



AURARIA HIGHER EDUCATION CENTER  
ANNUAL SECURITY/FIRE SAFETY REPORT  
2010

PREPARED BY AURARIA POLICE DEPARTMENT - PROVIDING FULL POLICE SERVICES TO:



COMMUNITY COLLEGE OF DENVER  
METROPOLITAN STATE COLLEGE OF DENVER  
**UNIVERSITY OF COLORADO DENVER**  
AURARIA HIGHER EDUCATION CENTER

## **CAMPUS SECURITY AND SAFETY**

This report was prepared by the Auraria Higher Education Center (AHEC) Police Department in order to comply with the Clery Act (formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990). The report describes security practices and procedures at the Auraria Higher Education Center and lists crime statistics for the most recent calendar year and the two preceding calendar years. The Auraria Higher Education Center serves three institutions: Community College of Denver, Metropolitan State College of Denver and University of Colorado Denver. Since 1992, these institutions have been required to report each year on the status of campus security to all current students and employees. The report will be provided to any applicant for enrollment or employment on request.

This publication is intended to provide a general description of campus security arrangements, and not to serve as a contractual agreement between AHEC and the recipient. Security procedures are subject to change without notice.

### **DEFINITION OF CAMPUS**

The term "campus" means:

- 1 Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- 2 Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
- 3 The Auraria Campus is defined as those properties, streets, retail operations and facilities owned by the State of Colorado and used by students, staff, faculty and visitors which are bounded by Auraria Parkway, Speer Boulevard, Colfax Avenue and Fourth Street.

### **DEFINITION OF NON-CAMPUS**

The term "non campus building or property" means:

- 1 Any building or property owned or controlled by a student organization recognized by the institution; and
- 2 Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

### **DEFINITION OF PUBLIC PROPERTY**

The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

### **STATUS OF CAMPUS SAFETY**

Although located in an urban environment, the Auraria Campus has one of the lowest campus crime rates in the state. This is primarily due to the fact that it is a commuter campus and does not house dormitories or student residences on campus premises. This report includes crime rates for the campus proper along with any building or property owned or controlled by an institution within the same contiguous geographic area of the institution. State crime statistics can be found in the Colorado Department of Public Safety's annual report entitled "Crime in Colorado".

### **REPORTING CRIMES AND EMERGENCIES**

Crime reports can be made at any time. Auraria Police Department services are available 24 hours a day, seven days a week. Priority is given to reports of incidents that threaten the life or safety of people, the security of property and the peace of the community.

Colorado Revised Statutes, 18-8-115, "Duty to Report a Crime", requires all persons who believe a crime has been committed to promptly report the suspected crime to law enforcement authorities. **When on campus, these crimes must be reported to the Auraria Police Department.** To report a crime, use one of the emergency telephones located in every classroom building for immediate, direct access; or call 911 from any campus phone for emergencies or call X6-5000 for other police assistance. Cell phones and off-campus calls dial (303) 556-5000.

Call the Auraria Police Department if:

- ❖ You see someone committing a crime
- ❖ You need to report an old crime
- ❖ Someone is injured or ill
- ❖ You see fire or smell smoke
- ❖ You see anyone or anything suspicious
- ❖ You think you see a drunken driver
- ❖ You have knowledge of a chemical spill

In addition, victims of stalkers or persons with protection orders against another party are strongly encouraged to notify the Auraria Police Department of the threat and to provide APD a copy of the protection order so that Auraria Officers may enforce it. If the subject is protected

from the Auraria Campus, please have the court list your school and the Auraria Higher Education Center separately on the order.

The Auraria Police Department also provides an anonymous reporting option for victims of crimes who do not wish to be identified. Victims of crimes who wish to remain anonymous may obtain these forms via ACPD web site at [www.ahec.edu/acpd.htm](http://www.ahec.edu/acpd.htm) . Additionally, a “Clery Act Statistic Report Form” is available to any campus official who is designated as a campus security authority (includes the following: Deans, student housing staff, athletic coaches, student activities coordinators, student judicial officers, and faculty advisors to student organizations) to complete as they become aware of a crime and the victim wishes to remain anonymous.

The Auraria Police Department encourages professional and pastoral counselors, although not required to report crimes, to tell victims about the Confidential Reporting Process.

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Auraria Higher Education Center has developed an Emergency Operations Plan that provides a comprehensive set of guidelines for directing resources before, during and after campus emergencies and disasters. The Auraria Police Department is very proactive in training all police officers and the community for emergency preparedness, response and recovery. The plan includes a set of guidelines for emergency procedures which are posted with evacuation diagrams in all the campus buildings. In addition, these guidelines can be found at: [http://www.ahec.edu.edu/emergency/Emergency\\_Procedures\\_Guide.pdf](http://www.ahec.edu.edu/emergency/Emergency_Procedures_Guide.pdf).

Outlining emergency guidelines for the campus, is a Campus Safety Video. This video is played continuously on the cable channel for the campus, at new student/faculty/staff orientations, and in classrooms during the first two weeks of each semester. This information is also available on the AHEC website at [www.ahec.edu](http://www.ahec.edu).

In case of an active, major campus emergency, the Emergency Alert System may be activated. For further information see “**Crisis Communications Plan-Timely Warnings and Immediate Notifications**”.

The Auraria Police Department tests emergency response and evacuation procedures on at least an annual basis during drills and other exercises. These tests are initiated by the Emergency Preparedness Coordinator and are normally announced and publicized in advance of the drill or exercise.

The Auraria Police Department’s Emergency Preparedness Coordinator maintains records of all tests, drills and exercises that include a description of the exercise, the date, time, and whether it was announced or unannounced.

### **CRISIS COMMUNICATIONS PLAN – TIMELY WARNINGS AND IMMEDIATE NOTIFICATIONS**

## Purpose

This plan provides guidelines for communicating within the campus, and from the campus to the media and the public, in the event of an emergency or crisis.

Disasters, emergencies and crises disrupt the normal activities of the campus and may require activation of the AHEC Emergency Operations Plan. This Crisis Communications Plan describes the role of Communications and Campus Relations in communicating vital information to members of the Auraria community and the public.

This plan is to be flexibly used with emergency decision-making procedures of the campus.

Elements should be tested annually in conjunction with campus-wide emergency drills. Appendices should be checked for accuracy and completeness at least annually, and as often as necessary.

## Objectives

1. Determining whether the situation requires invoking this plan.
2. Assembling the Crisis Communications Team to recommend responses.
3. Implementing immediate actions to:
  - (a) Identify key constituencies who need to be informed.
  - (b) Communicate facts about the situation and minimize rumors.
  - (c) Restore a sense of confidence and order.

## Assessment & Notification Procedures

**1. Assessment** – The AHEC Assistant Vice President of Campus Relations (AVPCR) or their designee will be made aware of a potential crisis or emergency by the Chief of the Auraria Police Department or their designee. The Chief of Police and AVPCR or their designees then determines whether it is appropriate to invoke this plan and activate all or part of the Crisis Communications Plan. Once activated, the AVPCR will notify each of the institutional Communications Directors/Public Information Officers or their backups as soon as practical.

**2. Issuance of a “Timely Warning”** – Per the requirements of the Clery Act, “Timely Warning” advisories are made to the campus community for crimes that are reported to the Auraria Police Department or local police and which may represent an ongoing threat to the safety of students or employees. The Chief of the Auraria Police Department or their designee shall make the decision as to whether an incident poses an ongoing threat and if a “Timely Warning” advisory is required. In the event that an advisory is required, the Chief of Police or their designee shall provide the AHEC AVPCR or their designee with the specifics of the case for the purpose of drafting the “Timely Warning” advisory. **In all cases, Timely Warning advisories are then sent by AHEC staff via electronic mail directly to all staff, faculty, and**

**students on the Auraria Campus using their institution-provided email accounts.**

These advisories may also be made using one or a combination of the following methods:

- Press Releases
- Crime Advisories
- Making reports available to the campus community and media through campus websites and newspapers, and radio and television news stations
- Advertising in campus publications

**3. Issuance of an “Immediate Notification”** – In the event that there is a confirmed significant emergency or dangerous situation involving an immediate threat to the campus community (per the judgment of the Chief of the Auraria Police Department or their designee), AHEC will, without undue delay, and taking into account safety of the community, determine the content of the notification and initiate the immediate notification system. However, if in the professional judgment of responsible authorities the notification may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, the notification may be delayed.

As with the above section related to “Timely Warnings”, the Chief of Police or their designee shall provide the AHEC AVPCR or their designee with the specifics of the case for the purpose of drafting the content of the immediate notification. AHEC also maintains pre-scripted short message scripts for a variety of hazards to assist in the timely issuance of immediate notifications. **In all cases, Immediate Notifications will be sent by AHEC staff via the electronic Emergency Notification System (i.e. text messaging system) directly to all staff, faculty, students, and visitors on the Auraria Campus that have subscribed to the free system.** A variety of other communications tools may be used, including campus-wide email messages, broadcast voice mail messages, updates to the Auraria Campus Emergency Hotline (1-877-556-EMER) and Information Line (303-556-2401), and notices posted on electronic message boards and [www.ahec.edu](http://www.ahec.edu).

### **Crisis Communications Spokesperson**

The designation of a spokesperson is incident-dependent. Generally, this is the highest-ranking individual who has direct knowledge of the events, or the AHEC Assistant Vice President of Campus Relations. The individual selected will have the highest credibility and understanding of the events surrounding the crisis. Other qualified public information officers may fill in for these individuals if the crisis is prolonged, but they should not be the initial responders to the general public, the media, or the campus community.

In the event that the incident is related to a criminal act, the basic thresholds that the Auraria Police Department may use to determine the lead agency for public information are as follows:

- Misdemeanor Crime = Auraria Police Department lead (APD Chief or designee)
- Felony Crime = Denver Police Department/ District Attorney lead (PIO or designee)

As a criminal act relates to a particular student/faculty/staff of a single institution, the institutional PIO shall be the primary media contact, in partnership with the law enforcement spokesperson. If a criminal act relates to the campus facilities or operations, the AHEC AVPCR shall be the contact.

Incidents that are not crime-related will follow similar guidelines. Situations that affect a single institution, such as a student death, will be represented by the respective PIO. Situations that involve the campus facilities or operations, such as a natural disaster, will be represented by the AHEC AVPCR.

### **LAW ENFORCEMENT AUTHORITY AND INTER-AGENCY RELATIONSHIPS**

The police officers in the Auraria Police Department receive their police authority via the provisions of the Colorado Revised Statutes, Title 24, Article 7, Part 1. The Auraria Board, through its Executive Vice President of Administration, has delegated authority to the Auraria Police Department to enforce campus rules and regulations as well as Municipal, State Laws and Federal Statutes. Auraria Police Department officers have full police authority and are certified police officers as defined under CRS 18-1-901(1)(I).

The City and County of Denver entered into an Intergovernmental Agreement establishing the working relationship between the Auraria Police Department and the Denver Police Department, and granting to the Auraria Police Department Police Officers a Denver Special Police Officer Commission, issued by the City's Manager of Safety, to enforce clearly defined ordinances of the City of Denver. These ordinances include criminal and traffic related offenses.

It is the desire of both the Auraria Police Department and the City of Denver to provide the best possible atmosphere of public safety on and around the campus. The Intergovernmental Agreement is designed to establish the current working relationship between the Auraria Police Department and the Denver Police Department, consistent with and in compliance with the requirements of the Denver City Charter and State statutes, and all terms and conditions of the Intergovernmental Agreement are to be interpreted in light of the goal of increased public safety.

The current scope of this authority for the Auraria Police Department Police Officers is limited to the Auraria Campus area.

### **AURARIA POLICE DEPARTMENT**

The Auraria Police Department staff includes a Chief of Police, a Deputy Chief, Sergeants, Corporals, a Detective, Police Officers, Security Officers, Dispatchers, and Office Support Staff. Service is provided on an ongoing basis to the community. Auraria Police also provide police services to retailers and their customers in the Tivoli Student Union.

Some services provided to the Auraria Campus by the Department include:

- ❖ Respond to police, fire, medical and environmental emergencies
- ❖ Investigate criminal reports, traffic accidents, and suspicious activities
- ❖ Assist victims of crime by taking reports, doing follow up investigations and referring them to appropriate resources
- ❖ Monitor alarms for intrusion, robbery and environmental hazards
- ❖ Comply with federal, state and local laws regarding release of information
- ❖ Assist with sick/injured and other non-criminal activity
- ❖ Provide police and security services at special events such as concert and sporting activities
- ❖ Provide police and security consultations to students and office personnel
- ❖ Assist motorist with vehicle unlocks
- ❖ Assure that AHEC is in compliance with city, state and federal environmental regulations
- ❖ Ensure the safety of the campus by monitoring environmental and safety hazards
- ❖ Hold, inventory and return found property
- ❖ Present crime prevention and awareness programs

**SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

A community and its police must do more than simply react to crime. It is important to look for opportunities to deter and/or prevent crime. Auraria Police Department provides the following services and programs to improve safety on campus and to make the community aware of campus crime and efforts to reduce criminal activity, as well as to minimize their chances of becoming a victim.

Programs provided by Auraria Police Department include:

<p>EACH SEMESTER  <b>New Student Orientation</b>          This presentation on crime, personal safety, and security is given to new students.</p>	<p>ON GOING/SET HOURS  <b>Fingerprinting</b>          Fingerprinting is available to members of the campus community.</p>
<p>ON REQUEST  <b>Drug Information Seminars</b>          These talks cover recognition of controlled substances, their effects on people, and what to do if one suspects that someone is using or selling drugs.</p>	<p>ON GOING  <b>Crime Analysis</b>          Auraria Police staff will review reported crimes and determine if focused patrol activity may be required for repeated offenses in any given area.</p>
<p>EACH SEMESTER/ON REQUEST  <b>Personal Safety on Campus</b>          This program, usually given to small groups, covers ways to avoid being the victim of physical or sexual assault</p>	<p>ON GOING/ON REQUEST*  <b>Drug Counseling Metro Counseling Alternatives</b>          A Metro State Substance Abuse Prevention Program.</p>
<p>ON REQUEST</p>	<p>ON REQUEST</p>

<p><b>Robbery Prevention</b> This seminar, given to cashiers, gives tips on how to survive an armed robbery and be a good witness.</p>	<p><b>Sex Offender Registry</b> Auraria Police will provide a listing of sex offenders registered on campus.</p>
<p>ON GOING <b>Escort</b> A Nightrider and Escort service is available through the Parking and Transportation Services Office. After hours, Auraria Police will provide a limited escort service for people walking on campus. Students, staff and faculty are always encouraged to walk with others when possible and to choose paths that are well illuminated.</p>	<p>ON GOING <b>Electronic Alarm Systems</b> Auraria Police monitors intrusion, fire, environmental and general emergency alarms with the help of a sophisticated computerized monitoring system. The terminal for the alarm readouts is at the Auraria Facilities Management building.</p>
<p>ON REQUEST <b>Security Surveys</b> Upon request, Crime Prevention Officer evaluates a facility's physical security and makes recommendations for improvements.</p>	<p>ON GOING/EACH SEMESTER or ON REQUEST <b>Date/Acquaintance Rape Education</b> The purpose of this educational program is to increase awareness of date/acquaintance rape at Auraria. R.A.D (Rape Aggression Defense) classes available.</p>
<p>ON REQUEST <b>Theft and Fraud Seminars</b> These presentations are usually given to people working in areas where check and credit card fraud occurs (such as the Bookstore, Bursar's Office, Recreation Center, etc.). The talk covers commonly used scams, how to recognize them, and what to do when they occur.</p>	<p>ON REQUEST <b>Crisis Follow-ups</b> Offered through Counseling Services of each institution, crisis follow-up sessions are provided for mental health concerns and to individuals who have been victims of violence. Information is presented regarding personal safety and coping with traumatic events.</p>
<p>ON GOING <b>Architectural Design</b> Auraria Police has significant input into the design of all new and renovated campus facilities with regard to physical and electronic security systems.</p>	<p>ON GOING <b>Bike Theft Prevention</b> Community Services hosts Bicycle Clinics each semester providing helpful tips on preventing bike thefts and the bike theft problem on campus.</p>

\* PROGRAMS SPONSORED BY THE INSTITUTIONS WITH COOPERATION FROM AURARIA POLICE DEPARTMENT

**ACCESS TO CAMPUS FACILITIES**

Auraria Police Department has the primary responsibility for coordinating the locking and unlocking of most campus buildings. Established facility hours are coordinated and maintained by the Auraria Campus Use and Support Services. Auraria Police also works closely with the Facilities Management Department to maintain building security and key control. Access to facilities after

normal building hours is limited and coordinated with Facilities Management Access Control and Auraria Police.

The Tivoli, a designated historic landmark, is a former brewery acquired by the campus in 1992. It is being used as a student union and, in addition to student and media operations, houses a variety of retail outlets including a movie theater and restaurants. Because of its open nature it contains a satellite police and security unit and is patrolled 24 hours a day.

### **ALCOHOL AND DRUG POLICY**

By Gubernatorial decree and in compliance with applicable laws, the illegal use of alcohol, other drugs, or controlled substances when on campus is prohibited.

In addition to the policy described above, education, training, and treatment programs are available through the Student Life Programs at each institution and through Auraria Human Resources. The campus may take action when policies on the use, possession, distribution, manufacture, and sale of illegal drugs have been violated. AHEC also cooperates with local, state and federal authorities in the detection and possession of drug offenses.

AHEC alcohol policies apply to the Auraria Campus and institution-sponsored activities. Administrators, alumni, faculty, guests, staff and students must adhere to all applicable state and local laws and regulations related to the sale and use of alcoholic beverages. The most common laws related to alcohol use and sales are as follows:

The sale of alcoholic beverages is prohibited except in areas, at times, and on dates licensed by the Colorado State Department of Revenue.

Persons under 21 years of age cannot legally possess or consume alcoholic beverages of any kind. The furnishing of alcoholic beverages to under-aged persons is prohibited.

Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area (except as noted herein).

## **SERVING ALCOHOL**

Those persons or organizations that control the service of alcoholic beverages are responsible for compliance with applicable laws and campus policies. Those policies are:

Service of alcoholic beverages is planned to stop before the close of the event.

The burden of proof for showing legal age is on the alcohol consumer. No alcohol will be served unless clear evidence of legal age is presented. It is the responsibility of those in charge of an event to ensure that no one who is under age is served or consumes any alcoholic beverages.

Alcohol may not be consumed or carried in open containers in common areas or "public" areas of any building or grounds except as follows: for group activities or events where a liquor license (if required) has been obtained and the scheduling officer has approved the event.

## **ILLEGAL DRUGS**

The policy for Auraria and the institutions prohibit the sale, manufacture, distribution, use or possession of illegal drugs on the Auraria Campus. This policy applies equally to administrators, faculty, staff, and students.

## **VIOLATION OF DRUG POLICY**

Sale, distribution or manufacturing of illegal drugs by a member of the Auraria Campus community will normally result in the administration taking action to curtail the activity. This policy applies within or upon the grounds, buildings, or any other facilities of the campus. Sanctions may be imposed upon individuals found in violation of these policies, as well as violation of laws controlling drugs and alcohol.

More specific and detailed information about Auraria and institutional policies addressing drugs and alcohol concerns can be found in operations manuals, student handbooks, personnel offices or administrative policy information. Faculty, staff and students are encouraged to obtain this information through the Student Life or administrative areas of Community College of Denver, Metropolitan State College of Denver, University of Colorado Denver or the Auraria Higher Education Center Administrative office.

Auraria Police Department  
1201 5th Street, Suite 110, Denver, CO 80204  
Police Communications (303) 556-5000  
Fax (303) 556-4731  
E-Mail [dispatch@ahec.edu](mailto:dispatch@ahec.edu)

## **AURARIA CAMPUS SEXUAL ASSAULT POLICY**

### I. Statement of Purpose:

This Policy was developed collaboratively by the Auraria Higher Education Center (“Center”) and its constituent institutions—the Community College of Denver, the Metropolitan State College of Denver, and the University of Colorado Denver—for the purpose of implementing provisions of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, 20 U.C.S. § 1092(f), relating to the response of the Auraria Police Department and the constituent institutions to students who are victims of sexual assault. The Auraria Campus is committed to responding appropriately to all reports of sexual assaults and to working collaboratively with other law enforcement and government and community agencies.

In the development of this Policy, the Auraria Campus also collaborated with the Sexual Assault Interagency Council and adhered to the spirit of the Denver Sexual Assault Response Protocol, which was signed by the chief executives of the constituent institutions on November 7, 2005. This Protocol is available online at <http://www.denversaic.org>.

This Policy provides general guidelines for responding to students of the constituent institutions who are victims of sexual assault on the Auraria Campus or during other institutionally-sponsored activities. For institution-specific procedures and resources, contact the following representatives or campus judicial officers:

*Community College of Denver*

Dean of Students

Office of the Vice President for Student & Enrollment Services

South Classroom, Room 301

CCD Box 200, PO Box 173363

Denver, CO 80217-3363

303-556-2413

*University of Colorado Denver*

Community Standards and Wellness, Tivoli 227

UCD Box 196, PO Box 173364

Denver, CO 80217-3364

303-556-2444

*Metropolitan State College of Denver*

Assistant Dean of Student Life, Judicial Officer

Office of Student Life, Tivoli 311

Campus Box 74, PO Box 173362

Denver, CO 80217-3362

303-556-3559

*Auraria Higher Education Center*

Chief of Police  
Auraria Police Department  
1201 5th Street  
Campus Box E, PO Box 173361  
Denver, CO 80217-3361  
303-556-5000

## II. Policy Statement:

The Center and its constituent institutions prohibit sexual assault, attempted sexual assault and other sexual offenses on property owned or controlled by the Center or its constituent institutions, at institutionally-sponsored or supervised activities, or at functions of recognized student organizations. The Federal Bureau of Investigation's National Incident Based Reporting System of the Uniform Crime Report defines a sex offense in general as "any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent."

Penalties for violations of this policy or the internal policies of the Center or its constituent institutions by their employees or students are determined by their specific internal policies and procedures but may include termination or expulsion for instances of sexual assault or attempted sexual assault, and lesser penalties, including suspension, probation and assessment of financial penalties for other offenses, as appropriate.

## III. Sexual Assault Prevention on the Auraria Campus:

The Auraria Campus institutions provide ongoing education about sexual assaults and prevention through new student orientation programs that take place during each fall and spring semester, and through scheduled educational programming through campus activities offices. The Auraria Police Department offers sexual assault education and information programs to Auraria Campus students and employees upon request. For Center or institution specific information or literature on sexual assault education and campus response, contact the representatives listed in Section I of this Policy.

## IV. Sexual Assaults / Offenses:

Students who believe they have been the victims of a sexual assault or attempted sexual assault on the Auraria Campus should first ensure that they are in a place that is safe and that they are receiving any necessary medical treatment. Students should report any incident of sexual assault or attempted sexual assault immediately to the Auraria Police Department at 303-556-5000, or by dialing '911' from any campus telephone. Reports may be made anonymously. Students may also report to their institution's representative listed in Section I, a faculty member or an administrative official. In the interests of campus safety, the representative, faculty or staff member should immediately notify the Auraria Police Department of the incident and also may be required to report the incident in accordance with their institution's internal policies—see paragraph V.5 below. The identity of the student involved in or reporting the incident is not essential for reporting—see paragraph V.6 below. If they wish, students may have the assistance of campus administrative staff in reporting incidents of sexual assault. Care should be taken in such instances to file the report as soon as possible after

the incident and to preserve all physical evidence of the crime to aid in the police investigation. These procedures are particularly important in the case where the assailant is unknown to the victim and may be a threat to the campus community.

#### V. Options for Student Victim of Sexual Assaults / Other Sexual Offenses:

The victim of an alleged sexual assault, a threatened sexual assault, or other sexual offenses on the Auraria Campus has several options that may be pursued individually or in combination with other options:

1. To get immediate crisis counseling (24 hours a day) contact the Rape Assistance and Awareness Program (RAAP) hotline (303-322-7273).
2. To file criminal charges with the police department. (In this case, the victim will likely be interviewed by police investigators and possibly by government attorneys, and if the case goes to trial, will likely be called to testify in court.)
3. To file a civil lawsuit or restraining order request against the accused. (In this case, the victim may need a private attorney to assist with these options, and the victim will likely be required to give testimony in court.)
4. To file charges against an accused assailant through the Center or institution's appropriate process. If the victim chooses this option, he or she can expect:
  - a. To be interviewed by an official designated by the Center or institution, who will develop a written incident statement and explain the complaint and disciplinary process;
  - b. To be notified whether the charge will result in a hearing following the preliminary review by the Center or institution's officials;
  - c. To give testimony and to answer questions about the case before an official or board, the accused and an advocate for the accused, should the charge result in a hearing;
  - d. To be afforded those rights available to the accused as outlined in the Center or institution's specific student code of conduct or employment policies;
  - e. That both the victim and the accused will be informed of the outcome, except when prohibited by law, of any hearing that may take place;
  - f. That the incident may be referred for criminal prosecution independent of the Center or institution's internal process.
5. Inform Center or institution officials without filing formal charges. However, the Center or institution may have a legal obligation to investigate the incident and take action against the accused. In that case, the victim can have the same expectations as described in subparagraphs 4.a-f above.

6. Make an anonymous report to a campus official without including student identifiers.

Special notes:

1. Student victims have the option to request adjustments to their academic schedules after a reported sexual assault, if such changes are reasonably available. Each such request will be handled on a case-by-case basis by the student's institution.
2. Both the accuser and the accused are entitled to the same opportunities to have others present during any disciplinary hearing.
3. Both the accuser and the accused will be informed of the outcome, except when prohibited by law, of any Center or institutional disciplinary proceeding that is brought alleging a sex offense.

VI. Support for Victims:

Students who are victims of sexual offenses have access to various confidential counseling options with staff that are specifically trained in the area of sexual offenses and crisis intervention. Victims of sexual offenses can be seen confidentially through the Health Center at Auraria. During regular business hours, victims should call the Auraria Health Center at 303-556-2525 for immediate care or an appointment. After hours, victims should seek immediate assistance from Denver Health Medical Center at 8th and Bannock in Denver. For additional resources, contact the institutional representative listed in Section I.

VII. Additional Resources:

The **Phoenix Center at Auraria (PCA)**, funded by a grant from the Department of Justice, provides free and confidential response and support services to survivors of interpersonal violence on the Auraria campus. Interpersonal violence is defined as sexual assault, relationship violence, and stalking. The PCA is based in the Tivoli Student Center, room 259. Office hours are 8:30-4:30pm, Monday to Friday. The PCA operates a 24/7 free and confidential helpline that anyone connected to the Auraria campus can use. Please call **303-556-CALL (2255)** for advice, information, and accompaniment to the hospital/police station, or if you just need to talk. The helpline can assist you with any form of interpersonal violence. Trained advocates are waiting to take your call.

The PCA also runs a Violence Prevention Education (VPE) Program, staffed by six student volunteers. Violence Prevention Educators are trained to provide education to the campus community on all forms of interpersonal violence. Examples of educational programs include class presentations, attending resource fairs, bringing speakers to campus, healthy relationship screenings, and much more. The VPE program also attends all new student orientations to give information on interpersonal violence and services available to every incoming student. The Center works collaboratively across the Auraria campus and serves the University of Colorado Denver, Metropolitan State College of Denver, the Community College of Denver, and the Auraria Higher Education Center.

The Center's mission is:

***To implement campus response services, provide education, and facilitate dialogue related to IPV in the Auraria community.***

The Center's goals are:

- To provide 24/7 safe and confidential resources and assistance to survivors of interpersonal violence (IPV), and their friends and families;
- To provide a seamless campus wide response to interpersonal violence (IPV) through the development and implementation of campus policies, protocols and services;
- To provide training and education for the campus community on IPV and its effects;
- To provide primary prevention initiatives;
- To strengthen security and investigative strategies to prevent and prosecute violent crimes on campus.

***The Phoenix Center at Auraria provides services to all who need them regardless of race, color, ethnicity, national origin, age, religion, ability, sexual orientation, gender, gender identity, marital status, and veteran status.***

To contact Center staff for assistance or for training and volunteering opportunities please email:

**Lisa Ingarfield** (Associate Director - Prevention, Education, Policy): [Lisa.Ingarfield@ucdenver.edu](mailto:Lisa.Ingarfield@ucdenver.edu)

#### VIII. Additional Information

- a) The Title IX Officer and Student Conduct Officer shall coordinate the investigation of all formal charges of Sexual Misconduct brought forward. Investigations shall be conducted in a timely manner (generally no longer than 45 days), according to institutional protocol and shall use a preponderance of the information standard (more likely than not). The range of sanctions for students found in violation of the Sexual Misconduct Policy is a formal warning through expulsion from the University.
- b) The University of Colorado System Administrative Policy Statement (APS) on sexual harassment policy and procedures may be obtained from the UC Denver sexual harassment officer (see "Reporting Sexual Harassment") or found online at: [https://www.cusys.edu/policies/policies/HR\\_SexualHarrassment.html](https://www.cusys.edu/policies/policies/HR_SexualHarrassment.html)
- c) If you need to report sexual harassment or if you have any questions regarding sexual harassment or policy above, please contact the UC Denver sexual harassment and Title IX officer at 303-315-2724; send correspondence to Human Resources, P.O. Box 173364, Campus Box 130, Denver, CO 80217-3364.
- d) The University of Colorado Denver Code of Conduct further defines Sexual Misconduct to include the following:
  - i) Sexual Misconduct: Sexual Misconduct includes Non-consensual sexual intercourse, Non-consensual sexual contact and Sexual exploitation or exposure, and Sexual Harassment.
    - (1) Non-consensual sexual intercourse: Non-consensual sexual intercourse is any sexual intercourse (anal, oral or vaginal), including sexual intercourse with an object, however slight, by one person upon another without consent.
    - (2) Non-consensual sexual contact: Non-consensual sexual contact is any sexual touching (including touching with an object) however slight, by one person on another without consent.

- (3) Sexual exploitation and/or exposure: Sexual Exploitation is when a student takes non-consensual, unjust, or abusive sexual advantage of another for his/her own pleasure, advantage or benefit, or to pleasure, benefit or advantage anyone other than the one being exploited. Sexual Exposure occurs when a student engages in lewd exposure of the body done with the intent to arouse or satisfy the sexual desire of any person.
- (4) Sexual Harassment
  - ii) Note: For the purposes of this rule, consent shall be defined as the act of knowingly and voluntarily agreeing verbally or non-verbally to engage in sexual activity. An individual cannot consent who is obviously substantially impaired by any drug or intoxicant; or who has been purposely compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent or resist is obviously impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority.

### **SEX OFFENDER REGISTRATION INFORMATION**

Registered sex offenders who are students, employees, or volunteers for the Community College of Denver, Metropolitan State College of Denver, the University of Colorado Denver or the Auraria Higher Education Center are required to advise their local law enforcement agency of their affiliation with any of the listed institutions. This information is forwarded to the Colorado Bureau of Investigation (CBI), and is available at the Auraria Police Department during normal business hours. The individual making the request will be provided with the list of registered sex offenders.

State and federal law require the release of information supplied by the Colorado Crime Information Center (CCIC) on registered sex offenders. The release of such information does not violate the Family Educational Rights to Privacy Act (FERPA).

In the event the Auraria Police Records staff is unavailable to provide the requested information immediately, the name and phone number of the individual making the request will be taken and he/she will be notified when the report is available. All requests will be processed and made available for review within 72 hours of the request.

For further information on Sex Offender Registration Information, please visit the Colorado Bureau of Investigation's Convicted Sex Offender Site at <http://sor.state.co.us/>.

### **RESOLUTION AND POLICY REGARDING WEAPONS ON CAMPUS**

WHEREAS, the possession of firearms, explosives, and other weapons on or within the Auraria campus, leased buildings, areas under the jurisdiction of the Auraria Police Department, or other areas where such possession interferes with the learning and working environment of the Auraria campus (collectively referred to herein as the “Auraria campus”) is inconsistent with the academic missions of Auraria’s constituent institutions and seriously undermines them; and

WHEREAS, such possession creates a threat to the safety and welfare of students, employees, and visitors on the Auraria campus; and

WHEREAS, such possession threatens the tranquility of the educational environment on the Auraria campus in an intimidating way and contributes in an offensive manner to an unacceptable climate of violence; and

NOW, THEREFORE, BE IT RESOLVED that the possession of firearms, explosives, or other weapons on the Auraria campus is prohibited.

A "weapon" shall include anything likely to be used, or designed to be used, in destroying, defeating, or injuring a person; an instrumentality designed or likely to produce bodily harm; or an instrument by the use of which a fatal wound may probably or possibly be given. A "weapon" may include, but is not limited to, the following: any firearm, BB gun, pellet gun, bow & arrow, cross-bow, slingshot, cross-knuckles, knuckles of lead, brass or other metal, any bowie knife, dirk, dagger or similar knife, or any knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance. The policy is not intended to include standard cosmetic, wardrobe or convenience items such as tweezers, nail clippers, mini Swiss army knives, and belts and belt buckles.

A harmless instrumentality designed to look like a firearm, explosive, or other weapon which is used by or is in the possession of a person with the intent to cause fear in or assault to another person is expressly included within the meaning of a "weapon."

Possession of firearms, explosives, or other weapons is permitted (1) for peace officers or (2) for others who have a legitimate purpose for such possession directly related to their education or employment on the Auraria campus and have written permission from the Auraria Chief of Police.

IT IS FURTHER RESOLVED that any individual who is found in the unauthorized possession of firearms, explosives, or other weapons on the Auraria campus and who is found to have intentionally or recklessly used or possessed such weapons in a way that has intimidated, harassed or injured persons on the Auraria campus or that has otherwise interfered with the learning and working environment of the Auraria campus shall be banned from the Auraria campus. This section is not intended to limit the authority or discretion of Auraria's constituent institutions to discipline their respective students or employees.

IT IS FURTHER RESOLVED that this resolution and policy is intended to clearly state expected standards of personal conduct for employees, students, and visitors on the Auraria campus.

IT IS FURTHER RESOLVED that to the extent that AHEC policies need to be amended or supplemented to reflect the intent of this resolution and policy, the Executive Vice President for Administration is directed and authorized to proceed to make such changes.

The above was approved by the Auraria Board of Directors on September 17, 2003.

**MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY**

## **Introduction**

This policy sets forth the procedure that shall be followed in the event that a UC Denver student residing in the Campus Village Apartment complex is missing.

## **Policy**

The University of Colorado Denver (“UC Denver”) has developed this missing student notification policy for students who reside in the Campus Village Apartment complex per the requirements of UC Denver (“residential students”). Each residential student shall be informed of this policy and procedure at the time he or she signs the lease at the Campus Village Apartments and anytime the residential student updates his or her personal contact information. This policy will also be published semi-annually in the Campus Village newsletter and available on the Campus Village and UC Denver websites.

1. In addition to registering emergency contact information, residential students shall have the opportunity to identify a confidential contact and provide his or her confidential contact information to be used in the event the residential student is determined missing at any time (“confidential contact”). This contact information will be accessed only by authorized campus officials.
2. A residential student will be deemed missing:
  - a. If under the age of eighteen (18) years of age, and not considered a runaway: when the residential student’s whereabouts cannot be determined by the student’s associates including friends, family, or residential staff; or
  - b. If eighteen (18) years of age or older: when the residential student’s whereabouts cannot be determined, and the absence is both a deviation from normal behavior patterns and cannot be explained.
3. UC Denver shall notify the appropriate law enforcement agency not later than 24 hours after the time that the residential student is determined missing.
4. UC Denver shall notify a custodial parent or guardian for any student under 18 years of age who is not an emancipated individual not later than 24 hours after the time the residential student is determined to be missing.
5. UC Denver shall make contact with residential student’s confidential contact if the residential student has been deemed missing by the campus security or law enforcement agency for more than 24 hours and that residential student has not been located.

## **Procedure**

1. Reporting and Notification
  - a. A residential student may be reported by any acquaintance of the student. The report can be made to:
    - i. Campus Village professional staff,
    - ii. UC Denver Dean of Students,
    - iii. Auraria Higher Education Center Police Department (“AHEC PD”), or

- iv. UC Denver Office of Community Standards and Wellness (“OCSW”).
  - b. The recipient of the report shall immediately notify Campus Village professional staff who will subsequently notify the OCSW.
  - c. The report can be made at any time the reporting party feels that the residential student is missing but shall be made if the residential student has been missing for more than 24 hours.
  - d. The appropriate campus officials will immediately make attempts to contact or locate the student who is the subject of the report. Those attempts will include, but may not be limited to, the following:
    - i. A visual check of the residential student’s apartment shall be conducted. A member of the Campus Village Apartments shall enter the student’s room to perform this check.
    - ii. Attempts shall be made to contact the residential student through any and all forms of communication including, but not limited to, telephone number(s), e-mail, text messaging, social networking sites, and contacting all known associates. The goal of the contact is to have the residential student communicate with those reporting or investigating the allegation.
    - iii. Attempt to determine the residential student’s whereabouts using resources such as key logs, area desk sign-out sheets, meal plan access, computer or e-mail access, class records, and security cameras.
    - iv. Other techniques, as necessary, given the circumstances of the individual case.
  - e. If initial attempts to contact the student fail then the campus officials will notify the AHEC police or other appropriate law enforcement officials so that an investigation on the report can commence.
- 2. Investigation
  - a. An investigation into the missing student report shall commence immediately and shall be conducted by the AHEC PD or other appropriate law enforcement officials in cooperation with UC Denver and Campus Village staff.
  - b. If, on investigation of the official report, the AHEC PD or other law enforcement officials determine that the missing student has been missing for more than 24 hours then:
    - i. If the student is under 18 and not an emancipated individual the confidential contact or parent/guardian shall be notified; or
    - ii. If the student is over 18, not an emancipated individual and has not provided a confidential contact then the appropriate law enforcement agency shall be notified.
- 3. Follow up to the case
  - a. Information regarding the case will be communicated to the campus community, as necessary or permitted, during or post investigation as warranted by the circumstances.

- b. Parties affected by the incident may be referred to campus or community resources if necessary during or post incident.

## **DEFINITIONS OF REPORTED CRIMES**

The following definitions are crimes that Federal Law requires institutions to report:

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Criminal Homicide-Manslaughter by Negligence:** The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

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

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

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

**Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

*A. Forcible Rape-*The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

*B. Forcible Sodomy-*Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*C. Sexual Assault With An Object*-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*D. Forcible Fondling*-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

***Sex Offenses-Non-forcible:*** Unlawful, non-forcible sexual intercourse.

A. *Incest*-Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. *B. Statutory Rape*-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Additionally, the following violations should be reported to ACPD or to the appropriate institutional Judicial Affairs office. The police or judicial affairs staff will make tabulation of statistics from these referrals.

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

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

***Liquor Law Violations:*** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

***Hate Crimes:*** Of the crimes described above and any other crime involving bodily injury to any person and the crimes of larceny-theft, simple assault, intimidation and vandalism, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim that are reported to campus security authorities or local police agency, the data shall be collected and reported according to category of prejudice.

**AURARIA CAMPUS  
CLERY STATISTICAL REPORT  
University of Colorado Denver**

CRIMINAL OFFENSES	ON CAMPUS			RESIDENTIAL			PUBLIC PROPERTY			NON CAMPUS		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	1*	4*	3*	0	0	1*	1*	0	0	0	0	0
Non Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	2	2	0	0	1	1	3	4	0	0	0
Aggravated Assault	0	4	2	0	0	0	1	4	2	0	0	1
Burglary	26	17	14	2	1	0	0	0	0	1	2	1
Motor Vehicle Theft	6	7	12	1	0	0	11	4	8	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

\*Forcible Fondling

There were no Hate Crimes for the above listed Criminal Offenses for years 2008, 2009 and 2010. There were two (2) On Campus Hate Crimes for All Other Crimes category, specifically, graffiti/threats, one was sexual orientation biased, the other was race biased for year 2009. There was one Public Property Hate Crime for All Other Crimes category, specifically, Threats to Injure, Anti Religion/Jewish for 2010.

ARRESTS	ON CAMPUS			RESIDENTIAL			PUBLIC PROPERTY			NON CAMPUS		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Liquor Law Violations	2	2	5	0	0	0	16	55	34	0	1	2
Drug Law Violations	10	19	30	0	1	0	13	40	29	0	2	1
Illegal Weapons Possessions	1	1	0	0	0	0	2	1	1	0	0	0

<b>REFERRALS</b>	<b>ON CAMPUS</b>
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	2008	2009	2010
<b>Liquor Law Violations</b>	<b>127</b>	<b>103</b>	<b>124</b>
<b>Drug Law Violations</b>	<b>32</b>	<b>37</b>	<b>58</b>
<b>Illegal Weapons Possessions</b>	<b>0</b>	<b>1</b>	<b>2</b>

## **CAMPUS VILLAGE FIRE SAFETY INFORMATION**

### **Fire Alarms and Evacuations**

The fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The back of each apartment door has a diagram with evacuation routes and assembly points.

The Fire Department can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is safety!

When a fire alarm is activated, the elevators in Campus Village will stop automatically.

Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button.

After a false alarm in a Campus Village, an email message is distributed to building residents, typically the next business day, informing them of the cause of the activation and the reason for the evacuation. The purpose of providing follow-up information is to use those instances as a teaching moment to point out the reason for the alarm activation, the evacuation routes, and instructions and guidelines for evacuations.

UC Denver publishes this fire safety report as part of its annual Clery Act Compliance document, which contains information with respect to the fire safety practices and standards for UC Denver and Campus Village. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire (see charts for more information). The compliance document is available for review 24 hours a day on/at the Campus Village Front Desk.

### **Campus Village Resident Assistant Fire Safety Training**

All Resident Assistants participate in fire safety training including how to use a fire extinguisher in a live burn. The training is completed in August during the Fall Semester RA Training. The session is hosted by Sentry Fire & Safety Inc.

All Resident Assistants also receive training in Fire Drill and Building Evacuation procedures during the Fall Semester RA Training. This training includes reviewing the Allen and O’Hara and Campus Village Apartments Emergency Procedures Manual (see relevant sections attached) and identifying building/floor specific emergency exits and assembly points.

Resident Assistants present and review fire safety policies, fire drill and evacuation procedures with their residents at the “Mandatory Floor Meetings” during move-in. This information is also posted in the building and included in welcome/move-in materials.

### **Alarms and Drills**

*During the Fall Semester*

- There shall be a minimum of two fire drills scheduled during the fall semester.
  - One drill shall be scheduled and posted during the first 4 weeks of the semester

*During the Spring Semester*

- There shall be a minimum of one fire drill scheduled for the spring semester.

**Life Safety and Fire Suppression Systems**

*Fire Detection*

Campus Village has two fire detection systems in place. The first is a BRK Smoke Detector. These smoke detectors are AC powered (hardwired) with battery back-up. Smoke detectors are located in common spaces and in all bedrooms of each apartment. Batteries of the smoke detectors are inspected during quarterly inspections of the building completed by the Maintenance Staff. Residents may notify the Maintenance Staff when a battery needs to be replaced as well. In addition to the smoke detectors, enunciator panels are located in apartments and hallways throughout the building. The location of the enunciator panels is in accordance with the Denver City Fire Code. The enunciator panels are electrically powered and have both an audible sound and strobe light to alert residents. In the event of an evacuation, exit signs are located throughout all hallways and at all exit areas on in each floor. Placement of exit signs is in accordance with the Denver City Fire Code.

*Fire Suppression*

Campus Village has two fire suppression devices located throughout the building. The first fire suppression device is an ABC Fire Extinguisher. This extinguisher can be used to put out any type of fire. Fire extinguishers are located throughout the building. Please refer to the floor plan of the building for specific locations. The second fire suppression device is the sprinkler system. Sprinkler heads are located in common spaces and in all bedrooms of each apartment, as well as, in the hallways, community spaces throughout the building, and office spaces.

**Campus Village - Fire Safety and Equipment Logs**

*Fire Statistics Overview*

*January 1, 2010- December 31, 2010*

<b>Fires Reported</b>					
<b>Month</b>	<b>Reported Fire</b>	<b>Nature/Cause of Fire</b>	<b>Number of Injuries</b>	<b>Number of Deaths</b>	<b>Property Damage (\$)</b>
Jan-10	0	0	0	0	0
Feb-10	0	0	0	0	0
Mar-10	0	0	0	0	0

Apr-10	0	0	0	0	0
May-10	0	0	0	0	0
Jun-10	0	0	0	0	0
Jul-10	0	0	0	0	0
Aug-10	0	0	0	0	0
Sept-10	0	0	0	0	0
Oct-10	0	0	0	0	0
Nov-10	0	0	0	0	0
Dec-10	0	0	0	0	0

<b>Fire Drills/Alarms</b>		
<b>Semester</b>	<b>Drill Date</b>	<b>Alarms/Pulled</b>
Spring Semester	March 2010	
Summer Semester		July 2010
Fall Semester	November 2010	

<b>Equipment Inspections</b>		
<b>Equipment/System</b>	<b>Frequency of Inspection</b>	<b>Last Completed Inspection</b>
Fire Extinguishers	Annual	Jun- 10
Fire Panel	Every 6 Months	Aug 10 & Feb 10
Sprinkler System	Annual	Aug 10 & Feb 10
Kitchen Hoods	Annual	Jun- 10
Ansul System	Every 6 Months	Aug 10 & Feb 10

**Campus Village Emergency Procedures Manual – Section Four**

In case of an emergency, there are specific instructions that must be adhered to. First, dial 911, or the local authorities. Each staff member should then follow the chain of command in reporting the incident to the Home Office. Possible situations are outlined in this section and the Loss Prevention Manual.

Routinely review the Loss Prevention Manual for any updates.

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Management and staff members should be familiar with all aspects of the fire prevention system. They should be familiar with all prevention systems in the resident rooms, (i.e. sprinklers, smoke alarms, intercom speakers, etc.) and in the public areas (i.e. smoke alarms, fire extinguishers, pull stations, strobe lighting, exit signs, etc.) Community

Managers and staff should also be familiar with all fire alarm monitoring systems on the property. This includes panels at the front desks that may indicate smoke alarm or pull station activations. Fire extinguishers, hoses, sprinklers, etc. should be provided if local code requires them. Residents should be informed of the severe penalties associated with tampering and/or vandalizing fire equipment.

RA's should also be familiar with how to operate a fire extinguisher, respond to the fire panel alarms/instructions and sprinkler activation and all evacuation policies and procedures.

#### **Campus Village Emergency Procedures Manual – Section Four**

All staff members are required to be thoroughly familiar with all evacuations policies and procedures in the event of fire or emergencies. It is vitally important that all RA's are accounted for in the event of an evacuation; therefore, all RA's should make a conscious effort to use the IN/OUT locator board behind each desk, if applicable. The proper use of this locator board will assist the staff in determining what RA's are not available and what responsibilities may have to be covered by other staff members.

When the fire alarm sounds instruct the RA's to respond as follows:

1. Immediately look outside of your room/apartment to determine if you see any signs of smoke or fire. If it is determined that there is smoke or fire outside your building, call the fire department and evacuate the floor/building by banging on doors on your way out. Keep anyone from entering the building until the fire department arrives and says it is ok to re-enter the building.
2. Instruct residents to **LOCK THEIR DOORS** and quickly evacuate their rooms/apartments by use of the stairwells. Residents should be instructed to **NEVER USE THE ELEVATORS** in the event of a fire alarm. When residents exit the building, they should be instructed to proceed and gather away from the building in their assigned designated areas.
3. RA's should report to the Community Manager and proper authorities any resident(s) that fail(s) to follow evacuation instructions.
4. Once off of their floor/out of their apartment, RA's should report to their assigned evacuation duty area (stairwells, exit doors, main entrance areas) to assist in the evacuation process.
5. In the event of an emergency, RA's should obtain a list of residents present and report missing residents to the Community Manager and emergency response personnel.
6. Fire extinguishers should be inspected monthly and serviced annually. Fire drills should be conducted quarterly or annually. Consult with the Fire Marshall in your area to clarify the number of tests required.

#### **Campus Village Emergency Procedures Manual – Section Four**

##### *Evacuation Assembly Areas*

RA's should instruct all residents to exit the building and proceed to the designated areas.

Residents that fail to follow evacuation instructions will be referred to the Community Manager for discipline. The Community Manager may elect to notify the Fire Department for assistance in prosecuting residents that fail to follow CA instructions concerning evacuation of the building during a fire.

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### **Fire Extinguisher Operation Procedures**

All staff members should be familiar with the location of fire extinguishers on their floors/buildings and in the apartment complex and the clubhouse. In addition, they should be instructed in the proper operation of fire extinguishers. To use an extinguisher:

1. Remove pin from handle.
  2. Stand back approximately eight feet.
  3. Aim at the base of the fire and squeeze handle.
  4. Move nozzle side to side and spray to cover the source of the flames.
- 

### **Fire Sprinkler System Operation Procedures**

If the property is equipped with a sprinkler system it is important that all staff members are familiar with all operations of the system. This includes the monitoring of the alarm system panel, and all emergency pumps. In addition, all RA's and other staff members should know the location and how to turn off all shut off valves. This is especially important in the event of a water discharge due to accident, vandalism, or some other non-fire related activity. It should be noted that the longer it takes to turn off the water flow, the more extensive the water damage will be in the actual area of discharge as well as all floors below.

## **Campus Village Emergency Procedures Manual – Section Four**

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### **Staff Response to Fire Alarm**

All onsite staff members must respond

1. Highest ranking staff member is point of contact for emergency personnel
  - a. Only the point staff member is authorized to communicate with emergency personnel.
  - b. If no pro-staff member is onsite during the alarm, one of the on-call RA's is point until a pro-staff member arrives on-site.
2. All staff on-site must assist with evacuating residents from building to approved locations.
  - a. Approved locations are 100 feet away from building
    - i. Zone I: Low W Parking Lot
    - ii. Zone 2: Viaduct Parking on North Side of building across Walnut
    - iii. Zone 3: Overflow Parking Lot

- iv. Zone 4: Far corner of South West parking lot (behind basketball court)
  - b. There must be at least one RA or pro-staff member escorting residents to these locations. No information may be relayed to residents other than we are waiting to hear from emergency response crews when it is safe.
  - c. DO NOT MAKE STATEMENTS ASSUMING WHAT HAPPENED. THIS OPENS LIABILITY TO YOURSELF AND COULD PUT YOUR JOB IN JEOPARDY.
  - d. The point staff member will stay in communication with all zones and advise the staff when the building is safe to enter, or any necessary updates.
3. See attached site plan for approved Zone locations.

### **Campus Village – Information Provided to Residents**

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#### **Fire Safety Sections from Resident Handbook and Lease Agreement**

##### *Handbook*

The smoke detectors in your apartment/suite are very sensitive.

When taking a shower, close the bathroom door to ensure the steam does not affect the detector. When cooking, be sure to use the fan above the stove. This could help prevent a grease fire.

If your detector makes a beeping sound, it means the battery is low. Complete a work order as soon as possible to have the battery replaced. Any time a smoke detector sounds an alarm, you should respond to it as an emergency and proceed in a safe manner. Never disconnect the smoke detectors. Sometimes you may experience a "false alarm."

The smoke detectors can be set off by dust, an insect or just may need routine cleaning. Open all windows to allow fresh air into the apartment/suite.

Under no circumstances should ANY smoke detector or life safety equipment be tampered with! If any smoke detector is found in any other condition that it was installed, each resident may be fined a \$500 fine per person for the first offense.

The second offense may result in a \$1,000 fine and possible eviction from the property. In addition, any false alarms on the property as a direct result of smoking, burning candles, incense or hookahs or any other lease violation will result in a \$500 fine for the first offense, a \$1,000 fine and possible eviction for the second offense.

No modifications to, or changes in, electrical wiring are permitted. No "splices," "octopuses" or modification devices of any kind may be used to add plugs in your room, suite or apartment. UL approved, grounded power strips with circuit breakers may be used only for computer and computer related hardware. A maximum of two power strips may be used per room. Extension cords are not permitted.

The burning of any material, including incense, is prohibited, except when a written request is made and prior approval is granted by Management for the purpose of religious or spiritual observance only.

Residents shall not possess any explosive, fireworks, ammunition, gasoline, or other highly flammable material. Violation of this policy may result in criminal prosecution. See also Weapons Policy.

### **Campus Village – Information Provided to Residents**

Smoking is strictly prohibited in all apartment/suites, hallways, meeting rooms, and the clubhouse/community building. Smoking is permitted in designated areas only. These designated areas are marked by ashtrays. If you have questions, please contact a staff member.

Smoking is also prohibited in outdoor areas within 20 feet of doorways, windows and ground level air intake structures. The resident accepts responsibility for informing visitors or guests of the property's no-smoking policy.

#### *Lease Agreement*

Fire warning devices and safety equipment are to be used only in case of an emergency. The sounding of a fire alarm should be taken seriously and you must proceed according to the instructions posted in and about the Community. **The intentional sounding of an alarm, tampering with any other safety equipment, outside of an emergency situation will be considered a criminal offense and the person or persons responsible will be treated accordingly.**

Multiple electric outlet plugs are not permitted. Surge protected power strips with circuit breakers are permitted. All extension cords must be of the grounded, three-prong type and be UL approved.

Live decorations such as trees/wreaths are prohibited

Hot plates, candles, halogen lamps, space heaters, cooking grills, lighter fluid, or anything with an open heating element or flame are not allowed within the Apartment. Grilling and the usage or storage of outdoor grills are not allowed on balconies or breezeways, either with charcoal or gas grilles and are permitted in designated areas only.

Smoking is permitted in designated areas outside of the community gates only. All cigarette butts must be disposed of properly. If you are found in violation of this term, a \$150 fine will be assessed for the first (1<sup>st</sup>) violation, doubling every time thereafter. Any violation is considered in default of your lease agreement and subject to eviction.



Appendix A  
Forms and Other Information

Fire Safety Related Incident Form

Date of Incident: \_\_\_/\_\_\_/\_\_\_

Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Alarm Pulled: \_\_Y\_\_/\_N\_\_

Actual Fire: \_\_Y\_\_/\_N\_\_

Building Evacuated: \_\_Y\_\_/\_N\_\_

Nature/Cause of Fire:

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Persons Injured: \_\_Y\_\_/\_N\_\_

Persons Killed: \_\_Y\_\_/\_N\_\_

Number and Nature of Injuries:

Number of Persons Killed: \_\_\_\_\_

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Property Damage: \_\_y\_\_/\_N\_\_

Cost of Damage: \$\_\_\_\_\_

Nature of the Damage:

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