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Located in the center of Grambling, Louisiana, Grambling State University rests on 375 acres just five miles west of Ruston, LA with a city population of 25,000. Founded in 1901, this historically black University offers an extensive collection of courses and degree programs. With a work force of 800 and a student body of approximately 4500 students, Grambling State University combines the benefits of a small college atmosphere with the academic strengths and programs of a global institution enabling students to thrive in a safe, productive environment.

Grambling State University is firmly committed to maintaining a safe campus environment and to the swift prosecution of criminal offenders. The full benefit of academic freedom is only experienced by faculty and students when the university community is free of violence or other criminal activity. The University makes basic information regarding crime available to students and employees in compliance with federal and state policies.

This Annual Campus Security & Fire Report is published each year to provide you with information on security-related services offered by Grambling State University. In conjunction with Judicial Affairs, Residential Life, Athletics, Counseling Center and Risk & Safety Management, campus security has summarized statistics, policies, and procedures related to campus safety. This annual report is being disseminated in an effort to inform students, prospective students, faculty, and staff about the safety and security, crime prevention programs and measures implemented to protect Grambling State University. Also included in this report is information about campus fire safety and fire statistics. This report meets the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It also complies with the Higher Education Opportunity Act. Crime and Fire Statistics are reported by calendar year as required by these acts. The most current reporting period ended December 2013.

The Grambling State University Police Department (GSUPD) provides inclusive law enforcement and security services to of the campus community. The department is comprised of both commissioned and noncommissioned security personnel. The GSUPD is responsible for a full range of police/law enforcement services including, but not limited to, first responder duties, incident reporting, criminal investigations, medical emergencies, fire emergencies, traffic
accidents, enforcement of laws involving underage drinking, the use of controlled dangerous substances. GSU Annual Campus Security and Fire Report substances, weapons, and all other incidents requiring police assistance. When a Grambling State University student is involved in off-campus incidents, the GSUPD may also be called to assist local, state, or federal law enforcement agencies.

Grambling State University takes the safety and security of the entire community seriously. Safety and security is a partnership between the GSUPD and all students, employees, and visitors who come to Grambling to learn and work. We encourage you to read and become familiar with the contents of this report. If you have any questions about the contents of the Report, please contact Cpl. Patricia Cato, Crime Prevention Officer for the GSUPD at (318) 274-2222.
Annual Security Report

Timely Warning Policy
In the event that a situation arises, on or off campus, that in the judgment of the University Chief of Police constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the GSU e-mail system to students, faculty, staff, and the campus student newspaper, The Gramblinite.

Depending upon the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the University Police Department requests the Office of Media Relations to post a notice on the main GSU homepage, http://www.gram.edu, providing the GSU community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, the mailroom, and the Favrot Student Union. Anyone with information warranting a timely warning should report the circumstances to the University Police Crime Prevention Officer, at 274-6541 or in person at the communication center in the Police Department Building, located on campus at 403 Main Street.

Preparation of Disclosure of Crime Statistics
The Grambling State University Police Department prepares the Combined Annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act. The full text of this report can be located on the University Police website at http://www.gram.edu/campus/police. This report is prepared with the cooperation of Housing and Residential Services, the Judicial Affairs Office, The Division of Finance and Administration, and the Division of Student Affairs. Each entity provides updated information on their policies and educational efforts and programs to comply with the Act.

Campus crime, arrest, and judicial referral statistics are those reported to the GSU Police. The local law enforcement agency, the City of Grambling, is not able to provide statistics for Grambling State University’s public property. Counseling Services staff informs their clients of the procedures to reports a crime to the GSU Police, should they feel it is in the best interest of the client? The crime reports to the GSU Police are not confidential.

Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provide the web site address for this report. Paper copies of this report may also be obtained at the GSU Police Department located on campus at 403 Main Street or by calling (318) 274-2222.
How to Report Criminal Offenses

To report a crime, contact the University Police at (318) 274-2222 or by using one of the 18 emergency telephones located across the campus near residence halls, academic buildings, and parking lots. The telephones connect directly to the Police Department, and the location is identified to the communications officer on duty. Any suspicious activity or persons seen in parking lots or loitering around vehicles, inside buildings, or around the residence halls should be reported to the Police Department.

The GSU Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public under state law, the GSU Police Department cannot hold reports of crime in confidence. Confidential reports for inclusion in the annual disclose of crime statistics can be made to the GSU Hotline. The GSU Hotline Number is (318) 274-3144.

<table>
<thead>
<tr>
<th>Vice President of Finance</th>
<th>(318) 274-6406   219 Long Jones Hall</th>
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</thead>
<tbody>
<tr>
<td>Director, Judicial Affairs</td>
<td>(318) 274-7782   4 Judicial Affairs Building</td>
</tr>
<tr>
<td>Director, Housing and Residence Life</td>
<td>(318) 274-2504   210 Grambling Hall</td>
</tr>
<tr>
<td>Director, Human Resources</td>
<td>(318) 274-2237   148 Long Jones Hall</td>
</tr>
</tbody>
</table>

For off-campus crimes, call the Grambling City Police (318) 247-3771. Note: If you dial 911, you will be connected with the Ruston City Police Department, which will transfer your call to the Grambling City Police.

Security of and Access to Campus Facilities, including Campus Residences

During business hours, GSU buildings (including housing facilities) are open to students, employees, contractors, and visitors. Some facilities may have individual hours that differ from the standard business hours. Academic and administrative buildings are unlocked in the morning and secured each evening by the University Police. During non-business hours, access to buildings is accessed by the GSU Police Department after the employee sign rooster. Admittance by the GSU Police Department is provided only to persons with GSU IDs whose assigned workspace is in the building for which access is requested.

Residence halls are secured 24 hours a day. Newer residence halls are accessed via card access device; five older residence halls are accessed with keys. If the key or access device is lost or misplaced, the Residence Assistant assigned to the building for which access is requested should be contacted for access. Over extended breaks, the doors of all halls are secured around the clock by a mechanism separate from the card access system. All students who are staying on the campus during the break are moved to one hall and provided temporary access to that hall.
Facilities staff regularly inspects the campus, evaluate lighting, and make repairs affecting safety and security such as broken windows and locks, and overgrown shrubbery. The Police, Safety and Risk Management, and Housing also report potential safety and security hazards to Facilities.

**Campus Law Enforcement Policy**

Grambling State University employees commissioned law enforcement officers and security guards. The commissioned officers are empowered to enforce laws and make arrests through the State of Louisiana Department of Public Safety and Corrections. GSU officers have the same powers and authority as parish law enforcement officers while on property owned by GSU, and on public streets and sidewalks running through and adjacent to the campus. GSU law enforcement officers have the right to carry a concealed weapon and to exercise the power of arrest when discharging their duties while in or out of uniform. Officers have the authority to discharge their duties off campus if engaging in intelligence gathering activity, investigating a crime committed on campus, or if specifically requested by the chief law enforcement officer of the parish or city. For minor offenses involving GSU rules and regulations committed by a University student, GSU police officers may also refer the individual to the Office of Judicial Affairs.

GSU Police Communications employs certified communications officers and can access the National Crime Information Computer system as well as the Louisiana State Police and Louisiana Department of Motor Vehicles databases. These databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement officers.

The Grambling State University Police Department works closely with local, state and federal policies agencies. GSU police officers have direct radio communications with the Grambling City police and fire departments, ambulance services and other surrounding police agencies to facilitate rapid response to any emergency situation. GSU Police Department officers occasionally work with the Grambling City Police Department on the scene of incidents that occur in and around the campus. GSU does not have recognized student organizations with off-campus locations and does not have criminal activity in which students engaged off-campus through local police agencies. The GSU investigator works closely with the investigative staff of the Grambling City Police Department and the Lincoln Parish Sheriff’s Department when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information, as deemed necessary. There is no written memorandum of understanding between the GSU Police Department and the Grambling City Police Department for the Grambling Police Department to take over investigations of crimes that occur on the GSU campus.
Program to Inform Students and Employees about Campus Security

Crime Prevention on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Grambling State University Police Crime Prevention personnel facilitate programs that provide educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

During the fall semester, Operation ID was implemented by the Crime Prevention Department. This program allows students to register their valuables and have them engraved in an effort to deter a would be burglar from committing a theft. Registration form for this program will be kept on file in the Crime Prevention office. If these valuables are taken to the any pawn shop, the serial numbers are readily available for identification purposes.

Seminars on Personal Safety, Theft Prevention and Self Defense tactic are sponsored by the University Police Crime Prevention Department throughout the year. During orientation in September and January, students are informed of services offered by the University Police. Seminars and special presentations outline ways to maintain personal safety and residence hall security. Sexual Assault Prevention Programs are offered on a continual basis through the university counseling center.

Periodically during the academic year the University Police, in cooperation with other university organization and departments, present crime prevention awareness sessions or sexual assault (rape and acquaintance rape), theft, and vandalism, as well as educational sessions on personal safety and residence hall security.

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 security and the security of others.

In addition seminars, information is disseminated to students and employees through crime prevention awareness packet, security alert posters, displays, videos and articles and advertisements in university and student newspapers.

When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent over the university’s electronic mail system and voice mail broadcasting system.
The following programs are held by the Office of Judicial Affairs annually to inform students of safety standards and information on the campus.

- **Do You Know the Code (upon request)**
  
  Provide prevention and awareness information to campus community regarding the Code of Student Conduct, University Policy, reporting alleged violations procedure and sexual assault and harassment.

- **FYE –An Overview of the Code (upon request)**
  
  Provide prevention and awareness information regarding the GSU Code of Student Conduct and University Policy to students enrolled in First Year Experience courses upon request.

  During the Fall and Spring Semesters, students are informed of services offered by the GSU Student Counseling Center. Semesters and special presentations outline ways to maintain personal safety and healthy choices. Periodically during the academic year, Student Counseling Center presents crime prevention awareness sessions on bulling, domestic violence, teen dating violence and vandalism, as well as educational sessions on personal safety and stress, depression and suicide seminar.

  The Office of Student Affairs also hold annual events aimed at informing students of campus safety and crime prevention. The following are a list of those programs.

- **Young Wild and Free (Fall Semester)**
  
  Provide prevention and awareness information to campus students regarding the consequences if drinking and driving; as well as the harmful effects of smoking, second hand smoke and tobacco products.

- **Protect Yourself (Spring Semester)**
  
  Provide prevention and awareness information regarding self-defense in a case of any situation occurs; students would know the necessary steps to be safe.

- **8 Simple Rule (Fall and Spring Semester)**
  
  Provide prevention and awareness information to our students regarding securing their dorm rooms when leaving for semester breaks.
• **Brotherhood (Spring Semester)**

Provide prevention and awareness information to campus students regarding the fundamentals of brotherhood, fraternities, hazing and other aspect of fraternity life.

• **The Sex Panel (Fall Semester)**

Provide awareness information to students regarding safe sex, and sexual transmitted diseases.

• **Residential Life Cinema Channel 79 (Fall, Spring and Summer Semester)**

The following programs are played on the cinema channel to bring awareness to the students: Alcohol Awareness, Sexual Assault, Sexually Transmitted Diseases, Drug Abuse and Credit Card Awareness

**Possession, Use, and Sale of Alcoholic Beverages & Illegal Drug Policies**

GSU policy prohibits the use, consumption, possession, purchase, sale, or distribution of alcoholic beverages on GSU property, or at any of its activities (whether or on off campus) is prohibited, except as expressly permitted by GSU. It is illegal to display alcohol in an open container; to sell or distribute alcohol to anyone under the age of 21; and for anyone under the age of 21 to possess, use, or distribute alcoholic beverages. Enforcement of alcohol laws on campus is the responsibility of the GSU Police Department. Laws are strictly enforced. Violators are subject to University disciplinary action, arrest, and criminal prosecution. Organizations or groups are subject to sanctions by the University.

GSU policy, as well as state and federal law, prohibits the possession, use, and distribution of illegal drugs on the GSU campus. Enforcement of drug laws on campus is the responsibility of the GSU Police Department, and is strictly enforced. Persons founds in violation of GSU policy are usually suspended or expelled from the University and subject to arrest and criminal prosecution.

**Disclosure of Alleged Victim of a Crime or Violence**

Grambling State University will, upon written request to the Office of Judicial Affairs, disclosed to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by GSU 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, Grambling State University will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.
Missing Student Policies

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately contact the GSU Police Department at (318) 274-2222. GSU Police Department will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by GSU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, GSU will notify that individual no later than 24 hours after the student is determined to be missing. Each student living in an on-campus student housing facility has the option to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

After investigating a missing person report, should the GSU Police determine that the student has been missing for 24 hours, GSU will notify the student’s confidential missing person contact and the Grambling City Police Department no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, GSU will notify the student’s parent or legal guardian immediately after the GSU Police Department has determined that the student has been missing for 24 hours.
Sexual Offense Policy

Grambling State University educates the student community about sexual assault and date rapes through an educational seminar held by the Office of Student Affairs in the Fall Semesters called “The Sex Panel” as well as information broadcasted through GSU TV’s “Residential Life Cinema Channel 79” each semester.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. The GSU Police Department strongly advocates that a victim of sexual assault report the incident immediately to the GSU Police at (318) 274-2222. A GSU police officer will be dispatched and will provide a variety of services. Filing a report with a GSU police officer does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that the victim of sexual assault receives the necessary treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical examination)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

When a sexual assault victim contacts the GSU police, the responding police officer will suggest the victim go to the local hospital and will provide transport for the victim unless the victim does not wish to be transported by GSUPD. Time is a critical factor for evidence collection and preservation. If the victim so chooses, the officer will also call the GSU Counseling Center, which has trained staff members available to respond 24 hours day.

The victim of sexual assault may choose for the investigation to go through the criminal justice system and the Office of Judicial Affairs, or only the latter. Representatives from the GSUPD and Judicial Affairs will guide the victim through the available options and support the victim in his or her decision. If the victim decides to pursue criminal prosecution, the GSU police officer will request the victim utilize the services of the Piney Hill Advocacy Center in Ruston, LA (5 miles away) and will schedule the appointment and transport the victim if the victim agrees.

University disciplinary proceedings, including special guidelines for cases involving sexual misconduct, are detailed in the GSU Student Handbook. The Handbook provides, in part, that the accused and the victim will each be allowed to choose a person who has no formal training to accompany them throughout the hearing. A student found guilty of violating the University sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from GSU for a first offense. Student victims have the option to change
their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

**Advising the Community about Sex Offenders**

In compliance with the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Educational Rights and Privacy Act, the Grambling State University Police Department is providing a link to the Louisiana State Sex Offender and Child Predator Registry. These laws require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In the State of Louisiana, convicted sex offenders must register with the sheriff of the parish of the person's residence, or residences, if there is more than one and with the chief of police if the address of any of the person's residences is located in an incorporated area which has a police department. If the offender resides in a parish with a population in excess of four hundred fifty thousand, he shall register with the police department of his municipality of residence.

The offender shall also register with the sheriff of the parish or parishes where the offender is an employee and with the sheriff of the parish or parishes where the offender attends school. If the offender is employed or attends school in a parish with a population in excess of four hundred fifty thousand, then he shall register with the police department of the municipality where he is employed or attends school. The offender shall also register in the parish of conviction for the initial registration only. The Louisiana State Sex Offender and Child Predator Registry is available on the web at http://www.lsp.org/socpr/default.html.
Emergency Notification Policies

The primary responsibility for monitoring emergency threats and events resides with the Grambling State University Police Department. It operates on a continuous 24 hour basis and is always available to receive emergency communications from variety of official and public sources. In any type of emergency, the Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the police chief and follow the chain of command.

Based on information obtained from appropriate entities, the University President will declare the level of the emergency and may activate portions or the entire Emergency Operations Plan to the extent necessary to control the situation.

Upon activation, appropriate Emergency Operations Team members will be notified and should report to the designated meeting area. In a major event (typically Level 2 or 3) the assigned Incident Commander will summon the Emergency Operations Team (EOT) members to a specific location as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response.

Should it be deemed necessary to warn the University community of an impending threat or emergency situation, the EOT will designate the appropriate personnel (e.g. Director of Public Relations). Based on the initial report, and information obtained from other appropriate entities, the University President will declare the level of the emergency and assign an Incident Commander.

Imminent Danger

In the case of imminent danger (e.g. Active Shooter, Tornado Warning)

1. The Chief of Police or designee is automatically selected as the Incident Commander.
2. The Chief of Police or designee will instruct the Campus Police Dispatch Officer to notify the following offices of the imminent threat (in order of calls):
   - President’s Office
   - Director of Media Relations

- The dispatch office will work in conjunction with the Director of Public Relations to send warning notifications via Everbridge.
• In the event the Director of Public Relations cannot be reached, the dispatch office will contact the Vice President of Finance or Vice President of Student Affairs of directly to initiate the warning via Everbridge.
  
  o  Vice President of Finance
  o  Vice President of Student Affairs
  o  Vice President of Academic Affairs
  o  Director of Safety & Risk Management

3. Each Vice President will be responsible for taking shelter, evacuating, or lockdown of their area. Each Vice President should also attempt to contact all his/her directors or deans to inform them of the threat.

4. Depending on the type of threat, all personnel will follow the instructions outlined in the manual.

After the Threat is eliminated

5. The Chief of University Police or designee will instruct the dispatch/communications officer to notify offices it is safe to return to normal operation.

6. The Chief of University Police will immediately contact the President’s Office to report the events involving the threat.

7. At the President’s discretion, the EOT will be contacted to meet at a designated location to discuss the events involving the threat.

Inclement Weather

The President or designee has the authority to close the University or portions of the University, cancel classes, or alter employee’s work schedules due to an incident or unsafe weather conditions.

University Notification System

The Everbridge System is the primary means of emergency notification at Grambling State University. It is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus through e-mail, text message, and telephone message. The university requires all students, faculty and staff to submit a valid cell phone number at the beginning of each semester. Periodically, campus constituents are required to update this information to continue update this information to continue use of the University’s computer management system. During an emergency, campus phones must be restricted to University official notification only. In the absence of phone services, the University Police and
Facilities Management may provide personnel to serve as notifiers for emergency notification (contingent on available personnel).

**Sources of Assistance during Emergencies**

**On campus assistance**

1. University police: when dialing from on-campus telephone, dial extension 2222 or 2219.
2. Uniformed university police officers are on duty twenty-four (24) hours per day.
3. Maintenance operations: trouble/service after 5:00 p.m., Contact University police at 2219 or 2222.
4. Skilled workers are available from facilities management at all times during normal working hours and on short notice at other times. They are capable of providing the emergency services:
5. Purchasing Department: emergency procurement of materials and services can be arranged in direct support of any contingency.

**Off-Campus Assistance**

1. City of Grambling Police Department (318) 247-3771
2. Ruston Police Department (318) 255-4141
3. Lincoln Parish Sheriff’s Department (318) 251-5111
4. Louisiana State Police (318) 345-0000
5. Grambling Fire Department (318) 247-6410
6. Ruston Fire Department (318) 251-1245 / (318) 251-8628
7. Local Ambulance Service, Pafford (318) 247-3911
8. Local Hospitals:
   - Northern Louisiana Medical Center, (318) 254-2100.
   - Bienville General Hospital, Arcadia, La (318) 263-2044
9. Lincoln Parish Police Jury: (318) 252-5150
10. State and Parish Highway Departments: (318) 251-4118
11. Lincoln Parish (318) 255-5159

12. National Weather Service: (318) 636-7345

13. State National Guard: (318)255-2327

**NOTE:** Emergency 911 cannot be accessed from the University's telephone system, use 9-911 or call 2219 or 2222

**Public Relations Policies Regarding Emergencies**

**In An Emergency Situation**

1. University Police should contact the Director of Public Relations in the event of an emergency at 2591 or 6117 (President's Office)

2. The Director of Public Relations or a designee shall act as the spokesperson for the University. Only the official spokesperson will meet or talk with the media.

3. The Director of Public Relations or designee should disseminate no information to the media until after it has been approved by the president, his/her designee, or incident commander. Any call from the media should be directed to the Office of the Public Relations (318) 274-7883 or (318) 274-6117.

As Spokesperson, the Public Relations Officer will:

1. Make contact with the Command Post (University Police) to obtain an accurate assessment of the situation.

2. Confer with the President and other chief administrators to determine the information to be released.

3. Using the most appropriate methods establish contact with radio, television and print media to provide them with accurate and appropriate information regarding the emergency.

4. Maintain open lines of communication to keep media updated on the emergency situation.

5. Provide media with all hot-line numbers that may be established, as well as the mobile, office and home telephone numbers of media spokesperson and/or designee.
Disaster Preparedness for People with Disabilities

1. Call University Police- Dial 2222 or 2219

2. Be ready to evacuate.

3. Ask coworkers or classmates for assistance, if necessary. Be sure that the Building Coordinator in your building is aware of your disability and special needs before a disaster.

4. Maintain a list of the following important items and store it with the emergency supplies:

   Special equipment and supplies, e.g., hearing aid batteries
   - Current prescriptions, names and dosages
   - Names, addresses, and telephone numbers of doctors and pharmacists
   - Detailed information about specifications of your medicine regime

5. Create a self-help network of friends or co-workers to assist in an emergency. If you think you may need assistance in a disaster, discuss your disability with friends and co-workers and ask for their help.

6. Wearing a medical alert tag or bracelet to identify your disability may help in case of an emergency.

7. Know the location and availability of more than one facility if you are dependent on a dialysis machine or other life-sustaining equipment treatment.

8. If you have a severe speech, language, or hearing disability:
   - When you dial 911, tap space bar to indicate TDD
   - Store a writing pad and pencil to communicate with others
   - Keep a flashlight handy to signal your whereabouts to other people and for illumination to aid in communication
   - Remind friends that you cannot completely hear warnings or emergency instruction. Ask them to be your source of emergency information as it comes over their radio
   - If you have a hearing-ear dog, be aware that the dog may become confused or disoriented in an emergency.
Evacuation Procedures

In an emergency - Police/Fire/Ambulance- dial 2222 or 2219. In an emergency university police cannot be reached; dial 9-911, 247-3172, or 247-3771 or 255-4141.

Building Evacuation

1. All building evacuations will occur when an alarm sounds and/or upon notification by University Police or Building Coordinator.

2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

3. Assist the disabled on exiting the building! Remember that the elevators are reserved for handicapped persons. Do not use the elevator in case of fire, earthquake and/or tornados.

4. Once outside, proceed to a clear area that is at least (500) feet away from affected building. Keep streets, fire lanes, hydrant area and sidewalks clear for emergency vehicles and personnel. Know your area assembly points.

5. DO NOT return to an evacuated building unless told to do so by University Police. After any evacuation, report to your designated area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Coordinator will take attendance and assist in accounting for all building occupants.

Campus Evacuation

1. Evacuation of all or parts of the campus grounds will be announced by University Police as described.

2. All persons (students and staff) are to immediately vacate the area in question and relocate to another part of the campus grounds as directed.
### GSU POLICE DEPARTMENT CRIME STATISTICS
#### CRIME STATISTICS MANDATED BY THE JEANNE CLERY ACT

<table>
<thead>
<tr>
<th>Criminal Incidents</th>
<th>On Campus</th>
<th>Campus Housing</th>
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#### Disciplinary Actions/Judicial Referrals

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Grambling State University has no Noncampus buildings or property.

No Hate Crimes has been reported for 2011, 2012, or 2013.
Members of the Grambling State University community are encouraged to report all crime and public safety related incidents to the GSU Police Department in a timely manner. The GSU Police Department patrols and has jurisdictional authority for the entire GSU campus. Communications officers are available at (318) 274-2222 twenty four hours a day to answer your call. The GSU PD Communications will take the required action, dispatching an officer or asking a visitor to report to GSU PD to file an incident report. The GSU PD Investigator will investigate a report when it is deemed appropriate. If assistance is required from the Grambling City fire or ambulance services, GSU PD Communications will contact the appropriate unit.

Crimes should be reported to the GSU Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

Campus Pastoral Counselors and Professional Counselors, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.
FIRE REPORT

Student Housing Evacuation Procedures in the Case of a Fire

In the event of a fire, Grambling State University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Campus Police. Students and/or staff are informed where to relocate by staff; if circumstances warrant at the time of the alarm. In the event fire alarms sound, Grambling State University policy states that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Fire Safety Education and Training, including specific Evacuation Procedures

Fire Safety Training is provided to students in the Resident Housing Handbook. In addition, fire safety, use of extinguishers, and fire alarms, are discussed at dorm hall meetings.

Fire Procedures/Evacuation

In the event of a fire or other emergency, please remember the following steps to safely evacuate the building.

1. Pull the fire alarm if it has not already sounded, so that everyone will be alerted of the need to evacuate the building. If the fire alarm has sounded, begin evacuation of the building.

2. All building occupants should exit the building at the nearest exit to the room that they are in. If the nearest exit is blocked due to fire or an emergency, the next safest exit should be used.

3. The last occupant of each room should shut the door to the room. This will help prevent fire and smoke damage to the room.

4. Once you have evacuated the building please go to the designated assembly area for your building, if it is safe to do so (buildings may have more than one designated assembly area). Contact a Residential Life staff member and/or the University Police at 318.274.2222.

5. A Residential Life staff member must account for all of their residents after the evacuation. If a person is thought to be missing then you should tell emergency personnel (fire, police,
safety, etc.) as soon as possible. Tell the emergency personnel the name of the missing person and the probable location in the building. Try to confirm that the person is actually missing. Make sure that they did not come out of a different exit. If possible make sure that their car is still in the parking lot. If the person is located, tell emergency personnel immediately so that they do not risk their lives looking for this person.

6. No one is allowed to re-enter the building until the fire department, police, safety, or other qualified personnel confirms that the building is safe to re-enter.

7. Once the evacuation is completed a Residential Life/Housing staff member will complete and submit a fire drill building evacuation report.

**Portable Electric Appliances, Smoking and Open Flames in GSU Housing Facility**

Open flames, including Candles and Incense are not permitted in the residence hall at any time, for decoration or for any other purpose. All university residence halls are non-smoking facilities. A student found smoking in the residence hall (room, hallway, in front of the building, etc.) will be fined $500.00. Electric appliances such as crock pots, fry daddy’s, hot plates, coffee makers, toasters, toasters ovens, sandwich makers are not permitted in student rooms. Irons are allowed. Microwaves under 600 watts are permitted. Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances; such as window air conditioners, refrigerators more than 2.5 cubic feet are not permitted. TV’s, computers, radios, hair dryers, shavers, floor or box fans, clocks, typewriters, and stereos are permitted. Outside antennas for TV’s are not allowed. All electrical devices need to be plugged into a surge protector for safety. Surge protectors are required for all electrical usage. Anyone found in violation will be charged a fine of $500.00 and the belongings will be confiscated and returned at the end of the semester.

The Office of Safety and Risk Management performs Residence Hall Health and Safety (H&S) Inspections five times a year, twice in the Fall and in the Spring and once in the Summer. Inspections will be announced only during the first round of the fall semester. All other inspections are unannounced. The H&S inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Residential Community Conduct Guidelines (RCCGs), which include the H&S inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room is examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room;
tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

**GSU 2013 FIRE SAFETY EQUIPMENT**

**ON- CAMPUS STUDENT HOUSING FACILITIES**

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<th>ON CAMPUS RESIDENCE HALLS</th>
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<th>X FULL SPRINKLER SYSTEM</th>
<th>X SMOKE DETECTION</th>
<th>X FIRE EXTINGUISHER DEVICES</th>
<th>X EVACUATION PLAN PLACARDS</th>
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## Fire Safety Statistical Data

### Residential Life/ Housing Fire Log

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<td>6/2010</td>
<td>4:45pm</td>
<td>Knott Hall</td>
<td>Student smoking in room. Placed a lit cig butt in trash can. No injuries.</td>
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<td>3/2011</td>
<td>9:20 am</td>
<td>Jeanes Hall</td>
<td>Electrical- Window unit</td>
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Crime Prevention Program for Students and Employees

Crime Prevention on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Grambling State University Police Crime Prevention personnel facilitate programs that provide educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

During the fall semester, Operation ID was implemented by the Crime Prevention Department. This program allows students to register their valuables and have them engraved in an effort to deter would be burglar from committing a theft. Registration form for this program will be kept on file in the Crime Prevention office. If these valuables are taken to the any pawn shop, the serial numbers are readily available for identification purposes.

Seminars on Personal Safety, Theft Prevention and Self Defense tactic are sponsored by the University Police Crime Prevention Department throughout the year.
Security Awareness Programs for Students and Employees

During orientation in September and January, students are informed of services offered by the University Police. Seminars and special presentations outline ways to maintain personal safety and residence hall security. Sexual Assault Prevention Programs are offered on a continual basis through the university counseling center.

Periodically during the academic year the University Police, in cooperation with other university organization and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), theft, and vandalism, as well as educational sessions on personal safety and residence hall security.

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 security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packet, security alert posters, displays, videos and articles and advertisements in university and student newspapers.

When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent over the university’s electronic mail system and voice mail broadcasting system.
Student Judicial Affairs Programs related to Crime Prevention/Awareness/Safety Information to Students

Do You Know the Code? (Upon request)
Provide prevention and awareness information to campus community regarding the Code of Student Conduct, University Policy, reporting alleged violations procedure and sexual assault and harassment.

FYE – An Overview of the Code (upon request)
Provide prevention and awareness information regarding the GSU Code of Student Conduct and University Policy to students enrolled in First Year Experience courses upon request.

Fresh Campus – Teens and Butts (Spring Semester)
Provide prevention and awareness information to our High School students regarding the harmful effects of smoking, second hand smoke and tobacco products.

Fresh Campus – Kick Butt Day (Campus wide event - March 20th annually)
A campus wide awareness event recognizing March 20th as a national day of activism that empowers youth to stand out, speak up and seize control against Big Tobacco.

Fresh Campus – Great American Smoke Out (Campus wide event - November 21st annually)
A campus wide collaboration event collaboration event held with the American Cancer Society and the Healthy Communities Coalition by providing awareness and encouragement to smokers to make a plan to quit or to plan in advance and quit smoking.