Hamline University

# Annual Security Report
# Fire Safety Report

October 2010


**A Message from the Dean of Students and the Office of Safety and Security Services**

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HAMLINE
UNIVERSITY

## FROM THE OFFICE OF STUDENT AFFAIRS:

On behalf of President Linda Hanson and the student affairs staff, I am pleased to submit this 2010 Annual Security and Fire Safety Report and 2007–2009 Statistics to Hamline's students, faculty, and staff. The safety and security of our community is of primary concern. The policies and statistics reported here help to educate the community about fire safety, to help us prevent security issues from arising, and to address them when they do occur. Our ability to promote a safe environment is directly related to your understanding and use of these safety procedures. Do not hesitate to contact me if you have any questions or concerns.

Dr. Alan Sickbert
Dean of Students

## OFFICE OF SAFETY AND SECURITY SERVICES

The Office of Safety and Security Services is staffed with a director, one assistant director, one office manager, three supervisors, 10 officers, three staff dispatchers, and 10 part-time student employees. The security office is responsible for the general safety and security of the Hamline campus and is the first response to emergencies. Hamline security officers are non-sworn, and they do not carry firearms. Security officers have the powers afforded to citizens, which includes the authority of citizen's arrest. Security officers may ask people for identification and question whether individuals have lawful business at Hamline. They also have the authority to issue parking tickets. The Office of Safety and Security Services maintains a close working relationship with all appropriate law enforcement agencies, including the Saint Paul Police Department.

### Security Officer's Authority

Members of the Office of Safety and Security have authority, including but not limited to: the use of non-deadly force (as described below), the ability to act as an agent of the university in security situations, and the authority to make decisions for the university with regards to general security matters.

### Use of Force

Members of the Office of Safety and Security may only use that force permitted by state law and university policy. Any use of unauthorized force, or which is more force than permitted by state law, is not allowed. Any such act of force will be considered a violation of university policy.

## IN CASE OF EMERGENCY, TO REPORT A CRIME

Students, faculty and staff members, and guests of the university are encouraged to immediately report emergencies and criminal activities to safety and security.

*The office (Drew Hall, room 128) is staffed 24 hours a day by security officers.*

In the case of a life-threatening emergency or the occurrence of a crime, dial 911 for ambulance, police, or fire department response, and then notify the Office of Safety and Security Services at x2100.

### Call 911, then x2100 for the following reasons:

- Crime in progress
- Emergency Medical Assistance
- Fire

The dispatcher will send a security officer to assist emergency personnel and document incidents. The officer will file incident reports for follow-up by appropriate departments and will encourage the victim(s) to report the crime to the Saint Paul Police Department.

### Please call x2100 for all other assistance, including but not limited to:

- Escort service
- Crime report
- Suspicious activity
- Unlock/lock schedule
- General service assistance

**Emergency phones** are located at the main entries of each residence hall. Emergency call boxes are located on the mall between Bush Student Center and Drew Fine Arts Center, in the grassy area north of Sorin Hall, at the west end of Parking Lot B, at the sidewalks between the Heights residence halls and Manor Hall, by the Walker Field House running track, and next to the Drew Hall east entrance loading dock. A security officer will immediately respond to your call, and the dispatcher will send any additional emergency help needed.

**If you are the victim of a crime, Hamline strongly encourages you to contact law enforcement authorities. Safety and security services can assist you in working with those authorities.**

### You May Also Report Crimes To:

1. Dean of Students 651-523-2421
2. Counseling and Health Services Center 651-523-2204
3. School of Law 651-523-2941
4. Chaplain 651-523-2878
5. Residential Life 651-523-2061

## VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the director of safety and security services, or a designee can file a report without revealing your identity. The matter will then be kept confidential, while still taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students; determine whether there is a pattern of crime, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the university's annual crimes statistics.

## CRIME REPORTS TO PASTORAL OR PROFESSIONAL COUNSELORS

Campus pastoral counselors and campus professional counselors are not required to report crimes for inclusion into the annual disclosure of crime statistics. They are encouraged, if and when they deem it appropriate, to inform students of the procedures to voluntarily report crimes for inclusion into the annual crime statistics. A pastoral counselor is defined as someone associated with a religious order or denomination who provides confidential counseling. A professional counselor is someone who provides psychological counseling to students.

## EMERGENCY RESPONSE AND EVACUATION

The university will immediately notify the Hamline community of a significant emergency or dangerous situation on campus. The university will determine the content of the notification and initiate it without delay unless it may compromise efforts to assist victims or otherwise mitigate the emergency.

University officials will rely on information received from emergency services or other reliable sources. After an immediate investigation to confirm the threat, Hamline alert administrators will determine appropriate message content and initiate the notification system. Follow-up information will be provided to the community as needed. The primary Hamline alert administrators are the public relations director, the associate vice president of marketing and the director of safety and security services.

The following personnel are back up alert administrators: vice president of human resources, vice president of finance, vice president of academic and student affairs, dean of students, associate vice president of facilities services, chief information officer, office manager/risk management specialist, and assistant director of safety and security services.

The Hamline alert system includes, but is not limited to: text messaging, social networking sites, the university website, and email. The Hamline alert system is tested at least once each year using one or more of the available messaging systems.

The Hamline Alert system was tested twice in 2009. Text messaging was tested on October 22, 2009. Novell intranet messaging was tested on November 23, 2009.

All Hamline University faculty and staff members are issued an emergency response and evacuation guide. These guidelines are also published on the university website. At least one evacuation test is conducted in academic buildings each calendar year. These tests are conducted as fire drills.

Five fire drills were conducted in academic buildings in 2009: an announced drill in Robbins Science Center on September 28, 2009, an announced drill in Old Main on September 30, 2009, an announced drill in Giddens Learning Center on October 2, 2009, an announced drill in East Hall on December 1, 2009, and an announced drill in School of Law building on December 1, 2009.

**Note:** See the "Fire Safety Systems Chart" at the end of this report for student residence hall fire drill information.

## MISSING STUDENT NOTIFICATION

According to university policy, each student living in an on-campus housing facility may register a confidential contact person who will be notified if the student goes missing. In the event that a student is less than 18 years of age and not emancipated, their parent or guardian must be notified. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Any individual who has information that a student has been missing for 24 hours must notify the Office of Safety and Security Services as soon as possible. The Office of Safety and Security Services will work with campus offices, the reporting person(s), and the student's acquaintances to gather all essential information about the student and aid in his/her search.

If the above actions are unsuccessful in locating the student within 24 hours, or it is immediately apparent that the student may be endangered, the Office of Safety and Security Services will contact the appropriate local law enforcement agency to report the student as a missing person and that agency will take charge of the investigation.

## SECURITY OF CAMPUS RESIDENCES

Residence halls are secured 24 hours a day. Resident Assistants and Professional Residential Life staff members play a major role in maintaining a safe environment in the residence halls. Professional residential life staff members are on-call 24 hours a day, seven days a week. Every night from 7 p.m. to 7 a.m. a student staff member is on-duty. Being on-duty involves making periodic rounds to check fire safety equipment, locked doors, laundry and cooking facilities, and proper lighting. All activities are documented, maintenance requests completed, and individuals confronted as needed. Residential life staff members confront individuals who are engaged in situations involving abuse of controlled substances, propping doors, providing building access to non-residents, and other policy violations. Through semester floor meetings, residents are apprised of policies and procedures regarding how to be safe. The ongoing presence of residential life staff members provides the residential community with greater awareness of safety and security issues.

All campus residents receive a handbook at the beginning of the academic year, which contains detailed information on procedures for building evacuation in case of fire and policies that pertain to safety and security regarding issues such as keys, guests, and weapons. This information is reviewed at resident meetings. Violation of any safety-related policy, including failure to evacuate the building when an alarm is sounded, will result in disciplinary action.

Three apartment coordinators and an apartment manager staff the apartment building. They assist residents with concerns regarding safety and respond during emergencies. Staff members perform weekly rounds of the building and collaborate with the Office of Safety and Security Services to monitor building activities.

House residents receive information specific to the house at the beginning of the academic year. Through a student house

coordinator, residential life staff members communicate with residents about any safety and security concerns. House inspections are included on campus rounds performed by safety and security staff members. House residents are encouraged to call the Office of Safety and Security Services to report any issues.

The living areas of all residence halls and the apartment building are locked 24 hours a day and all entrances are monitored by security cameras. Staff members perform health and safety inspections at least once per academic year, and all smoke detector batteries are replaced annually.

Despite all safety features and services, the best contributors to a safe campus are personal and community responsibility combined with student awareness of possible threats to safety.

### The Office of Residential Life advises each student to:

- Lock your room/apartment door and all first floor windows, even if you are only leaving for a short time.
- Only facilitate access to the building for people who are your personal guests. If someone is authorized to access a building, he or she will have been issued a card or a key. Never allow a person who is not your personal guest into a residential building, onto a residence hall floor, or into your room.
- Immediately report any suspicious activity to the Office of Safety and Security Services by calling 651-523-2100 or by using a call box.
- Walk with a friend at night, or use the security escort service by calling 651-523-2100 or using a call box.
- Immediately report lost keys to a residential life staff member. Report lost access cards to the Office of Safety and Security Services.
- Refrain from tampering with any safety equipment, including disabling smoke detectors and propping locked doors.
- Report any broken safety/security equipment immediately to a residential life staff member or to the Office of Safety and Security Services. This includes, but is not limited to, door locks, window latches, smoke detectors, and fire extinguishers.

## SECURITY POLICIES FOR RENTAL PROPERTY AND STUDENT ORGANIZATIONS

All rental property owned by Hamline and used by students and all Hamline student organizations, whether housed in Hamline-owned property or not, are subject to the same policies and procedures concerning safety and security as the residence halls. For instance, the alcohol policy for a recognized fraternity is the same as it is for a residence hall, even if the fraternity house is not owned by Hamline. Furthermore, any student criminal activity is monitored through local law enforcement with the use of reports and liaison officers.

### BUILDING SECURITY AND ACCESS

Each building on campus is locked whenever there is no scheduled use of the building.

The Director of Safety and Security Services and the faculty or staff member responsible for the building and specific area(s) to which access is desired must approve after-hours access for students. Hamline security officers are directed to question persons found in Hamline buildings after normal hours. Upon request Hamline faculty and staff members and students must show a Hamline ID card or another form of identification to verify after-hours permission. Security officers are instructed to escort persons without valid Hamline IDs and/or after-hours permission from the building.

### PARKING SECURITY

Most parking lots are equipped with camera surveillance linked into the Office of Safety and Security Services. Emergency call boxes can be used to report any emergency and to request escort service from the parking lot. All faculty and staff members, students, and visitors are advised to lock their cars and remove any valuable belongings.

### GROUNDS SECURITY

Hamline security officers patrol campus grounds watching for safety and security hazards. On-duty patrol officers may be reached by dialing x2100 on any campus phone. Security escorts are available 24 hours a day, seven days a week. Emergency call boxes also are installed throughout campus in the event of an emergency. Hamline facilities services staff members continuously trim and maintain campus greenery so that it does not cause dark or hidden areas. Lighted call boxes, CCTV cameras, card access, and key control also add to campus security.

### SAFETY ESCORT SERVICE

The use of the safety escort service is strongly encouraged. Dial x2100 from any campus phone, and a uniformed security officer will come to your location and escort you to your destination. Escorts are provided to, from, or within campus, within the authorized geographic area. The authorized boundaries are: Fairview Avenue to Hamline Avenue and Pierce Butler Route to Thomas Avenue. Hamline Park Plaza is included in the escort area. If you arrive on campus after dark and would like an escort, you may drive up to the lighted security call box located at the west end of Parking Lot B. Press the button to call the security dispatcher and request an escort from your vehicle to your campus destination. The escort policy and an escort area map can be found on the university website under security services at www.hamline.edu/security.

### SECURITY ALERTS

When the Office of Safety and Security Services becomes aware of a crime that threatens the community's safety, notices are posted in a public area within each campus building and a campus-wide email is distributed, advising the nature of the threat and any suggested precautions. These notices are posted as soon as possible after receiving and verifying the information.

### SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

- Safety escort program
- Crime prevention materials
- Security call box
- Security alerts
- Personal safety presentations

## DRUGS AND ALCOHOL

### Drugs

State and federal laws forbid the sale and use of drugs that are not prescribed to you by a physician. Any employee or student possessing, using, or distributing illegal drugs is subject to disciplinary action, which may include dismissal from the residence hall, house/apartment, and/or the university. Residence hall/house/apartment residents who violate the drug policy will have an incident report filed on the violation. Area coordinators/apartment managers will take appropriate disciplinary action and meet with the student and/or pass the incident on to the campus judiciary committee and/or the director of residential life.

### Alcohol

The use of alcoholic beverages shall not interfere with the educational environment on campus in accordance with university alcohol policies. Consumption or display of alcoholic beverages is prohibited from public areas including residence hall/house/apartment public areas. Students 21 years of age and over may use alcohol in the privacy of their room with the door closed. Minnesota laws that prohibit the serving of alcohol to or buying alcohol for under-age individuals are in effect in the residence halls/houses/apartments. Alcohol/drug use assessment is available upon request for use on an individual basis, and alcohol education is utilized in judicial matters. To ensure the continued privilege of alcohol use, be sure you read and understand Hamline's alcohol policy, found in the Student Handbook, which is available online at http://www.hamline.edu/esource/.

## SEXUAL MISCONDUCT POLICY

### Introductory Statement

Hamline's policy against sexual assault of students, policy against sexual harassment amongst students, policy against sexually inappropriate conduct, and prohibition against reprisal are collectively termed sexual misconduct policies. These policies contain procedures for handling complaints of sexual assault, sexual harassment, or sexually inappropriate conduct. They provide guidance for individuals involved in incidents or allegations of sexual misconduct involving students, but do not apply to the sexual harassment of students who are acting as a university employee. Students who believe that they have been sexually harassed as part of their employment at Hamline are provided protection under Hamline's discrimination and harassment policy, which can be found on the university's policy website.

### Definitions

**Coercion:** Exerting an unreasonable degree of pressure, duress, or cajoling when reasonably aware that physical sexual conduct is unwelcome.

**Complainant:** A student who notifies the university that they have been sexually harassed, assaulted, or subjected to sexually inappropriate misconduct or that they have observed such actions.

**Consent:** Words or specific actions by a person intended to communicate a current, freely made agreement to perform or experience a sexual act with a particular individual.

**Force:** Use of physical force, threats, intimidation, or coercion to commit sexual assault

**Incapacitated:** The inability to consent to sexual activities because of impaired judgment, developmental disabilities, lack of consciousness, or similar temporary conditions.

**Intimidation:** The use of power or authority to compel the recipient to acquiesce or cooperate.

**Investigation:** A process of neutrally examining facts to determine what has transpired. It minimally includes interviewing the complainant, the respondent, and witnesses where appropriate, gathering evidence and determining the credibility of the parties prior to making findings. Information about the allegations will be shared with those who need to respond to them, corroborate them, or may be able to provide relevant information about the matter.

**Ombudsman:** The ombudsman is a confidential, neutral, and informal resource to whom students and faculty and staff members may bring any university-related problem, concern, or complaint. The ombudsman is an informal supplement to existing university problem solving services and can help to surface concerns, resolve disputes, manage conflict, and educate individuals in more productive ways of communicating. The ombudsman will listen to the issue and help to reach a fair resolution. Communications with the ombudsman are entirely confidential, except in the rare case of imminent risk of serious harm. The ombudsman is not an office of notice for the university—a formal complaint is not filed by talking to the ombudsman.

**Person in a position of authority:** Any university administrator, dean, director, assistant director, or officer of the university, specifically including the dean of students, assistant dean of the law school, residential life staff members, and safety and security staff members. RAs are not considered persons in authority, but are required to report incidents to their area director.

**Physical force:** Intentional physical impact upon another, use of physical restraint, or use of a weapon.

**Respondent:** An individual who has allegedly been in violation of this policy.

**Sexual assault:** Intentional sexual conduct with another person occurring without that person's consent.

**Sexual Contact:** Includes but is not limited to sexual touching including kissing, intentional touching of the breasts, buttocks, vagina, penis, or intrafemoral area in a sexual manner, and/or penetration of the anus, mouth, or vagina with the penis, finger, or another object in a sexual manner, or coercion to force someone else to touch one's genitals, buttocks, breast, or intrafemoral area. These definitions apply whether the person being touched is fully clothed, partially clothed, or unclothed.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition either implicitly or explicitly, of obtaining one's education;
2. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
3. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive educational environment.

**Sexually Inappropriate Conduct:** Unwelcome conduct of a sexual nature, or directed at a person because of their gender, which does not rise to the level of harassment or assault but which is disruptive or offensive to a reasonable person of a background similar to the recipient. This conduct may include crude, obscene, or threatening gestures, unwelcome sexual comments, and seeking invasive proximity to an individual (stalking).

**Threats:** the use of statements, directly or by implication, that are intended to compel the recipient to do something they would not do by suggesting, promising or stating that negative consequences would result from the recipient failing to acquiesce or cooperate.

## POLICY AGAINST SEXUAL ASSAULT OF STUDENTS

### POLICY STATEMENT

Hamline University will not tolerate any form of sexual assault or violence, whether committed by a stranger or an acquaintance. Such behavior is a violation of the standards of the community and may be a criminal act under Minnesota Law. This policy is intended to promote a community free of sexual assault, and to offer a process for reporting and addressing violations of the policy.

While recognizing the wide diversity of backgrounds, cultures, religious beliefs, and experiences of the University community, the University holds community members (students, faculty, employees, and staff) responsible for their actions and uses this policy to do so. When an incident of sexual violence occurs, Hamline University will take appropriate action, which may include discipline. This policy applies to violations occurring between Hamline University students on property owned by the University and off-campus, in connection with any University program (whether on or off campus), and applies to academic, extracurricular, athletic, residential and other University programs and activities.

Most incidents of sexual assault reported on college and university campuses involve individuals who are familiar with one another. Prior relationships between individuals involved in claims of sexual assault do not mitigate current complaints. Further, it should be understood that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has a degree of power or authority must understand that the validity of the consent involved may be questioned.

### Sexual Assault Prohibited

Sexual assault is prohibited by Hamline as defined in this policy. In order to determine whether sexual contact constitutes sexual assault, the following criterion should apply:

- Sexual contact is sexual assault if it involves any kind of force, as described in this policy.
- Sexual contact is sexual assault if both parties have not consented to the conduct (as consent is defined in this policy).
- Sexual contact is sexual assault if one party was incapacitated at the time of the sexual contact.

Sexual assault can be committed by persons of any gender against individuals of the same or another gender. Sexual assault can occur between individuals who are or who have been involved in an intimate relationship, a friendship, a prior acquaintanceship, or who are strangers.

Alcohol and drugs often are a factor in campus sexual assaults. The use of alcohol or drugs can incapacitate an individual and create risk. While the use of drugs or alcohol will be considered as a possible cause of incapacitation for the alleged target of a sexual assault, it will not be considered adequate defense or mitigate responsibility for a person who is judged to have committed an act of sexual assault.

## If You Believe You Have Been Sexually Assaulted

### Hospital

It is recommended that the person assaulted receive medical care as soon as possible. Hamline refers sexual assault victims to Regions Hospital in Saint Paul at 640 Jackson Street. Sexual Assault Nurse Examiners (SANEs) are trained as a part of the Sexual Assault Protocol Team Member Agency. You are not required to report a crime through this process, however the staff will assist you if you wish to file a report with police.

### Reporting Sexual Assault

If you believe that you or someone you know has experienced a sexual assault, you may do any of the following:

- Report the matter to the Saint Paul Police Department to commence a criminal investigation (the university will provide support and assistance if you desire help with this process).
- Report the matter to the Office of Safety and Security on-duty area coordinator or to any person in a position of responsibility that you trust to commence an investigation.
- Report the matter to both organizations to commence a campus and criminal investigation.

### What Will Happen When a Report is Received

### If You Report to Police

If a sexual assault is reported to the police, criminal charges may be filed against the alleged assailant following an investigation. The complainant will be interviewed by the police and may be accompanied by an advocate at that time. Criminal charges of sexual assault may result in jail or prison time, parole, restitution, or treatment for those found or pleading guilty through the criminal justice process. Both the complainant and respondent have rights in the criminal process, and complainants should understand that they may be expected to testify and be cross-examined in a trial. If criminal charges are filed in an alleged sexual assault, the university may take immediate action, which may include suspension of the person charged.

### If You Report to Hamline University

### Reporting Only

If sexual assault among students is reported, the university will make every effort to take action that balances the wishes of the complainant with the safety and securityof the community. The complainant may report the sexual assault to a person in authority at the university and state that they do not wish to have the incident investigated. In this case, the report will not be acted upon unless or until the complainant changes his or her mind about pressing charges or unless the university decides that it must act upon the incident in order to protect the safety of the community. At such a time, an investigation will commence through the Office of Safety and Security.

### Mediation

The complainant can report the sexual assault to a person in authority at the university and request mediation. A mediator will be assigned to the report and meet with involved students to assess the willingness to mediate the situation and to ensure that each student agrees to this process. The mediator may refuse to referee any incident deemed inappropriate for mediation, including those involving force.

### Pressing Charges

The complainant can report the sexual assault to a person of authority for judicial action, which will include an investigation and report produced through safety and security. If the investigation finds that there was probable cause for the complaint, a report would be filed through the Hamline student judicial system and the matter taken to a hearing. Students are urged to contact safety and security even if an assault does not involve another student in order to receive advocacy and support in the criminal process.

### What Can You Expect?

The intent of this policy is to create a campus free of sexual violence. The university also is committed to fairness for those involved in these matters.

Both the complainant and the respondent should expect to be informed of their options and choices. To ensure that this occurs, the university will offer both the complainant and any respondents an advocate to assist through the process. Individuals who report sexual assault to campus authorities will be provided with written information detailing those options at the time they make the report, including available counseling. Reports to police will afford individuals notice of their rights under the Minnesota Crime Victim's Bill of Rights.

Respondents to a complaint or those subject of an investigation should expect to be fully informed of the violation that they have been accused of, have the opportunity to respond fully to the allegation, have the opportunity to identify a reasonable number of witnesses or to produce evidence, and to receive appropriate support and assistance through on-campus or off-campus resources. When notified that they are the subject of an investigation into sexual assault, all individuals will be provided with printed expectations.

Complainants and respondents may request special accommodations during the investigation and complaint process. Requests should be made to the Office of the Dean of Students. When it appears that the safety or security of any member of the university community may be jeopardized, the president or his or her designees will take such action as is necessary to assure safety.

## POLICY AGAINST SEXUAL HARASSMENT AMONGST STUDENTS

### POLICY STATEMENT

Hamline prohibits sexual harassment in any form. Sexual harassment of or by employees or faculty members is prohibited under Hamline's discrimination and harassment policy. Under federal law and university policies, students also are protected from sexual harassment interfering with their education. This policy prohibits sexual harassment amongst students.

Seemingly consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned.

### Student-to-Student Sexual Harassment

Student-to-student behavior can rise to a level of sexual harassment when an individual is subjected to severe or pervasive unwelcome words, actions, displays, humor, or electronic material; when this collective activity is sexual in nature or directed at this individual because of gender; and when this activity is offensive to the individual. While a complainant is not obligated to confront the person whose activity is a problem, if the respondent continues the activity in the face of an explicit objection the credibility of the complaint will be strengthened.

Offensiveness alone does not constitute sexual harassment; rather, sexual harassment involves a level of offensiveness and intrusion that substantially interferes with the education of the complainant or creates an environment so hostile that the complainant is at a fundamental disadvantage.

The university makes a distinction between sexual harassment and the free expression of ideas and artistic tastes. The essential importance of free exchange and expression are of essential importance to the university and a standard of reasonableness will guide the university when evaluating claims involving images, displays, or statements.

### Reporting Student to Student Sexual Harassment

If you or someone you know is experiencing conduct that you believe to be student-to-student sexual harassment, you should consider taking direct action by telling the person to stop the conduct and by making a statement that the conduct is offensive or unwelcome to you. If you feel unable to do this, or you have tried unsuccessfully to address the conduct, you can report the conduct to any person in a position of authority at the university. Please be aware that when you report alleged sexual harassment, the university is obligated to investigate the complaint and to take prompt and appropriate action to stop any improper or illegal conduct.

### What Can You Expect?

Individuals reporting sexual harassment should expect the university to first determine whether the alleged conduct falls within the scope of this policy or discrimination and harassment policy. If it falls under the university's discrimination and harassment policy, the complainant will be referred to the proper resources, and provided support for making a complaint under that policy. If the conduct is student-to-student conduct covered under this policy, the complainant should expect that an investigation will be conducted and that if the investigation finds that the conduct violated university policy that action will be taken to stop the conduct and address the individual responsible for the harassment. This could include removing offensive materials, educating the parties responsible, or disciplinary action up to and including expulsion from the university.

If an individual is accused of harassment under this policy, he or she should expect to have the opportunity to fully respond to the complaint, to identify a reasonable number of witnesses, to have evidence considered, and to be told the outcome of the investigation. While it is reasonable for a respondent to expect to have the opportunity to know the complaint against them and to respond to each allegation, the respondent should understand that he or she does not have the right to directly confront the individual making the complaint, and that attempting to do so could be viewed as retaliation or reprisal and in violation of university policies.

The university must investigate these matters regardless of the wishes of the complainant, as it has a responsibility to halt unlawful conduct.

## POLICY AGAINST SEXUALLY INAPPROPRIATE CONDUCT

### POLICY STATEMENT

Association with Hamline carries responsibilities and privileges. Among the responsibilities of our community members is to refrain from interfering with the educational opportunity of others. Sexually inappropriate conduct may not rise to the level of a violation of law, but nevertheless degrades the academic and social environment of a university and can interfere with the learning opportunities of others.

### Reporting Sexually Inappropriate Conduct

If you or someone you know is experiencing or observing conduct that you believe to be sexually inappropriate, you should consider taking direct action by telling the person to stop the conduct and by making a statement that the conduct is offensive or unwelcome to you. If you do not feel that you can do this, or you have unsuccessfully attempted this action, you can report the conduct to any person of authority.

### Complainants have three options when making a report to the university

1. Reporting only: The complainant may report the sexually inappropriate behavior and state that they do not wish to have the incident investigated. In this case, the specific report will not be acted upon unless or until the complainant changes his or her mind about pressing charges or unless Hamline decides that it must act upon the incident in order to protect the safety of the community at which time an investigation will occur through safety and security. The university may also take remedial steps such as education, training, distributing university policies, or other steps, which will not identify the specific complaint and its source.
2. Mediation: The complainant can report the sexually inappropriate conduct to a person in authority and request mediation. A mediator will be assigned to the report and will meet with involved students to ensure that they agree to the process. The mediator may refuse to referee incidents at his or her discretion.
3. Pressing Charges: The complainant can report the sexually inappropriate conduct to any of the above for judicial action, which will include an investigation and report produced through safety and security. If the investigation finds that there was probable cause for the complaint, you can begin a process through Hamline's judicial system that would allow you to file a complaint and take the matter to a hearing.

### What Can You Expect

In some cases, sexually inappropriate conduct is targeted towards an individual. If this is the case, the matter will be treated similarly to a sexual assault matter without the associated criminal investigation. In this case, an investigation may be conducted. The complainant and the respondent will be informed of their options and choices. Both individuals will be provided with information which explains their rights and responsibilities, as well as counseling and advocacy resources available to them.

In other cases, sexually inappropriate conduct is generalized or non-targeted, such as the display of pornographic images or the use of inappropriate language that is not directed at an individual. In this case, the university will examine the appropriate educational/remedial approach prior to considering sanctions against the individual or individuals involved. This approach may be used following or without an investigation.

## PROHIBITION AGAINST REPRISAL

### POLICY STATEMENT

Hamline encourages members of the community who feel that they have been subject to sexual misconduct to seek support and assistance from the university and to make use of this policy. As such, any complainant under this policy is protected from reprisal or retaliation for making such a complaint.

Reprisal can include but is not limited to institutional acts which harm the complainant, badgering or intimidation of a complainant, subjecting the complainant to terms of conditions of their education which are harmful as a result of their having made a complaint, or allowing defamatory statements about the complainant.

Any complainant who believes that they are being subjected to negative consequences for making a complaint should notify a person of authority immediately. Those found to engage in

reprisal towards someone because they have made a good faith complaint of sexual misconduct will be disciplined, up to and including expulsion from the university.

### Confidential Resources to Assist You or a Friend

You may use on- or off-campus resources to help you decide on the best course of action. Only these resources can preserve confidentiality. Use of any other resources, such as an RA or a faculty or staff member will constitute a report to the university.

### On Campus:

Counseling and Health Services Center: 651-523-2204
Religious and Spiritual Life Office: 651-523-2315

### Off Campus:

Sexual Offense Services of Ramsey County:
651-643-3006 (24 hour hotline)
Sexual Offense Services of Ramsey County:
651-643-3022 (business line)
OutFront: 612-822-0127

## RESOURCES

1. Dean of Students 651-523-2421
2. Counseling and Health Services Center 651-523-2204
3. Hamline Safety and Security 651-523-2100
4. School of Law 651-523-2941
5. Chaplain 651-523-2878
6. Residential Life 651-523-2061
7. Safety Escort Service 651-523-2100
8. Ramsey County Sexual Offense Services 651-643-3006
9. Saint Paul Police Department 651-291-1111 (non-emergency line)
10. Regions Hospital Crisis Line 651-254-1000, 640 Jackson, Saint Paul
11. MN Victim Justice Unit 651-291-0211 or 1-800-247-0390
12. Office of Justice Programs 651-201-7300 or 1-888-622-8799

## SEX OFFENDER REGISTRATION

The Federal Campus Sex Crimes Prevention Act provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. The law requires institutions of higher education to issue a statement advising the university community where law enforcement agency information provided by the state concerning registered sex offenders may be obtained. It also requires registered sex offenders to provide notice, to the appropriate state agency, as required under state law, of each state institution of higher education at which the person is employed, carries on a vocation, or is a student.

### This information is available through the following sources:

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Any questions regarding the program may be directed to the Criminal Assessment Program at 888-234-1248 or 651-603-6748. A link to the BCA website can be found on the safety and security website, www.hamline.edu/security

Information regarding registered sex offenders may be obtained through the Saint Paul Police Department (SPPD). The SPPD may be contacted at 651-292-3549.

In addition, information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections at 651-361-7200. An offender locator, for offenders that have the highest risk for re-offense, can be accessed from the Minnesota Department of Corrections website.

A link to the Department of Corrections Predatory Offender Information website can be found on the safety and security website, www.hamline.edu/security

### Education & Training

In an effort to prevent and eliminate sexual violence, Hamline will distribute this policy and provide education and training to every student and faculty and staff member.

## STUDENT HOUSING ANNUAL FIRE SAFETY REPORT

Mandatory supervised residence hall fire drills occur at the beginning of each academic year.

Policies on cooking, portable electrical appliances, smoking and open flames

Cooking is allowed only in kitchen areas in each residence hall or in the kitchens of the apartments.

Permitted appliances for use in student rooms: coffee maker, popcorn popper, and refrigerators using fewer than 419 kwh/year. Microwave ovens are not permitted in residence hall rooms except for those provided by the university. Microwave ovens and other cooking appliances are permitted in university apartments. Appliances must be Underwriter's Laboratory (UL) approved and in good working order.

### Prohibited Appliances and Equipment

The list of equipment not allowed in the residence halls includes, but is not limited to: air conditioners, halogen lamps, water beds, charcoal and gas grills, hot plates, motorbikes, motorcycles, candles, incense, toasters, George Foreman style grills, and microwave ovens which are not the Microfridge unit. Other items which may pose health and safety concerns may be restricted. Holiday decorations must be fire resistant, and no live trees and wreaths or unattended lights are permitted.

### Halogen Lamps, Candles, and Incense

Due to a significant fire hazard, any lamp utilizing a halogen bulb is not allowed in the apartment building, nor is the burning of any candles, presence of candles with burned wicks, or presence of incense, unless for spiritual or religious purposes. Prior approval from the Wesley Center and the Office of Residential Life is required for the burning of candles or incense for spiritual or religious purposes. Candles approved under these guidelines must be under constant vigilance.

### Smoking

Hamline acknowledges and supports the findings of the U.S. Surgeon General that the use of tobacco poses a significant health hazard to smokers and non-smokers alike. Hamline is committed to protecting the health of all who study, work, and live here. It is the university's policy, therefore, to prohibit smoking in any public building and student residences on campus and within 25 feet of any building.

### Fire and Building Evacuation

All residents and their guests are expected to respond appropriately and immediately whenever a fire alarm is sounded or whenever severe weather requires residents to relocate to a designated location. Fire alarm procedures are discussed with students at the first residence hall floor meeting.

### Procedures for fire evacuation

The following evacuation procedures are posted on each residence hall floor:

- check door to make sure it is not hot before entering halls and stairwells
- close doors and windows as you go
- put on shoes and coats
- evacuate all floors, knocking on all doors on the way out
- do not go back to your room
- in case of fire, activate nearest fire alarm pull station if it is safe to do so
- assemble at building meeting location

All residence life staff members will proceed to the appropriate building meeting locations and record student names and room numbers to ensure all students have safely evacuated. Each staff member will have a roster of their building and, if it is safe to do so, bring the roster to the meeting location. No one will be allowed to re-enter any building until the all-clear from safety and security or emergency services personnel.

### Policies for student fire safety education and training programs

All resident students are provided with a policy brochure that states the above policies. Fire evacuation procedures are discussed at the first floor meetings of each semester.

Fire statistics and descriptions of on-campus student housing fire safety and sprinkler systems are included at the end of this report.

## FACULTY / STAFF FIRE SAFETY

Fire safety information is posted on the Hamline University website with annual informational email notices to faculty and staff. Annual fire drills are conducted in academic buildings

Faculty and staff shall take these measures before a drill or emergency:

- Review the evacuation plans.
- Identify the quickest emergency escape route; this will be the primary escape route.
- Identify an alternate route in case the primary route is inaccessible.
- Individuals who are mobility impaired should be especially diligent in pre-planning their escape routes. Disability services can assist with planning.
- Identify the designated "assembly area(s)" where building evacuees can meet and ensure everyone is accounted for.
- Faculty members should review this information with each class.

### When the fire alarm sounds:

- Organize the people in your room / area.
- Count the number of people present.
- Carry a roster of persons present, if possible.
- Advise the group to immediately proceed to the designated assembly area for this building.
- Assist mobility impaired persons in accordance with their individual evacuation plan.
- Evacuate using the nearest safe route.
- With evacuation underway, quickly check the area to make certain that no one is left behind.

- If the closest evacuation route should become blocked, carefully reroute evacuees to another available exit.
- Do not use elevators unless specifically instructed to do so.
- When you reach the designated assembly area, get a complete head count of your group.
- If you discover any persons missing, who may still be in the building, immediately notify the nearest security officer or emergency personnel. Do not re-enter the building.
- Report your building and room number and the number of missing persons to emergency response personnel.
- Keep everyone together and remain in the assembly area unless instructed to leave or assemble elsewhere.
- Re-entry into the building is not permitted unless authorized by security or emergency response personnel.

## CRIME STATISTICS

### Crime Reporting

All faculty and staff members and students should report any criminal activity occurring on campus to the Office of Safety and Security Services. Additionally, all university employees should report crimes and encourage victims or witnesses of a crime to voluntarily report these offenses to the police. The reporting person can request to remain confidential with respect to the law and university policies. Employees aware of sexual violence on campus must report this information in a timely manner to the Office of Safety and Security Services. The Office of Safety and Security Services is the authorized recorder of all criminal activity on campus.

Crimes reported in the hate crimes section manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, gender, or disability as prescribed by the Hate Crime Statistics Act (28 U.S.G. 534).

Information concerning certain categories of crimes, and certain types of arrests is obtained on a regular basis from the Saint Paul and Saint Louis Park Police Departments. Hamline is required to gather this information even if the university does not own the property involved. This information is a matter of public record.

## GEOGRAPHIC DEFINITIONS FOR CRIME STATISTICS

### On-campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

Any building or property that is within or reasonably contiguous to part (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### Residence Halls

Residence halls, apartments or other student houses on-campus.

### Non-campus Buildings or Property

- Any building or property owned or controlled by a student organization officially recognized by the institution; and
- Any building or property 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 frequently used by students, and
  – Is not within the same reasonably contiguous geographic area of the institution.

## PUBLIC PROPERTY

All public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus or immediately adjacent to and accessible from the campus.

## CRIME DEFINITIONS

### Sexual Offenses

**Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly where the victim is incapable of giving consent.
**Non-Forcible:** Includes only incest and statutory rape.

### Robbery

The taking or attempted taking of 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.

### Larceny/Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another

### 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.

### Simple Assault

An unlawful physical attack by one person upon another where the offender displays a weapon and the victim suffers obvious severe or aggravated bodily injury involving broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

### Burglary

The unlawful entry into a structure to commit a felony or theft.

### Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

### Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

### 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, or personal property of another.

### Vandalism

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control, by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

## Crime Statistics

01/01/07-12/31/09

The following chart was prepared by including offenses reported to law enforcement agencies, the Office of Safety and Security Services, and any university official who has significant responsibilities for students and university activities. These statistics are completed and published in accordance with Unified Crime Reporting procedures, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, and the Higher Education Reauthorization Act.

## Student Housing Fire Systems and Fire Statistics

01/01/07-12/31/09

The annual fire safety report on student on-campus housing provides the following information; the number of fires, cause of fires, deaths, injuries, fire-related damage, and the type of fire systems in each building. The following charts were prepared and published in accordance with the Higher Education Reauthorization Act.

CRIMES

| Offense Type | Hamline University On-Campus 2007 Res. | 2007 Public | 2008 Res. | 2008 Public | 2009 Res. | 2009 Public | Non-Campus Building or Property 2007 | 2008 | 2009 | TOTALS 2007 | 2008 | 2009 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Offenses - Forcible | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 1 | 1 |
| Sexual Offenses - Non-forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Burglary | 5 | 0 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 5 | 3 | 2 |
| Motor Vehicle Theft | 0 | 6 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 6 | 0 | 4 |
| Arson | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Liquor Law Violations | | | | | | | | | | | | |
| Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Referrals | 110 | 0 | 75 | 0 | 64 | 0 | 0 | 0 | 0 | 110 | 75 | 64 |
| Drug Law Violations | | | | | | | | | | | | |
| Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Referrals | 21 | 0 | 4 | 0 | 9 | 0 | 0 | 0 | 0 | 21 | 4 | 9 |
| Weapons Law Violations | | | | | | | | | | | | |
| Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Referrals | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

HATE CRIMES

Any of the following criminal offenses committed against a person or property that manifests evidence the victim was intentionally selected because of the offender's bias against a race, gender, religion, ethnicity/national origin, disability, or sexual orientation. Murder/Non-negligent manslaughter / Negligent manslaughter / Sex offenses - Forcible and Non-forcible / Robbery / Larceny or theft / Aggravated assault / Simple assault / Intimidation / Burglary / Motor vehicle theft / Arson / Any other crime involving bodily injury / Property destruction, damage or vandalism.

| Hate Crimes | Hamline University On-Campus 2007 Res. | 2007 Public | 2008 Res. | 2008 Public | 2009 Res. | 2009 Public | Non-Campus Building or Property 2007 | 2008 | 2009 | TOTALS 2007 | 2008 | 2009 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Offenses - Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Offenses - Non-forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny / Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Any Other Crime Involving Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Property Destruction/Damage/Vandalism | 3 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 3 | 2 | 1 |

**Definitions — Res:** Residence halls, apartments, other campus houses. **Public:** All public areas within the campus and public property immediately adjacent to and accessible from the campus. **Non-Campus Building or Property:** Property owned or controlled by a recognized student organization or the University that is not part of the main or branch campus.

## Fire Safety Systems

| Student Residence Halls | Address | 24 hour Fire Alarm Monitoring On Site | Fire Alert Audible Alarms | Fire Alert Strobe Lights | Sprinkler System | Smoke Detection | Fire Doors | Fire Walls | Fire Extinguisher Devices | Evacuation Plans / Placards | Number of Fire Drills |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Apartment-Style Housing | 1470 Englewood | yes | yes | yes | yes | yes | yes | yes | yes | yes | 1 |
| Drew Residence Hall | 1523 Hewitt | yes | yes | yes | no | yes | yes | yes | yes | yes | 1 |
| Manor Residence Hall | 1513 Englewood | yes | yes | yes | no | yes | yes | yes | yes | yes | 1 |
| Osborn Residence Hall | 1481 Englewood | yes | yes | no | no | yes | yes | yes | yes | yes | 1 |
| Peterson Residence Hall | 1475 Englewood | yes | yes | no | no | yes | yes | yes | yes | yes | 1 |
| Schilling Residence Hall | 1485 Englewood | yes | yes | no | no | yes | yes | yes | yes | yes | 1 |
| Sorin Residence Hall | 1535 Englewood | yes | yes | yes | yes | yes | yes | yes | yes | yes | 1 |

| Other Student Housing | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Residence - house | 862 Pascal | no | no | no | no | yes | no | no | yes | yes | |
| Residence - house | 1475 Minnehaha | no | no | no | no | yes | no | no | yes | yes | |
| Residence - house | 1485 Minnehaha | no | no | no | no | yes | no | no | yes | yes | |
| Residence - Duplex | 1515 Minnehaha | no | no | no | no | yes | no | no | yes | yes | |
| Residence - house | 1471 Minnehaha | no | no | no | no | yes | no | no | yes | yes | |
| Residence - house | 737 Asbury | no | no | no | no | yes | no | no | yes | yes | |
| Residence - 4 Plex | 1463 Minnehaha | no | no | no | no | yes | no | no | yes | yes | |
| Residence - house | 1561 Minnehaha | no | no | no | no | yes | no | no | yes | yes | |

**FIRE SAFETY SYSTEM:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire.

**FIRE DRILL:** A supervised practice of a mandatory evacuation of a building for a fire.

## Fire Statistics 2007-2009

| Student Residence Halls | Address | Total Fires in Building | Fire Number | Date | Time | Cause of Fire | Injuries that Required Treatment at a Medical Facility | Number of Deaths Related to the Fire | Value of Property Damage Caused by the Fire | Hamline Case Number |
|---|---|---|---|---|---|---|---|---|---|---|
| Apartment-Style Housing | 1470 Englewood | 1 | 1 | 2-Mar-08 | 1930 hrs | Burned Food in Oven | 0 | 0 | 0 | 85817 |
| Drew Residence Hall | 1523 Hewitt | 4 | 1 | 12-Sep-07 | 0045 hrs | Burned Food in Microwave | 0 | 0 | 0 | 81302 |
| | | | 2 | 29-Jun-08 | 1610 hrs | Burned Food in Oven | 0 | 0 | 0 | 88776 |
| | | | 3 | 15-Dec-08 | 0220 hrs | Burned Food in Oven | 0 | 0 | 0 | 93179 |
| | | | 4 | 31-Dec-09 | 1109 hrs | Burned Food on Stove | 0 | 0 | 0 | 103456 |
| Osborn Residence Hall | 1481 Englewood | 2 | 1 | 5-Jun-07 | 0650 hrs | Burned Food on Stove | 0 | 0 | 0 | 78740 |
| | | | 2 | 30-May-08 | 2110 hrs | Burned Food on Stove | 0 | 0 | 0 | 88080 |
| Peterson Residence Hall | 1475 Englewood | 2 | 1 | 23-Feb-07 | 1555 hrs | Burned Food in Oven | 0 | 0 | 0 | 75255 |
| | | | 2 | 28-Apr-09 | 0217 hrs | Burned Food in Oven | 0 | 0 | 0 | 97445 |
| Manor Residence Hall | 1513 Englewood | 0 | | | | | | | | |
| Schilling Residence Hall | 1485 Englewood | 0 | | | | | | | | |
| Sorin Residence Hall | 1535 Englewood | 0 | | | | | | | | |

### Other Student Housing

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Residence | 862 Pascal | 0 | | | | | | | | |
| Residence | 1475 Minnehaha | 0 | | | | | | | | |
| Residence | 1485 Minnehaha | 0 | | | | | | | | |
| Residence - Duplex | 1515 Minnehaha | 0 | | | | | | | | |
| Residence | 1471 Minnehaha | 0 | | | | | | | | |
| Residence | 737 Asbury | 0 | | | | | | | | |
| Residence - 4 Plex Apartments | 1463 Minnehaha | 0 | | | | | | | | |
| Residence | 1561 Minnehaha | 0 | | | | | | | | |

### Definitions:

**FIRE:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
**CAUSE OF FIRE:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintential action, mechanical failure or act of nature.
**FIRE RELATED INJURY:** Any instance in which any person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire.
**FIRE RELATED DEATH:** Any instance in which any person is killed as a result of a fire, including death resulting from a natural or accidetnal cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within one year of injuries sustained as a result of the fire.

**Office of Safety and Security Services**
128 Drew Hall, MS-C1905
1536 Hewitt Avenue
Saint Paul, MN 55104-1284

**24 hour dispatch**
**651-523-2100**

**www.hamline.edu/security**

Shirleen Hoffman, director
Bruce Mathews, assistant director