the area that the student is missing, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor.

3. Nothing in these policies and procedures shall prevent WUPD or Protective Services from initiating these and other emergency notification procedures within 24 hours of any student’s disappearance if, in the judgment of the WUPD or Protective Services, the circumstances of the student’s disappearance warrant an earlier notification.

Sexual Assault, Sexual Violence, Domestic/Dating/Intimate Partner Violence, and Stalking

Washington University is dedicated to creating a safe and respectful learning community, free from any form of sexual assault, rape, acquaintance rape, and other forms of sexual violence and harassment, including domestic/dating/intimate partner violence, and stalking. The university prohibits such conduct and views these issues as community health and safety concerns. The university proactively addresses these issues through our prevention and awareness programs and educational campaigns for students, faculty, and staff, including bystander intervention training. We would like to engage all members of the Washington University and greater community to participate in the effort to stop violence and harassment.

The university will provide written notification to students and employees, whether the offense occurred on or off campus, regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims on campus and in the community. The information provided below is intended to assist all survivors of sexual assault, rape, and other forms of sexual violence and harassment, including domestic/dating/intimate partner violence, and stalking, and the friends who support survivors. The campus resources for prevention and survivor support include resources that can assist you in recognizing abuse, knowing your rights, and obtaining medical, counseling and legal assistance if you need or choose to access these services. These resources are available to all members of the university community.

PROCEDURES VICTIMS SHOULD FOLLOW

WHAT TO DO

If you are in danger or if you need immediate medical care, call:

Danforth Campus:
Washington University Police Department
(314) 935-5555

Medical Campus:
Washington University School of Medicine (WUSM) Protective Services at
(314) 362-HELP (4357)

Off Campus, dial:
911

These steps are important to follow to the extent possible after an incident of sexual assault, dating violence or domestic violence:

• Leave the scene as is and get to a safe place immediately.
• Call someone who can help and support you through this process, such as a friend or relative, the police, your Resident Advisor or Residential College/Community Director (RCD), campus resources, or other community agencies (see resource list below).
• Get medical attention right away in cases of sexual assault, rape or other physical injury*. Even if you do not want to report the event to the police, you may have hidden internal injuries or sexually transmitted infections that require medical care.
• Do not shower, drink, eat, brush your teeth, or change your clothes. Such activities destroy physical evidence which could be useful in possible prosecution of the alleged perpetrator. If you have already done so, which is a normal response, you should still seek medical care, as these activities do not necessarily prevent the collection of evidence.
• Don’t blame yourself and don’t excuse or minimize the perpetrator’s behavior.
• Think about your safety and create a plan. In case you need to get to a safe place, always carry a phone, keys, identification, money, and important contact numbers when you are out.
• Create a code word to use with friends and family that would indicate that you are unsafe and need assistance.
• Consider contacting the Sexual Assault Response Team (SART). SART is a community response program run by the YWCA Regional Sexual Assault Center. Local hospitals automatically contact SART in the event of a sexual assault. You may also contact them directly at:
Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a report to law enforcement. It is important that a victim of sexual violence, if victims do not opt for forensic or is occurring or may be helpful in obtaining a protection order. In proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

The most comprehensive, complete medical care, including forensic examinations and emergency contraception when appropriate or indicated (a way to prevent pregnancy after unprotected sex), is available at these hospital emergency rooms:

1. Barnes-Jewish Hospital (affiliated with WU)  
(314) 362-9123

2. St. Mary’s Health Center  
(314) 768-8360

3. Missouri Baptist Hospital  
(314) 996-5225

4. Mercy Hospital St. Louis  
(314) 251-6090

5. Saint Louis University Hospital  
(314) 577-8777

Emergency contraception (EC) is available at Student Health Services and at the emergency rooms listed here. Should EC not be readily offered as part of the protocol, you may ask for it. For detailed information on EC, including how to obtain it at Student Health Services (SHS) and local pharmacies, visit shs.wustl.edu. Student Health Services cannot offer evidence collection, but can offer compassionate care, appropriate exams, comprehensive STI screening, preventative medications, including emergency contraceptive, if appropriate, and ongoing medical and mental health care.

**PRESERVING EVIDENCE**

After an incident of sexual assault, dating violence, or domestic violence, it is important to preserve physical evidence. In Missouri, evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. It is also important to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to university investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the university at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

**RIGHTS OF A SURVIVOR**

- You have the right to receive medical care and mental health treatment or participate in legal procedures only after giving informed consent.
- You have the right to keep your name from the media.
- You have the right to be protected against future assaults.
- You have the right not to report to the police.
- You have the right to be given as much credibility as a victim of any other crime.
- You have the right to be treated with dignity and respect.

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1 Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”
SUPPORT ON CAMPUS
Immediately following an incident, and later when you may find you need ongoing support and counseling, people on campus are ready to help. Whether you live off or on campus, you may call anyone at the university with whom you feel safe and comfortable. If you wish to speak to someone who is confidential, you may contact Kim Webb, Director of the Relationship and Sexual Violence Prevention Center at (314) 935-8761 (or after hours through SARAH or WUPD) or any of the medical or mental health providers at SHS at (314) 935-6666, or you may contact student groups SARAH at (314) 935-8080 or Uncle Joe’s at (314) 935-5099. Do not feel that you have to go through this experience alone.

SEXUAL ASSAULT RESPONSE TEAM (SART)
WU has made special arrangements with SART, the YWCA’s on-call Sexual Assault Response Team, to provide confidential assistance and support to the WU community. A staff member from Washington University Police Department (WUPD), Student Health Services (SHS), or Kim Webb can contact SART for you (see phone numbers below). A SART volunteer can come to campus to meet you. If you prefer to meet a volunteer at the hospital, know that the volunteers serve all local hospitals listed above and are available for you whether or not you request assistance.

Washington University Police Department (WUPD) or WUSM Protective Services
Call WUPD at (314) 935-5555 or WUSM Protective Services at (314) 362-HELP (4357) to contact SART and/or to make a report.

Committed to assisting survivors of sexual assault, WUPD and WUSM Protective Services are a 24-hour, 12-month resource.

HOW TO HELP A FRIEND
• Listen and be supportive. Your friend may reveal some graphic information. It is important not to overreact. Believe your friend and let your friend know you do. Focus on supporting the survivor; this is not about you or your thoughts and feelings about the incident.
• Give your friend the chance to talk about the experience and their feelings. Be thoughtful in your responses. Questions about your friend’s actions or judgment statements can further blame the survivor and add to the sense of guilt or shame.
• Communicate to your friend that any feelings they may have are normal and understandable. Supporting a friend means validating her or his feelings and emotions.
• Show interest, but do not pry or ask for specific details, which may make the survivor relive the experience. Allow your friend to be silent. You do not have to speak when they stop talking.
• Avoid making decisions for the survivor. Instead, listen and then ask how you can help.
• Help your friend regain some sense of control. Support your friend in making decisions about whom to tell and how to proceed.
• Do not touch or hug your friend without permission.
• Recognize your own limitations. No one expects you to be an expert in counseling or sexual assault; therefore, avoid making strong recommendations to the survivor.
• Realize that as a friend you may need counseling to cope with the events your friend may have shared with you. Counseling services are available through the Washington University Student Health Services or by calling (314) 935-6666.

HOW TO BE AN ACTIVE BYSTANDER
Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders witness violence between others or witness conditions that contribute to violence. Although bystanders are not directly involved in the violence, they have the choice to intervene and do something. WU wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander.

Further information regarding the university’s Green Dot bystander intervention program (described further below) may be found by contacting the RSVP Center.

If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.

Use all of your available senses to observe behaviors and warning signs through the lens of a bystander.

Know that you may be the most connected to the person who is the target of these behaviors, or to the person who is exhibiting the behaviors.

Check in.
Ask yourself: What if this was someone I loved or cared about?
Take a second look at concerning incidents.
3D’s: Direct, Distract, Delegate.
Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
Speak up when someone discusses plans to take sexual advantage of another person.
Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.
RISK REDUCTION

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org):

Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation. Try to avoid isolated areas. It is more difficult to get help if no one is around.

Walk with purpose. Even if you don’t know where you are going, act like you do.

Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.

Try not to load yourself down with packages or bags as this can make you appear more vulnerable.

Make sure your cell phone is with you and charged and that you have cab money.

Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.

Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the United States).

Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.

Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get them to a safe place immediately.

If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the United States). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.

Be true to yourself. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.

Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

WHO CAN I TALK TO?

The university encourages victims to talk to somebody about what happened so that the victim gets the support they need and the university can respond appropriately. Different university employees on campus have different abilities to offer a victim complete confidentiality.

• Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”

• Certain employees may talk to a victim in confidence, and generally only report to the university that an incident occurred in a particular location without revealing any personally identifying information. Disclosures to these employees will not trigger an investigation into an incident against the victim’s wishes.

• Third, some employees are required to report all of the details of an incident (including identifying information of both the victim and alleged perpetrator) to the Title IX Coordinator or a Deputy Title IX Coordinator. A report to these employees (referred to under the law as “responsible employees”) constitutes a report to the university and obligates the university to initiate an investigation into the incident and take appropriate steps to address the situation.

To help victims or other individuals make informed choices about where to turn, the following are examples of employees that fall into these categories.

A. PRIVILEGED AND CONFIDENTIAL COMMUNICATIONS

• Professional Counselors and Health Care Providers

Professional, licensed counselors or other health care providers (e.g., doctors, nurses) who are acting in their professional role in providing mental health counseling or other treatment to members of our community through Student Health Services (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the university’s Title IX Coordinator without a victim’s permission.
The Relationship and Sexual Violence Prevention Center: (314) 935-8761 during the day or after-hours through SARAH at (314) 935-8080 (during the academic year) or WUPD at (314) 935-5555

In addition to these on-campus providers, victims may also reach out to off-campus health care providers or clergy members to speak confidentially about an incident. A Resource Guide is found at the end of this brochure with available services and contact information.

- Nonprofessional Counselors and Victim Service Providers

Individuals who are not health care providers but who work in the on-campus Student Health Service office, including front desk staff, as well as those student volunteers who are members of S.A.R.A.H. or Uncle Joe’s Peer Support Service (who are not employees), can generally talk to a victim without a requirement that they reveal any personally identifying information about an incident to the university. A victim can seek assistance and support from these individuals without triggering a university investigation that could reveal the identity of the victim or the fact that the victim has disclosed the incident.

While maintaining a victim’s confidentiality, individuals in the Student Health Services office should report the nature, date, time, and general location of an incident to the Director of the Relationship and Sexual Violence Prevention Center, who will then transmit the de-identified information to the Title IX Coordinator. This limited report, which should include no information that would directly or indirectly identify the victim, helps keep the Title IX Coordinator informed of the general extent and nature of incidents on and off campus so that the university may track any patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Relationship and Sexual Violence Prevention Center or to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared.

To reach these nonprofessional counselors and victim service providers, please contact:

- The Relationship and Sexual Violence Prevention Center: (314) 935-8761 during the day or after-hours through SARAH at (314) 935-8080 (during the academic year) or WUPD at (314) 935-5555
- The Relationship and Sexual Violence Prevention Center offers 24/7 response to students who have been victimized, or are in a threatening situation and desire support with medical care, police response, or emergency housing. Additionally, during business hours, the Office is a confidential space to discuss survivor rights, options for reporting, resources that are available both on campus and in the community, and to access ongoing support. The Office also provides education and training on sexual harassment, sexual violence, domestic/dating/relationship violence, and stalking, and provides opportunities for student involvement through Green Dot, SARAH, LIVE, CARE, and the Men’s Project.

- Sexual Assault and Rape Anonymous Helpline (SARAH): (314) 935-8080

SARAH is a 24-hour confidential helpline run by students during the academic year. Open to all students of the Washington University community, the helpline provides information and referrals. All SARAH volunteers have received at least 60 hours of training on issues related to sexual harassment, sexual assault, and relationship violence.

- Uncle Joe’s Peer Support and Resource Center: (314) 935-5099

Physical Location: Gregg House on the South 40, basement
Phone counseling: available 24/7

In-person counseling: 10 p.m.–1 a.m. every night during semesters
Uncle Joe’s is a student-run peer support service. The students who work at Uncle Joe’s are available for confidential guidance and referrals by phone or in person. Uncle Joe’s has information and resources for dealing with a wide range of problems encountered by college students, including sexual harassment, sexual assault, and relationship violence.

Again, if a victim wishes to seek support and assistance off-campus, there are resources available in the community, and the contact information for several of these services can be found in this brochure.

Victims who speak with the above individuals and wish to maintain confidentiality should understand that the university will not be able to investigate a particular incident or take disciplinary action against the alleged perpetrator. Nonetheless, these counselors and other victim service providers will be able to assist the victim in receiving other necessary protection and possible support, including referrals to other university administrators for academic support or accommodations, referrals to disability services or health/mental health services, changes in living, working or course schedules, referrals to victim advocacy organizations, legal services, or visa and immigration services.

A victim who first requests confidentiality may later decide to file a complaint with the school and pursue disciplinary action against a current student. The victim may also decide to report the incident to law enforcement agency and have the incident investigated by police. The counselors and providers above will provide the victim assistance in contacting the appropriate authorities if the victim wishes to do so.

** Please note that while these professional and nonprofessional counselors and providers may maintain a victim’s confidentiality vis-à-vis the university, they may have other reporting obligations under state law. For example, they may be considered mandatory reporters required to notify law enforcement officials or other necessary individuals upon learning of an incident of abuse involving a minor or, for example, if there is a threat of imminent harm to self or others. In addition, such individuals may be
required to testify or provide documents if criminal or civil litigation is initiated and subpoenas are issued.

In addition, if the university determines that the alleged perpetrator(s) pose(s) a serious and immediate threat to the university community, a timely warning may be issued to the members of the university community without information that identifies the victim.

B. RESPONSIBLE EMPLOYEES

A “responsible employee” is a university employee who has the authority to redress sexual harassment, including sexual violence, who has the duty to report incidents of sexual harassment, sexual assault, relationship violence or stalking or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual harassment, sexual assault, relationship violence or stalking, the university will initiate an investigation into the incident to determine what happened and to resolve the matter in a prompt and equitable manner.

A responsible employee must report to the Title IX coordinator, Deputy Title IX Coordinator or their supervisor all relevant details about an incident shared by the victim or a third party, including the names of the victim(s), alleged perpetrator(s), witness(es), and any relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information shared with a responsible employee will only be shared with people involved in the university’s investigation and response. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has already filed a report with law enforcement.

Before a victim reveals any information to a responsible employee, the employee should make every effort to ensure that before the student reveals information that they may wish to keep confidential, the student understands the employee’s reporting obligation as well as the student’s options to speak to a confidential resource. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the university will consider the request, but cannot guarantee that the university will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, a Deputy Title IX Coordinator or their immediate supervisor, the responsible employee will also forward the victim’s request for confidentiality.

The responsible employee should also refer the victim to the Title IX Coordinator or Office of Student Conduct and Community Standards to pursue a formal university complaint as well as to WUPD or WUSMPS to pursue a criminal complaint. Responsible employees should not pressure a victim to request confidentiality but rather honor and support the victim’s wishes, including supporting a victim’s wish to pursue a complete and full investigation. By the same token, responsible employees should not pressure a victim to make a full report if the victim is not ready to do so.

CONFIDENTIALITY REQUESTS

If a victim wishes to request that the university maintain confidentiality and not proceed with an investigation or disciplinary action against the accused student, the university, through the Title IX Coordinator, will strongly consider the request. Requests for confidentiality limit the university’s ability to meaningfully investigate an incident and pursue disciplinary action against the accused student.

Because the university has an obligation to provide a safe, nondiscriminatory environment for the larger university community, we must weigh the request carefully against that obligation. Although rare, there may be times when the university cannot honor a victim’s request for confidentiality.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the university will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
  - whether the sexual violence was perpetrated with a weapon;
  - whether the victim is a minor;
  - whether the university possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
  - whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the university to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the university will likely respect the victim’s request for confidentiality.

We will let the victim know if the university cannot honor the request, in which case we will limit, to the extent possible, the information shared to those necessary for purposes of the university’s investigation and response. The university will work with the victim to create a safety plan and will take ongoing steps to protect the victim from retaliation or harm. In addition, the university will assist the victim in accessing and implementing support services and potential accommodations or protective measures described above. The university will not require a victim to participate in any investigation or disciplinary proceeding.

Even if the victim has not requested confidentiality and regardless of whether a victim has opted-out of allowing the university
to share “directory information” under FERPA, “personally identifiable information” about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, e.g., those who are investigating the report or those involved in providing support services to the victim, including accommodations and protective measures.

**FILING A REPORT: CRIMINAL AND UNIVERSITY OPTIONS**

Sexual violence, including sexual assault, acquaintance rape, domestic/dating/intimate partner violence, and stalking are crimes and are prohibited by university policy. If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Jessica Kennedy, by calling, writing, or coming into the office to report in person and/or by contacting WUPD, Protective Services, or local law enforcement if you choose to file a police report. The Title IX Coordinator can be reached at (314) 935-3118 or jwkennedy@wustl.edu. Washington University encourages you to timely file a police report about the incident and, if you choose to file a report, will assist you in notifying the appropriate law enforcement authorities. Time is a critical factor for evidence collection and preservation (in particular the first 120 hours following an incident), which may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining an order of protection. To file a police report, please call WUPD at (314) 935-5555 or WUSM Protective Services at (314) 362-HELP (4357). Contact information for other local law enforcement agencies is included in the Resources section of this brochure.

Although you are not required to contact university or law enforcement authorities, and you have the right to decline to notify such authorities, if you would like assistance or support in contacting the police and filing a police report, please contact Kim Webb, Director of the Relationship and Sexual Violence Prevention Center at (314) 935-8761 during the day or after-hours through SARAH at (314) 935 8080 or WUPD at (314) 935-5555. Your case will be treated with courtesy, sensitivity, dignity, understanding, and professionalism. Filing a police report will not oblige you to criminally prosecute the accused or file a complaint against the accused under the Judicial Code or the university’s Sexual Harassment or Discrimination and Discriminatory Harassment policies. By providing the WUPD or Protective Services with information, we may be able to prevent future violence to you and others.

**WHAT IS INVOLVED IN MAKING A POLICE REPORT TO WUPD AND PROTECTIVE SERVICES AND THEIR RESPONSE COMMITMENT**

Sex crimes and violence, including sexual assault, rape, domestic/dating/intimate partner violence, and stalking are very serious concerns of WUPD and Protective Services. WUPD has specially trained female and male officers to assist you when you make a report. If you feel you are a victim of a sex crime, sexual violence, relationship violence, or stalking on campus, the WUPD and Protective Services will guarantee the following:

- We will meet with you privately, at a time and place of your choice, to take your report.
- If you would feel more comfortable talking with a friend or advocate of your choice present, we will do our best to accommodate your request.
- We will not notify your parents without your consent.
- We will treat you and your particular case with courtesy, sensitivity, dignity, understanding, and professionalism.
- Our officers will not prejudge you, and you will not be blamed for what occurred.
- We will assist you in arranging for any necessary hospital treatment or other medical needs. We will also assist in locating emergency housing if needed.
- We will fully investigate your case and help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept up-to-date on the progress of the investigation and/or prosecution.
- We will assist you in privately contacting counseling and other available resources.
- We will continue to be available to answer your questions, explain your options, explain your rights, explain the system and process involved (prosecutor, courts, etc.), and be a listening ear if you wish.
- We will consider your case seriously regardless of your gender, sexual orientation, or the gender or status of the suspect.

If you feel you are a victim of a sex crime, sexual assault, sexual violence, domestic/dating/intimate partner violence, harassment or stalking, call any time of the day or night to file a report:

**WUPD**
(314) 935-5555

**WUSM Protective Services**
(314) 362-HELP (4357)

**PROTECTIVE ORDERS**

You may have options to pursue orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a court of law and enforceable anywhere in the United States. The university will assist in the pursuit and enforcement of such orders if necessary and will work with the victim to make necessary and reasonable safety accommodations. Options for protective orders that may be available under Missouri state law are further explained in Appendix L.

Any person who obtains an order of protection from Missouri or any other state should provide a copy to WUPD or Protective Services (as applicable) as well as the Office of the Title IX Coordinator. A complainant may then meet with WUPD or Protective Services to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements,
providing a temporary cellphone, changing classroom location or other academic accommodations, etc. The university cannot apply for a legal order of protection, no contact order, or restraining order for a victim from the applicable jurisdiction(s).

**UNIVERSITY NO CONTACT ORDERS OR NO TRESPASS ORDERS**

The university may issue an institutional no contact or no trespass order in its discretion or at the request of the victim or accused party, if deemed appropriate. If the university receives a report that such an institutional no contact or no trespass order has been violated, the university will initiate appropriate investigatory proceedings (e.g., based upon the status of the accused (student, employee, etc.) and may impose disciplinary sanctions if the person is found responsible for violating the no contact order.

For assistance with such processes and in notifying law enforcement on campus or off campus, contact:

Kim Webb, Director of the Relationship and Sexual Violence Prevention Center
(314) 935-8761

SARAH (after hours)
(314) 935-8080

**UNIVERSITY PROCEDURES WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING IS REPORTED**

The university has procedures in place that serve to be sensitive to a student or employee who reports that they are the victim of sexual assault, sexual violence, domestic/dating violence, or stalking will be provided a written explanation of their rights and options as well as referral to existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available, both on campus and in the community.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

**ACCOMMODATIONS AND PROTECTIVE OR OTHER INTERIM MEASURES**

The university will provide written notification to victims regarding options for, and available assistance in, obtaining reasonable accommodations, including changes in academic, living, transportation, and working situations and other protective measures. A victim does not have to make a report to the police in order to request such accommodations. The university will make such accommodations if the victim requests them and if they are reasonable and available. By only sharing personally identifiable information of the victim with individuals on a need-to-know basis, the university will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the university to provide the accommodations or protective measures.

The Title IX Coordinator, or their designee, may also determine that interim or remedial measures, (not including suspension or expulsion) directed at the parties involved, witnesses, or a broader university population are necessary, appropriate, and reasonably available to prevent and/or respond to sexual harassment, sexual assault, domestic/dating violence, or stalking. Depending on the specific nature of an allegation, such measures may include but are not limited to: implementation of a no-contact order, temporary housing or course/classroom assignment changes, medical and counseling services, academic support services and accommodations, additional training, and education. For assistance with such processes, contact:

Kim Webb, Director of the Relationship and Sexual Violence Prevention Center (314) 935-8761

or

Jessica Kennedy, Title IX Coordinator
(314) 935-3118

**RETALIATION IS NOT TOLERATED**

The university has a strong policy against retaliation, including by third parties. The university will not tolerate retaliation or discrimination against persons who, in good faith, report or charge sexual discrimination or harassment, sexual assault, domestic/dating violence, or stalking. Nor does the university tolerate retaliation or discrimination against those who testify, assist, or participate in any investigation, proceeding, or hearing involving such complaints.

If a victim or a witness experiences retaliation in any form, please contact the Title IX Coordinator or the Office of Student Conduct and Community Standards as soon as possible so that the retaliatory behavior can be addressed and disciplinary action taken if possible.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the university, the university will:

- depending on when reported (immediate vs. delayed report), assist victim with finding access to medical care
- assess immediate safety needs of victim
UNIVERSITY COMPLAINT, INVESTIGATION, AND DISCIPLINARY PROCESSES

The university also encourages you to consider pursuing the university complaint and disciplinary processes for incidents of alleged sexual harassment, sexual violence, dating violence, domestic violence, intimate partner violence, and stalking. Complaints against students are governed by the University Student Judicial Code or the University Sexual Assault Investigation Board procedures discussed below and included as Appendices I and J.

Complaints against faculty and staff are governed by the Sexual Harassment and/or Discrimination and Discriminatory Harassment policies and procedures, further detailed in the next section and included as Appendix K. Details of the applicable process can be discussed with Human Resources or the Office of Student Conduct and Community Standards. Speaking with representatives in these offices does not mean that you must file a complaint or criminal charges. A report made to the university does not preclude your right to file a police report and seek criminal prosecution if you are a victim of sexual assault, sexual violence, dating violence, domestic violence, intimate partner violence, or stalking.

Washington University will provide assistance to victims of sexual assault in facilitating any of these processes.

WU STUDENT JUDICIAL CODE

JUDICIAL CODE OFFENSES

The Washington University Student Judicial Code (UJC), which can be found online at https://wustl.edu/about/compliance-policies/academic-policies/university-student-judicial-code, sets forth defined Offenses in Section III of the UJC and states that students engaging in such conduct are subject to disciplinary action. Among the Offenses that may apply to allegations of sexual assault, sexual violence, dating/domestic/intimate partner violence, harassment or stalking are the following:

III.A.2 Interfering with the rights of other members of the university community or visitors to the university to engage in educational, recreational, residential, administrative, professional, business, and ceremonial activities, or other functions.

III.A.3. Physical abuse of any member of the university community or visitor to the university.

III.A.4. Threatening physical abuse, stalking, hazing, or any other conduct which harasses, threatens, or endangers the safety or health of, any member of the university community or visitor to the university.

III.A.5. Sexual contact with any member of the university community or visitor to the university without that person’s consent, including, but not limited to, rape and other forms of sexual assault.

Consent consists of mutually understandable words and/or actions which indicate that an individual has freely chosen to engage in sexual activity. In the absence of such words and/or actions, consent does not exist. Consent may not be inferred from silence, passivity, lack of physical resistance, or lack of verbal refusal alone.

Consent to engage in sexual activity must be knowing and voluntary. For example, sexual activity is not knowing and voluntary and therefore not consensual when any participant is physically forced, passed out, asleep, unconscious, or beaten. Sexual activity is also not knowing and voluntary and therefore not consensual if it is the result of coercion. A person’s words or conduct amount to coercion if they eliminate the other person’s ability to choose whether or not to engage in sexual activity. Examples of coercion could include the following, so long as the conduct rises to a level that eliminates the other person’s ability to choose whether or not to engage in sexual activity:

- threats (express or implied) of substantial emotional or psychological harm or any physical harm, confinement, or other similar conduct.
- conduct amount to coercion if they eliminate the other person’s ability to choose whether or not to engage in sexual activity.
- coercion if they eliminate the other person’s ability to choose whether or not to engage in sexual activity.
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- coercion if they eliminate the other person’s ability to choose whether or not to engage in sexual activity.
- coercion if they eliminate the other person’s ability to choose whether or not to engage in sexual activity.

Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity, and for each form of sexual contact. Consent may be withdrawn by either party at any time.

An individual who is incapacitated is unable to give consent. In such circumstances, the Respondent will be held responsible if the Respondent either knew or a reasonable person in the same position would have known that the other party was incapacitated and therefore could not consent to the sexual activity. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless due to a medical condition or the voluntary or involuntary consumption of drugs and/or alcohol, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring.

III.A.6 Conduct which is disorderly, lewd, indecent, or which disturbs the peace on university premises or at functions sponsored by, or participated in by, Washington University or a Washington University student group.
UNIVERSITY JUDICIAL CODE AND UNIVERSITY SEXUAL ASSAULT INVESTIGATION BOARD PROCESSES

University Judicial Code disciplinary proceedings for cases involving sexual assault alleged to have been committed by a student in violation of Offense III.A.5 are detailed in the University Sexual Assault Investigation Board (“USAIB”) procedures, which can be found online at http://www.wustl.edu/policies/sexualassault.html. They are also included as Appendix J.

USAIB proceedings against a respondent apply regardless of whether the alleged sex offense occurred on or off campus.

For other offenses or harassment that do not involve sexual contact, including potentially domestic/dating/intimate partner violence and stalking, the UJC disciplinary proceedings are detailed in the Code, which can be found at http://www.wustl.edu/policies/judicial.html or in Appendix I. In certain circumstances, as described in the Code and the USAIB procedures, such complaints may be referred to the USAIB by the Office of Student Conduct and Community Standards. Again, UJC proceedings against a student accused of such conduct apply regardless of whether the alleged offense occurred on or off campus.

To file a formal complaint against a student alleging sexual assault, an individual (“complainant”) should contact the university’s Title IX coordinator or the Office of Student Conduct and Community Standards and submit a written complaint.

University proceedings shall provide a prompt, fair, and impartial investigation and resolution of complaints received. The proceedings will be conducted by individuals who receive annual training on issues related to sexual assault, sexual violence, domestic/dating/intimate partner violence, harassment and stalking, including how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability but that is fair to all parties involved.

In all instances, the process will be conducted in a manner that is consistent with the university policy. Usually, the investigation of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, the process may be extended for good cause. The university will provide written notice to the complainant and respondent advising them of the status of the investigation, as well as any delay.

Further description of the major steps in the USAIB and UJB processes, certain timelines associated with these steps and the types of information considered can be found in the full procedures, included as Appendices I and J.

The complainant (or the victim, if the victim is not the complainant) and the respondent may be accompanied throughout the USAIB or UJB process by one individual of their choice; for example, a friend, faculty member, advisor or parent. The function and role of the accompanying advisor is to provide support or advice, to the person requesting their presence, and the advisor may not be a fact witness. The university will not limit the choice of advisor or their presence with either the complainant or respondent in any meeting related to the investigation or institutional disciplinary proceedings. However, the role of the advisor is limited to consulting with and advising the party, and they may not speak on behalf of the party.

The complainant and respondent will have timely notice for meetings at which they are required to be present;

The complainant and respondent will have timely and equal access to information that will be used during formal and informal disciplinary meeting and hearings; and

The investigation and, if applicable, any disciplinary procedures, will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent.

If the majority of the USAIB Panel or the UJB Panel finds that a respondent “more likely than not” engaged in a sexual assault, sexual violence, domestic/dating/intimate partner violence, harassment or stalking in violation of a UJC provision, they may, depending on the circumstances, be subject to a range of sanctions, including but not limited to restricted access and activity on campus, no-contact orders, counseling, institutional service, educational workshops, fines, probation, suspension or expulsion from the university, even for a first-time offender. Each case is handled on a case by case basis. In addition, the respondent may be referred for criminal prosecution in the state courts.

In accordance with federal law, the university will simultaneously notify both the complainant and the respondent of the final outcome in writing with respect to disciplinary proceedings alleging a sex assault, sexual violence, domestic/dating/intimate partner violence, or stalking, including certain sanctions imposed against the respondent. The parties will also be notified of the process for review of the proceedings, any change to the results that occurs prior to the time that such results become final, and when such results become final.

To the extent permissible by law, the university will protect the confidentiality of victims, and personally identifiable information about victims will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics, the daily crime log, and any crime alerts or timely warning notifications.

VIOLENCE AGAINST WOMEN ACT DEFINITIONS

The university prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking as set forth in the Clery Act. Below are relevant definitions adopted by the U.S. Department of Education pursuant to the Reauthorization of the Violence Against Women Act:

34 C.F.R. §668.46
“Dating Violence”: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(i) The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.

“Domestic Violence: (i) A felony or misdemeanor crime of violence committed (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is co-habiting with, or has co-habitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

“Stalking”: (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) Fear for the person’s safety or the safety of others; or (B) Suffer substantial emotional distress.

(ii) For the purposes of this definition (A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

“Sexual Assault”: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

MISSOURI STATUTORY DEFINITIONS AND CRIMINAL PROVISIONS

Below are relevant definitions and provisions under Missouri criminal law:

“Rape in the First Degree”: A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim’s knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse. Mo. Rev. Stat. § 566.030.

“Rape in the Second Degree”: A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person’s consent. Mo. Rev. Stat. § 566.031.

“Sodomy in the first degree”: A person commits the offense of sodomy in the first degree if he or she has deviate sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim’s knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse. Mo. Rev. Stat. § 566.060.1.

“Sodomy in the second degree”: A person commits the offense of sodomy in the second degree if he or she has deviate sexual intercourse with another person knowing that he or she does so without that person’s consent. Mo. Rev. Stat. § 566.061.1.

“Sexual Misconduct in the first degree”: A person commits the offense of sexual misconduct in the first degree if such person:

(1) Exposes his or her genitals under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm;

(2) Has sexual contact in the presence of a third person or persons under circumstances in which he or she knows that such conduct is likely to cause affront or alarm; or

(3) Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person. Mo. Rev. Stat. § 566.093.1.

“Sexual Misconduct in the second degree”: A person commits the offense of sexual misconduct in the second degree if he or she solicits or requests another person to engage in sexual conduct under circumstances in which he or she knows that such request or solicitation is likely to cause affront or alarm. Mo. Rev. Stat. § 566.095.1.
“Sexual abuse in the first degree”: A person commits the [crime] offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Mo. Rev. Stat. § 566.100.1

“Sexual abuse in the second degree”: A person commits the [crime] offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person’s consent. Mo. Rev. Stat. § 566.101.1

Under section 566.010, RSMo, the following definitions apply to the above criminal provisions:

(a) “Deviate sexual intercourse”, any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person or a sexual act involving the penetration, however slight, of the male or female sex organ or the anus by a finger, instrument, or object done for the purpose of arousing or gratifying the sexual desire of any person or for the purpose of terrorizing the victim;

(b) “Sexual conduct”, sexual intercourse, deviate sexual intercourse, or sexual contact;

(c) “Sexual contact”, any touching of another person with the genitals or any touching of the genitals or anus of another person, or the breast of a female person, or such touching through the clothing, for the purpose of arousing or gratifying sexual desire of any person;

(d) “Sexual intercourse”, any penetration, however slight, of the female sex organ by the male sex organ, whether or not an emission results.

Under section 556.061, RSMo, the following definitions are provided:

“Consent”: consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

(a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or

(b) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or

(c) It is induced by force, duress, or deception;

“Forcible compulsion” means either:

(a) Physical force that overcomes reasonable resistance; or

(b) A threat, express or implied, that places a person in reasonable fear of death, serious physical injury, or kidnapping of such person or another person;

“Incapacitated” means that physical or mental condition, temporary or permanent, in which a person is unconscious, unable to appraise the nature of such person’s conduct, or unable to communicate unwillingness to an act.

Missouri section 455.010 provides the definition of domestic violence and other relevant provisions:

“Domestic violence” is defined as abuse or stalking committed by a family or household member, as set forth below.

“Abuse” includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner:

(a) “Assault”, purposely or knowingly placing or attempting to place another in fear of physical harm;

(b) “Battery”, purposely or knowingly causing physical harm to another with or without a deadly weapon;

(c) “Coercion”, compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage;

(d) “Harassment”, engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child.

Such conduct might include, but is not limited to:

a. Following another about in a public place or places;

b. Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity;

c. “Sexual assault”, causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress;

(f) “Unlawful imprisonment”, holding, confining, detaining, or abducting another person against that person’s will;

“Stalking” is when any person purposely and repeatedly engages in an unwanted course of conduct that causes alarm or distress to another person when it is reasonable in that person’s situation to have been alarmed by the conduct. As used in this subdivision:

(a) “Alarm” means to cause fear of danger of physical harm;

(b) “Course of conduct” means a pattern of conduct composed of repeated acts over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact; and

(c) “Repeated” means two or more incidents evidencing a continuity of purpose.

“Family or household member” is defined by Missouri law as “spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.” Mo. Rev. Stat. § 455.010.
The state of Missouri does not have a separate definition in its criminal code for dating violence.

While some Missouri statutes are gender or body-part specific, any person can be a perpetrator or victim of various forms of sexual violence. The university considers all of these criminal acts to also be violations of the University Judicial Code.

Acquaintance rape, or date rape, is commonly understood as a sexual assault in which the survivor (male or female) and the perpetrator (male or female) know each other. The perpetrator may be a casual acquaintance, friend, or a steady dating partner. Acquaintance rape is punishable by law—and under the Judicial Code—to the same degree as rape committed by a non-acquaintance.

Drugs can be used in cases of sexual assault and rape to quickly sedate victims and render them incapable of giving consent.

Alcohol is the most prevalent drug, on the WU campus and nationwide. If you think you have been drugged, time is of the essence. Seek a drug test at a hospital immediately.

Remember that a report made to the university does not preclude your right to file a police report and seek criminal prosecution if you are a victim of rape, sexual assault, or other sexual offenses.

CONFIDENTIAL/ANONYMOUS REPORTING

A victim is not obligated to participate in any investigation or disciplinary process, but the university strongly encourages a victim to consider pursuing a formal university complaint and/or a criminal complaint.

A victim can pursue either, both or none of these options. It is the victim's choice.

If you choose not to file a report with the police, the university strongly encourages you to file an anonymous or confidential report through either the RSVP Center’s website at sexualviolence.wustl.edu, which is submitted directly to Kim Webb, or through WUDP's Silent Witness program (see section on “Reporting a Crime”) to assure that the incident is known to university officials who are concerned about campus safety. By filing a confidential or anonymous report form, this allows the university to better determine whether there are patterns of crime with regard to a particular location, method, or offender, and alert the community to potential danger if appropriate. Confidential or anonymous report forms are also available at Student Health Services, the Office of Campus Life, the Office of Student Conduct and Community Standards, Residential Life, and WUPD or via https://shs.wustl.edu/arsar/Pages/default.aspx.

SEXUAL ASSAULT, SEXUAL VIOLENCE, DATING/DOMESTIC/INTIMATE PARTNER VIOLENCE, AND STALKING PREVENTION AND EDUCATION

The university engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end sexual violence, sexual assault, dating/domestic/intimate partner violence, sexual assault and stalking that:

- are culturally relevant,
- inclusive of diverse communities and identities,
- sustainable,
- responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for current employees and students that are intended to increase audience knowledge and share information and resources on prevention of sexual violence, sexual assault, dating/domestic/intimate partner violence and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage bystander intervention, and seek to reduce risk by changing behavior and social norms in healthy and safe directions. The initiatives and strategies increase knowledge on how to prevent violence, promote safety and reduce perpetration.

The primary prevention and awareness programs and campaigns for new and current students and employees include all or some of the following, depending upon the type of program or campaign and the target audience:

- A statement affirming that WU prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the Clery Act;
- The definition of these crimes in Missouri, as further described herein;
- The definition of consent in reference to sexual activity in Missouri, as further described herein;
- A description of safe and positive options for bystander intervention; and
- Information on risk reduction.

The Relationship and Sexual Violence Prevention Center (RSVP) is the primary provider of sexual assault, sexual violence, dating/domestic/intimate partner violence, and stalking education and prevention on campus. A summary of the university’s prevention and education programs and campaigns is included as Appendix M. All incoming first year and transfer and exchange students are required to complete an online alcohol and sexual violence education program and attend a program during Orientation called The Date. These programs offer thought-provoking skits and engage students in a follow-up mandatory discussion regarding healthy and safe decision-making. A follow-up program offered to students, #RewindBlurredLines, uses a theater group, Theater for Social Change, in an interactive performance with student participants that allows students to explore the complexities of challenging the culture of sexual violence, rape myths, and other power-based personal violence.

Kim Webb, the Director of the Relationship and Sexual Violence
Prevention Center, coordinates with other departments and members of the university community, including the Title IX Coordinator, WUPD, and the Office of Human Resources, in providing education and training sessions on the prevention of sexual violence, relationship violence, harassment, and stalking throughout the year, including topics such as bystander intervention, risk reduction, warning signs of abusive behavior and how to avoid potential attacks, healthy sexual relationships, communication and consent, drug and alcohol-facilitated sexual assault, and how to support a survivor of sexual violence or relationship violence. To schedule a program or training session, please contact Kim Webb at (314) 935-8761 or email kim_webb@wustl.edu. In addition, the university’s Title IX Coordinator, the Director of the Office of Student Conduct and Community Standards, and Director of the RSVP Center conduct various training sessions on sexual assault, sexual violence, sexual harassment, dating/domestic/intimate partner violence and stalking, including but not limited to graduate and professional student orientation programs, international student orientation programs, undergraduate and graduate TA training sessions, Resident Advisor training, WUSA training, faculty and staff training at Departmental meetings, Athletic team trainings, and Fraternity and Sorority Life and Campus Life and Student Leadership programs.

Health Promotion Services, which is part of our Student Health Services, also offers programming regarding healthy relationships. Among the programs offered is Sex in the Dark, a ninety-minute program that involves first-year students asking questions about sexual health in a casual, lowlight setting in their residential college. Questions are answered by experts associated with the WU School of Medicine, Public Health, or Social Work.

Students receive information about related services and resources offered in Medical, Mental Health, and Health Promotion Services at SHS and in St. Louis. Organized by Peer Health Educators (PHEs) with support from health promotion staff, this program is known for its nonjudgmental approach, reliable information, entertainment value, and fun prizes.

Health Promotion Services also teams with the St. Louis Health Department and colleagues from the WU School of Medicine (Project ARK and the SPOT) to offer free STI screening and sexual health resources in the Danforth University Center once each semester on a first-come, first-served basis. SHS Medical staff answer questions about the wide range of no-cost and low-cost screening options available at SHS.

University student groups, including the Leaders in Interpersonal Violence Education (LIVE), also offer peer training regarding consent, communication, verbal and nonverbal language, and how to delay or decline sexual activity when individuals are under the influence of substances. These groups also host events in October to bring awareness to relationship and interpersonal violence as well as an entire month of events in April as part of Sexual Assault Awareness month, including movie screenings, Take Back the Night, and panel discussions.

GREEN DOT BYSTANDER INTERVENTION TRAINING AND CAMPAIGN

The university launched a website, greendot.wustl.edu, as part of our larger Green Dot Bystander Intervention campaign. The website contains information regarding safe and positive options for bystander intervention as well as strategies on risk reduction and other educational information to increase awareness, promote safety, reduce perpetration, and prevent violence. A Green Dot video and poster campaign was also created in order to promote proactive bystander intervention behavior.

Green Dot Bystander Intervention training is offered approximately ten times per year and is a campus-wide training opportunity open to all students. Faculty and staff members have participated in the training as well, and presentations have been given to some departments to increase awareness of and participation in the campaign. The bystander intervention training is a six-hour, evidence-based program bringing awareness to power-based personal violence, including sexual violence, domestic/dating/intimate partner violence, and stalking. The program teaches definitions and observable behaviors of power-based personal violence. It also explores bystander dynamics, personal dynamics and peer influence, all of which may impact an individual deciding whether to intervene. The program devotes a significant amount of training time to learning how to assess potentially high-risk situations in order to intervene when appropriate, and group work to develop and practice skills to intervene in safe and comfortable ways, including direct intervention, distraction and delegation.

QUICK REFERENCE RESOURCES FOR ASSISTANCE, REFERRAL, OR COUNSELING

ON CAMPUS

Director of Relationship and Sexual Violence Prevention Center
(314) 935-8761

Residential Life, Office of
(314) 935-5050

Director of the Office of Student Conduct
(314) 935-4174

Resident Advisor Duty Office
(314) 935-6071

SARAH (Sexual Assault and Rape Anonymous Helpline)
Student-run crisis line during the academic year
(314) 935-8080
Dean of Students, Office of
(314) 935-5050

Habif Health & Wellness Center (can assure confidentiality)
(314) 935-6666

Student Health Service (Medical Campus)
(314) 362-3523

Title IX Coordinator
(314) 935-3118

Uncle Joe's Peer Support and Resource Center
(314) 935-5099

Office of International Students and Scholars
(314) 935-5910

After-hours, please contact WUPD or SARAH
and they will contact Kim Webb:
WUPD
(314) 935-5555

SARAH (during the academic year)
(314) 935-8080

For student groups involved in sexual assault risk reduction
or survivor support, please contact:
Kim Webb
kim_webb@wustl.edu

OFF CAMPUS

The following programs, available in the St. Louis community, are
not operated by Washington University.

Anti-Violence Advocacy Project
(314) 503-2050

Barnes-Jewish Hospital Emergency Room (hotline)
(314) 362-9123

Crime Victims Advocacy Center
(314) 652-3623

Department of Education, Office of Civil Rights
www2.ed.gov/about/offices/list/ocr/index.html

Department of Justice
www.ovw.usdoj.gov/sexassault.htm

Life Crisis Services 24-hour Hotline
(314) 647-HELP (4357)

Rape, Abuse & Incest National Network
www.rainn.org

Rape and Violence End Now
(RAVEN) (314) 289-8000

Victim Service Council, St. Louis County
(314) 889-3075

Safe Connections
(314) 531-2003

St. Mary's Health Center
(314) 768-8360

YWCA St. Louis Regional Sexual Assault Center (hotline)
(314) 531-7273 (office) (314) 726-6665

LEAD Institute (provides a 24-hour crisis line for deaf individuals)
1-800-380-3323 (Voice/TTY)

The National GLBT National Help Center
1-888-THE-GLNH (1-888-843-4564)

Legal Services of Eastern Missouri
(314) 534-4200

International Institute of St. Louis
(314) 773-9090
Sexual Harassment

Below are excerpts from Washington University’s Policy on Sexual Harassment. The full policy, as well as the full Discrimination and Discriminatory Harassment Policy, is published in The Record, in the university’s faculty information handbook, and online. Both policies can be found at www.wustl.edu/policies, and the Sexual Harassment Policy is included in this brochure as Appendix K. You also may obtain a copy of either policy from the Human Resources offices at N. Brookings Hall, Room 150, on the Danforth Campus; Room 150, 7509 Forsyth Blvd., on the West Campus; or from the School of Medicine Human Resources office.

Committed to having a safe and respectful learning, living and working environment for its students, faculty, and staff, Washington University will not tolerate sexual harassment.

Sexual harassment, including sexual violence, is an attack on the dignity of individuals and the integrity of the university as an institution of learning. Academic freedom can exist only when every person is free to pursue ideas in a nonthreatening, non-coercive atmosphere of mutual respect. Sexual harassment is reprehensible and threatening to the careers, educational experience, and well-being of all members of our community. Sexual harassment is a form of discrimination that violates university policy. It is also illegal under state and federal laws.

The university policy on sexual harassment applies to all members of the Washington University community. It allocates responsibilities for helping to ensure that university policy is fairly applied, explains the processes by which complaints of sexual harassment may be brought forward, and provides sanctions for sexual harassment that may range from reprimands to termination or dismissal, depending on the severity of the offense.

If you believe you have been sexually harassed, the policy describes options about what you can do and where you can get help. If you believe you have been falsely accused of sexual harassment, the procedures are also available to you. Those charged with implementation of the policy will, whenever appropriate, encourage and assist individuals who believe they may have been sexually harassed to pursue the asserted means outlined in the policy for securing the cessation of unwelcome and offensive conduct.

Examples of conduct that may constitute sexual harassment include, but are not limited to:

• Requests for sexual favors
• Hugging, rubbing, touching, patting, pinching, or brushing another’s body
• Inappropriate whistling or staring
• Veiled suggestions of sexual activities
• Requests for private meetings outside of class or business hours for other than legitimate mentoring purposes
• Use in the classroom of sexual jokes, stories, or images in no way germane to the subject of the class
• Remarks about a person’s body or sexual relationships, activities, or experience
• Use of inappropriate body images to advertise events
• Sexual violence, including rape, sexual assault, sexual battery, and sexual coercion

Members of the university community can expect to be free from sexual harassment; thus, all members of the university community should guard against it. The fact that someone did not intend to sexually harass an individual is generally not considered a sufficient defense to a complaint of sexual harassment, although the reasonableness of the accused’s perceptions may be considered. In most cases, it is the characteristics of the behavior, effect on the complainant, and whether a reasonable person similarly situated would find the conduct offensive that determine whether the behavior constitutes sexual harassment.

CONFIDENTIALITY

The university will strive to protect, to the greatest extent possible, the confidentiality of persons reporting harassment and of those accused of harassment. Because the university has a legal obligation to address sexual harassment, however, the university cannot guarantee complete confidentiality where it would conflict with the university’s obligation to investigate meaningfully or, where warranted, take corrective action. Even when some disclosure of the university’s information or sources is necessary, it will be limited to the extent possible. The university will, to the extent permitted by law, keep confidential all records of complaints, responses, and investigations.

If you want to discuss possible harassment in a more confidential setting or clarify your feelings about whether and how you wish to proceed, you may want to consult a social worker, therapist, or member of the clergy, who is permitted, by law, to assure greater confidentiality. Clergy and counseling resources on campus are listed in Ternion and this Safety and Security brochure, available at police.wustl.edu.

In addition, any member of the university community may contact the Student Health Services or Kim Webb for a confidential discussion and, if desired, referral to off-campus resources.

Student Health Services
(314) 935-6666
Kim Webb
(314) 935-8761

SEEKING ADVICE, MAKING A COMPLAINT

If you believe that you have been sexually harassed, you have a number of response options, both formal and informal. Some people may wish to pursue informal means instead of or before making a formal complaint; others will not. If an informal procedure is ineffective, the formal procedures will remain open to you. You should select the route you feel is most appropriate to your circumstances. However you wish to proceed, you may consult at any time with the university’s Title IX Coordinator or Deputy Coordinators, whose responsibilities include assisting...
students, faculty, and staff with sexual harassment issues, be they
general or specific, formal or informal. You may wish to work with
the Coordinator or Advisors to select an approach.

The university's policy outlines options for obtaining advice and
making complaints.

University Title IX Coordinator and Deputy Coordinators:
Jessica W. Kennedy, Title IX Coordinator
(314) 935-3118

SCHOOL OF MEDICINE CAMPUS
Coordinator:
Jessica W. Kennedy
Handles complaints against students, faculty, staff, and others
(314) 935-3118

Advisors:
Leanne Stewart
Handles complaints against faculty, staff, and others
(314) 362-8278
Dr. Mary Klingensmith
Handles complaints against students and others
(314) 362-7800

DANFORTH CAMPUS AND OTHER CAMPUS LOCATIONS
Coordinator:
Jessica W. Kennedy
Handles complaints against students, faculty, staff, and others
(314) 935-3118

Advisors:
Sara Wright
Handles complaints against faculty, staff, and others
(314) 935-3147
Tamara King
Handles complaints against students and others
(314) 935-4174

ADDITIONAL RESOURCES
Discrimination and Title IX Grievance Committee
c/o Human Resources, Campus Box 1184

Legail Chandler
Vice Chancellor for Human Resources
(314) 935-7746

Kim Webb
Director of the Relationship and Sexual Violence Prevention Center
(314) 935-8761

To file a formal complaint regarding sexual harassment against
students or student groups, contact:
Tamara King
Campus Box 1250, Assoc. Dean of Students and Director of the
Office of Student Conduct and Community Standards
(314) 935-4174 or
(314) 935-4329

UNIVERSITY NON-DISCRIMINATION STATEMENT
AND POLICY AGAINST RETALIATION

The university will not tolerate retaliation or discrimination
against persons who, in good faith, report or charge sexual
harassment or against those who testify, assist, or participate in
any investigation, proceeding, or hearing involving a complaint of
sexual harassment.

Washington University encourages and gives full consideration
to all applicants for admission, financial aid, and employment.
The university does not discriminate in access to, or treatment or
employment in, its programs and activities on the basis of race,
color, age, religion, sex, sexual orientation, gender identity or
expression, national origin, veteran status, disability, or genetic
information. Inquiries about compliance should be addressed to:

Vice Chancellor for Human Resources
Washington University
Campus Box 1184
One Brookings Drive
St. Louis, MO 63130

or the university's Title IX Coordinator:
Washington University
Campus Box 1131
One Brookings Drive
St. Louis, MO 63130

SUMMARY OF CONFIDENTIAL AND
NON-CONFIDENTIAL RESOURCES

CONFIDENTIAL
The resources below can offer confidentiality to individuals and do
not have an obligation to report information they learn regarding
incidents of sexual assault, sexual harassment or other crimes or
violations of university policies to the university, except in very
limited circumstances.

Habif Health & Wellness Center
Student Health Services (Danforth Campus)
Nathan Dardick House on the South Forty
(314) 935-6666
shs.wustl.edu

Student Health Services (Medical Campus)
3rd Floor of the East Building, 4525 Scott Avenue, Suite 3420
(314) 362-3523
wusmhealth.wustl.edu

Kim Webb
Director of the Relationship and Sexual Violence Prevention Center (Danforth and Medical Campus)
Seigle Hall, Suite 435, Office 444
(314) 935-8761 during business hours or
through WUPD or SARAH after hours
Anonymous Report Form:
https://shs.wustl.edu/arsar/Pages/default.aspx

WUPD Silent Witness Program:
https://police.wustl.edu/crimepreventionandsafety/Pages/Silent-Witness-Form.aspx

WUSM Protective Services Campus Watch Hotline
To submit a confidential report of a crime that has already been committed on the Medical Campus, call (314) 362-0381 and leave a recorded voice message.

Sexual Assault and Rape Anonymous Helpline (SARAH)
(314) 935-8080
SARAH is a 24-hour confidential helpline run by students during the academic year. Open to all members of the Washington University community, the helpline provides information and referrals. All SARAH volunteers have received at least 60 hours of training on issues related to sexual assault.

Uncle Joe’s Peer Support and Resource Center
Gregg House, basement phone counseling 24 hours
(314) 935-5099
In-person support 10 p.m.–1 a.m. every night during semesters. Uncle Joe’s is a student-run peer support service. The students who work at Uncle Joe’s are available for confidential guidance and referrals by phone or in person. Uncle Joe’s has information and resources for dealing with a wide range of problems encountered by college students.
Consult a social worker, therapist, or member of the clergy who is permitted by law to assure greater confidentiality.

NON-CONFIDENTIAL
The resources below can offer assistance to individuals wishing to speak with a university official regarding options to report incidents of sexual assault, sexual harassment, or other crimes or violation of university policies. Upon learning of such incidents, these individuals will also initiate any required university investigation or other necessary processes to address these matters.

Medical Campus
Dr. Lisa Moscoso, Associate Dean for Student Affairs
(314) 454-2076
Dr. Mary Klingensmith, Senior Associate Dean for Education
(314) 362-7800
Legail Chandler, Vice Chancellor of Human Resources
(314) 935-7746

WUSM Protective Services
John Ursch, Director of WUSM Protective Services
(314) 362-HELP (4357)

Danforth Campus and other campus locations
Tamara King, Associate Dean of Students and Director of the Office of Student Conduct
(314) 935-4174
Jessica W. Kennedy, Title IX Coordinator
(314) 935-3118

Washington University Police Department (WUPD)
Mark Glenn, Chief of Police
(314) 935-5555
Kathy Steiner Lang, Asst. Vice Chancellor and Director of Office of International Students and Scholars
(314) 935-5910

Campus Services and Resources
All Emergencies Police/Fire/Medical
On Danforth Campus:
WUPD
(314) 935-5555
Lien Hall, Shepley Drive (South 40)
Campus Box 1038
St. Louis, MO 63130-4899
police.wustl.edu
WUPD officers are available 24 hours a day to respond to any call involving an emergency or need for police assistance.

On Medical Campus:
WUSM Protective Services
(314) 362-HELP (4357)
4526 Children’s Place
St. Louis, MO 63101
https://facilities.med.wustl.edu/security
WUSM Protective Services officers are available 24 hours a day to respond to any call involving an emergency or need for police assistance.
Bias Report and Support System (BRSS)
(314) 935-8118
email brss@wustl.edu

The Bias Report and Support System (BRSS) provides a central, streamlined process of reporting incidents of hate, bias, or discrimination involving students. The BRSS is a team of trained Washington University student and staff who work to: support students who have witnessed or been the target of bias-related incidents; refer community members to campus partner, groups, or individuals who can provide ongoing support; and inform the Washington University community about the frequency and nature of bias incidents reported through the BRSS.

Emergency Support Team (EST) Danforth Campus
Campus Box 1201
(314) 935-5555

The Washington University Emergency Support Team (EST) is a volunteer student organization that provides 24-hour emergency medical care to the Washington University community. Half of the members are licensed Emergency Medical Technicians (EMTs), and the other half are certified in standard first aid. EST additionally offers classes in CPR and first aid, provides first aid for special campus events, and cosponsors an EMT class each spring.

Environmental Health & Safety (EHS) Office
University Safety Officer
(314) 362-6816

The Environment Health & Safety Office acts as a resource to provide assistance, advice, or training concerning occupational safety and health issues. Areas included are fire safety, hazard abatement, risk management, and accident investigation. The staff also provides assistance in the areas of ergonomics, lockout tag-out, confined space, indoor air quality, and asbestos.

Emergency Management Office
(314) 935-9261
Campus Box 1103

WUSM Emergency Management Program Director
(314) 747-8208 or (314) 362-4357
Campus Box 8207

The Emergency Management Office acts as a resource for emergency and business continuity planning, manages the Emergency Notification System (WUSTAlerts), and performs fire drills and training related to emergencies.

Dean of Students and Assoc. Vice Chancellor for Student Affairs
Justin Carroll,
Danforth University Center, Suite 200
Campus Box 1068
(314) 935-5081

The Dean of Students oversees the following Student Affairs departments and programs: RSVP Center; Wash U Care; Student Health Services, and the Office of Student Conduct and Community Standards.

Assoc. Vice Chancellor for Student Affairs
Rob Wild, South Forty House
Campus Box 1250
(314) 935-8081

The Assoc. Vice Chancellor for Student Affairs oversees the following student services and programs: First Year Center, Campus Life, and Housing and Residential Life.

Assoc. Dean of Students and Director of the Office of Student Conduct and Community Standards
Tamara King, Residential Life Office
Campus Box 1250
(314) 935-4174

The Director of the Office of Student Conduct and Community Standards serves as the university’s Judicial Administrator (JA) and is the primary contact person for members of the Washington University community who have questions regarding their rights and responsibilities under the University Judicial Code and who may want to file a complaint. The JA receives and investigates complaints of violations of the University Judicial Code, www.wustl.edu/policies/judicial.html; determines whether a violation occurred; and, if so, imposes appropriate sanctions. The JA may refer certain cases to the University Judicial Board or the University Sexual Assault Investigation Board.

Habif Health & Wellness Center Student Health Services
(Danforth Campus)
(314) 935-6666

In the Nathan Dardick House on the South 40, the Habif Health & Wellness Center provides Medical, Mental Health, and Health Promotion Services designed to enhance the physical and emotional well-being of students.

For comprehensive information on these services, visit our website at shs.wustl.edu.

There is a nurse answer line available to answer any questions a student may have after-hours when SHS is closed.

For after-hours care, please call (314) 935-6666.

Olin Residence Hall (Medical Campus)
4550 Scott Avenue
St. Louis, MO 63110-1031
(314) 362-3230

Olin Residence Hall provides housing for approximately 168 medical and graduate students in the School of Medicine, and those enrolled in Physical Therapy, Occupational Therapy, Program in Audiology and Communication Science, Genetic Epidemiology, and the Division of Biology & Biomedical Sciences.
International Students and Scholars, Office of (OISS)
Stix International House on Forsyth Blvd.
(314) 935-5910
oiss@wustl.edu

The Office of International Students and Scholars (OISS) assists WU’s international populations in their transition to and integration into the United States, St. Louis, and the university community. OISS offers English language support and provides a comprehensive set of resources and support services. They may also provide guidance on immigration and visa matters relevant to WU international students and scholars.

Residential Life, Office of
Residential Life Office, South Forty House
Campus Box 1250
(314) 935-5050
Village Office, Village House
Campus Box 6500
(314) 935-8828
The Lofts Office
6300 Enright Avenue
(314) 935-0099

Monday–Friday, 8:30 a.m.–5 p.m.

The Office of Residential Life is responsible for campus student housing and related services. The staff is available to advise individuals and provide access to diverse services. This office oversees Resident Advisors and the Resident Advisor Duty Office.

Resident College Directors (RCDs) and Resident Advisors (RAs)

Please see campus phone directory for individual residence hall listings.

RCDs and RAs are available to provide a support system for students.

Resident Advisor Duty Office, Ursa’s, Lien House
(314) 935-6071

Monday–Friday, 5 p.m.–12 a.m.; Saturday and Sunday, 1:30 p.m.–12 a.m.

Staffed by two RAs, the Duty Office is available to students in cases of emergencies. The RA Duty Office is located in Ursa’s in the Ground Level of Lien House.

Kim Webb, Director of the Relationship and Sexual Violence Prevention Center (Danforth and Medical Campus)
Seigle Hall, Suite 435, Office 444
(314) 935-8761 during business hours
or through WUPD or SARAH after hours

Anonymous Report Form available at https://shs.wustl.edu/arsar/Pages/default.aspx

Sexual Assault and Rape Anonymous Helpline (SARAH)
(314) 935-8080

SARAH is a 24-hour confidential helpline run by students during the academic year. Open to all members of the Washington University community, the helpline provides information and referrals. All SARAH volunteers have received at least 60 hours of training on issues related to sexual assault.

Student Health Services (Medical Campus)
The Student Health Service on the Medical Campus provides on-site medical, mental health, and health promotion services to medical campus students. The Student Health Service office is located on the 3rd Floor of the East Building, 4525 Scott Avenue, Suite 3420.

Their hours are 8:00 a.m.–4:00 p.m., Monday through Friday.

(314) 362-3523
(314) 362-3526 (after-hours)
(314) 362-0058 (fax)
wusmhealth.wustl.edu

Title IX Coordinator

The Title IX Coordinator’s primary responsibility is coordinating and implementing the university Title IX compliance efforts in support of strengthening a culture that proactively supports a safe and respectful learning, working, and living environment. The Title IX coordinator monitors implementation of grievance procedures, including notification, investigation and disposition of complaints of sex discrimination, sexual harassment, domestic violence, dating violence and stalking. In addition, the Title IX Coordinator develops, provides and coordinates the provision of educational materials and training for the campus community on the same topics.

Jessica W. Kennedy
(314) 935-3118

Uncle Joe’s Peer Support and Resource Center
Gregg House, basement phone counseling 24 hours
(314) 935-5099

In-person counseling 10 p.m.–1 a.m. every night during semesters

Uncle Joe’s is a student-run peer support service. The students who work at Uncle Joe’s are available for confidential guidance and referrals by phone or in person. Uncle Joe’s has information and resources for dealing with a wide range of problems encountered by college students. For life-threatening concerns, please contact the police or SHS at (314) 935-6666.

University Sexual Assault Response Team (USART)
Kim Webb, Chair
(314) 935-8761

This is a multidisciplinary group composed of administrators, faculty, and community response members. This team is
devoted to strengthening the community response, internally and externally, in order to provide the most compassionate and efficient care possible for students.

Leaders in Interpersonal Violence Education (LIVE)
su.wustl.edu/directory

LIVE is a coeducational student group specializing in education on sexual assault and harassment, relationship violence and stalking, and men and masculinities. For more information, contact livewashu@gmail.com.

Parking and Transportation Services
700 Rosedale (near the corner of Skinker and Rosedale)
Campus Box 1200
parking.wustl.edu
(314) 935-5601
Monday–Friday, 8:30 a.m.–5:00 p.m.

Transportation information
(314) 935-4140
parking.wustl.edu

Parking and Transportation Services handles parking permits and tickets. It is also responsible for the university’s transportation programs.

Office of the Vice Chancellor for Student Affairs
and Dean of Students
(314) 935-4526

Off-Campus Services and Resources

The following services and resources may be able to help you. They are not affiliated with Washington University in any way.

All Emergencies
Police/Fire/Medical Off campus call 911

Crime Victims Advocacy Center
(314) 652-3623

24-hour, 7-days-a-week hotline for victims of all types of crimes. Provides emotional aid, information, and referral services.

Anti-Violence Advocacy Project
(314) 503-2050

Victim Service Council, St. Louis County
(314) 889-3075

Crisis and Counseling
Life Crisis Services 24-hour Hotline
(314) 647-HELP (4357)
Especially for suicide intervention.

Safe Connections
2165 Hampton Ave., St. Louis, MO 63109
(314) 531-2003

24-hour crisis hotline for women who have experienced physical, emotional, and sexual abuse. In-person individual counseling is also offered.

YWCA St. Louis Regional Sexual Assault Center
140 N. Brentwood Blvd., Clayton, MO 63105
(314) 726-6665 (office)
(314) 531-7273 (hot-line)

The YWCA Women’s Resource Center offers confidential counseling and a number of classes on assertiveness, self-defense, and other topics. The center also coordinates SART (Sexual Assault Response Team), which consists of a group of volunteers trained to provide crisis intervention to victims of sexual assault. SART volunteers are available to victims receiving medical attention at the hospitals close to Washington University.

VISA/IMMIGRATION SERVICES
International Institute of St. Louis Phone:
(314) 773-9090
Website: www.iistl.org

The International Institute of St. Louis offers comprehensive adjustment services for refugees and immigrants in the St. Louis community, including counseling.

LEGAL SERVICES
Legal Services of Eastern Missouri
4232 Forest Park Avenue, St. Louis, Missouri 63108
Phone: (314) 534-4200
Phone: (800) 444-0514

Legal Services of Eastern Missouri is an independent, nonprofit organization that provides high-quality civil legal assistance and equal access to justice for low-income people and the elderly in eastern Missouri.

HOSPITALS
Barnes-Jewish Hospital
One Barnes Hospital Plaza
St. Louis, MO 63110
Emergency Department
(314) 362-9123

Urgent Care Center
216 S. Kingshighway
St. Louis, MO 63110 (minor injuries and illnesses can be seen here)
(314) 454-7900
St. Mary's Health Center
6420 Clayton Road
St. Louis, MO 63117
Emergency Department
(314) 768-8360

St. Louis County Police
7900 Forsyth Blvd.
Non-emergency
(314) 889-2341

University City Police
6801 Delmar
University City, MO 63130
Non-emergency
(314) 725-2211

POLICE DEPARTMENTS
For all emergencies off campus, call 911.

Clayton Police
10 S. Brentwood
Clayton, MO 63105
Non-emergency
(314) 727-4130

St. Louis City Police Area 1 Division Station
3157 Sublette
St. Louis, MO 63139
Districts 123
Non-emergency (314) 444-0100

Area 2 Division Station
Central Patrol
919 N. Jefferson
St. Louis, MO 63106
Districts 459
Non-emergency (314) 444-2500

Area 3 Division Station
4014 Union
St. Louis, MO 63115
Districts 678
Non-emergency (314) 444-0001
Danforth Campus
Emergency Assembly Points
Appendix A

Danforth Campus
Emergency Assembly Points
Appendix A

Washington University West Campus
Emergency Assembly Points

0 0.05 0.1 Miles
Appendix A
### Appendix A

#### WashU Danforth Campus Emergency Assembly Points

<table>
<thead>
<tr>
<th>EAP #</th>
<th>Location Description</th>
<th>Buildings to use this EAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grassy area west of Daunten Res Hall and south of Shepley Dr.</td>
<td>Beaumont Res Hall(163)</td>
</tr>
<tr>
<td>2</td>
<td>Grassy area near Shepley Res Hall path</td>
<td>Danforth Res Hall(178), Shepley Res Hall(177), Wheeler Res Hall(179)</td>
</tr>
<tr>
<td>3</td>
<td>Grassy area b/n Dauten &amp; Lee Res Hall, near Shepley Dr.</td>
<td>Dauten Res Hall(168), Rutledge Res Hall(169)</td>
</tr>
<tr>
<td>4</td>
<td>Grassy area known as the Swamp</td>
<td>Park Res Hall(176), Mudd Res Hall(175), Thomas Eliot House(328), College Hall</td>
</tr>
<tr>
<td>5</td>
<td>East side of upper level of student housing (Shepley/Lot 55) parking garage</td>
<td>Gregg Res Hall(321), Lien Res Hall(322)</td>
</tr>
<tr>
<td>6</td>
<td>Clocktower plaza</td>
<td>Gregg(321) ground/lower level occupants, Lien(322) ground/lower level occupants, South 40 House(322), Campus Police (170), Umrath Res House(160)</td>
</tr>
<tr>
<td>7</td>
<td>Grassy area to the north of Hurd Res Hall</td>
<td>Myers Res Hall(166), Hurd Res Hall(165), Hitzeman Res Hall(164)</td>
</tr>
<tr>
<td>8</td>
<td>Northwest end of the Swamp</td>
<td>Lee Res Hall(162)</td>
</tr>
<tr>
<td>9</td>
<td>Grassy circle b/n Dardick &amp; Nemerov Res Hall</td>
<td>Dardick Res Hall(329), Nemerov Res Hall(323)</td>
</tr>
<tr>
<td>10</td>
<td>Bike shelter to the southwest of Koenig Res Hall, ~20 ft. south of Shepley Dr.</td>
<td>Koenig Res Hall(330), Liggett Res Hall(331)</td>
</tr>
<tr>
<td>11</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>garage</td>
<td>Eliot B Res Hall(335)</td>
</tr>
<tr>
<td>13</td>
<td>Southeast end of courtyard b/n Dauten &amp; Rutledge Res Hall</td>
<td>Shanedling Res Hall(167)</td>
</tr>
<tr>
<td>14</td>
<td>Northern Tennis court fence</td>
<td>Frat Houses 1(304), 2(305), 3(306), 4(307), 5(308), 6(312), 7(311)</td>
</tr>
<tr>
<td>15</td>
<td>Grassy area near Throop Dr. &amp; Snow Way</td>
<td>Millbrook Apt. 1(218), Millbrook Apt. 2(219), Floors 1, 2, &amp; Basement of AB Law School(250), WU Nursery School (219), Village East (217)</td>
</tr>
<tr>
<td>16</td>
<td>Grassy area/courtyard b/n Lopata House &amp; Village House (east end)</td>
<td>Millbrook Apt. 3(220), Millbrook Apt. 4(221), Small Group House 2 (325), Village House(326), Small Group House 4 (327), Lopata House (324)</td>
</tr>
<tr>
<td>17</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Grassy area southeast of bldg., near elevated walkway</td>
<td>Academy Building(199)</td>
</tr>
<tr>
<td>19</td>
<td>Ground level, east end of Millbrook Garage</td>
<td>Bryan Hall(195), Jolley Hall(129), Cyclotron Bldg.(113), McMillen Lab Bldg.(196), Power Plant/House(142), RadioChemistry Bldg.(144)</td>
</tr>
<tr>
<td>20</td>
<td>Grassy area to the north of Earth &amp; Planetary Science Center, along Throop Dr.</td>
<td>Compton Hall(109)</td>
</tr>
<tr>
<td>Appendix A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
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</tr>
</tbody>
</table>

| 21 | Grass area to the northeast of N. Brookings | Crow Hall (110), Rudolph Hall (204), North Brookings Hall (105), Cupples I (111) |
| 22 | Grass area b/n Olin Library & Cupples II | Cupples II (112), Lopata Hall (122), Louderman Hall (135), Sever Hall (149), Urbauer Hall (116), Duncker Hall (114), Ridgley Hall (146) |
| 23 | Grass area at northeast corner of Mudd Field | South occupants of Laboratory Science Bldg. (254), Women's Bldg. (156), McMillan Bldg. (137) |
| 24 | Middle level, south entrance of Millbrook Parking Garage | North and lower level occupants of Laboratory Science Bldg. (254), McMillan Addition (150) |
| 25 | Middle of Parking lot #50 | Alumni House (101), Blewett Hall (240), Tietjens Hall (242), Music Classroom Bldg. (252), Gaylor Music Lib. (130) |
| 26 | Grass area near George Washington Statue, south of Olin Library | Busch Lab Bldg. (108), Reubstock Hall (145), Monsanto Hall (139), Wilson Hall (154), Eads Hall (115), January Hall (134), Olin Library (141) |
| 27 | Grass area at southeast corner of Mudd Field | Graham Chapel (132), Lower levels of Mallinckrodt Center (193), Hilltop Bakery (193), Subway (153), Umrath Hall (153), Danforth University Center & Parking Garage |
| 28 | Parking lot #40, just south of Plant Growth Greenhouse | Life Sciences Bldg. (243), Plant Growth (140), Psychology Bldg. (249), Ground & Upper levels of Mallinckrodt Center & Edison Theater (193) |
| 29 | Grass area to the southwest of Busch Hall | McDonnell Hall (247) |
| 30 | Grass area to the north of Whitmore House, near Forsyth Blvd. | Stix International House (194), Whitmore House (197), Harbison House (174) |
| 31 | Grass area in the middle of Brookings Dr., also known as Lot 3 | Bixby Hall (104), Givens Hall (131), Steinberg Hall (151), Kemper Art Museum (203), Walker Hall (205) |
| 32 | Grass area to the southeast of S. Brookings, near Lot #7 | South Brookings Hall (105), Goldfarb Hall (251), Brown Hall (106), Busch Hall (107), Hillman Hall |
| 33 | Parking Lot #4, south of Whitaker Hall | Whitaker Hall (202), Brauer Hall (206), Green Hall (207) |
| 34 | Grass area at the northwest corner of Mudd Field | AB Law School floors 3-6 (250), Knight Center floors 3-7 (253), Seigle Hall (228), Knight Hall floors 3-5 (125), Bauer Hall floors 3-5 (133) |
| 35 | Ground level, west end Millbrook Garage | Knight Center floors Basement, 1, & 2 (253), Bauer Hall floors B-2 (133) & Knight Hall floors B-2 (125) |
| 36 | Missing | Practice Football Field gate, northwest corner of Francis Field |
| 37 | Entrance of Francis Field | Athletic Complex (123), Francis Gym (123) |
| 38 | Level 2, east end of New Millbrook Parking Garage | Millbrook Bldg. (138) |
| 39 | Alley to the southeast of bldg. | 276 N. Skinker Bldg. & Kayaks Coffee |

**West Campus**

| 50 | East Parking Lot past the gate attendant booth | West Campus (414 Bldg) |
| 51 | Northern most corner of the North Parking Lot | West Campus (413 Bldg) |

**North Campus**

| 60 | North of Bldg near bus lot gate | Family Learning Center, Huntleigh Transportation, occupants on the track, Rifle Range |
| 61 | Fence north of Bldg to the east of cell tower | Occupants of Suite(s) 2300, 1312, 1430, 1431, and 104 |
| 62 | Fence north of Bldg to the west of cell tower | Occupants of Suite(s) 1500 |
| 63 | Fence to the northwest of Bldg towards Taco Bell | Occupants of Suite(s) 1300 |
| 64 | Field to the west of the Bldg | Occupants of Suite(s) 1210, 1404, 1405, 1410, 1412, 1414, 1415, 1416, 1417, 1418, 1419, 1200 |
| 65 | Fence to the south of Bldg towards the Pageant | Occupants of Suite(s) 1110, 1120, 1130, 1140, 1122 & 1640 |
| 66 | Fence to the south of Bldg. across from Quadrangle loading dock | Occupants of Suite(s) 1611, 1612, 1630, 1520, 1570, 1550, 1650, 1614, 1613, Top Care, Quadrangle Housing Facilities & N Campus Maintenance |

**The Lofts**

| 80 | Green Space to the North of the Lofts at Limit & Enright | Occupants of Bldgs. 1A, 1B, 2, 3 & Garage |

**560 Trinity**

| 99 | Grassy area at the corner of Trinity & Washington | 560 Trinity Bldg |

Due to construction on campus, EAPs may be temporarily relocated. Check the bldg. evacuation map for the most up to date information.
Appendix A

<table>
<thead>
<tr>
<th>EAP #</th>
<th>Buildings to use this EAP</th>
<th>Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>CID School (24); Barnes Lodge (54)</td>
<td>Grassy area to the south of CID School, just west of parking lot at CID</td>
</tr>
<tr>
<td>102</td>
<td>4480 Clayton (HR) (45)</td>
<td>Parking Lot H near the south fence, southwest of building by salt shed</td>
</tr>
<tr>
<td>103</td>
<td>Shriner’s (8), BCI (7)</td>
<td>Grassy wedge at the corner of Clayton &amp; Euclid Avenue</td>
</tr>
<tr>
<td>104</td>
<td>4570 McKinley (3); SIRF &amp; SIRF East (63 &amp; 46); Health Admin (15)</td>
<td>At garden area in rear entrance to Health Admin Program Building</td>
</tr>
<tr>
<td>105</td>
<td>South Building (3); Becker Med. Library (13); Cancer Research (2); North Building (1); Farrell Learning &amp; Teaching Center (98); McMillan (6); Maternity (5); IWI (9); West Building (14); Peters (23); Barnes Service Building (28); Barnes Central (53)</td>
<td>Northeast corner of HUDlin Park (near corner of Euclid and Barnes Jewish Hospital Plaza)</td>
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<tr>
<td>106</td>
<td>McDonnell Science (12); Olin Residence Hall (10); East McDonnell (18)</td>
<td>Grassy area to the south of Olin Circle near McKinley (in center of circle)</td>
</tr>
<tr>
<td>107</td>
<td>BioTech (181); East Building (78); East Imaging (82)</td>
<td>On hedge near southeast corner of East McDonnell Science Building</td>
</tr>
<tr>
<td>108</td>
<td>4515 McKinley Research Building (47); 4522 McKinley-EH&amp;S (47)</td>
<td>On northeast section of parking lot east of EH&amp;S Building</td>
</tr>
<tr>
<td>109</td>
<td>McDonnell Pediatric Research Building (16), EPNEC (11), CAM (35)</td>
<td>Euclid Avenue pedestrian plaza near the North Garage</td>
</tr>
<tr>
<td>110</td>
<td>Clinical Science Research Building/NTA (20 &amp; 89); Renard Hospital (17)</td>
<td>East end of Wohl circle near Renard Circle/Chromalloy Kidney Center</td>
</tr>
<tr>
<td>111</td>
<td>Wohl Clinic (21); Wohl Hospital (22); Barnard Hospital (50)</td>
<td>Entrance to Wohl Circle drive</td>
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<tr>
<td>112</td>
<td>Northwest Tower (42)</td>
<td>Pedestrian area outside Barnes &amp; Noble Cafe</td>
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<tr>
<td>113</td>
<td>4511 Forest Park (64)</td>
<td>4511 north parking lot</td>
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<tr>
<td>114</td>
<td>4444 Forest Park (66); 222 S. Newstead (65)</td>
<td>Grassy area to the northeast of the 4444 building near Newstead</td>
</tr>
</tbody>
</table>

Please note that due to construction, the EAP assigned to a building may be temporarily or permanently relocated. For the most up-to-date EAP location, please check your building evacuation map.
<table>
<thead>
<tr>
<th>#</th>
<th>Location Description</th>
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<tbody>
<tr>
<td>115</td>
<td>Grassy area at the corner of Taylor &amp; Forest Park Parkway</td>
</tr>
<tr>
<td>116</td>
<td>BJCIH (4)</td>
</tr>
<tr>
<td>117</td>
<td>CORTEX 1 (541)</td>
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<tr>
<td>118</td>
<td>North end of pedestrian plaza-Euclid &amp; Children's Place between EPNEC &amp; STL COP</td>
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<tr>
<td>119</td>
<td>Parking lot to the south of building</td>
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<tr>
<td>120</td>
<td>Queeny Tower (52); Rand Johnson (59); MIR (19); Southwest Tower (57)</td>
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<tr>
<td>121</td>
<td>Sign to be relocated-site under construction</td>
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<tr>
<td>122</td>
<td>South sidewalk west of Forest Park Parkway &amp; Euclid Avenue-2nd cobra light</td>
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<tr>
<td>123</td>
<td>BJ Center for Outpatient Health (COH) (37)</td>
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<tr>
<td>124</td>
<td>No sign, however, EAP is on Tom's Bar &amp; Grill parking lot on northeast side of Forest Park Parkway &amp; Euclid</td>
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<tr>
<td>125</td>
<td>Clayton Avenue Building (68)</td>
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<tr>
<td>126</td>
<td>East Pavilion (71); West Pavilion (72)</td>
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<td>127</td>
<td>Central Hudlin Park east of the subsurface parking garage</td>
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<tr>
<td>128</td>
<td>Taylor Avenue Building (94); 620 S. Taylor (42)</td>
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<tr>
<td>129</td>
<td>Surface lot east of the building</td>
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<tr>
<td>130</td>
<td>Grant Medical Clinic (93)</td>
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<td>131</td>
<td>Surface lot south of the building, near public sidewalk</td>
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<td>132</td>
<td>St. Louis Children's Hospital (49)</td>
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<td>133</td>
<td>2nd floor of Children's parking garage, near exit stairs</td>
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<td>4240 (537)</td>
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<td>135</td>
<td>SLCH Child Dev Center (78)</td>
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<td>136</td>
<td>Parking lot south of building</td>
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<td>137</td>
<td>Goldfarb School of Nursing (36)</td>
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<td>139</td>
<td>Parkway Hotel</td>
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<td>140</td>
<td>Surface lot east of building</td>
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<td>Southwest corner of 818 Parking Lot</td>
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<td>143</td>
<td>South parking lot near dock area</td>
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</table>
Fire & Safety Log

Olin Residence Hall, 4550 Scott Avenue, St. Louis, MO 63110, is the on-campus housing facility for Washington University School of Medicine students. The dorm is protected by a voice fire alarm system with smoke detection in all sleeping rooms and hallways. Sprinklers protect the first, second and third floors. Cooking areas are protected by a kitchen hood system. Smoke and heat detection systems protect the mechanical areas of the building.

Each floor has a firefighter hose cabinet to be utilized by fire department personnel in event of an actual fire on the floor.

Fire Drills are conducted quarterly in the Residence Hall for a minimum of four drills a year. Fire training is provided by Protective Services/Emergency Management prior to the quarterly drills.

In the event of an actual evacuation, Olin Hall residents and office workers should evacuate by the nearest stairwell, if it is safe, and meet in the grassy area, south of the residence hall cafeteria addition.

Olin Residence Hall Rules and Regulations prohibit the use of all cooking appliances in dorm rooms with the exception of a microwave. Electronic heating appliances such as space heaters are also prohibited. Candles are discouraged but not prohibited.

Actual fires in the residence hall will be logged into the fire log on this website.

The Clery Act requires campuses to keep a log of any fires in the Olin Residence Hall, 4550 Scott Avenue, St. Louis, MO 63110, for the previous three years.

Date Reported: 09/17/2014 at 01:30 a.m.
Date Occurred: 09/17/2014 at 01:30 a.m.
Cause: Unintentional; T-Shirt left on lamp to dry.
Injury: No
Death: No
Property Damage: Damage was contained to t-shirt which was burned through.
Disposition: Cleared

We did not have any fires in the residence hall during calendar years 2013 and 2015.
## Annual Crime Report Arrests and Referrals

<table>
<thead>
<tr>
<th>Crimes Reported To University Police (by type)</th>
<th>On Campus (Includes column 2)</th>
<th>Residential Facilities (Included in column 1)</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide</td>
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</tr>
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</table>

Note that the 2014 data for forcible sex offenses “On Campus” was adjusted decreasing forcible rape by one and increasing forcible fondling by one based on a review of our records.

## Annual Crime Report Arrests and Referrals

<table>
<thead>
<tr>
<th>Crimes Reported To University Police (by type)</th>
<th>On Campus (Includes column 2)</th>
<th>Residential Facilities (Included in column 1)</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<tbody>
<tr>
<td>Liquor Law Violations</td>
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<td>Arrest</td>
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Note that data representing alcohol and drug referrals in 2012 and 2013 has increased based upon a review and analysis of past reports documenting Residential Life staff response and follow-up with individual students after an incident involving a violation of Missouri liquor control or drug laws.
## Annual Crime Report Hate Crimes

<table>
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<tr>
<th>Crimes Reported To University Police (by type)</th>
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<th>Residential Facilities (Included in column 1)</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<td>Incest</td>
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## Annual Crime Report-Unfounded Incidents

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## Arrests and Referrals

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<td>Liquor Law Violations</td>
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### Appendix D

#### Kansas City Campus

**WASHINGTON UNIVERSITY KANSAS CITY CAMPUS**

**Annual Crime - Report Statistics**

<table>
<thead>
<tr>
<th>Crimes Reported To University Police (by type)</th>
<th>On Campus (Includes column 2)</th>
<th>Residential Facilities (Included in column 1)</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<tr>
<td>Homicide</td>
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<td>Robbery</td>
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**Annual Crime Report Arrests and Referrals**

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<th></th>
<th>On Campus (Includes column 2)</th>
<th>Residential Facilities (Included in column 1)</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<tbody>
<tr>
<td>Liquor Law Violations</td>
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</tr>
<tr>
<td>Arrears</td>
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### Kansas City Campus

#### Annual Crime Report Hate Crimes

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### Appendix D

#### Denver Campus

**WASHINGTON UNIVERSITY DENVER CAMPUS**

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| **Drug Law Violations**                         |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
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| Referrals         | 0    | 0    | 0    | n/a  | n/a  | n/a  | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |

| **Weapon Law Violation**                        |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Arrests           | 0    | 0    | 0    | n/a  | n/a  | n/a  | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Referrals         | 0    | 0    | 0    | n/a  | n/a  | n/a  | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| **Total**         | 0    | 0    | 0    | n/a  | n/a  | n/a  | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
## Appendix D

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WASHINGTON UNIVERSITY SAFETY AND SECURITY 2016–17  | 76
### Appendix D

**DC Campus**

**WASHINGTON UNIVERSITY DC CAMPUS**

#### Annual Crime - Report Statistics

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**WASHINGTON UNIVERSITY SAFETY AND SECURITY 2016–17 | 77**
## Appendix D

### DC Campus

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# Tyson Campus

## WASHINGTON UNIVERSITY TYSON CAMPUS

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# Appendix E

## Medical Campus

### Annual Crime - Report Statistics

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Note: The hate crime referenced in 2015 was based upon race.

## Annual Crime Report-Unfounded Incidents

<table>
<thead>
<tr>
<th>Crimes Reported To University Police (by type)</th>
<th>On Campus (Includes column 2)</th>
<th>Residential Facilities (Included in column 1)</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<tr>
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<tr>
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## Arrests and Referrals

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Note: Protective Services cannot unfound criminal incidents
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<th>Residential Facilities</th>
<th>Address</th>
<th>Building Date</th>
<th>Fire Cause</th>
<th>Total Fires in Each Category</th>
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<tbody>
<tr>
<td>Village House</td>
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<td>2013</td>
<td></td>
<td>0</td>
</tr>
<tr>
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<td>2013</td>
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<tr>
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**TOTAL MEDICAL CAMPUS**

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<th>Residential Facilities</th>
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<th>Building Date</th>
<th>Fire Cause</th>
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<tbody>
<tr>
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**TOTAL DANFORTH CAMPUS**

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Address</th>
<th>Building Date</th>
<th>Fire Cause</th>
<th>Total Fires in Each Category</th>
</tr>
</thead>
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<td>Village House</td>
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<tr>
<td>Olin Residence Hall</td>
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**CONSTRUCTION CAMPUS**

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<th>Fire Cause</th>
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</thead>
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<tr>
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**WASHINGTON UNIVERSITY SAFETY AND SECURITY 2016–17**

2013
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<tr>
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<tr>
<td>6053 Waterman, 63112</td>
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<tr>
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<td>563 Melville Ave., 63130</td>
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<td>6985 Snow Way Drive, 63130</td>
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<tr>
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**TOTAL MARY L. CAMPUS**

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**TOTAL DANFORTH CAMPUS**

<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
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<tr>
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<tr>
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<tr>
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</table>
A WORD ABOUT CONFIDENTIALITY
Confidentiality is almost always a concern of someone who is considering counseling. The mental health staff is firmly committed to the code of confidentiality and ethics of professional practice; therefore, complete privacy can be assured UNLESS the student is a danger to himself or others. Without permission of the student, mental health records are not available to anyone outside or within the University. Avoid assurances of confidentiality if the issues of suicide or harm to others are present.
RECOGNIZING WARNING SIGNS

Recognizing warning signs does not require expertise! It does, however, require an awareness of what to look for. Generally, warning signs fall into three categories: Academic, Physical/Psychological and Other Factors.

ACADEMIC:
- A dramatic drop in academic performance and/or GPA.
- Criminal convictions or unusual socializations (e.g., for papers, exams, etc.).
- Pagers that have themes of hopelessness, despair or rage.
- Inappropriate disruption of the classroom.
- Persistent absence from class, misspent appointments.

PHYSICAL/PSYCHOLOGICAL:
- Visible, sudden increase or decrease in weight.
- Obvious substance abuse, such as smell of alcohol, slurred speech, bloodshot eyes.
- Marked changes in concentration, motivation or energy level.
- Sudden withdrawal from interactions with faculty, administrators, staff, peers.
- Inappropriate or exaggerated behavior, aggressiveness, emotional outbursts, crying.

OTHER FACTORS TO CONSIDER:
- Written or verbal statements that indicate despondency.
- Direct statements indicating family problems or personal losses such as the death of a family member or a relationship break-up.
- References to harming oneself or others.
- Expressions of concern about a student by peers.
- Your own sense, however vague, that something is seriously amiss with the student.
- The greater the number of warning signs present, the greater the likelihood that the student needs assistance.

LISTENING TO THE STUDENT

If students share their concerns with you, it is important simply to listen in an open way. This will allow you to better determine if warning signs are present, in which case you may wish to refer the student to the Mental Health Services at Student Health Services. Try to speak with the student in person if you receive an email or voicemail that suggests the student is in need of further assistance.

Listen patiently and receptively and “be yourself” as much as possible. You will find the conversation less stressful if you are less well-conscious about how to interact with the student.

It is not necessary for you to solve the student’s problem. Do not underestimate the importance of listening to the student. You are providing support when student can walk away feeling that his or her concerns have been heard and understood. In some cases, you may be the first individual who has really taken the time to listen and understand.

HOW to refer:
Remember that if you feel a student could benefit from counseling, you may always contact a member of the counseling staff for consultation at (314) 935-6695 prior to meeting with the student. We are available to help you with any questions you may have regarding how best to approach the student in distress.

The following information may be helpful for making a referral:
- Assume the student that seeking counseling is an indication of strength, not weakness.
- Share your knowledge of the referral source, offering a specific name when possible. Otherwise, a simple explanation of the function of the office being referred to may alleviate the student’s anxiety about the process.
- Respect the student’s right to reject the referral suggestion, or to think about it first — UNLESS there has been talk of suicide. Remember that it is not unusual for the student to avoid taking action initially.
- In cases that do not involve concerns of suicide, but the student is hesitant to pursue counseling, be prepared to offer other options, such as peer counseling groups on campus, the student’s minister, priest, rabbi, physician or trusted family member.
- If the student is ready to accept a referral, ideally he or she should make the call. However, if the student prefers that you call Student Health Services (SHS), do so in his or her presence. Counseling appointments are made by calling (314) 935-6695. If it is an urgent matter, tell the appointment coordinator directly. The coordinator will assist you in assessing the appropriate next step, such as scheduling an assessment. Should there be greater urgency, further options will be discussed.

When to refer:
In addition to the warning signs listed above, consider referring a student when:
- you feel you have reached the limits of your ability to help the student;
- you identify too closely with the student and/or the problem.
- a student has physical complaints, such as insomnia, headaches, dizziness or stomach ailments. These symptoms may be manifestations of psychological or medical conditions.
- a student expresses thoughts of suicide. Ethically, assertive intervention on your part is necessary. Call Student Health Services for consultation and further assistance as soon as possible at (314) 935-6695.

EXPRESSION CONCERN AND ENGAGING THE STUDENT

Explain your concerns and their basis.
Avoid negative comments or implications about character or personality. For example, DO say, “I’ve noticed that you haven’t been yourself lately. Is everything, all right?” DON’T say, “I’ve noticed that you’ve been sleeping off lately.” Explain why your observations of the behavior have led you to believe that talking with a counselor may be advisable. DO continue with a specific positive follow-up, such as, “Most of the time you make such valuable contributions in class, and I’ve been missing that recently.” This would be a good point at which to wait silently for a moment, to see if the student offers a response.

MAKING A REFERRAL

WHEN to refer:
In addition to the warning signs listed above, consider referring a student when:
- you feel you have reached the limits of your ability to help the student.
- you identify too closely with the student and/or the problem.
- a student has physical complaints, such as insomnia, headaches, dizziness or stomach ailments. These symptoms may be manifestations of psychological or medical conditions.
- a student expresses thoughts of suicide. Ethically, assertive intervention on your part is necessary. Call Student Health Services for consultation and further assistance as soon as possible at (314) 935-6695.

If you have immediate concerns about a student’s safety, stay with the student and notify SIS at (314) 935-6695. If the student refuses further assistance and his/her safety is at risk, contact the Washington University Police Department at (314) 935-5555.
Appendix G

What Can I Do?

Recognizing and Helping Students in Distress

CONTACT INFORMATION

DETAILS

Student Health Services ................................................... (314) 935-6695
• For general questions/consultation
  To make an appointment, the first step for students seeking mental health services
  is a brief, confidential phone conversation with a MHS staff member. The telephone
  assessment can be scheduled through the SHS portal (studenthealth.wustl.edu),
  typically the same day.
• Regular Mental Health Services office hours during the academic year are Monday,
  Tuesday, Thursday: 8:00 a.m. to 6:00 p.m.; Wednesday: 10:00 a.m. to 6:00 p.m.; and
  Friday: 8:00 a.m. to 5:00 p.m.

Habif Health and Wellness Center
Nathan Dardick House
Located on Garden Level

After Hours Emergencies .................................................. (314) 935-6666
For emergencies after hours, call 935-6666 and listen to the menu for directions.

continued on back
Appendix H

Faculty and Staff as Helping Resources

Faculty and staff are in good positions to recognize students who are in distress. Counseling Services’ staff wants to support your efforts by providing this practical information about how to identify distressed students and to make referrals to Counseling Services or other crisis support services.

Making a Counseling Services Referral

Non-Crisis Referrals:
Encourage students to contact one of the psychologists on staff directly to schedule an appointment.

Student Health Counseling Services at 314-362-2404
Offer to let the student call from your office.

Crisis Referrals:
If a student is in crisis during Counseling Services business hours (Mon-Fri 8 am - 4 pm) call and ask to speak to one of the psychologists on staff (314 362-3523). If one of the clinicians is not immediately available, ask to speak to the nursing staff.

Make the counselor with a description of the situation. The counselor will help you with appropriate actions to take. Appointments are usually available for students who need to be seen in an urgent matter.

If the student or another person is in imminent danger, or when you believe a student is out of control, call Protective Services on campus at 314 362-4357 (or 2-HELP).

It is often a good idea to FOLLOW-UP with students after the referral was made. Be aware that Counseling Services works within ethical limits of confidentiality and WE CANNOT give information about the student or specifics about the situation without written permission. WE CAN answer your general questions about making referrals, offer you information about psychological concerns and problems in general, and take information from you about the student.

Mental Health Services

A Word About Confidentiality

Confidentiality is almost always a concern of someone who is considering counseling. The mental health staff is firmly committed to the code of confidentiality and ethics of professional practice; therefore, complete privacy can be assured UNLESS the student is a danger to himself or others. Without permission of the student, mental health records are not available to anyone outside or within the University. Avoid assurance of confidentiality if the issues of suicide or harm to others are present.
Recognizing Students in Distress

Marked Changes in Academic Performance or Behavior
- Uncharacteristically poor performance and preparation
- Excessive absences or tardiness
- Repeated requests for special consideration especially when this represents a change from previous functioning
- Avoiding or dominating discussions
- Excessively anxious when called upon
- Disruptive classroom behavior
- Intense emotion or inappropriate responses

Behavioral or Interpersonal Problems
- Asking instructor for help with personal problems
- Complaints from other students
- Hyperactivity or very rapid speech
- Tearfulness
- Irritability or angry outbursts
- Problems with roommate or family
- Change in personal hygiene or dress
- Dramatic weight loss or gain
- Disjointed thoughts

References to Suicide, Homicide or Death
- Expressed thoughts of helplessness or hopelessness
- Overt references to suicide
- Isolation from friends or family
- References to suicide or homicide in verbal statements or writing

You should seek emergency help immediately if a student is talking about direct harm to self or others or acting in a bizarre or disruptive manner. The following list of phone numbers represents local support options in case of an emergency.

Emergency Phone Numbers
- Student Health Service (314 362-3523)
- Protective Services (314 362-4357 or 2-HELP)

The university experience presents every student with enormous opportunities for personal and intellectual growth. As exciting as this time may be, it can also bring with it a measure of stress, anxiety and confusion. Usually these concerns can be worked out, but some situations are particularly difficult and can become too much to handle without assistance. Left unaddressed they can affect happiness, personal relations, school performance and even health. With help these issues can be addressed, ease stress and put the student back on the right path.

What Can I Do?

- **TALK**...to the student in private when both of you have the time and are not rushed or preoccupied. Privacy will help minimize embarrassment and defensiveness.
- **LISTEN**...in a sensitive, nonthreatening way. Discuss your observations in behavioral, nonjudgmental terms. For example, "I've noticed you've been absent from class lately and I'm concerned."
- **COMMUNICATE**...understanding by repeating back the essence of what the student has told you. Try to include both content and feelings ("It sounds like you're not accustomed to such a big campus and overwhelmed.") Let the student talk.
- **GIVE HOPE**...assure the student that help is available. Help the student identify options for action and explore the possible consequences.
- **MAINTAIN**...clear and consistent boundaries and expectations. Be frank with the student about the limits on your ability to help him or her.
- **REFER**...when the problem is more serious than you feel comfortable handling and you have helped as much as you can and further assistance is needed.
Appendix I

University Student Judicial Code

PLEASE NOTE A CHANGE TO OFFENSE #5 (SEXUAL CONTACT WITHOUT CONSENT).

This change is effective July 1, 2016.

I. General Principles
II. Definitions
III. Offenses
IV. Composition of the University Judicial System
V. University Student Judicial Code Procedures
VI. Sanctions
VII. Appeals
VIII. Record Retention
IX. Report on Student Conduct
X. Temporary Suspension
XI. Amendment of the Code
XII. Titles and Successors

I. General Principles

Purpose: The primary purpose for the maintenance of discipline in the university setting is the protection of the campus community and the maintenance of an environment conducive to learning and inquiry. Freedom of thought and expression is essential to the university’s academic mission. Nothing in this Code should be construed to limit the free and open exchange of ideas and viewpoints, even if that exchange proves to be offensive, distasteful, disturbing, or denigrating to some.

Inherent Authority: The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community, notwithstanding the provisions in this Code.

Interpretation of Regulations and Standard of Conduct: To the extent feasible and practicable, disciplinary regulations at the university are in writing in order to give students general notice of prohibited conduct. The regulations are not a criminal code; they should be read broadly and are not designed to define misconduct in exhaustive terms.

Proceedings: Disciplinary proceedings conducted pursuant to the Code shall be informal, fair, and expeditious. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to an accused student or to the university.

Violations of Local, State, and Federal Law: Students may be accountable to both governmental authorities and to the university for acts which constitute violations of law and this Code. Student conduct allegedly constituting a felony or misdemeanor offense may be referred to appropriate law enforcement agencies for prosecution. Disciplinary proceedings at the university will not be subject to challenge on the ground that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced, or otherwise resolved or that such proceedings constitute double jeopardy.

Violations of University Policies: Students alleged to have violated certain university policies, such as the Research Integrity Policy, may be subject to investigation and sanctions under both this Code and the other policy. Disciplinary proceedings at the university will not be subject to challenge on the ground that other charges involving the same incident have been filed or resolved or that such proceedings constitute double jeopardy.

Time Limitations for Bringing a Complaint: A complaint may be brought at anytime, as long as the respondent is a current student of the university, as defined below, and has not graduated. Potential complainants are reminded that the university’s ability to effectively investigate complaints can be hampered or negated by the passage of time. Therefore, potential complainants are encouraged to file complaints in a timely manner.

II. Definitions

Student: Any person registered in one or more courses in any school, college, or professional school of Washington University, at either the undergraduate or graduate level. Teaching or research assistants, if also registered as students, are classified as student for the purposes of this Code. Additionally within the scope of this definition shall be any person (1) who has accepted an offer of admission to a School at Washington University, but has not yet matriculated, for example, a pre-freshman student, (2) who is not now a student, but has a continuous relationship with the university, including, but not limited to, continuing to reside on university property or taking a leave of absence; or (3) who is not now a student, but is accused of an academic integrity violation during his or her period of enrollment.

Campus: All property owned, leased, managed, or rented by Washington University in St. Louis.

Member of the University Community: Any Washington University faculty member, student, employee, or Trustee, as well as any person on Campus who is an employee of an entity with a continuous relationship with Washington University.

Student Group: Any organization of two (2) or more Washington University students that is recognized by Student Union, Congress of the South 40, the Interfraternity Council, Women’s Panhellenic Association, the Graduate-Professional Council, or graduate student governments in any of the eight graduate-professional schools; or utilizes (or seeks to utilize) Campus space; or attempts to take action, of any kind, in a collective manner on Campus or at any officially arranged university activity.
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III. Offenses

The following forms of misconduct by a student or student group are subject to disciplinary action when they occur on Campus or when they occur off Campus and adversely affect the university community and/or the pursuit of its objectives. Attempts to commit acts prohibited by this Code, agreements among two or more students to commit acts prohibited by this Code may be punished to the same extent as commission of the prohibited act itself.

• Academic or professional misconduct, including, but not limited to, cheating, plagiarism, fabrication of data or records, unpermitted collaboration on assignments, misrepresentation of student status or identity, resume or credential falsification, unauthorized use of prescription medication to enhance academic performance, or otherwise violating the applicable Academic and/or Professional Integrity Policy. Knowingly making false allegations of academic misconduct against any student will itself be considered a form of academic misconduct.

• Interfering with the rights of other members of the university community or visitors to the university to engage in educational, recreational, residential, administrative, professional, business, and ceremonial activities, or other functions.

• Physical abuse of any member of the university community or visitor to the university.

• Threatening physical abuse, stalking, hazing, engaging in domestic, dating, or interpersonal violence, or any other conduct which harasses, threatens, or endangers the safety or health of, any member of the university community or visitor to the university.

• Sexual contact with any member of the university community or visitor to the university without that person’s consent, including, but not limited to, rape and other forms of sexual assault.

• Consent consists of mutually understandable words and/or actions which indicate that an individual has freely chosen to engage in sexual activity. In the absence of such words and/or actions, consent does not exist. Consent may not be inferred from silence, passivity, lack of physical resistance, or lack of verbal refusal alone.

• Consent to engage in sexual activity must be knowing and voluntary. For example, sexual activity is not knowing and voluntary and therefore not consensual when any participant is physically forced, passed out, asleep, unconscious or beaten. Sexual activity is also not knowing and voluntary and therefore not consensual if it is the result of coercion. A person’s words or conduct amount to coercion if they eliminate the other person’s ability to choose whether or not to engage in sexual activity. Examples of coercion could include the following, so long as the conduct rises to a level that eliminates the other person’s ability to choose whether to engage in sexual activity: threats (express or implied) of substantial emotional or psychological harm or any physical harm, confinement, or other similar conduct.

• Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity, and for each form of sexual contact. Consent may be withdrawn by either party at any time.

• An individual who is incapacitated is unable to give consent. In such circumstances, the Respondent will be held responsible if the Respondent either knew or a reasonable person in the same position would have known that the other party was incapacitated and therefore could not consent to the sexual activity. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless due to a medical condition or the voluntary or involuntary consumption of drugs and/or alcohol, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring.

• Conduct which is disorderly, lewd, indecent, or which disturbs the peace on university premises or at functions sponsored by, or participated in by, Washington University or a Washington University student group.

• Possession (concealed or otherwise), storage, or use on Campus of firearms or a facsimile, explosives, explosive fuels, fireworks, dangerous chemicals, or other dangerous weapons, except as specifically authorized in advance by the Washington University Police and appropriate university officials.

• Use, possession, manufacture, distribution or facilitation of distribution of narcotics or other controlled substances, including prescription medication, except as expressly permitted by law, or possession on Campus of drug paraphernalia as defined by Washington University.

• Use or possession of a hookah on the Danforth Campus or in any Residential Life managed facility.

• Use, possession, manufacture, or distribution of alcoholic beverages except as expressly permitted by law or university policy.

• Unauthorized or fraudulent use of the university’s resources, including, but not limited to, facilities, telephone system, mail system, electronic communication devices, electronic databases, course management programs, computer systems, or use of any of the above for any illegal act.

• Knowingly furnishing false information to a university official, or anyone acting on the university's behalf, including, but not limited to, (a) the falsification of information in applications for admission or financial aid, (b) the intentional passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the university, or (c) filing a false police report.

• Intentional dishonesty before any decision-making individual or body of the university, including knowingly making false allegations against any student or student group.

• Knowingly making a false claim to represent the university or a student group of the university.
• Refusal to identify oneself, failure to display a university identification card or other identification, possessing, or providing false identification to any appropriate university official or designee upon reasonable request.
• Failure to comply with the reasonable and lawful request of university officials or designees acting in the performance of their duties.
• Theft, attempted theft, unauthorized taking or use of any university, public, or private property.
• Knowingly possessing stolen property.
• Unauthorized entry, deliberate destruction of, damage to, malicious use of, or abuse of any university, public, or private property.
• Knowingly or recklessly violating a published university policy, rule, or regulation; or participating in conduct which one should reasonably know to be a violation of a published university policy, rule, or regulation.
• Failure to appear before the University Judicial Board (UJB), University Sexual Assault Investigative Board (USAIB), Judicial Administrator, or other university official or administrative body as directed, or to properly comply with or complete a sanction imposed under the University Judicial System or through other administrative bodies.
• Intentionally or recklessly disabling, or causing the false activation of life safety equipment, including, but not limited to, exit door alarms, emergency telephones, fire safety equipment, closed circuit television systems, emergency notification systems, and identification card and door access systems.
• Formally charged with, convicted of, or found guilty of a crime such that the student’s continued presence on the university campus poses a substantial threat to the ability of others to continue their normal university functions and activities.
• Offenses by Student Groups: Student groups or organizations and their officers may be held responsible for violations of this Code by members or others associated with the group or organization who has received the tacit, or overt consent, or encouragement of the group or organization or its leaders, officers, or spokespersons. Student groups or organizations are subject to the same sanctioning provisions set forth in this Code as individual students, including but not limited to revocation of student group status.

IV. Composition of the University Judicial System

The University Judicial System shall consist of the following[1]:

JUDICIAL ADMINISTRATOR

Responsibilities: The Judicial Administrator receives and investigates complaints of violation of this Code and either adjudicates the complaint or, if appropriate, refers the complaint to the appropriate university office or administrative body for investigation and/or hearing. If the Judicial Administrator adjudicates the complaint and a violation is found, the Judicial Administrator imposes appropriate sanctions. The Judicial Administrator does not hear allegations of academic misconduct, and does not have the authority to suspend, expel, or otherwise directly terminate the status of a student found in violation of this Code unless by agreement.

Selection: The Judicial Administrator is appointed by the Chancellor, or his/her designee, following consultation with the Vice Chancellor for Students and Dean of Students. The appointee may be a faculty member or staff member. In the event the Judicial Administrator is unavailable to serve, the Dean of Students or his/her designee may serve as the Judicial Administrator or appoint an appropriate university official to serve temporarily in that capacity.

UNIVERSITY JUDICIAL BOARD

Composition: The UJB is composed of six (6) faculty members, six (6) undergraduate student members, six (6) graduate – professional student members, six (6) administrative or staff members, and one additional member who shall serve as Chairperson.

Responsibilities: (1) The UJB hears and decides cases referred to it by the Judicial Administrator, the undergraduate School or College Academic Integrity Officers or Panels, Graduate – Professional schools, and the suspending authority following a temporary suspension; and cases involving allegations of academic misconduct in the absence of a School or College Academic Integrity Panel. The UJB hears and decides appeals from temporary suspensions, appeals referred to it by the Chairperson of the UJB, and appeals from sanctions issued by the Judicial Administrator. The UJB also performs other duties as called for by this Code. (2) The Chairperson of the UJB presides over all hearings conducted before the UJB and convenes pre-hearing proceedings as needed; rules on appeals from decisions of the Judicial Administrator and undergraduate School or College Academic Integrity Panels; and performs other duties as called for by this Code.

Selection: (1) Members of the UJB are appointed for two (2) year terms, beginning on January 1. Faculty members are appointed by the Faculty Senate Council; student members are appointed by the Student Union and the Graduate-Professional Student Council; and administrative or staff members are appointed by the Chancellor. Each year, three (3) faculty members are appointed; three (3) undergraduate student members are appointed; three (3) graduate – professional student members; and three (3) administrative or staff members are appointed. If a vacancy exists or scheduling conflict arises members may be appointed throughout the year by the Judicial Administrator. Members may be reappointed, but no member shall serve more than two (2) consecutive terms. Members of the Faculty Senate Council, Student Union Executive Council, officers of the Graduate and Professional Student Council, and officers of the university shall not serve on the UJB. (2) The Chairperson of the UJB is appointed annually by the Chancellor. The Chairperson must be a member of the university community. The Chairperson may be appointed, without limitation, for consecutive terms.
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The panel convened for a hearing normally consists of three (3) student members and three (3) members of the faculty, administration or staff, plus the Chairperson. A quorum consists of four (4) members, plus the Chairperson. Student members shall comprise a portion of the hearing panel in every case. Every attempt shall be made to provide peer representation for both graduate and undergraduate students. The Judicial Administrator, in consultation with the Chairperson, shall determine which faculty, administration or staff members shall comprise the remainder of the panel. In making this determination, faculty members only shall be designated whenever the sole allegation is academic misconduct. If the allegations do not relate solely to matters of academic misconduct, faculty, administration, and staff members, in any combination thereof, may serve.

UNIVERSITY SEXUAL ASSAULT INVESTIGATIVE BOARD

The University Sexual Assault Investigative Board (USAIB) is composed of faculty, staff and student members and is governed by separate investigation procedures set forth in the USAIB Procedures.

The USAIB investigates (i) complaints of sexual assault alleged to have been committed by a student(s) in violation of Offense Number 5 above and (ii) other complaints referred by the Judicial Administrator that involve allegations of sexual harassment committed by a student(s). Complaints may allege other violations of the Code, in which case the USAIB may investigate and exercise jurisdiction over such complaints in their entirety as long as the additional charges arise out of the same set of facts and circumstances or are related to the alleged incident of sexual assault. The USAIB may elect to refer the other charges to the Judicial Administrator or UJB for hearing and resolution.

Following a determination by the USAIB Panel that it is more likely than not that a respondent has committed a sexual assault or engaged in sexual harassment in violation of the Code, sanctions shall be imposed in accordance with the USAIB procedures and may include suspension or expulsion.

AUTHORITY RETAINED BY INDIVIDUAL SCHOOLS, THE OFFICE OF RESIDENTIAL LIFE, AND GREEK LIFE

Each School or College of the university may establish a panel to hear and decide cases of alleged academic misconduct involving undergraduate students of that School or students taking courses taught by faculty in that School.

(1) The composition of such a panel shall be determined by appropriate persons in each School or College.

(2) Such a panel may impose sanctions other than suspension or expulsion in any case where academic misconduct is found. No School or College panel may suspend or expel an undergraduate student for academic misconduct; however, upon a finding of academic misconduct serious enough to warrant suspension or expulsion, a panel may recommend the suspension or expulsion of an undergraduate student to the UJB.

Each Graduate or Graduate Professional School of the university may establish a panel to hear and decide cases of alleged academic or professional misconduct by graduate or graduate professional students of that School.

(1) Appropriate persons in each School shall determine the composition of the panel and the scope of the panel's authority, which shall not exceed the parameters set out immediately below.

(2) Such a panel may impose or recommend to the Dean of the student’s Graduate or Graduate Professional School appropriate sanctions, including suspension or expulsion, in any case where academic or professional misconduct is found.

(3) Any appeal from a decision of a Graduate or Graduate Professional School academic and professional integrity panel, including, where the panel is vested with such authority, the panel's decision to impose the sanctions of suspension or expulsion, shall be made to the Dean of that School. His or her decision shall be final. Each Graduate or Graduate Professional School is permitted, but not required, to establish an intermediate level of appeal that the student must complete prior to initiating a final appeal to the Dean.

(4) Except for cases falling within Section IV.A.3.b(3) above, any appeal from a decision of a Dean of a Graduate or Graduate Professional School to suspend or expel a student shall be made in accordance with the provisions of Section VII.B.1 of this Code.

If a School or College does not establish an academic integrity panel or if an established panel fails to function, complaints of academic or professional misconduct shall be heard by the UJB.

Complaints filed with individual Schools or Colleges shall be governed by the procedures created by those bodies. The procedures created by these Schools or Colleges shall be approved by the Chancellor or his designee.

The Office of Residential Life may, in consultation with student representatives of the appropriate residential community, establish rules and regulations, in addition to this Code, to govern the conduct of students living in the university residential colleges and other housing subject to Residential Life regulations. The Office of Residential Life may impose sanctions upon students who violate such rules. Repeated violations of such rules, or serious offenses, may be referred to the Judicial Administrator for further disciplinary proceedings. The foregoing authority supplements, but does not supersede rights retained by the university in Housing contracts and leases. Nothing in this paragraph precludes further proceedings under this Code.

The Office of Campus Life may, in consultation with student representatives of the Greek community, establish rules and regulations, in addition to this Code, to govern the conduct of organizations and persons who are members of the Greek community. The Office of Campus Life may impose sanctions when such rules are violated. Repeated violations of such rules or serious offenses may be referred to the Judicial Administrator for further disciplinary proceedings. The foregoing authority supplements, but does not supersede rights retained by the university in Housing contracts and leases. Nothing in this paragraph precludes further proceedings under this Code.

STUDENT DECISION-MAKING BODIES

Certain student groups have established decision-making bodies which receive and investigate all allegations of violations of their legislation, procedures, or policies. The pendency before the
Appendix I

V. University Student Judicial Code Procedures

INITIATION OF PROCEEDINGS

Proceedings concerning an alleged violation of this Code are initiated with a written complaint. The complaint is a brief written statement describing the conduct alleged to be in violation of the Code.

Complaints of alleged violations of this Code may be filed against any student or student group by any member of the university community.

Complaints limited to alleged academic misconduct or professional misconduct.

Complaints limited to alleged academic misconduct or professional misconduct shall be filed with the Academic Integrity Panel of the School or College in which the misconduct allegedly occurred or, where no such panel exists, with the UJB.

If a complaint involving alleged academic misconduct against an undergraduate student is filed with a School or College Academic Integrity Panel and the case is viewed as serious enough that suspension or expulsion is a possible sanction, the complaint shall be referred to the UJB for hearing. In such a case, a representative of the School or College shall prepare a statement of charges and have it served, by mail, electronic means, or personal service, upon the original complainant and the respondent.

Complaints involving alleged offenses other than academic or professional misconduct.

Complaints alleging any offense other than academic or professional misconduct shall be filed with the Judicial Administrator.

When a complaint is filed with the Judicial Administrator, he or she shall promptly consider and investigate the complaint, notify the student or student group against whom the complaint has been filed, and give the respondent(s) an opportunity to be heard. The Judicial Administrator shall conduct meetings with the parties and any witnesses in an informal manner, seeking to obtain relevant information.

If the Judicial Administrator determines that there are not reasonable grounds to believe that a violation of the Code occurred, the complaint shall be dismissed and the complainant and student or student group complained against shall be informed, in writing, of this action.

If the Judicial Administrator determines that there are reasonable grounds to believe that a violation of the Code has occurred, the Judicial Administrator shall either:

(1) determine whether a violation of the Code has occurred and, if so, impose a sanction; or

(2) refer the complaint to the UJB, USAIB, or an appropriate university administrative body for investigation and hearing. In any case where the Judicial Administrator believes that suspension or expulsion is a possible sanction, s/he shall refer the case to the UJB or USAIB. The Judicial Administrator may refer to the UJB or USAIB any other case at his or her sole discretion.

If the complaint is not referred to the UJB, the Judicial Administrator shall prepare a statement of charges, which shall include the provision(s) of the Code allegedly violated, and have it served by mail, electronic means, or hand delivered to the student or student group charged and the Dean of the School or College in which the student(s) is/are enrolled. The Judicial Administrator shall also furnish a copy to the complainant. A hold shall be placed on the student’s academic records until disposition of the case.

The pendency of any case arising from an incident alleged to constitute a violation of the Code in any municipal, state, federal court, or agency shall not bar or postpone proceedings under this Code unless (1) the Judicial Administrator elects to defer proceedings until a final resolution of the case in the court or agency system; or (2) with the exception of allegations involving sexual harassment or sexual assault set forth below, the student has been charged with a felony offense and requests a deferral of proceedings. The request for deferral shall result in the student’s immediate withdrawal from student status and removal from all university premises until the matter is heard and resolved under this Code. The student’s request must precede the initiation of a hearing by the UJB. Postponement of a hearing shall not postpone a respondent’s obligation to fulfill sanctions imposed by the Judicial Administrator. In cases involving allegations of sexual harassment or sexual assault, the university will ordinarily not delay its investigation if criminal charges are filed. At the request of law enforcement authorities, however, the university may postpone the university investigation and proceeding while the authorities gather evidence.

ORGANIZATIONAL PROCEDURES OF THE UNIVERSITY JUDICIAL BOARD

The UJB shall set times and places for hearings, and establish procedures not inconsistent with this Code to govern the conduct of its hearings. Hearings may be scheduled at any time, including during the summer and during university breaks.

No student shall be subject to more than one UJB hearing on a charge or charges resulting from any act or series of related acts alleged in violation of the Code. The UJB may consolidate all charges pending against a student at the time of hearing. Nothing in this provision shall prohibit a hearing on charges arising from acts which take place or are discovered after earlier charges are filed.

The UJB shall not conduct a hearing until the respondent has received the statement of charges against him or her. If the
respondent fails to appear for the hearing, the UJB may postpone the hearing or, in the alternative, may conduct a hearing to determine whether a violation of the Code occurred and impose sanctions if appropriate. If the UJB decides to postpone the hearing, the UJB may decide to suspend the student from the university until the student does appear before the UJB for the hearing on the charges.

Prior to a UJB hearing, the Chairperson of the UJB may convene a pre-hearing conference with the parties. At that conference, the parties shall be prepared to discuss the witnesses and evidence they intend to introduce, the issues they anticipate, and any matters that may require resolution by the Chairperson. The Chairperson may, at his or her sole discretion, confer separately with the complainant or respondent.

The respondent and the complainant each may choose (at his or her own expense) to be assisted by and accompanied to the hearing and pre-hearing conference by one individual, for example, a friend, faculty member, advisor, or parent. Where the victim of alleged misconduct is not a party, but a testifying witness, he or she may be accompanied by an individual, subject to the limitations below. If the accompanying individual is an attorney, the student shall provide the attorney’s name and telephone number to the Judicial Administrator at least one week before the scheduled hearing.

The function and role of the accompanying individual is to provide support, advice, or assistance to the person requesting his or her presence. The accompanying individual (including attorneys) shall not be permitted to testify, serve as a witness, examine parties or witnesses, or provide statements or arguments to the UJB. Therefore, if the individual witnessed the events at issue or has other information relevant to the proceedings, he or she shall not accompany the student. The respondent and the complainant are each responsible for stating his or her own case to the UJB.

A list of expected witnesses, the name and title of the accompanying individuals, and copies of any documents expected to be presented in support of the charges, or in defense of the charged party, shall be provided to the Judicial Administrator at least five (5) business days before the hearing. Where a student includes the opinion or recommendations of medical professionals, such opinions or recommendations shall be submitted ten (10) business days prior to the hearing. A student submitting documentation from a medical professional also should submit a copy of the medical professional’s curriculum vitae. If additional witnesses or documents are obtained after the submissions period described above, the Chairperson shall decide whether the witnesses or documents may be allowed, and the hearing may be postponed at the sole discretion of the Chairperson of the UJB. A party is not obligated to call all witnesses on the list. Each party is permitted to call witnesses to rebut testimony offered by the other party. The Chairperson may recess a hearing if he or she concludes that the Board requires additional evidence or information.

The following persons may be present during a UJB hearing: the Chairperson of the UJB and Board members, the respondent and an accompanying individual; the complainant and an accompanying individual; witnesses and their accompanying individuals, where authorized by the Chairperson; the Judicial Administrator; and a member of the Office of the Executive Vice Chancellor and General Counsel. Witnesses and their accompanying individuals, if any, may be present only when testifying unless the Chairperson specifically requests a witness be present for any other portion of the hearing.

The Chairperson of the UJB may, at his or her discretion, direct any student to appear as a witness at a hearing of the UJB. The Chairperson also may call witnesses, including, but not limited to, medical experts, on his or her own initiative. The failure of a student to appear at a UJB hearing following receipt of such a directive shall subject that student to disciplinary action under this Code.

THE PROCEDURE AT A HEARING BEFORE THE UJB SHALL BE AS FOLLOWS:

The complainant and the respondent shall have the opportunity to present statements summarizing their respective cases and the evidence to be presented.

The complainant shall present his or her evidence. The complainant may decide whether or not to testify during the hearing. Except as otherwise noted in this subsection, the respondent and members of the UJB may question the complainant’s witnesses.

The respondent shall have the opportunity to present evidence. The respondent may decide whether or not to testify during the hearing. Except as otherwise noted in this subsection, the complainant and members of the UJB may question the respondent’s witnesses.

The complainant and the respondent shall have the opportunity to present concluding remarks.

In cases referred to the UJB by the Judicial Administrator, the Judicial Administrator may be called as a witness by the complainant or the respondent, or by the UJB itself.

In any hearing before the UJB, members of the UJB may ask questions of any participant in the hearing (including the complainant, the respondent, and any witness) at any time during the hearing, and may also recall witnesses and/or request that additional witnesses be called. The Chairperson may determine in some cases that it is appropriate for all questioning by the parties to be directed through the Chairperson or his/her designee. In such cases, the parties will be permitted to submit questions of the other party and witnesses to the Chairperson five (5) days in advance of the hearing.

If, after questions have been put to a party or other witness by the Chairperson or UJB, a party believes that there are further questions that need to be asked of the other party or witness, the party may advise the Chairperson that she or he has additional questions and submit those questions to the Chairperson for consideration. The Chairperson or his/her designee retains discretion throughout this process regarding whether to accept and pose suggested questions.

Evidence shall be considered which tends to prove or disprove the charges. Prior conduct and offenses unrelated to the charges shall not be considered in determining whether the respondent...
has committed the offense except in unusual circumstances. The Chairperson of the UJB shall rule on whether evidence or testimony will be considered.

If the UJB concludes that the evidence presented does not warrant a finding that the respondent committed the charged offense(s), the proceedings are terminated.

If the UJB concludes that the respondent committed the charged offense(s), or if the respondent decides to admit to the charge(s), the complainant, the respondent, and the university shall be given an opportunity to present additional evidence for consideration by the UJB in deciding what sanction(s) to impose. The additional evidence may consist of evidence of prior conduct (including prior offenses) by the respondent, evidence as to the respondent’s character, the respondent’s applicable university records, or any other evidence which could assist the UJB in determining an appropriate sanction. Any such additional evidence shall be presented at a hearing before the UJB conducted in accordance with the procedures set forth above.

A verbatim record (which may be in the form of an audio recording) shall be kept of all pre-hearings and disciplinary hearings conducted by the UJB at the expense of the university. A verbatim record may be kept of any proceedings before other panels or persons at the request and expense of the party charged. The party charged must make such a request no more than two days in advance of the hearing. Deliberations of the UJB or other hearing panels shall not be recorded. Both parties, but not the witnesses, shall have the right to review such records in the Office of the Judicial Administrator, but may not make copies. All recordings shall remain the property of the university and shall be destroyed upon closure of the case by the Judicial Administrator unless required by law to be maintained.

DECISIONS
A decision-maker (whether the Judicial Administrator, the UJB, or other university administrative body) must find in favor of the respondent unless the decision-maker is persuaded that it is more likely than not that the student committed the offense(s) charged. The respondent shall be afforded the benefit of the presumption of innocence.

If a respondent elects not to provide his or her version of events to the decision-maker (whether the Judicial Administrator, the UJB, or other university administrative body), the decision-maker may, but is not required to, draw adverse inferences from the student’s silence.

In cases decided by the UJB, the following shall apply:

- A majority vote of the members of the UJB participating in the case shall be required for a decision.
- The Chairperson of the UJB may participate and vote.
- Any decision of the UJB shall be made in writing. Copies of the decision, redacted as necessary, shall be mailed, e-mailed, or delivered to the complainant, the respondent, and the respondent’s parents if the parents will receive notification pursuant to this Code, and other university officials with a need to know as determined by the Judicial Administrator or the Chairperson of the UJB.

VI. Sanctions
Subject to the limitations described in paragraph C of this section, sanctions combinations of sanctions, may be imposed following a determination that a violation of the Code has occurred:

Warning: notice of a finding that it is more likely than not that an offense has been committed and that continuation or repetition of such violation within a specified time period will result in more severe sanctions.

Deferred Penalty and Probation: any of the listed sanctions may be deferred by the adjudicatory body or person for a specified time period, not to exceed two (2) calendar years. Should the student, during the period of probation, be determined to have committed another violation of this Code, the deferred penalty shall take effect, in addition to the sanction imposed for any new offense.

Restitution: reimbursement for actual damage or loss caused by the violation of the University Judicial Code, either through appropriate repairs or monetary compensation.

Fine: monetary penalty of not more than Seven Hundred and Fifty Dollars ($750.00).

Educational Remedies: meetings with university officials or others, unpaid university or community service, or other educational assignments. These may include, but are not limited to, referrals to Student Health Services, attendance at workshops or panel discussions, letters of apology, and reflective essays. Service assignments may occur on or off Campus. Conditions may be specified for the completion of the sanction. Where a violation involves drug use, the Judicial Administrator or UJB also may require the student to participate in drug screening on a scheduled or random basis. Any and all costs associated with the screening are the responsibility of the student.

Disciplinary Activity Limitation: ineligibility for participation in any or all elected and appointed positions within the university; also ineligibility for participation in all forensic, athletic, dramatic, musical, social, or other university recognized activities for a specified period of time.

Denial of Access to Certain University Facilities: exclusion from university owned or leased facilities; including housing, athletic fields, grounds, or parts of these facilities indefinitely or for a specified period of time.

Temporary Removal from University Housing: ineligibility to reside in University Housing, including off-campus university owned, leased, managed, or rented apartments, for a specified period of time.

Permanent Removal from University Housing: permanent ineligibility to reside in University Housing including off-campus university owned, leased, managed, or rented apartments.

Suspension: removal from student status in the university for a specified period of time. This sanction will be permanently noted on a student’s official transcript.

Expulsion: permanent removal from student status in the university. This sanction will be permanently noted on a student’s official transcript.
A student’s entire academic integrity, disciplinary record, and criminal history, if appropriate and relevant in the discretion of the Chairperson, may be considered in determining appropriate sanction(s).

**The sanctions of expulsion and suspension may only be imposed by:** (i) the UJB; (ii) the USAIB; (iii) the Chancellor, Provost, Vice Chancellor for Students or Dean of a Graduate or Graduate Professional School; or (iv) in Graduate and Graduate Professional Schools that grant such authority, the Academic and Professional Integrity Panel. The Judicial Administrator and the other university judicial panels without authority to expel or suspend may impose any of the other sanctions, except as such authority is limited by Section IV.A. of this document.

**Academic Misconduct:** if academic misconduct is determined to have occurred, the body making the determination may recommend to the faculty member responsible for the course in which academic misconduct occurred that the grade of the student involved be lowered, or no credit given. However, the final decision in any grading determination shall rest with the faculty member. The UJB may recommend this sanction in addition to any other sanctions imposed.

**Notification of Dean and Parents or Legal Guardians:** The parents or legal guardians of any student who is legally dependent upon his or her parents or legal guardians and who is suspended or expelled shall be informed of the decision of the UJB.

The parents or legal guardians of any student under the age of 21 who has admitted committing or been found under this Code to have committed an offense under Section III.A.8 or III.A.10 may be notified of such violation or violations by the Office of the Dean of Students. The Office of the Dean of Students shall have discretion to determine when a violation or violations of Sections III.A.8 or III.A.10 are of sufficient severity or number to warrant notifying parents or legal guardians. Nothing contained in this section shall be construed to prohibit the university from disclosing to parents or legal guardians information relating to a health or safety emergency involving the student or as otherwise permitted by law.

The Dean of the School or College in which the student is enrolled shall be informed of any UJB decision involving the student. If the student is an exchange student, visiting student or other non-degree student and is regularly enrolled elsewhere, notice of the outcome of any judicial matter may be provided to the student’s home college or university.

Decisions of the UJB and decision-making bodies (or persons) other than the UJB, which do not involve academic or professional misconduct, shall be reported to the Dean of Students.

Student Union, the Graduate-Professional Council, and/or the sponsoring student governing body will be made aware of specific details regarding violations of the Code by a student group under its auspices at the time that the matter is resolved.

Failure to Comply with Sanctions: If a student fails to comply in a timely fashion with any of the sanctions assigned, a hold may be placed on his or her university records. The hold will be removed upon full completion of the sanctions assigned.

### VII. Appeals

**Time Limit for Appeals:** any appeal authorized by the Code must be filed within fourteen (14) calendar days of the date of the written decision by the decision-making body or person. An appeal is filed when personally delivered to or electronically received by the appellate authority or bearing a United States Postal Service postmark or other documentary evidence of timely delivery to an independent delivery service.

Appeals of UJB Decisions and Decisions of Deans of Graduate or Graduate Professional Schools to Suspend or Expel a Graduate or Graduate Professional Student:

A student complainant, a student respondent determined by the UJB to have violated this Code, or a graduate student or graduate professional student suspended or expelled by the Dean of a Graduate School or Graduate Professional School shall, within the period of time specified by this Code, have the right to appeal to the person designated by the Chancellor to serve as the appeal officer, or his or her designee. Such appeal shall be made in writing to the appeal officer and shall be limited to grounds that a fair hearing was not provided or that the sanction imposed was insufficient or excessive. A student appealing a UJB decision shall also deliver a copy of the appeal to the Judicial Administrator. When such appeal is taken, the appeal officer shall not substitute his or her judgment of the facts for that of the UJB or of the Dean. The scope of the appeal officer’s review shall be limited to determining whether a fair hearing was provided and whether the sanction imposed, given all the relevant facts and circumstances, was insufficient or excessive.

The appeal officer, if he or she grants the appeal, may order a new hearing, may reduce or modify the sanctions assessed by the UJB or the Dean. The decision of the appeal officer is final.

In the event of the absence or disqualification of the appeal officer, the appeal will be determined by the Chairperson of the Faculty Senate Council, or his or her designee.

The university may not appeal any adverse decision of the UJB.

Sanctions will be stayed pending the disposition of any appeal, except that a temporary suspension or any interim protective measures will remain in effect. If a hold has been placed on a student’s records, it will remain until final disposition of the case.

**Appeals of Decisions of the Judicial Administrator and Academic Integrity Panels of Undergraduate Schools and Colleges:**

Any final decision of the Judicial Administrator or an Academic Integrity Panel of an Undergraduate School or College may be appealed, in writing, to the UJB Chairperson, or his or her designee, with a copy to the Judicial Administrator, within the period of time specified by this Code. An appeal may be filed either by the complainant or the respondent(s) or student group.

The Chairperson of the UJB, upon receiving an appeal, shall provide a copy of the appellant’s request and supporting materials to the appellee. The Chairperson, in his/her sole discretion, may request that the appellee provide a response and seek additional materials as needed. The Chairperson of the UJB, or his or her designee, shall not substitute his or her judgment of the facts,
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and the scope of his or her review shall be limited to determining whether the written material submitted indicates that either no fair hearing had been provided to the appellant or that the sanction imposed, given all relevant facts and circumstances, was insufficient or excessive.

If the Chairperson, or his or her designee, determines that an unfair hearing has occurred, he or she shall take one of the following actions:

Remand the case to the Judicial Administrator or Academic Integrity Panel with specific instructions to assure a fair hearing. Upon remand, the Judicial Administrator or the Academic Integrity Panel may modify the sanctions previously imposed.

Convene a hearing of the UJB to hear the matter de novo. Should the UJB hold a hearing de novo, the hearing shall be conducted in accordance with the procedures set out in Section V.C. of this Code. Statements made by the parties or witnesses in the prior, underlying hearing may be disclosed to the UJB. The UJB may impose a sanction in excess of that imposed by the prior adjudicator.

If the Chairperson, or his or her designee, determines that the sanctions were excessive, he or she may modify the sanctions previously imposed.

Sanctions will be stayed pending the disposition of any appeal. If a hold has been placed on a student’s records, it will remain until final disposition of the case.

The decision of the UJB, or its Chairperson, shall be final in any appeal from the Judicial Administrator or Academic Integrity Panel, and no appeal to the appeal officer shall occur.

Appeals of Decisions of the Office of Residential Life or Greek Life:

Any final decision of the Office of Residential Life or Greek Life may be appealed in writing to the Judicial Administrator within the period of time specified by this Code. The Judicial Administrator, or his or her designee, shall not substitute his or her judgment of the facts. The scope of his or her review shall be limited to determining whether the written materials submitted indicates that either no fair hearing had been provided to the appellant or that the sanction imposed, given all the relevant facts and circumstances, was excessive.

If the Judicial Administrator decides to sustain the contentions of the appellant, in whole or part, he or she shall fashion a remedy or form of relief appropriate to the facts and circumstances of the case.

Sanctions will be stayed pending the disposition of any appeal; provided however, that nothing contained in this Code shall in any way impair the enforcement of the terms of the housing contracts and leases entered into between the university and students residing in residential housing, including, but not limited to, reassignment and cancellation or other interim protective measures.

VIII. Record Retention

Subject to Section V.14., records of the University Judicial Administrator and the UJB directly related to non-academic cases heard under the University Judicial System shall be destroyed after a period of ten years from the date of final adjudication. If a student withdraws from the university prior to final adjudication, the records shall not be destroyed. Records of the University Judicial Administrator, the UJB, and the USAIB directly related to allegations of academic misconduct or cases resulting in suspension or expulsion, and any applicable transcript notations, shall be maintained indefinitely.

IX. Report on Student Conduct

Each semester the Judicial Administrator shall prepare a Report on Student Conduct summarizing the complaints filed in the previous semester, the types of conduct involved, and the outcomes, including a description of the sanctions, if any. The Report shall be circulated to the university administrators at the discretion of the Judicial Administrator and the Vice Chancellor for Students.

X. Temporary Suspension

The Chancellor, Vice Chancellor for Students, Dean of Students, or their respective designees, may suspend a student for a temporary period if (1) there is evidence that the student has committed an offense under this Code or the student has been indicted or otherwise formally charged with a crime; and (2) there is evidence that the continued presence of the student on the university campus or in the university community poses a substantial threat to him/herself or others or to the ability of others to continue their normal university functions and activities.

The suspending authority (the person imposing the suspension) shall limit the scope of the temporary suspension to that necessary to protect those possibly affected by the actions of the suspended student. Access to parts of university owned, leased, managed, or rented property, the Campus, or to certain activities, may be limited. In cases of seriously disruptive or dangerous behavior, the suspending authority may deny the student access to the university owned or leased property, Campus, and/or prohibit class attendance and participation in university activities and events.

If a student is suspended for a temporary period, the suspending authority shall prepare a written notice of the suspension and shall have the notice served, by mail or electronic means, or hand delivered, on the suspended student. The written notice shall include a brief statement of the scope of the suspension and the reasons therefore, and a brief statement of the procedures provided in cases of temporary suspension under this Code.

A student suspended for a temporary period shall be given an opportunity to appear personally before the suspending authority within five (5) business days from the date of service of the notice of temporary suspension. If the student asks to appear personally
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before the suspending authority, only the following issues shall be considered:

Whether the suspending authority’s information concerning the student’s conduct is reliable;

Whether under all the circumstances, there is a reasonable basis for believing that the continued presence of the student on Campus poses a substantial threat to the student or to the rights of others to engage in their normal university functions and activities; and

Whether the scope of the temporary suspension is reasonable.

Within ten calendar days of the date of a temporary suspension, the suspending authority shall file a statement of charges against the suspended student with the UJB, and shall have the statement of charges served, by mail or electronic means or hand delivered, upon the suspended student and the Dean of the School or College in which the student is enrolled.

A temporary suspension shall end when rescinded by the suspending authority, or upon the failure of the suspending authority to file a statement of charges within a reasonable time or, if not rescinded and if a statement of charges is promptly filed, when the case is heard and decided by the UJB or other university administrative body.

XI. Amendment of the Code

The amendment process may be initiated by any member of the campus community, the Student Union, the Graduate-Professional Council, the Faculty Senate Council, or any faculty, staff or student group by the submission of proposed changes to the Office of the Dean of Students. The Associate Vice Chancellor for Students and Dean of Students, or his or her designee, shall promptly distribute copies of the proposed changes to the Office of the General Counsel, Student Union, the Graduate-Professional Council, and the Faculty Senate Council for adoption or rejection. Review of the Code shall be initiated by the Office of the Dean of Students no less than every three years.

XII. Titles and Successors

Because the titles, positions, or groups stated in this Code may change, the functions or responsibilities assigned by this Code shall be performed by persons or groups that assume the functions of the positions or groups stated in this Code.

Effective July 1, 2014

[1] The responsibility of the University Judicial System, including the UJB and USAIB, is concurrent with that of the administration of the university and does not displace the university’s administrative responsibility to address instances of discrimination, harassment, and threats to person(s) or property.
USAIB Procedures for Complaints of Sexual Assault Filed Against Students

The Washington University in St. Louis Student Judicial Code prohibits “Sexual contact with any member of the university community or visitor to the university without that person’s consent, including, but not limited to, rape and other forms of sexual assault[,]” which will be referred to as “sexual assault” in these procedures.

The following University Sexual Assault Investigation Board (“USAIB”) procedures shall apply to all complaints of sexual assault filed by employees, students or third parties against university students.

- Complaints alleging other forms of sexual harassment, dating/domestic violence or stalking that are filed against a student but that do not involve an alleged sexual assault, at the discretion of the judicial administrator, may be (a) referred for investigation and resolution by the USAIB pursuant to these procedures or (b) adjudicated pursuant to the procedures set forth in the University Student Judicial Code. Complaints alleging sexual assault or sexual harassment filed against a faculty or staff member are governed by the Discrimination and Sexual Harassment Hearing Procedures and should be directed to the Title IX coordinator or any of the university’s sexual harassment advisers, whose contact information can be found at http://hr.wustl.edu/policies/Pages/SexualHarassment.aspx.

- These procedures are designed to provide for prompt and equitable investigation and resolution of complaints involving sexual assault filed against university students. Criminal or civil rules of procedure applicable in a court proceeding, including formal rules of evidence, are not applicable. In addition, the procedures found in Sections V and VII of the University Student Judicial Code, including those governing the initiation of proceedings with a written complaint, the issuance of charges, a Judicial Board hearing, and an appeal, are inapplicable to formal complaints filed that involve allegations of sexual assault. The University Sexual Assault Investigative Board (“USAIB”), as further described below, will conduct a thorough, reliable and impartial investigation and exercise jurisdiction over such complaints in their entirety as long as the additional charges arise out of the same set of facts and circumstances or are related to the alleged incident of sexual assault. The USAIB may elect to refer the other charges to the University Judicial Administrator, who will then resolve the charges him/herself or send the remaining charges to the University Judicial Board for hearing and resolution.

FILING A COMPLAINT

To file a formal complaint against a student alleging sexual assault, an individual (“complainant”) should contact the university’s Title IX coordinator or judicial administrator.

A complainant is also encouraged to file a criminal report with the Washington University Police Department (“WUPD”) or the appropriate law enforcement agency and may simultaneously pursue criminal and university disciplinary processes. The university will ordinarily not delay its investigation if criminal charges are filed. At the request of law enforcement authorities, however, the university may postpone the university investigation and proceeding while the authorities gather evidence.

UNIVERSITY SEXUAL ASSAULT INVESTIGATIVE BOARD

The University Sexual Assault Investigative Board (“USAIB”) is comprised of faculty, staff and students appointed by the chancellor and trained to investigate complaints involving allegations of sexual assault. The USAIB investigates and decides how the university will resolve complaints referred to it by the university’s Title IX coordinator or the judicial administrator, as further described below, and may impose sanctions, including those identified in the University Student Judicial Code, up to and including suspension and expulsion.

Complaints may allege other violations of the University Student Judicial Code in addition to sexual assault. The USAIB may investigate and exercise jurisdiction over such complaints in their entirety as long as the additional charges arise out of the same set of facts and circumstances or are related to the alleged incident of sexual assault. The USAIB may elect to refer the other charges to the University Judicial Administrator, who will then resolve the charges him/herself or send the remaining charges to the University Judicial Board for hearing and resolution.

INVESTIGATION AND REPORT

Upon receipt of a complaint by a complainant alleging an incident of sexual assault perpetrated by a student (the “respondent”), the Title IX coordinator or the judicial administrator, or their respective designee, may conduct an investigation or, at his/her discretion, request that WUPD or an independent investigative agent conduct such an investigation. (Accordingly, references to “investigator” hereafter will be taken to mean the Title IX coordinator, judicial administrator, or their designees, WUPD or the independent investigative agent, as the case may be.) A hold will be placed on the respondent’s academic records until final disposition of the complaint.

Following the investigation, the investigator will provide a written report to a three-member panel selected from the USAIB (“panel”). The report will describe the relevant facts and circumstances learned during the course of the investigation into the complaint, and it will contain reports of all interviews conducted by the investigator, but it will not set forth any conclusions as to whether those facts and circumstances constitute a violation of the University Student Judicial Code.

After reviewing the report, the panel may request clarifications and additional investigation. When the report is complete, the parties will be given the opportunity to review the report and provide a written response, which will be provided to the investigator, the panel and the other party.

The investigator’s final report, as amended or supplemented pursuant to subsection (g) if applicable, will be provided to the panel, along with any written statements provided to the investigator by parties or witnesses.
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PANEL INTERVIEWS
The panel will separately interview both parties as soon as practicable. Absent special circumstances, the panel’s interviews of the parties will normally take place within 14 days following submission of the final report to the panel.

At its sole discretion, the panel may rely upon the investigator’s report and its interviews of the parties for its understanding of the relevant facts, or it may interview additional witnesses, whether or not such witnesses have previously been interviewed by the investigator. The panel may also interview the investigator.

Based upon the information provided in the final report, any written statements provided to the panel, and its own interviews of the parties and others, the panel will determine whether it is more likely than not that the respondent violated the University Student Judicial Code.

If the majority of the panel determines that the respondent more likely than not violated the Judicial Code, the panel will issue a decision, including written findings of fact. If the respondent is found in violation, the decision will be provided to the vice chancellor for students, who will impose sanctions, up to and including suspension or expulsion from the university. In the event of absence or disqualification of the vice chancellor for students, the panel decision should be forwarded to the chairperson of the University Judicial Board, or his/her designee, for review and imposition of sanctions.

Absent special circumstances, the university’s investigation and interviews will be concluded, and the panel will issue a written decision notifying the parties of its determination as to whether there has been a violation of the Judicial Code within 60 days of the initial submission of the complaint. The respondent will be notified in writing of any sanctions imposed, and the complainant will also be notified in writing of any sanctions, to the extent permitted by law.

REVIEW
The parties may seek a review of the panel’s decision by the provost by submitting that request in writing within 14 calendar days of the panel’s issuance of its decision. The scope of such review shall be limited to determining: (i) whether the procedures set forth herein were fairly implemented or (ii) whether any sanctions imposed are insufficient or excessive.

The provost may direct that the matter be remanded to the USAIB with specific instructions to address the provost’s determinations as to procedural fairness. The provost may also reduce, modify or increase the sanctions assessed by the vice chancellor for students. The decision of the provost is final.

In the event of the absence or disqualification of the provost, the review will be conducted by the chairperson of the Faculty Senate Council, or his or her designee.

Sanctions will be stayed pending the disposition of any review, except that a temporary suspension will remain in effect. If a hold has been placed on a student’s records, it will remain until final disposition of the complaint.

FURTHER ACTION BY TITLE IX COORDINATOR
At any point before, during or after the investigation and regardless of the panel’s final decision, the Title IX coordinator, or his/her designee, may determine that interim or remedial measures, (not including suspension or expulsion) directed at the parties, witnesses, or a broader university population are necessary and appropriate to prevent and/or respond to sexual harassment or sexual violence. Depending on the specific nature of the allegation, such measures may include but are not limited to: implementation of a no-contact order, temporary housing or course/classroom assignment changes, medical and counseling services, academic support services and accommodations, additional training and education.

TEMPORARY SUSPENSION
The dean of students, or his/her designee, may impose a temporary suspension if necessary, pursuant to the standard and procedures set forth under the University Student Judicial Code Section X with the exception of the filing of a statement of charges against the suspended student referenced in Sections X.E. and X.F. For purposes of these procedures, the suspending authority must initiate the investigation provided for in these procedures within 10 days of the date of the temporary suspension. The dean of the school or college in which the suspended student is enrolled will be notified of the temporary suspension.

A temporary suspension shall end when rescinded by the suspending authority, or upon the failure of the suspending authority to initiate an investigation within a reasonable time or, if not rescinded and if the investigation is initiated, when the decision by the USAIB Panel and any decision on appeal to the provost, if applicable, is final.

RETAILIATION
Retaliation against or interference with individuals who report or file complaints of violations of university policy, including the University Student Judicial Code, those who cooperate in university investigations of such reports or complaints, or those who serve on the USAIB or panel to hear and decide complaints brought before the panel is a violation of university policy, will not be tolerated and, if perpetrated by a student, will itself be treated as an offense under the University’s Student Judicial Code. Any individual from the university who engages in such retaliation or interference should be referred to the university’s judicial administrator or Title IX coordinator, as appropriate, for further investigation and disciplinary action as warranted.

ADVISERS
Any individual complainant, respondent or witness may be accompanied by an individual to provide support at any time during the investigation process. This individual may not be a fact witness that may be interviewed by the panel. The adviser may not address the USAIB Panel, nor may the adviser contact the investigator or anyone on the USAIB panel while the complaint is pending before the USAIB.

RECORD RETENTION
Records of the USAIB directly related to an investigation shall
be destroyed after a period of 10 years from the date of final disposition of a complaint unless the outcome of the complaint results in suspension or expulsion, in which case the records will be maintained indefinitely. If the respondent withdraws from the university prior to issuance of the USAIB decision, the records shall not be destroyed. The university may provide information regarding the matter, including in cases where a respondent has withdrawn prior to the USAIB final decision, to other institutions, agencies, employers or others in accordance with the law.
Appendix K

Sexual Harassment

Introduction and Policy Statement

What is Sexual Harassment?

Confidentiality

Seeking Advice; Making a Complaint

Protection of Rights

Obligations of Vigilance and Reporting

Possible Sanctions

Education

Appendix: Title IX Coordinator/
Sexual Harassment Coordinator and
Advisors

INTRODUCTION AND POLICY STATEMENT

Washington University is committed to having a positive learning and working environment for its students, faculty and staff and will not tolerate sexual harassment.

Sexual harassment is an attack on the dignity of individuals and the integrity of the University as an institution of learning. Academic freedom can exist only when every person is free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Sexual harassment is reprehensible and threatening to the careers, educational experience and wellbeing of all members of our community.

Sexual harassment is a form of discrimination that violates University policy. It is also illegal under state and federal law.

This policy applies to all members of the Washington University community. It allocates responsibilities for helping to ensure that University policy is fairly applied, explains the process by which complaints of sexual harassment may be brought forward and provides sanctions for sexual harassment, which may range from reprimands to termination or dismissal, depending upon the severity of the offense. If you believe you have been sexually harassed, Sections IV and V describe options about what you can do and where you can get help. If you believe you have been falsely accused of sexual harassment, the procedures described below are also available to you. Those charged with implementation of this Policy will, whenever appropriate, encourage and assist individuals who believe they may have been sexually harassed to pursue the assorted means outlined in the policy for securing the cessation of unwelcome and offensive conduct.

WHAT IS SEXUAL HARASSMENT?

For the purposes of this statement, Washington University has adapted the Equal Employment Opportunity Commission (EEOC) definition of sexual harassment for an academic community. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, including sexual violence, whether committed on or off campus, when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or academic advancement;
- submission to or rejection of such conduct by an individual is used as the basis or threatened to be used as the basis for employment or academic decisions or assessments affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating or hostile environment for work or learning. Such conduct will typically be directed against a particular individual or individuals and will either be abusive or severely humiliating or will persist despite the objection of the person targeted by the speech or conduct.

Sexual violence is a prohibited form of sexual harassment and includes physical sexual acts perpetrated against a person’s will or where it would be apparent to a reasonable observer that a person is incapable of giving consent due to the victim’s use of drugs and/or alcohol or due to an intellectual or other disability.

Sexual harassment includes but is not limited to situations where one person has authority over another. In such situations, sexual harassment is particularly serious because it may unfairly exploit the power inherent in a faculty member’s or supervisor’s position.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Some conduct obviously constitutes sexual harassment -- such as a threat that a grade or promotion will depend on submission to a sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants’ reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor-subordinate, colleague, etc.) and the specific setting. The inquiry can be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some.

Examples of conduct which may constitute sexual harassment include but are not limited to:

- requests for sexual favors
- hugging, rubbing, touching, patting, pinching or brushing another’s body
- inappropriate whistling or staring
- veiled suggestions of sexual activities
- requests for private meetings outside of class or business hours for other than legitimate mentoring purposes
- use in the classroom of sexual jokes, stories or images in no way germane to the subject of the class
- remarks about a person’s body or sexual relationships, activities or experience
Appendix K

• use of inappropriate body images to advertise events
• sexual violence, including but not limited to rape, sexual assault, sexual battery, and sexual coercion

Members of the University community can expect to be free from sexual harassment and thus all members of the University community should guard against it. The fact that someone did not intend to sexually harass an individual is generally not considered a sufficient defense to a complaint of sexual harassment, although the reasonableness or the accuser’s perceptions may be considered. In most cases, it is the effect and characteristics of the behavior on the complainant and whether a reasonable person similarly situated would find the conduct offensive that determine whether the behavior constitutes sexual harassment.

CONFIDENTIALITY
The University will strive to protect, to the greatest extent possible, the confidentiality of persons reporting harassment and of those accused of harassment. Because the University has a legal obligation to address sexual harassment, however, the University cannot guarantee complete confidentiality where it would conflict with the University’s obligation to investigate meaningfully or, where warranted, take corrective action. Even when some disclosure of the University’s information or sources is necessary, it will be limited to the extent possible. The University will, to the extent permitted by law, keep confidence all records of complaints, responses and investigations. The records maintained by the Sexual Harassment Response Coordinator shall be available only to the Coordinator and, to the extent necessary, to administrators and other supervisors charged with responding to allegations of harassment. Allegations of sexual harassment shall not be placed in student records or personnel files unless, after appropriate investigation, such allegations have been sustained. Records of allegations maintained by the Coordinator shall not lead to formal hearings or personnel actions will be discarded after five years unless there are additional, more recent complaints against the same person. Any records maintained by the Coordinator concerning an allegation about which an accused person was not given reasonably timely notice and an opportunity to respond shall not be used to justify or enhance a sanction, other than an oral or written warning, imposed for a different instance of harassment.

If you want to discuss possible harassment in a more confidential setting or clarify your feelings about whether and how you wish to proceed, you may want to consult a social worker, therapist or member of the clergy, who is permitted, by law, to assure greater confidentiality. Clergy and counseling resources on campus are listed in Bearings, Ternion, and the University’s Safety and Security brochure available at www.police.wustl.edu. In addition, any member of the University community may contact the Student Counseling Services at 935-5980 for a confidential discussion and, if desired, referral to off-campus resources.

SEEKING ADVICE; MAKING A COMPLAINT
If you believe that you have been sexually harassed, you have a number of response options, both formal and informal. Some people may wish to pursue informal means instead of or before making a formal complaint; others will not. If an informal procedure is ineffective, the formal procedures will remain open to you. You should select the route you feel most appropriate for your circumstances. However you wish to proceed, you may consult at any time with the University’s Title IX Sexual Harassment Response Coordinator or Advisors (listed in the Appendix), whose responsibilities include assisting students, faculty and staff with sexual harassment issues, be they general or specific, formal or informal. You may wish to work with the Coordinator or Advisors to select an approach.

INFORMAL PROCEDURES
If you feel comfortable dealing with the situation without assistance, you can:

• Clearly say “no” to the person whose behavior is unwelcome.
• Communicate either orally or in writing with the person whose behavior is unwelcome. The most useful communication will have three parts:
  • A factual description of the incident(s) including date, time, place and specific action.
  • A description of the writer’s feelings, including any consequences of the incident.
  • A request that the conduct cease.

Frequently, such a communication will cause the unwelcome behavior to stop, particularly where the person may not be aware that the conduct is unwelcome or offensive.

If you would like to proceed informally, but with the assistance of someone else, you may:

• Ask the person’s supervisor, e.g., department chair, dean, director, housing office representative, academic advisor or resident advisor, to speak to the person whose behavior was unwelcome. The purpose of such conversations is the cessation of unwelcome behavior.
• Consult with the Coordinator or one of the Sexual Harassment Response Advisors listed in the Appendix and specifically charged with responding to sexual harassment inquiries and complaints.

These individuals are thoroughly familiar with University policy on sexual harassment and are available to consult with victims of sexual harassment, those charged with sexual harassment, witnesses and supervisors of parties to a complaint. They can provide information about informal actions that might remedy the situation and discuss University policy on sexual harassment and procedures for resolving complaints.

With the exception of allegations of sexual violence, ask the Coordinator to mediate or arrange for mediation. Mediation is discussion and negotiation, with the help of a third party, designed to permit the parties to reach a mutually agreeable resolution of a dispute. If a person complaining of sexual harassment seeks mediation, the person accused of harassment agrees and the Coordinator concludes that the mediation would be consistent with the University’s legal obligations in responding to and preventing sexual harassment, the Coordinator may mediate or arrange for mediation.
FORMAL PROCEDURES
Whether or not you have attempted to resolve a sexual harassment claim through informal means, you may initiate a formal sexual harassment grievance proceeding by filing a written complaint. This process may lead to a formal hearing at which evidence will be considered and witnesses heard. If this is the course you wish to take, the Coordinator can assist you in filing a complaint.

Complaints, prepared with or without the assistance of the Coordinator, can be filed with the following Committees, with a copy to the Coordinator for your campus:

COMPLAINTS AGAINST FACULTY OR STAFF:
- Discrimination, Discriminatory or Sexual Harassment Grievance Committee (complaints by faculty and administrators)
- Discriminatory Harassment and Title IX Grievance Committee (complaints by students)
- Human Resources Advisory Committee (complaints by staff)

All of these committees may be contacted at:

c/o Office of Human Resources
North Brooking Hall, Room 126
Campus Box 1184
935-5990

Hearing procedures are set forth in the Washington University Discrimination and Sexual Harassment Hearing Procedures. These procedures may be obtained from the Office of Human Resources or from any Sexual Harassment Response Coordinator or Advisor.

Note that complaints against a student or student groups alleging sexual violence are governed by the University Sexual Assault Investigation Board policy available on line at: http://www.wustl.edu/policies/sexualassault.html

COMPLAINTS AGAINST STUDENTS OR STUDENT GROUPS:

Office of the Judicial Administrator
Residential Life Center
South 40 House
Campus Box 1250
935-4174
935-7776 (fax)

Hearing procedures for complaints alleging sexual harassment that does not involve sexual violence are set forth in the University Judicial Code, which can be found in the Washington University Faculty Information Handbook and online: http://www.wustl.edu/policies/judicial.html. These procedures may also be obtained from the University Judicial Administrator or from the Title IX Sexual Harassment Response Coordinator or Advisors. The procedures for complaints against students alleging sexual violence are set forth in the University Sexual Assault Investigation Board policy, available on line at: http://www.wustl.edu/policies/sexualassault.html

Whether or not you choose to file a complaint, the University may be required, or may otherwise deem it necessary and protective of the University community, to commence its own investigation and hearing procedure.

Inquiries regarding Title IX may be referred to the:

University’s Title IX Sexual Harassment Response Coordinator
Jessica Kennedy
Ann W. Olin Women’s Building, Room 308
Campus Box 1167
jwkenndy@wustl.edu

or to the:

United States Department of Education
Office of Civil Rights
400 Maryland Avenue, S.W.
Washington, DC 20202-1100
www.ed.gov

PROTECTION OF RIGHTS
The University will not tolerate retaliation or discrimination against persons who report or charge sexual harassment or against those who testify, assist or participate in any investigation, proceeding or hearing involving a complaint of sexual harassment. In this context, retaliation means speech or conduct that adversely affects another’s terms or conditions of employment or education and is motivated by an intent to harm the targeted person because of his or her participation in the filing or investigation of an allegation of sexual harassment. Any such retaliation -- or any encouragement of another to retaliate -- is a serious violation of University policy and law; independent of whether the particular claim of sexual harassment is substantiated. If you believe you have been subjected to retaliation in violation of this rule, you may use the procedures described above to complain and seek redress.

The University seeks to protect the rights of all persons, accusers and accused, to fair procedures. Accusations of sexual harassment typically have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of sexual harassment must be made in good faith and not out of malice. Knowingly making a false or frivolous allegation of sexual harassment, whether in a formal or informal context, will be treated as a serious offense under this policy and, where it applies, the University Judicial Code. If you believe you have been falsely accused of sexual harassment you may use the procedures of this policy or the University Judicial Code, where applicable, to seek redress. See Section IV.

OBLIGATIONS OF VIGILANCE AND REPORTING
The University can respond to specific instances and allegations of harassment only if it is aware of them. The University therefore encourages anyone who believes that he or she has experienced sexual harassment to promptly come forward with inquiries, reports or complaints and to seek assistance from the University.
In addition, any University employee who becomes aware of instances or allegations of sexual harassment by or against a person under his or her supervisory authority must report it to those charged with responding to such allegations and reports: the appropriate dean, director or department head or other similar administrator or to the Sexual Harassment Response Coordinator or one of the Advisors. It shall be the responsibility of these individuals to respond to allegations and reports of sexual harassment or refer them to other University officials for such response.

Any dean, director or department head or other similar administrator who becomes aware of information indicating a significant likelihood of sexual harassment must report such information to the Title IX Sexual Harassment Response Coordinator. These administrators must respond not only when they receive a specific complaint or report alleging improper activity, but also when such matters come to their attention informally. Unconfirmed or disputed allegations should be clearly labeled as such and reports should indicate any steps already taken to investigate or otherwise respond. Administrators may wish to consult with the Coordinator or any of the Advisors prior to investigating or otherwise responding to any situation involving alleged harassment.

POSSIBLE SANCTIONS

Possible sanctions for a person found guilty of behavior in violation of this policy include but are not limited to the following:

- oral or written reprimand, placed in the personnel file
- required attendance at a sexual harassment sensitivity program
- an apology to the victim
- oral or written warning
- loss of salary or benefit, such as sabbatical or research or travel funding
- transfer or change of job, class or residential assignment or location (i.e., removing the person from being in a position to retaliate or further harass the victim.)
- fine
- demotion
- suspension, probation, termination, dismissal or expulsion

While counseling is not considered a sanction, it may be offered or required in combination with sanctions. Where alcohol is involved in the sexual harassment, such counseling may include an alcohol abuse program.

If students or student groups are guilty of sexual harassment, any of the sanctions set forth in the University Judicial Code may also be invoked.

EDUCATION

The best way to deal with sexual harassment is to prevent it. Education is essential to eliminating sexual harassment. To this end, Washington University has developed an ongoing training program. Please call a Sexual Harassment Response Coordinator or Advisor to find out more about these programs, what sexual harassment is, how to respond to it and what to do when someone asks for advice about sexual harassment.

Approved by the Washington University Senate Council, October 19, 1995.

Approved by the Washington University Senate, April 22, 1996.

Revision approved by the Washington University Senate, April 28, 1997.

Revision approved by the Washington University Faculty Senate Council, November 15, 2011; modified per Title IX Dear Colleague Letter clarifications.

Policy updated to be consistent with the University Sexual Assault Investigation Board policy, January 25, 2013.

(This policy supersedes prior University Policies on Sexual Harassment).

APPENDIX: TITLE IX COORDINATOR/SEXUAL HARASSMENT COORDINATOR AND ADVISORS

(as of July 2014)

Danforth Campus
Coordinator: Apryle Cotton
Faculty, staff and others
935-8095

School of Medicine Campus
Coordinator: Legail Chandler
Faculty, staff and others
362-4900

Title IX Coordinator on both campuses
Coordinator: Jessica Kennedy
Faculty, staff and students
935-3118

APPENDIX: TITLE IX COORDINATOR/SEXUAL HARASSMENT COORDINATOR AND ADVISORS (as of July 2014)

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ORDERS OF PROTECTION - ADULT
INFORMATION FOR BOTH PARTIES

Missouri’s Domestic Violence Act provides protective relief for victims of domestic violence, stalking, or sexual assault.

Chapter 455, Missouri Revised Statutes
ADULT ABUSE / STALKING ORDER OF PROTECTION

WHAT IS AN ORDER OF PROTECTION?

An order of protection is an order issued by a Missouri court pursuant to the Domestic Violence Act that restrains a person from abusing, stalking, sexually assaulting, or harassing another person. Unlike a restraining order, an order of protection carries criminal penalties for violation. An order of protection is valid in every state and should be upheld by law enforcement in every state. There are two types of orders of protection: an ex parte order of protection and a full order of protection.

An **ex parte order** of protection is issued by the court before the person against whom the order is directed has received notice of the petition or an opportunity to be heard in court. It is a temporary order. See more information regarding ex parte orders of protection on page 5.

A **full order of protection** is issued after a hearing on the record when the person against whom the order is directed has received notice of the proceedings and has had an opportunity to be heard. See more information regarding full orders of protection on page 6.

WHO ARE THE PARTIES?

Petitioner
A family or household member who has been a victim of domestic violence, or any person who has been the victim of stalking or sexual assault, who has filed a verified petition pursuant to the provisions of section 455.020, RSMo.

Respondent
The respondent is the family or household member alleged to have committed an act of domestic violence, or person alleged to have committed an act of stalking or sexual assault, against whom a verified petition has been filed. It is this person against whom an order of protection is directed.

WHO CAN FILE A PETITION?

Any person who has been subject to domestic violence by a present or former household member, or who has been the victim of stalking or sexual assault, may seek relief under the Domestic Violence Act by filing a verified petition alleging such domestic violence, stalking, or sexual assault by the respondent. The court will deny the ex parte order and dismiss the petition if the petitioner is not authorized to seek relief.

WHERE IS THE PETITION FILED?

The petition must be filed in the county where the petitioner resides, where the alleged incident of domestic violence, stalking, or sexual assault occurred or where the respondent may be served.

Notice to Petitioner: Respondent will receive a copy of the petition with service.

Filing After Hours: A petition for an order of protection or a motion for a hearing on a violation of an order of protection may be filed after business hours, on holidays or weekends before a circuit or associate circuit judge in the city or county having jurisdiction to hear the petition. All papers filed in connection with a petition or motion must be certified by the judge or clerk within the next regular business day to the circuit court having jurisdiction to hear the petition.

WHERE CAN I FIND A PETITION TO FILE WITH THE COURT?

The circuit clerk’s office will provide copies of the forms necessary for the presentation of the petition to the court. Clerks will provide assistance in completing these forms without cost. The location of the office where a petition can be filed will be posted conspicuously in the court building. No filing fees, court costs, or bond will be assessed to the petitioner in a domestic violence/stalking/sexual assault action. An attorney is not needed to obtain an order of protection.

Forms also can be found at [www.courts.mo.gov](http://www.courts.mo.gov) by selecting Court Forms > Adult Abuse Forms.
WHAT IS DOMESTIC VIOLENCE?

Domestic violence is abuse or stalking committed by a family or household member as defined below:

**Abuse:**
Includes but is not limited to the occurrence of any of the following acts, attempts or threats of assault, battery, coercion, harassment, sexual assault, and unlawful imprisonment against a person who may be protected pursuant to chapter 455, RSMo.

**Assault:**
Purposely or knowingly placing or attempting to place another in fear of physical harm.

**Battery:**
Purposely or knowingly causing physical harm to another with or without a deadly weapon.

**Coercion:**
Compelling a person by force or threat of force to engage in conduct from which the person has a right to abstain or to abstain from conduct in which the person has a right to engage.

**Harassment:**
Engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to another person and serves no legitimate purpose. The course of conduct must be such as would cause substantial emotional distress to the petitioner. Such conduct may include following another about in a public place or peering in the window or lingering outside the residence of another.

**Sexual Assault:**
Causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without that person’s consent.

**Unlawful Imprisonment:**
Holding, confining, detaining or abducting another person against that person’s will.

**Stalking:**
When any person purposely engages in an unwanted course of conduct that causes alarm to another person, or a person who resides together in the same household with the person seeking the order of protection when it is reasonable in that person’s situation to have been alarmed by the conduct. As defined in the statute:

a.) **Alarm** means to cause fear of danger of physical harm.

b.) **Course of conduct** means a pattern of conduct composed of two or more acts over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact.
ADDITIONAL DEFINITIONS AS USED IN THE DOMESTIC VIOLENCE ACT

Adult:
Any person seventeen years of age or older or otherwise emancipated.

Child:
Any person under seventeen years of age unless otherwise emancipated.

Communication:
Includes, but is not limited to, telephoning, speaking, gesturing, writing, e-mailing, text messaging, faxing, sending gifts, etc.

Emancipate/Emancipation
To release a child from the control, support, and responsibility of a parent or guardian; may include but is not limited to a child marrying or entering the military.

Family or household member:
Spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether or not they have been married or have resided together at any time.

Intimate Partner:
With respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabitates or has cohabited with the person.

Order of Protection:
Either an ex parte order of protection or a full order of protection.

Pending
Exists or for which a hearing date has been set.

Unemancipated:
A child under the control, support, and responsibility of a parent or guardian.
EX PARTE ORDER OF PROTECTION

The petition for an order of protection must be presented to the judge immediately upon filing. The petitioner may fear further harm and want the judge to issue an immediate order of protection before the hearing date. If the judge finds that there is an immediate and present danger of domestic violence, stalking, or sexual assault, an ex parte order of protection will be issued. It is effective when entered and shall remain in effect until there is a valid service of process and a hearing on the petition can be held. An ex parte order of protection is not always granted, but the court may set a hearing date. If an ex parte order is granted, a copy of the order is given to law enforcement and entered into a statewide computerized system that law enforcement use. This is the Missouri Uniform Law Enforcement System, also known as MULES.

Law enforcement will serve a copy of the ex parte order and the petition on the respondent. The order is valid and enforceable before it is served. The ex parte order will include a court date for the hearing on the full order of protection.

NOTE: An ex parte order of protection will expire after 15 days if there has been no hearing or valid continuance on the petition.

Relief Available with an Ex Parte Order of Protection:
The relief must be requested on the petition, and the judge will consider each request. The ex parte order may include the following relief:

- Temporarily restrain the respondent from committing or threatening to commit domestic violence, molesting, stalking, sexual assault, or disturbing the peace of the petitioner.
- Temporarily restrain the respondent from entering the premises of the dwelling unit of petitioner when the dwelling unit is:
  a) jointly owned, leased or rented or jointly occupied by both parties; or
  b) owned, leased, rented or occupied by petitioner individually; or
  c) jointly owned, leased or rented by petitioner and a person other than respondent; provided, however, no spouse shall be denied relief under this section by reason of the absence of a property interest in the dwelling unit; or
  d) jointly occupied by the petitioner and a person other than the respondent; provided that the respondent has no property interest in the dwelling unit.
- Temporarily restrain the respondent from communicating with the petitioner in any manner or through any medium.
- Award temporary custody of minor children when appropriate.
- Other terms as the court reasonably deems necessary to ensure the petitioner’s safety.

Appointment of Guardian ad Litem (GAL)
If the respondent is younger than 17 years old and not emancipated, and an ex parte order is entered, the circuit court shall transfer the case to the juvenile or family court division for a hearing on the full order of protection. The court shall appoint a guardian ad litem for the respondent if the respondent is not represented by a parent or guardian.

The court also may direct the state Children’s Division to conduct an investigation and to provide appropriate services.

Should I go to the hearing on the order of protection?
Yes. Go to court on the hearing date listed on the ex parte order of protection or summons. If the petitioner does not appear in court for the hearing, the case will be dismissed. If the respondent has been served properly and does not appear in court for the hearing, a full order of protection will be issued after the petitioner has presented his/her evidence. The judge may issue the order without hearing from the respondent.
FULL ORDER OF PROTECTION

A full order of protection may be granted by the court after a hearing on the petition. Hearings regarding full orders of protection must be conducted on the record (so a transcript may be made). The full order of protection order shall be valid for at least 180 days but no more than one year. If a full order is granted, a copy of the order is given to law enforcement and entered into a statewide computerized system that law enforcement use. This is the Missouri Uniform Law Enforcement System, also known as MULES.

Relief Available with a Full Order of Protection:
The relief must be requested on the petition, and the judge will consider each request.

Notice to respondent: If the court finds in favor of petitioner or the respondent defaults (does not appear in court for the hearing), the court may grant any of the following forms of relief:

- Prohibit the respondent from committing or threatening to commit domestic violence, molesting, stalking, sexual assault, or disturbing the peace of the petitioner.
- Prohibit the respondent from entering the premises of the dwelling unit of the petitioner when the dwelling unit is:
  a) jointly owned, leased or rented or jointly occupied by both parties;
  b) owned, leased, rented or occupied by the petitioner individually; or
  c) jointly owned, leased or rented by the petitioner and a person other than the respondent;
    provided, however, no spouse shall be denied relief under this section by reason of the absence of a property interest in the dwelling unit; or
  d) jointly occupied by the petitioner and a person other than the respondent; provided that the respondent has no property interest in the dwelling unit.
- Prohibit the respondent from communicating with the petitioner in any manner or through any medium.
- Award custody of minor children born to or adopted by the parties when the court has jurisdiction over such child and no prior order regarding custody is pending or has been made, and the best interest of the child requires such order to be issued. There is a presumption that the best interest of the child is served by placing him or her in the custody of the non-abusive parent.
- Establish a visitation schedule for the non-custodial parent that is in the best interest of the child. The court can deny visitation if it finds that visitation would endanger the child’s physical health, impair his or her emotional development, or otherwise would conflict with the best interest of the child, or that no visitation can be arranged that would protect the custodial parent sufficiently from future abuse.
- Award child support when no prior order of support exists in accordance with Supreme Court Rule 88.01 and chapter 452, RSMo.
- Award income maintenance in accordance with chapter 452, for no more than 180 days, to the petitioner when the petitioner and the respondent lawfully are married.
- Order the respondent to make or to continue to make rent or mortgage payments on a residence occupied by the petitioner if the respondent is found to have a duty to support the petitioner or other household members.
- Order the respondent to pay the petitioner’s rent at a residence other than the one previously shared by the parties if the respondent is found to have a duty to support the petitioner and the petitioner requests alternative housing.
- Order the petitioner be given temporary possession of specified personal property, such as automobiles, checkbooks, keys and other personal effects.
- Prohibit the respondent from transferring, encumbering or otherwise disposing of specified property mutually owned or leased by the parties.
FULL ORDER OF PROTECTION (CONT.)

- Order the respondent to participate in a court-approved counseling program designed to help batterers stop violent behavior or to participate in a substance abuse treatment program.

- Order the respondent to pay a reasonable fee for housing and other services that have been provided or that are being provided to the petitioner by a domestic violence center.

- Order the respondent to pay court costs.

- Order the respondent to pay the cost of medical treatment and services that have been provided or that are being provided to the petitioner as a result of injuries sustained to the petitioner by an act of domestic violence committed by the respondent.

- Order the respondent to pay the petitioner’s attorney fees.

Read the order carefully. If you disobey the order, you can be sent to jail, fined or both.

Renewals

The court may include in the order a provision that the full order of protection shall renew automatically after one year unless the respondent requests a hearing at least 30 days before the expiration date of the order.

When the original full order of protection did not include an automatic renewal provision, the petitioner may file a motion to renew the order with the court prior to the expiration date of the original order. The court can renew the full order of protection twice. Each renewal can last from six months to one year. To renew the order, the petitioner must file an application at the same court office before the order expires and go to a hearing. To get a renewal, the petitioner does not need to prove that the respondent committed a subsequent act of domestic violence, stalking, or sexual assault. Any application should be made at least two weeks before the expiration date indicated on the full order of protection.

The full order of protection may be renewed twice for additional periods not to exceed one year each. If, for good cause, a hearing cannot be held to renew the original full order of protection before it expires, an ex parte order can be issued until the hearing on the renewal motion can be held.

Compliance & Enforcement

The court may schedule compliance review hearings to monitor a respondent’s compliance with an order of protection.

The terms of an adult abuse/stalking order of protection issued are enforceable by all remedies available at law for the enforcement of a judgment. The court may punish a respondent who willfully violates an order of protection to the same extent as provided by law for contempt of court.
NOTICES TO PARTIES

VIOLATION OF PROTECTION ORDER
The violation of the terms and conditions of an ex parte order of protection or a full protection order that includes domestic violence, stalking, sexual assault, child custody noncompliance, communication initiated by the respondent, or entering the petitioner’s residence, place of employment or school or being within a certain distance of the petitioner or the petitioner’s child shall be a class A misdemeanor. If the respondent previously pleaded guilty or was found guilty of violating an ex parte or full order of protection within the last five years, the violation shall be a class D felony.

Be advised that having an order of protection issued against you may have immigration consequences. Violation of an order of protection will have immigration consequences. If you are a non-citizen, you should consult with an immigration attorney prior to proceeding in your case.

FIREARM RESTRICTIONS
Notice to respondent regarding firearms restrictions:
Pursuant to 18 USC 922
(g) it shall be unlawful for any person—
   (8) who is subject to a court order that—
       (a) was issued after a hearing of which such person received actual notice, and at which such person had an opportunity to participate;
       (b) restrains such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and
       (c) (i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or
          (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury,
to ship or transport in interstate or foreign commerce, or possess in or affecting commerce, any firearm or ammunition; or to receive any firearm or ammunition which has been shipped or transported in interstate or foreign commerce.

SUSPENSION OF CONCEALED CARRY PERMIT OR ENDORSEMENT
Any concealed-carry permit or endorsement issued shall be suspended if the holder becomes ineligible for the concealed carry permit or endorsement. The holder will become ineligible if he or she is named as a respondent in a valid full order of protection still in effect.

Upon notification of a valid full order of protection issued against the holder ruling the holder presents a risk of harm to self or others, the holder shall surrender the permit or license containing the concealed-carry endorsement to the court, officer or official serving the order.

The official to whom the license containing the concealed-carry endorsement is surrendered shall issue a receipt to the licensee on a form approved by the Department of Revenue that will serve as a driver’s or non-driver’s license and clearly states that the concealed-carry endorsement has been suspended. The official shall then send the license containing the concealed-carry endorsement to the circuit court of the county issuing the order. The concealed-carry endorsement shall be suspended until the order is terminated. Upon termination or expiration of the full order of protection, the court holding the permit or license containing the concealed-carry endorsement shall return such permit or license to the individual.

If you hold a concealed carry permit or endorsement, you must surrender such to the court, officer or the official serving the full order of protection.
PROCEEDINGS INDEPENDENT OF OTHERS
All proceedings under the Domestic Violence Act are independent of any proceedings for dissolution of marriage, legal separation, separate maintenance and other actions between the parties and are in addition to any other available civil or criminal remedies, unless otherwise specifically provided in statute.

NOTICE TO THE PERSON OBLIGATED TO PAY SUPPORT OR MAINTENANCE?
Per section 452.340, RSMo, effective January 1, 1994, for every order for child support or maintenance entered or modified by the court under the authority of chapter 452, RSMo, or otherwise, income withholding under section 452.350, RSMo, shall be initiated on the effective date of the order unless the court finds there is good reason not to require immediate income withholding or a written agreement between the parties provides for an alternative arrangement.

NOTICE OF RENEWAL OF ORDER
A full order of protection may be extended for additional periods of time upon application and a court hearing. Any application should be made at least two weeks before the expiration date indicated on the full order of protection. The court, upon finding that it is in the best interest of the parties, may include a provision that any full order of protection for one year automatically renews unless the respondent requests a hearing by 30 days prior to the expiration of the order. If, for good cause, a hearing cannot be held on the motion to renew or the objection to an automatic renewal of the full order of protection prior to the expiration date of the originally issued full order of protection, an ex parte (temporary) order of protection may be issued until a hearing is held on the motion.

Since 1994, the Violence Against Women Act's full faith and credit provision (18 U.S.C. Sec. 2265) has required every jurisdiction in the United States to recognize and enforce valid protection orders. Any order of protection issued by any other state, tribe, territory or possession of the United States, the Commonwealth of Puerto Rico, or the District of Columbia shall be given full faith and credit throughout the state in all courts, and by all law enforcement officials and agencies, and all public officials and shall be enforceable in the same manner as any order of protection issued by a court in this state.
Appendix M

Summary of 2015-2016 Sexual and Relationship Violence Prevention Programming

LIVE (LEADERS IN INTERPERSONAL VIOLENCE EDUCATION)

- 49 undergraduate peer educators received 30 hours of training in preparation to facilitate conversations on a wide range of interpersonal violence topics
- 2,000+ undergraduate students trained by peer educators in bystander intervention and the dynamics of rape culture through LIVE and Student Union’s It’s On Us to intervene program
- 650 undergraduate, graduate, staff, and faculty members attended a 2-hour talk by acclaimed media critic, author, film maker, and violence prevention educator, Jackson Katz

LIVE (Leaders in Interpersonal Violence Education) Greek

- 21 undergraduate peer educators received 12 hours of training in preparation to facilitate conversations on a wide range of interpersonal violence topics in the Greek community
- 991 undergraduate active sorority and fraternity members trained in the fall on consent, campus resources, rape culture, University definitions, supporting a peer who has experienced violence, and power dynamics
- ~395 undergraduate new sorority and fraternity members trained in the spring on consent, campus resources, rape culture, University definitions, supporting a peer who has experienced violence, and power dynamics

The LIVE Well Hut (Leaders in Interpersonal Violence Education)

- 11 appearances on campus (The LIVE Well Hut is a promotional tent-like structure used to promote various awareness raising and educational efforts connected to the RSVP Center)

GREEN DOT BYSTANDER INTERVENTION TRAINING FOR STUDENTS

- 325 students (306 undergraduate; 19 graduate) trained through either the 6 or 3-hour Green Dot bystander intervention training program. Staff and faculty facilitate the trainings

GREEN DOT BYSTANDER INTERVENTION TRAINING FOR STAFF/FACULTY

- 153 staff and faculty trained through the 90 minute Green Dot training on bystander intervention, supporting students impacted by violence, and University resources. Facilitated by Kim Webb and Austin Sweeney

THE MEN’S PROJECT

- 15 undergraduate men form a cohort and go through a 36 hour (24 hour weekend retreat; 6 2-hour weekly meeting) dialogue-based program exploring masculinity and gender equity – the connection between this work and violence prevention is highlighted throughout the experience. Facilitated by 2 WashU staff members who identify as men.

THINK ABOUT IT

- ~1700 first-year students participate in an online program addressing alcohol, sexual assault, and University definitions

THE DATE

- 85 undergraduate peer educators received 18 hours of training in preparation to facilitate conversations on sexual violence prevention
- ~1700 first-year, transfer and exchange undergraduate students go through a 2 hour orientation program on sexual violence prevention (the first part is a student written, acted and directed performance; the second part is a small group peer-led follow up discussion). The program also covers campus resources, University definitions, aspects of rape culture, sexual orientation, and bystander intervention

#REWINDBLURRED LINES

- ~1000 first-year undergraduate students go through an interactive theater performance addressing sexual violence and harassment, and dating violence

MEET ST. LOUIS

- 7 undergraduate students completed a day-long civic engagement trip at the Magdalene House, which is a shelter for survivors and victims of human trafficking. The group learned about human trafficking and resources in the St. Louis community

TRAININGS DONE BY RSVP CENTER STAFF MEMBERS

- 71 undergraduate Sorority and Fraternity leaders participated in a training on how to create a culture of violence prevention within their chapters (trainer: Austin Sweeney)
- 30 undergraduate Varsity Men’s Soccer student athletes participated in a training on men and masculinities, alcohol, and violence prevention (trainer: Austin Sweeney)
- 9 undergraduate Varsity Football student athletes participated in a training on bystander intervention (trainer: Austin Sweeney)
- 135 undergraduate RAs trained on RSVP Center Overview, staff roles, and trauma informed skills (trainer: Kim Webb)
- 11 undergraduate fraternity house managers trained on Bystander skills, how to get involved, consent and alcohol, Title IX responsibilities (trainers: Kim Webb, Austin Sweeney, Jessica Kennedy)
- 130 undergraduate Pre-Orientation leaders trained on RSVP Center, trauma informed support, campus resources, and University definitions (trainers: Kim Webb, Austin Sweeney)
- 22 undergraduate Student Technology Services staff leaders trained on RSVP Center, trauma informed support, campus
Appendix M

- 152 undergraduate RAs and WUSAs trained on The Date program (trainers: Kim Webb, Austin Sweeney, Kristelle Aisaka)
- 84 undergraduate WUSAs trained on RSVP Center, trauma informed support, campus resources, and University definitions (trainers: Kim Webb, Austin Sweeney)
- 10 undergraduate women in the Women's Leadership Pre-Orientation trained on Bystander intervention skills, and how to get involved in prevention work on campus
- 30 undergraduate Peer Health Educators trained on RSVP Center, trauma informed support, campus resources, and University definitions (trainer: Austin Sweeney)
- ~30 College of Arts and Sciences Advisors trained on overview of RSVP Center, trauma informed support, campus resources, and University definitions (trainers: Kim Webb and Austin Sweeney)
- 45 undergraduate Uncle Joe's peer counselors trained on RSVP Center, trauma informed support, campus resources, and University definitions (trainers: Kim Webb, Austin Sweeney)
- 26 Progress Counselors trained in Title IX and Green Dot (trainer: Kim Webb)