

ANNUAL SECURITY & FIRE SAFETY REPORT

Winona State University (WSU) encourages all students and university community members to be fully aware of the safety issues on campus and to take action to prevent and to report illegal and inappropriate activities. Personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, WSU monitors criminal activity, publishes this report, and maintains a three-year statistical history both on campus and at off campus property or facilities owned or rented by WSU or recognized university organizations. The university will distribute a copy of and/or provide access to this report pursuant to Federal Law.

Winona State University has no authority to require the Winona Police Department, Winona County Sheriff's Office, or the Judicial Court to take any action in connection with a reported crime. Winona State University encourages prosecution of all criminal violations through the criminal courts and if appropriate, through the campus conduct process for violations committed on campus by any student.

The University currently has a number of policies and procedures relating to campus security and safety, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

Winona State University also monitors and may handle cases for disciplinary purposes committed by their students at off campus locations.

CRIME REPORTING

Winona State University Security is located on the main floor of Sheehan Hall, 264 W. Mark Street, Winona State University, Winona, MN 55987, and phone 507-457-5555. Campus Security is the official record for all criminal reports made on campus. Students, university employees and visitors are encouraged to immediately report any and all criminal activity to Campus Security or the Winona Police Department, 201 W. 3rd Street, Winona, MN 55987, phone 507-457-6368 (emergency from on campus - 911). In appropriate cases, reports will also be shared with the Campus Conduct Officer. Campus Security will assist the Winona Police Department with investigations when requested. Winona State University Security is staffed 24/7.

Winona State University Security works closely with the Winona Police Department, Winona County Sheriff's Department, and State and Federal agencies to track and respond to criminal activity on campus. Criminal reports and any statement relating to these reports that are made to Campus Security will be forwarded to the Winona Police Department when necessary and required by law.

Winona State University Security maintains a daily log that lists the identifying report number, initial classification, date, time, general location and if known, the disposition of each criminal report within two business days of being received. This information may be delayed in being placed on the daily log in cases where such disclosure is prohibited by the Minnesota Data Privacy Act or where such disclosure may jeopardize the confidentiality of the victim.

When alleged perpetrators are identified as students, the case may be forwarded to the University Conduct Officer for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently and at the same time as the campus judicial process.

All allegations will be investigated, if feasible. If the Winona Police Department concludes that the allegations reported are not substantiated by the facts or the law, no campus crime need be disclosed as a statistic (Federal Register, April 29, 1994).

Reports will be classified by the appropriate law enforcement agency according to the FBI Uniform Crime Report Definitions. Winona State University Security will assist the Winona Police Department in any investigation as may be requested.

Winona State University monitors and records student criminal activity at both on and off campus locations of student organizations recognized by the university, including student organizations with off campus housing facilities.

The university normally requires a written complaint and the assistance of the complainant in the disciplinary process, unless the university determines that there is a clear danger to the victim and/or the university community.

Individuals reporting criminal complaints to Campus Security who wish to file a complaint with the Winona Police Department will be provided with assistance from Campus Security upon request. The Director of Security will serve as the primary liaison between Campus Security and all law enforcement agencies.

Criminal reports can also be made to the Dean of Students, Hall Directors, Vice-President of Student Life & Development and Conduct Office among others listed within this report.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

Obtain a description of the offender(s), including sex, age, race, hair, clothing and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by the offenders or vehicles and report those to Campus Security or the police. Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. Keep in mind the following when attempting to recall suspects:

- Gender
- Approximate age
- Height
- Weight/build
- Description of face including eye color, hair color and hair style
- Dress/clothing
- Facial hair
- Glasses
- Distinguishing marks including scars and tattoos and distinguishing gait
- Voice

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

All employees, faculty or staff who become aware of an allegation in violation of University policy, student code of conduct, or civil or criminal law should report the allegation to their supervisor and Campus Security. The following people (but not limited to) with "significant responsibility" for student and campus activities must report potential criminal activity of which they are aware to Campus Security:

CAMPUS SECURITY AUTHORITY – Those individuals who are identified as Campus Security Authorities are mandated to report to Winona State University Security those crimes falling within the Campus Security Act. Campus Security Authorities includes (but not limited to) the following categories of individuals at a college or university and others who have a “significant responsibility for student and campus activities:”

- Campus Law Enforcement (Security) and Public Safety
- Resident Assistants, Resident Directors, and Community Directors
- Dean of Students Office (Leaders in Student Affairs and Housing)
- Athletic Directors and Coaches (including Assistant Ads and Assistant Coaches)
- Faculty or Staff Advisors to Student Organizations on Campus
- Access Monitors
- Contract Security Officers and Event Security Officers
- Staff & Faculty in Student Activities Office (handling extracurricular activities)
- Administrators at Branch/Satellite/Separate Campuses
- Study Abroad Coordinators
- Title IX Coordinator
- Director of Student Health Center

These individuals should not attempt to investigate, but should instead report and allow Campus Security to investigate. All persons in the WSU community are encouraged to assist in the reporting of alleged criminal activity by contacting Campus Security and/or the Winona Police Department, as well as providing assistance in making the report.

Licensed and pastoral counselors are exempt from these reporting procedures. The University does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies when appropriate.

According to the Federal Register, "the function of these administrators (significant responsibility) is not to determine whether a crime took place. That is the function of the law enforcement professionals working within the criminal justice system, but with respect to these regulations to report the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police."

Failure to report criminal activity to Campus Security in a timely manner may result in disciplinary action by the University. University employees and students, who are not members of the Campus Security staff, are encouraged to assist anyone reporting alleged criminal activity in contacting Campus Security and/or the Winona Police Department in order to file a criminal report.

Winona State University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is alleged perpetrator of the crime or offense.

Crimes may also be reported to the following individuals and/or organizations:

Winona State University Security	507-457-5555	Sheehan Hall
Conduct Officer	507-457-5300	Kryzsko Commons
Dean of Students	507-457-5300	Kryzsko Commons
Director of Housing	507-457-5311	Kryzsko Commons
VP Student Life & Development	507-457-5300	Kryzsko Commons
Winona Police Department	507-457-6368	201 W. 3 rd Street, Winona
Director of Security	507-457-5555	Sheehan Hall

CRIME PREVENTION/EDUCATIONAL PROGRAMMING

Winona State University provides a variety of crime prevention programs and services including: escort service, 24 hour patrols, Operation Identification, surveillance cameras, Crime Stoppers, crime prevention brochures, sexual assault awareness seminars, etc. For more information concerning crime prevention programs/services visit Winona State University Security's web site at www.winona.msus.edu/security or contact the Director of Security at 457-5555.

Winona State University Security provides assistance in presenting programs on campus safety and security. Campus Security develops and will present educational programs in the areas of crime prevention, sexual assault awareness, self-defense, annoying phone calls, personal safety, etc. Campus Security has available brochures, flyers, pamphlets, movies, videos, and posters concerning various safety and security issues.

The Winona State University Health Services and Counseling Center provide staff to aid students in coping with a variety of issues including sexual assault awareness, personal safety, alcohol and drug abuse.

Winona State University Security staff is available to assist you in protecting yourself by providing vehicle, and foot, patrols, safety and security programs, and various safety and security posters and brochures. However, you can help protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Numerous safety programs can be found on Winona State University Security's Home Page. Members of the campus community who would like to arrange crime prevention, safety and/or any security related seminar may do so by contacting the Director of Security at dwalski@winona.edu. Safety presentations are also available to student and parents during orientation and other specified times throughout the year.

CRIME PREVENTION RECOMMENDATIONS

Protect your room or apartment. Lock your door even if you are only going out for a short time or only going a short distance. It only takes seconds to walk into an open room and steal valuables.

Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.

Do not prop open locked exterior building doors. These doors are locked for your protection and protection of other residents.

Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the building.

Do not loan your keys to anyone, even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access to your possessions.

Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.

Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.

PROTECT YOUR PROPERTY

Participate in Operation Identification by engraving your Operation Identification number on your valuables. Winona State University Security will loan engraving equipment to you and assist in marking your property.

Personal property (purses, briefcases, calculators, computers, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom, residence hall, or any other unsecured location.

Lock your door whenever you leave your room or office.

Protect all valuables in your room or office. Do not leave valuables in plain view.

Take valuables home with you during vacations.

You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.

If possible, park your bike where you can keep an eye on it. Always lock your bike. There are several good anti-theft devices available. Casehardened heavy locks and chains afford the best protection.

PROTECT YOUR AUTOMOBILE

Always lock your car doors and never leave your keys in the vehicle.

Try to park your car in a well-lit area.

Avoid leaving property where it is visible.

Call for an escort (457-5555).

If you arrive at Winona State University late at night, you should drive to Security and request an escort. They will escort you to a parking area and then escort you to your residence hall.

PROTECT YOURSELF AT NIGHT

Avoid walking alone at night.

Refrain from taking shortcuts, and walk where there is plenty of light and traffic.

Walk with a friend.

PROTECT YOURSELF WALKING AND JOGGING

Avoid walking and jogging alone after dark. If you travel alone at night use the WSU Escort Service (457-5555) to escort you to your on campus destination (or within a four block radius of campus).

Walk along well-lit routes.

Be alert to your surroundings. If you suspect you are being followed, run in a different direction, or to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.

Have your keys ready when returning to your residence hall or apartment, and keep your personal valuables concealed and close to your body.

HELP US PROTECT YOU

Watch for suspicious persons in and around the University buildings and parking lots. Do not pursue them. Call Campus Security immediately. Call Campus Security if you should enter your room and find a stranger, regardless of the "cover story" supplied.

If you see any suspicious activity or people on or near campus, call WSU Security (457-5555) or the Winona Police Department 911. Do not assume that what you observe is an innocent activity or that it has already been reported.

Do not assume the person is a visitor or a university staff member that you haven't seen before.

Suspicious people may be loitering about at unusual hours and locations or running, especially if something of value is being carried. Persons may be under the influence of drugs or need medical or psychiatric assistance. If you spot someone carrying property that may be suspicious or going room to room trying door handles, report it to Campus Security immediately. Door-to-door soliciting is not permitted in the University residence halls. Violations of this rule should be reported to your Hall Director immediately.

Immediately report all thefts and property loss to Campus Security.

SECURITY CONSIDERATIONS OF CAMPUS FACILITIES

The WSU campus is for the use of students, faculty, staff, and their guests, and those on official business with Winona State University.

Access to campus buildings is limited to normal business hours.

Students, faculty, staff, and visitors are encouraged to report needed repairs to the Facilities Services for all academic and residence halls.

ANNUAL SECURITY REPORT POLICY

Winona State University Security prepares an Annual Report that complies with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The Campus Security Report includes criminal reports made to Campus Security and/or the Winona Police Department. The Report includes crimes that were reported to have taken place on campus, facilities owned or rented by the University, public property, and non-campus property as defined in the Jeanne Cleary Disclosure Act. The report is prepared in cooperation with local law enforcement, Housing and Residence Life, and Office of Student Life & Development. Each entity provides updated information on their educational efforts and programs as required reported crime will also be identified by location of occurrence.

Crimes that are included within this report include: Murder & Non-negligent Manslaughter, Negligent Manslaughter, Aggravated Assault, Burglary, Robbery, Motor Vehicle Theft, Arson, Sexual Assault to include Forcible Sodomy, Sexual Assault with an object, Forcible Fondling, Non-Forcible Sex Offences (Incest & Statutory Rape), Domestic Assault, Dating Violence, Stalking, Alcohol Offenses Arrests, Drug Arrests, Weapons Arrests, Disciplinary referrals for alcohol, drug and weapons violations, and Bias Motivated Crimes

Winona State University will report if any of the above criminal reports are also hate crimes. These reports shall be classified according to category of prejudice including race, gender, religion, sexual orientation, ethnicity or disability.

WSU reports the number of arrests on campus to the extent that the university is able to obtain such information from the Winona Police Department and the Winona County Sheriff's Department.

Crime Classification: The Director of Security serves as the primary liaison concerning campus safety, criminal activity, and security services with all law enforcement agencies. The Director shall defer to local law enforcement professionals and/or legal professionals regarding the appropriate crime classification of incidents taking place on campus or other required reporting areas. WSU also follows the FBI Uniform Crime Report "hierarchy rule". In reports with multiple alleged crimes, only the most serious will be listed.

Annual Report Distribution: Winona State University will distribute a copy of the Campus Security Act or provide the web site to all students, faculty, staff, and employees by October 1st via Winona State University email. You may contact the Director of Security at dwalski@winona.edu for a copy of the report at no cost.

WEAPONS POLICY

No student shall carry or possess any prohibited weapons on or about his or her person whether visible or concealed in or on Winona State University owned or leased buildings, grounds, and other facilities, with the exception of firearms possessed or carried in parking areas. No employee acting within the scope of their employment and employees of organizations utilizing University facilities, shall carry or possess any prohibited weapon on or about his or her person whether visible or concealed in or on Winona State University owned or leased buildings, grounds, and other facilities with the exception of firearms possessed or carried in parking areas. No other individual shall carry or possess any prohibited weapon, except firearms, on or about his or her person whether visible or concealed in or on Winona State University owned or leased buildings, grounds, and other facilities. No vehicle owned, leased, or otherwise under the control of the University shall be used to store or carry a firearm.

DEFINITIONS

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, and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Student Residences: a subset of "On Campus" crimes which includes only those crimes that were reported to have occurred in residence halls or other residential facilities.

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

Public Property: (1) all public property, including Winona streets, sidewalks, and parking facilities, that is within the outer perimeter surrounding all property and buildings on the campus of the institution that are adjacent to one another; (2) any sidewalk, street or parking facility immediately adjacent to any property or building on the

outer perimeter described in clause (1); and (3) any street, sidewalk or parking facility immediately adjacent to any facility or property within the same reasonably contiguous geographic area that is outside the perimeter described in clause (1) and is used by the institution in direct support of, or in a manner related to the institution's educational purpose.

A Business Day: is defined as Monday through Friday, excluding any day when the institution is closed.

Referred For Campus Disciplinary Action: Written referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of sanctions.

Campus Security Authority: (1) A police or campus security department maintained by an institution. (2) An individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. (3) An official of an institution who has significant responsibility for student campus activities, including, but not limited to, student housing, activities, student discipline and campus judicial proceedings.

Professional Counselor: An employee of an institution whose primary responsibility is providing psychological counseling to members of the institutions community and who is functioning within the scope of his or her license or certification.

CAMPUS CRIME TIMELY WARNING

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 Winona State University Security will provide notice of acts that could pose as a possible threat that reportedly occurred on or near the campus of Winona State University. Until the investigation of the specific act has been concluded, it can be assumed that conditions continue to exist that may pose a threat to members and guests of the community. If the Director of Security or designee determines that a crime or series of crimes pose a continuing threat or danger to the university community, the university will publish a warning to the campus community.

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public related incidents to Winona State University Security in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics. In the event of a serious incident which may pose an on-going threat to members of the Winona State University community a Safety and Security Alert is sent to all students and employees on campus. The alerts are generally written and distributed to the university community by the Director of Security or a designee.

Alerts and updates to the Winona State University community about any particular case may be distributed via email, text message, and/or posted on campus websites Safety and Security Alert posters may also be posted by WSU Security in campus buildings when deemed necessary.

POLICY REGARDING SEXUAL ASSAULT PROGRAMS AND PROCEDURES

Winona State University follows the Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure.

Part 1. Policy Statement. Sexual violence, domestic and dating violence, and stalking are an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Winona State University. Winona State University is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also

constitute violations of criminal or civil law, or other Winona State University policies that may require separate proceedings. To further its commitment against sexual violence, Winona State University provides reporting options, an investigative and disciplinary process, and prevention training as appropriate.

Application of policy to students, employees and others. This policy applies to Winona State University students and employees and to others, as appropriate, where incidents of sexual violence on Winona State University property have been reported.

Reports of sexual violence committed by a student at a location other than on Winona State University property are also covered by this policy. Reports of sexual violence committed by a Winona State University employee at a location other than Winona State University property are covered by this policy.

Reports of sexual violence committed on Winona State University property by individuals who are not students or employees are subject to appropriate actions by Winona State University, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Minnesota State Colleges and Universities Board Policy 1B.1

Part 2. Definitions

Subpart A. Sexual Violence. Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

Subpart B. Sexual assault. “Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Winona State University student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

- Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
- Involvement in any sexual act when the victim is unable to give consent.
- Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breasts).
- Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C, Dating and relationship violence. Dating and relationship violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

Subpart D, Domestic Violence. “includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction receiving

grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Subpart E. Stalking. Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

Subpart F. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply on going future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Subpart G. Non-forcible sex acts. Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Subpart H. Winona State University property. "Winona State University property" means the facilities and land owned, leased, or under the primary control of Winona State University.

Subpart. I Employee. "Employee" means any individual employed by Winona State University, including student workers.

Subpart J. Student. The term "student" includes all persons who:

- Are enrolled in one or more courses, either credit or non-credit, through a college or university.
- Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
- Are not officially enrolled for a particular term but who have a continuing relationship with the university; or
- Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
- Are not university employees and are not enrolled in the institution but live in a university residence hall.

Education and Resources

Training offered by Winona State University includes areas involving stalking, sexual harassment, sexual and domestic violence. Additional training involving four aspects of Bystander Training in sexual assault, stalking/harassment, domestic violence and intimate partner violence will be offered. Speakers will also be utilized by Winona State University to discuss topics involving this topic. Members of the Residence Life and Security staff are provided training on a yearly basis along with other educational opportunities.

Winona State University educates the campus community about sexual assaults, relationship and dating violence, and stalking through presentations during new student orientation and various college-wide presentations given through the course of the academic year. Investigators and Decision-Makers receive annual training. Informational brochures regarding sexual violence are available through the University Campus Security Office,

Counseling Office and Affirmative Action. Campus Security also conducts security patrols of the campus and provides escorts.

IF YOU ARE THE VICTIM OF A SEXUAL ASSAULT

1. Go to a safe place.
2. If you are on campus contact Winona State University Security (507-457-5555) or the Winona Police Department (911)
3. Timely and prompt reporting of a sexual assault within 72 hours is critical in preserving evidence important in proving a criminal case against the assailant. Do not bathe, douche, use the toilet, or change clothing.
4. If you have been the victim of a sexual assault, you should seek medical attention immediately regardless of whether you report the matter to the police. Victims can seek medical attention at Winona State University's Health Services or the Community Memorial Hospital.
5. You may file a police report with the appropriate law enforcement agency. For on campus incidents contact Winona State University Security at 507-457-5555.
6. If you would like assistance in filing a police report Winona State University Security can assist you.
7. Winona State University has counselors available in Integrated Wellness Complex (room 222), phone number 507-457-5330. The Director of Security for Winona State University – Sheehan Hall (507-457-5555) can also provide information on additional resources. For those wishing off campus services the Women's Resource Center may be contacted at 507-452-4440 (77 East Fifty Street, Winona, MN 55987).
8. In order to reduce contact between the victim and the alleged assailant, Winona State University will, at the request of the survivor, attempt to provide a change in classes, academic schedules, residence hall rooms, transportation or working arrangements as applicable and take other appropriate remedial measures. Winona State University will provide written notice to victims of these options. These options are available to victims regardless of whether the victim chooses to report the crime to law enforcement or campus authorities.
9. You have the right to petition for an Order for Protection (OFP) or a harassment Restraining Order (HRO), the Winona Police Department has information available on how to file for and request an OFP or HRO as well as the Women's Resource Center (Winona, MN). Winona State University may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.
10. You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violence crime. You may also visit <https://dps.mn.gov> for additional information.
11. Winona State University will provide written notification to the victim of physical, healthy, mental health, victim advocacy, legal assistance and other support services available on campus and in the community as noted above as well as written explanation of his or her rights and options under Winona State University's Sexual Violence Policy.

Procedures for Campus Disciplinary Action for Sex Offenses:

Victims of sexual assault or those witnessing any type of sexual violence or relationship violence are strongly encouraged to report the incident to Winona State University Security, Winona Police Department, Affirmative Action Officer or others mentioned in this section. Winona State University Security is the office of official record for reports of sexual assault, as it is in all reported law violations. A report with Winona State University Security can ensure that proper steps are taken to ensure the safety of the survivor as well as the safety of the campus community as a whole. Filing a report with Winona State University Security can also initiate the Universities disciplinary process, and is an option for any person wishing to report a case of misconduct.

Winona State University will normally not take any disciplinary action against a member of the campus community without a complaint and the assistance of the complainant in the disciplinary process, unless the University determines there is a danger to the victim or the Winona State University community.

Because of laws concerning government data contained in the Minnesota Government Data Practices Act, Winona State University cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged or confidential communications with license health care professionals or similar professionals.

In order for Winona State University to proceed with an investigation a complaint (whether by the victim or a third party) must be filed with the Affirmative Action Office. Reports made to Winona State University Security will be forwarded to the appropriate office at the University. After receiving a report/complaint, the Affirmative Action Office, who must receive annual investigatory training, shall take the steps listed below to insure a prompt, fair, and impartial process following Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure.

1. Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings. Both the complainant and respondent are allowed to have an advisor accompany them through the process. The advisor, however, will not normally be allowed to participate in questioning involving a student;
2. Investigate the complaint without identifying the complainant if, in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint;
3. The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered;
4. Inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;
5. Create, gather and maintain investigative documentation as appropriate;
6. Disclose appropriate information to others only on a need to know basis consistent with state and federal law; and provide a data privacy notice (Tennessen warning) in accordance with state law;
7. Inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint;
8. Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by the decision-maker;
9. Take additional investigative measures as requested by the decision-maker;

10. Provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
11. Notify both the victim and the accused party in writing of the outcome of the investigation;
12. Provide the investigation report to the complaint or respondent upon request unless the information is protected under state or federal law.

Winona State University will complete an investigation and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. Winona State University will notify the complainant and respondent if the written response is not expected to be issued within the 60 day period.

The complainant and the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

Winona State University uses a preponderance of the evidence standard of evidence in determining violations of its Sexual Violence Policy.

Students who are found to have violated the Sexual Violence policy could face sanctions up to and including suspension or expulsion from Winona State University. Employees found to violate the policy may be disciplined up to and including termination.

During and upon completion of the complaint process, the complaint file shall be placed in a secure location (Affirmative Action Office). Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

REPORTING INCIDENTS OF SEXUAL VIOLENCE

Prompt reporting encouraged - Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, and Minnesota State Colleges and Universities campus security authorities for appropriate action.

Assistance in reporting - When informed of an alleged incident of sexual violence, all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services and campus security authorities.

Relationship to parallel proceedings - In general, Minnesota State Colleges and Universities investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is on-going. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for Minnesota State Colleges and Universities procedures.

False statements prohibited. Minnesota State Colleges and Universities takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant.

Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

Withdrawn complaint - If a complainant no longer desires to pursue a complaint through the college or university's proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

Minnesota State Colleges and Universities discretion to pursue certain allegations - Minnesota State Colleges and Universities reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college or university.

Minnesota State Colleges and Universities discretion to deal with policy violations disclosed in investigation - Minnesota State Colleges and Universities reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances college or university administrators may choose to deal with violations of Minnesota State Colleges and Universities policy in a manner other than disciplinary action.

Procedure for employees, students and individuals who are both an employee and student - Employees. If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted pursuant to the procedures outlined in Board Procedure 1.B.1.1 except that use of the optional "Personal Resolution" described in Part 3. Subpart B. should not be encouraged in dealing with allegations of sexual violence due to the seriousness of the conduct.

Reports can be filed with the following agencies/individuals at Winona State University (Winona & Rochester Campus) regarding sexual assaults, stalking, harassment, dating violence and other related incidents:

Affirmative Action Office	202B, Somsen Hall, Winona	lmikl@winona.edu	507-457-2766
Director of Security	Sheehan Hall, Winona	dwalski@winona.edu	507-457-5555
RCTC Security	RCTC ET 201	Andrew.hamann@rctc.edu	507-285-7262
Dean of Students	Kryzsko Commons – Winona	kjohnson@winona.edu	507-457-5300
Student Services (RCTC)	RCTC SS 130	cjgrabau@winona.edu	507-535-3976
Student Services (RCTC)	RCTC SS 125	kziegler@winona.edu	507-285-7157
Asst. Director of Security	Sheehan Hall, Winona	sdbestul@winona.edu	507-457-5555
Conduct Officer	Kryzsko Commons, Winona	akromminga@winona.edu	507-457-5300

SEXUAL VIOLENCE PREVENTION AND EDUCATION

Campus-wide training - Colleges, universities, and the Office of the Chancellor must include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents. Education shall emphasize the importance of preserving evidence for proof of a criminal offense. Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

Training for individuals charged with decision making authority - Each college, university and the Office of the Chancellor shall provide appropriate training and other resources to individuals charged with decision making

responsibilities under applicable procedures in order to facilitate a fair, respectful and confidential procedure on allegations of sexual violence in accordance with this and other applicable policies, procedures and laws.

Maintenance of report/complaint procedure documentation - Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

Relevant policies for Minnesota State Colleges & Universities can be viewed in the entirety at the following locations.

- Minnesota State Colleges and University's Sexual Violence Policy can be found at the following web site: <http://www.mnscu.edu/board/policy/1b03.html>
- Minnesota State Colleges and University's Sexual Violence Procedures can be found at the following web site: <http://www.mnscu.edu/board/procedure/1b03p1.html>
- Minnesota State Colleges and University's Report/Complaint of Discrimination/Harassment Investigation and Resolution can be found at the following web site: <http://www.mnscu.edu/board/procedure/1b01p1.html>

CONFIDENTIALITY

In cases involving allegations of sexual assault, domestic violence, dating violence and/or stalking. Complainants may request that their names be kept confidential during an initial consultation or the university's investigation. The Title IX Coordinator will decide whether to accommodate such requests, but will inform the Complainant that doing so will not be possible if, in the judgment of the Title IX Coordinator and under the particular circumstances involved, it would prevent the university from providing a safe and nondiscriminatory environment for the complainant and other members of the campus community. In such cases the Title IX Coordinator will notify the complainant before disclosing his or her name to the respondent or other persons. Complainants may renew requests for confidentiality during formal hearing on their complaints, but in such cases will be told that the university's ability to proceed with hearings may be limited as a result.

DISCLOSURE TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSE

Winona State University will upon written request, disclose to the alleged victim of a crime of violence, or a nonforcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Winona State University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

ALCOHOL POLICY

Introduction

This policy addresses not only the act of drinking but also the second-hand effects of alcohol. It is the hope of the University that if a student decides to use alcohol that they will do so responsibly, respecting themselves, their community, the law, and campus property.

Regulations On-Campus

The possession, use, or distribution of alcohol on all Winona State University property (including buildings, grounds and vehicles) is expressly prohibited in accordance with Minnesota State College and University guidelines (regardless of age). To consistently ensure compliance with these regulations, alcohol beverage **containers** (both empty and full) are not allowed on campus. Examples include, but are not limited to: cans, bottles, kegs, and party balls, etc.

Public intoxication is not acceptable as it frequently is coupled with community disruption and violation of other conduct expectations (refer to WSU Student Conduct Policy & Code of Conduct) such as (but not limited to): disorderly conduct (#15); physical, psychological abuse or harassment of any person (#5); theft and/or damage to University property (#6); conduct which threatens or endangers the health or safety of any person (#8).

Local, State & Federal Laws:

WSU may take disciplinary action against students for off-campus behavior, following the procedures of the code of conduct (per MnSCU Board of Trustees Policy 3.1 part 10).

- It is illegal for any person under the age of 21 to possess or attempt to purchase any alcoholic beverage.
- It is illegal for any person to sell, barter, furnish, or give alcoholic beverages to a person under age 21.
- It is illegal for any person under the age of 21 to enter a licensed premise for the purpose of purchasing or being served any alcoholic beverage.
- It is illegal for any person to misrepresent their age through false documents or to lend their identification to someone for the purpose of purchasing or using alcoholic beverages.
- It is illegal for any person under the age of 21 to drive with any amount of alcohol in their system.

Sanctions:

For on-campus possession of alcohol, the alcohol will be disposed of by the individual in possession of the alcohol or by a staff member in the presence of the individual. **Note: All individuals present in a room that contains alcohol may be found in violation of the alcohol policy regardless of participation.**

The student will receive written notice of the violation. They will meet with either the Residence Hall Director (if the violation occurred in the residence hall) or meet with the University Conduct Officer. During this meeting the student will be provided a copy of this policy and sanctions imposed for violation of the alcohol policy. Sanctions imposed may be, but are not limited to: participation in Alcohol 101 (CD-Rom program and/or group session with the health educator); community service hours; discipline and/or housing probation; loss of housing contract and/or other privileges or services; suspension from the University or expulsion. Students wishing to appeal a disciplinary decision may do so by filing a request in writing with the VP for Student Affairs. To view the appeals processes please go to WSU Student Conduct Policy.

WSU will not tolerate the use or sale of drugs and/or drug paraphernalia by students and their guests. The possession, use, distribution or sale of marijuana, hallucinogens, narcotics, un-prescribed amphetamines or barbiturates is prohibited. Any sale or sharing of prescription drugs is prohibited.

State and Federal Laws

The manufacture, possession, use, distribution or sale of cocaine (powered cocaine and crack), narcotics, hallucinogens, marijuana, and the various individual drugs in these categories are illegal by Minnesota and Federal Law based on the Controlled Substances Act. The varying degrees of drug crimes and their sentencing guidelines can be found in the pamphlet **A Matter of Facts** which is located in Health Services. In addition to prosecution of drug possession and sale crimes individuals can be charged with; a) failure to purchase drug tax stamps; b) money laundering; c) racketeering; d) forfeiture of real and personal property; e) denial of federal benefits.

Sanctions

Students who are found in violation of this policy will; a) have the drugs and/or paraphernalia confiscated by residence life staff or security; b) be referred to the housing director or the judicial conduct officer and may face immediate housing contract termination and eviction from the residence halls; c) face the possibility of legal action as local law enforcement may be notified; d) be required to meet with WSU's Health Educator. In addition, students found guilty of illegal drug use may lose their federal financial aid.

Resources Available and Educational Initiatives

Assistance and information are available on campus at Health Service (Integrated Wellness Complex) and/or the Counseling Center (Integrated Wellness Complex). Off campus resources include Winona Community Memorial Hospital, Hiawatha Mental Health Center, or First Call for Help – 1-800-362-8255.

Information about the health risks associated with the use and abuse of alcohol and other drugs can be obtained at Health Service or through the Health Educator. In addition, WSU offers programs to students during New Student Orientation, in Residence Halls, and through classroom presentations.

Health Risks

Depressants - Alcohol is the most widely used depressant, but this category also includes barbiturates, tranquilizers, and methaqualone. These drugs act as a central nervous system depressant and cause slowed reaction time, impaired coordination, slurred speech, and impaired decision making. These drugs are addictive and abuse may result in overdose with coma and death as possible consequences.

Stimulants - Cocaine, diet pills, amphetamines, and ecstasy. These drugs stimulate the central nervous system, cause excitation, and increase pulse, respiration and blood pressure. Abuse can lead to malnutrition, extreme agitation, convulsions and possible death.

Marijuana - THC is the psychoactive chemical in this plant. It can cause increased heart and pulse rate, increased appetite, an altered sense of time, impaired memory and decreased concentration, reaction time and coordination.

Hallucinogens - This classification of psychoactive drugs include LSD, Psilocybin, peyote, PCP, and other amphetamine based derivatives. Use of these drugs can create visual hallucinations, altered perception of one's own body, agitation, paranoia, and hyperactivity.

Narcotics - These drugs are primarily pain relievers such as codeine, morphine, darvon, heroin, demerol and percodan. Use of these drugs produce euphoria, drowsiness, slowed respiration, clammy skin, nausea, and possibly death.

Solvents/Inhalants - These are toxic chemicals that are found in common household and industrial products and can be abused through the use of inhaling the fumes. This activity brings about a feeling of lightheadedness, euphoria, loss of appetite, forgetfulness, headache, nausea, flush, dizziness and possibly death by heart or respiratory failure.

Predatory/date rape/club drugs - Drugs used for this purpose are typically central nervous system depressants such as rohypnol, ketamine, and GHB. These drugs can cause muscle relaxation, loss of consciousness and blackouts.

BUILDING ACCESS & MAINTENANCE

During business hours the (excluding certain housing facilities) will be open to students, parents employees, contractors, guests, faculty and staff. During non-business hours access to all University facilities is by key or access card, if issued, or by admittance of University Security (with prior approval). During non-business hours and extended closings, the University will admit only those with prior approval to facilities and/or Winona State University Security. Security will not open any building, office, classroom or other location that is normally locked during non-business hours unless approval is first received by an authorized person. Emergencies may necessitate changes or alterations to any established schedule.

Winona State University campus is for the use of the faculty, students, staff, their escorted guests and those on official business with the university. Visitors are reminded that access to campus buildings is limited to normal business hours.

Students, faculty, staff, and visitors are encouraged to report needed repairs to the Winona State University Physical Plant. Needed repairs in the Residence Halls may also be reported to the Winona State University Housing Office.

The following guidelines are designed to provide maximum security and protection for all concerned, and still provide convenient access to buildings. Keys are issued to authorized faculty, staff, and students only. Exterior building doors should not be propped open when the doors are locked. Building evacuation is mandatory for all fire alarms.

Individual academic buildings are normally open from 7:00 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal hours should have a university I.D. in their possession and present it when requested.

On-Campus telephones (Courtesy Phones) are located throughout the university for emergency calls to Campus Security. These telephones are also capable of calling 911. Students are also encouraged to use these phones to facilitate the notification of friends and others to ensure their respective safety.

Problems related to people in buildings after hours should be reported to Winona State University Security (457-5555) immediately. All non-residents of the residence halls shall be escorted between the hours of 11:00 p.m. and 4:00 a.m. Residents who lock themselves out of the rooms should contact their respective residence hall desk.

CAMPUS SECURITY ACT: WINONA STATE UNIVERSITY - ROCHESTER CAMPUS

Winona State University recognizes that providing the safest environment possible is an integral element of the University's educational mission and annually publishes a Campus Security Report that is available to everyone. This report provides statements of policy for a broad range of safety and security programs including crime prevention programs including crime prevention and reporting, personal safety, community relations, environmental safety, enforcement authority and response, and a 3-year statistical review of designated crimes on campus. A printed copy of this report (Winona State University - Rochester Campus) may be obtained, at no charge from Winona State University Security, office: Sheehan Hall, 264 W. Mark St., Winona State University, Winona, MN 55987, phone number 507-457-5555.

STUDENT CONDUCT

Winona State University is an academic community committed to providing an environment of learning. As such it has a vested interest in both the safety and well-being of members of the University community, and for the promotion and protection of the educational mission of the University.

The purpose of the Student Citizenship Standards is to provide an educational experience through which students learn to understand, accept, and promote attitudes conducive to responsive involvement; to provide a system by which students are held accountable for actions which violate University standards; and to protect the due process rights of students charged with violating these standards. It is necessary for the University to establish and enforce citizenship standards for the following reasons:

1. The University has a primary concern with matters which can affect academic achievement and integrity.
2. The University has a concern with conduct that interferes with the rights of others.
3. The University has a responsibility to investigate conduct which threatens the health and safety of members of the University community.
4. The University has an obligation to protect its property and the property of the community members from theft, damage, or misuse.
5. The University has a commitment to enforce its contractual agreements.
6. The University has an obligation to support the laws of the city, state, and federal government.

All students are expected to comply with the Student Citizenship Standards. Consequences for failing to comply could result in sanctions from the University. Flagrant or repeated violations of the conduct standards could result in suspension or expulsion from the University.

The "WSU Student Conduct Policy" can be viewed in its entirety at
www.winona.edu/studentaffairs/conduct_policy.htm

CAMPUS SEX CRIMES PREVENTION ACT

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency 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, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Information regarding individuals on the registered sex offenders' list can be obtained from the Winona Police Department, 201 W. 3rd Street, Winona, MN 55987, 507-454-6100, and from the Minnesota Department of Corrections web site (<http://www.corr.state.mn.us/>).

Winona State University Security will coordinate and/or provide safety information, training, and other assistance to faculty, staff, and students regarding the Campus Sex Crimes Prevention Act upon request. Any questions concerning this Act should be sent to the Director of Security (dwaliski@winona.edu).

LAW ENFORCEMENT AUTHORITY/CRIME REPORTING/LETTERS OF UNDERSTANDING

Campus Security staff are employees of Winona State University; they are not certified or sworn peace officers. Campus Security Staff are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of licensed police officers. Winona State University Security works closely with local, state and federal law enforcement agencies. The Winona Police Department patrols the University and responds to calls on a 24 hour basis. Winona State University falls under the jurisdiction of the Winona Police Department who will respond to campus and conduct investigations relative to criminal activity reported by members of the campus community. No written memorandums dealing with law enforcement officials/investigations exist between Winona State University. Members of the campus community may report criminal acts directly to the Winona Police Department. WSU Security will also conduct investigations and communicate those investigations and reports to law enforcement when appropriate and required by law.

All members of the campus community are encouraged to report criminal activity immediately to Winona State University Security and/or the Winona Police Department. Investigations of incidents taking place on campus will be forwarded to the Winona Police Department or other law enforcement agency as necessary.

EMERGENCY NOTIFICATION (STAR ALERT)

In the interest of promoting the safety of our campus community Winona State University has implemented a wireless emergency notification system called Star Alert for students, faculty and staff. Star Alert emergency messages are sent to you through text message and email during emergencies that threaten life or safety and/or severely impact standard campus operations. The Star Alert system will only be used in emergency situations.

All members of the WSU community are automatically enrolled in Star Alert. Persons wishing to opt out, update their information, i.e. cell phone numbers, email addresses, etc. are encouraged to log into Star Alert and make the appropriate/desired changes. Star Alert provides immediate emergency communication and as a wireless notification system, they provide critical information if computers and telephones are compromised. Notifications are brief and clearly identified as Star Alerts. They will include information on the situation at-hand, what action to take and where to find additional information.

Registration is free and participants must be able to receive text or email messages on their cell phones. The process can also be reversed if the service is no longer desired. Information submitted through the registration process will only be used for the Star Alert system.

Members of the campus community wishing to participate may do so by registering at the following web site: <http://www.winona.edu/staralert/>

Winona State University will immediately notify the campus upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health of students or staff. Warnings may only be withheld if they would compromise efforts to contain the emergency.

Members of the campus community are also encouraged to monitor their WSU email and Winona State University's Web Site (www.winona.edu) in the event of an emergency or disaster for additional information and instructions.

The Star Alert System will be tested on an annual basis throughout the campus community. Representatives on campus who are responsible for disseminating this information to the campus community include the following: Vice-President of Finance & Administration, Vice-President of Student Life & Development, Director of Security, Director of Facility Services and full-time security personnel.

Determining the Appropriate Segment or Segments of the Campus Community to Receive Emergency Notifications

Winona State University and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification and determining what segment or segments of the University community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation will receive the emergency notification first. The University may issue subsequent notifications to a wider group of community members. In addition to the emergency notification system, the University will also post applicable messages about the dangerous condition on the University website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, University officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification

Winona State University Security in concert with the Office of Communications and Marketing, designated University Administrators and local first responders, is responsible for issuing the emergency notification and will determine the contents of the notification. The University has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident.

In those cases where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community.

Procedures Use to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the University has various methods in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency to all or a segment of the campus community. These methods of communication include the STAR Alert, campus-wide e-mail system, Winona State University's webpage messages and text messaging (if the member of the campus community participates in this option).

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating STAR Alert

University Security and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to Winona State University Security or upon discovery by other University personnel.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will make the appropriate notification and a STAR Alert will be issued.

Winona State University's authorized representatives will immediately initiate all or some portions of the University's emergency notification system. If, in the professional judgment of the first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Winona State University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the University will issue the emergency notification to the campus community.

ANNUAL FIRE SAFETY COMPLIANCE REPORT

The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Winona State University.

General Statement of University Owned/Controlled Student Housing

At Winona State University, all residence halls are completely covered by a fire alarm system, which is monitored 24 hours/day, seven days/week. The following residence halls are also equipped with an automatic sprinkler system (East Lake Apartments, Lourdes Hall, Tau, Maria and Sheehan Hall). Prentiss-Lucas, Morey, Shepard, Richard and Conway Halls are not equipped with a sprinkler system. The University is also equipped with an emergency generator that is designed to automatically activate whenever there is a power loss. This generator will operate life safety systems including all fire safety equipment, sprinkler systems, hallway lightings, emergency exit doors and lighting in all emergency exit stairwells.

All residence life and security staff receives fire safety training at the beginning of the academic school year. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly. Information regarding fire safety and evacuation procedures can be located in campus preparedness charts located throughout the residence halls and at the Winona State University Security Web Site. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits, and locations of fire extinguishers. Fire drills are conducted four times per year in all residence halls.

Winona State University continues to be proactive with respect to fire safety and encourages all members of the campus community to report fire safety issues immediately to their respective hall director, residence life staff or Facilities.

Any member or group within the University community requesting specific training and/or information regarding fire safety may contact Residence Life and/or Winona State University Security.

Specific Fire Prevention Related Policies

It is the policy of Winona State University to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University's Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all University buildings, and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety.

To minimize the potential for fires at Winona State University it is the policy of Winona State University to prohibit the use of the following items in any University owned or operated facility (unless in accordance with other University policies and procedures, and/or by the authority having jurisdiction); candles, appliances with exposed heating elements, combustionable materials, (including holiday trees may not be stored in residence halls, access to windows and doorways may not be obstructed (a minimum of 36 inches must be allowed for egress), items may

not be hung from, or attached to sprinkler pipes, items posted on room doors may cover no more than 15% of the door, and extension cords cannot be used without surge protectors and can only be used in a manner that matches fire code regulations.

Burning candles and incense in the residence halls is prohibited. Candles in a room must have the wick cut off or not be burned. For safety reasons, electric candle warmers are not allowed. Note: You are responsible for any fire alarms, damages, cleaning or painting charges associated with misuse of candles or candle warmers.

In order to protect and possibly save your life and the lives of others you must assume that there is a fire when the alarm sounds. All students must evacuate the building when a fire alarm is sounded. Failure to evacuate during an alarm will subject the student to University disciplinary action. Students should leave their rooms prepared to go outside and should not return until instructed by the University or emergency personnel.

Tampering with fire alarm systems hinders their efficiency and endangers the safety of all residents. All cases of tampering are investigated, and those found responsible may face immediate termination of their Housing contact, suspension from Winona State University, and criminal charges subject to a maximum penalty of \$1,000 or 90 days in jail.

All residence halls are equipped with a Notifier Fire Alarm Detection System and are monitored 24/7 by Custom Alarm. Residence Halls with a sprinkler system include Lourdes Hall, Tau, Maria Hall, Sheehan Hall, East Lake Apartments and Morey/Shepard Hall.

Member of the campus community wishing to participate in fire suppression and detection training may do so by contacting the Director of Security at 507-457-5555 or by email at dwalski@winona.edu.

Members of the campus community are encouraged to report all fires and fire safety hazards to at least one of the following individuals: Hall Director, Resident Assistant, Director of Housing, Director of Security or the Director of Safety.

Winona State University continues to monitor trends related to residence hall fire incidents and alarms to provide a safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty and staff. Sprinkler systems are installed in residence halls (not currently equipped) as they are remodeled.

The Winona Fire Department provides annual training to Residence Life and Security staff in the area of fire prevention and safety.

Fire Procedures (Emergency Operations Procedures)

- Should you see or smell smoke immediately pull the nearest fire alarm, leave the building, and contact the Winona Fire Department (911) from a safe area. Be prepared to give the following information:
 - Location of fire
 - Building and room number (if known)
 - Your name and telephone number
 - Stay on the line until the dispatcher releases you
- The person reporting the fire should remain in the vicinity outside the building to supply information upon request to the Winona Fire Department
- Always take fire alarms seriously. When a fire alarm has been activated, everyone is to evacuate the building immediately

- NOTE: Persons who do not leave the building when a fire alarm is sounded may be subject to disciplinary action and/or possible criminal charges
- Evacuate all rooms, closing all doors to confine the fire. Do not lock doors. Check doors for heat before opening. Open doors slowly and check for smoke.
- Fire doors leading into stairwell landings should be closed
- Do not attempt to put out a fire if you are endangering your own safety or the safety of others
- Do not use elevators. Power may fail causing the elevators to stop between floors or elevator doors may open onto the fire floor
- Disabled persons who are unable to move down the stairwells should move to a stairwell. Caution should be used as to not block traffic.
- Immediately notify rescue personnel of any persons left in the building along with their locations

NOTE: If you become trapped in a building during a fire and a window is available place an article of clothing outside the window as a marker for rescue personnel. If there is not a window, stay near the floor where the air will be less toxic. Seal up the cracks around the door using pieces of clothing or whatever is handy. Shout at regular intervals to alert emergency personnel of your location.

CAUTION: Building fire alarms may stop ringing. If they stop, do not return to the building unless notified by the Winona Fire Department or Winona State University Security.

Know the location of fire alarm pull stations, fire extinguishers and exits

Winona State University – Winona Campus							
Building		Academic Buildings			Residence Halls		
Year		2011	2012	2013	2011	2012	2013
FIRES	Damages	0	0	0	0	0	\$100
	Injuries	0	0	0	0	0	0
	Fatalities	0	0	0	0	0	0
Total Fires		0	0	0	0	0	1

MISSING STUDENT POLICY

If a member of the University Community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of Winona State University Security and Office of Student Life & Development.

Members of the campus community who become aware of a missing student must report the incident to Winona State University Security immediately (507-457-5555). If the student is an on-campus resident, WSU Security will secure authorization to make a welfare entry into the student's room. If an off-campus student is reported missing WSU will enlist the aid of the appropriate law enforcement agency having jurisdiction.

Concurrently University officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts will be established.

If located, verification of the student's state of health and intention of returning to campus will be made. When and where appropriate a referral will be made to the Counseling Department, Student Life & Development and/or WSU Health Services.

If not located, notification of the designated contact person(s) within 24 hours of receiving the initial report is made to determine if they know of the whereabouts of the student. Notification can be made sooner than 24 hours if circumstances warrant it. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. WSU Security will cooperate, aid and assist the primary investigative agency in all ways prescribed by law.

Reports of missing students should be made directly to Winona State University Security immediately. In addition, students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may access this information. If a student does not provide a contact person the University will make the appropriate contact with law enforcement regarding the missing person investigation. A student wishing to supply a contact person(s) – should contact the Housing & Residence Life Office, Kryzsko Commons Room 235, Winona, or phone 507-457-5305. This information will be kept separate from other contact information that was previously supplied by the student even if the contact person(s) are the same.

The University must notify the parent or guardian of any student less than 18 years of age who is not emancipated in addition to any contact person designated by the student. In addition, Winona State University Security will notify law enforcement of anyone covered by this section within 24 hours of receiving the report.

Anyone wishing to file a missing person's report should contact one of the following individuals and/or organizations on campus.

WSU Security	Sheehan Hall		507-457-5555
Director of Security	Sheehan Hall	dwalski@winona.edu	507-457-5158
Asst. Director of Security	Sheehan Hall	sdbestul@winona.edu	507-457-5554
Winona Police Department	201 W. 3 rd St., Winona, MN		911

EVACUATION PROCEDURES

1. Building Evacuation

- All building evacuations will occur when a fire alarm is sounded and/or upon notification from Maintenance/Security/Building Captains or Administration. (Refer to exception for an Active Shooter).
- When a fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. If emergency personnel direct you to another exit based on the type of emergency, follow their directions.
- Do not use elevators in case of fire, tornado, or earthquake.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Evacuate further if directed by emergency personnel.
- Do not return to an evacuated building until an all clear is given by emergency personnel.

2. Shelter-in-Place

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same as going to a shelter in the event of a storm or tornado). Shelter-in-Place means selecting a small, interior room with no or few windows, and taking refuge there.

Depending on the type of emergency and directives received from authorities and emergency personnel the following options are available depending upon the emergency and/or disaster.

- Closing of the University and activation of the University's Crisis Plan.
- Follow reverse evacuation procedures and bring students, faculty, and staff inside.
- Monitor television, radio, and other forms of communication for information regarding the threat/emergency and follow their directions.
- Bring everyone in the building. Shut and lock the door.
- Gather emergency supplies if possible.
- Close windows, secure doors, and duct tape if told to do so.

3. Evacuation for People with Disabilities

The most important factor in emergency planning for people with disabilities is advanced planning.

A. In all emergencies after an evacuation is ordered evacuate people with disabilities if possible.

- Do not use elevators, unless directed to do so by police or fire personnel. Elevators can fail in certain situations.

- If situation is life threatening call the police/fire departments immediately (911).
- Check on people with special needs during an evacuation. A buddy system, where people with disabilities arrange for volunteers to alert them and assist them in an emergency is a good method.
- Always ask someone with a disability how you can help before attempting any rescue technique or providing assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.
- If you are unable to evacuate a disabled person contact law enforcement or fire personnel and be able to provide them with the person's location that needs assistance in evacuating.
- Students should inform faculty members of their special needs regarding evacuation, especially prior to an emergency or disaster.

B. Response to emergencies (blindness and visual impairment)

- Offer to lead them out of the building to safety.
- Give verbal instructions about the safest route or direction using compass directions, estimate distances, and directional terms.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

C. Response to emergencies (deafness or hearing loss).

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

D. Response to emergencies (mobility impairment).

- It may be necessary to clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area for example:
 - Most enclosed stairwells
 - An office with the door closed, which is a good distance from the hazard
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.

- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.
- Building Captains when possible will assist in the coordination of evacuations and/or shelter-in-place.

EVACUATION

In the event a limited or mass evacuation of any part of Winona State University, officials will instruct members of the campus community where to evacuate to and/or what staging areas will be used to coordinate transportation to safe areas. There are a number of designated staging areas which are listed within this manual that members of the campus community are encouraged to become familiar with them. However, these areas may change depending on the nature and extent of the emergency and/or disaster.

The Incident Commander and/or emergency personnel will coordinate the evacuation of members of the campus community to designated safe areas

On limited evacuations faculty, staff and students may be directed to safe areas outside the affected building and/or area. Winona State University Security will allow those displaced members access to facilities when necessary based on inclement weather, special needs, etc.

Buildings (mentioned below) located next to the staging areas will become part of the staging areas if possible to provide shelter and comfort until individuals can be transported to safe areas.

Designated Staging Areas:

- A. Main Campus
 - Kryzsko Commons (west side)
 - Memorial Hall (Main Street)
- B. East Lake Apartments
 - Building A (west side of building)
- C. West Campus (Residential College)
 - Lourdes Hall (east side of building, Gould Street, main entrance)
 - Tau Hall and area to the east.
- D. Wabasha Hall
 - North entrance, main level, Wabasha Street (7th Street).

Please note that the location of staging areas may change based on the extent and nature of the emergency/disaster. Members of the campus community will be directed to the above and/or alternate staging areas by emergency personnel and/or University officials when appropriate.

Evacuation – Levels (I, II, & III)

Winona State University has several forms of transportation that will be provided to transport members of the campus community to safe areas in the event of a disaster and/or emergency. The method and source of the transportation will depend on the extent and nature of the emergency, specific needs and number of individuals to be transported.

- **Level I Evacuation**

Level I involves a limited evacuation of a specific building and/or area with a population that is relatively small. Winona State University Security, Facilities Services and/or Winona State University Shuttle Services will be used to transport and/or direct members of the campus community to safe areas.

- **Level II Evacuation**

Level II involves a larger scale evacuation of buildings and individuals to safe areas. Depending on the nature and extent of the emergency all resources used during a Level I evacuation will be used along with Transit Buses from the City of Winona and/or buses from Philip's Bus Service.

- **Level III Evacuation**

Level III evacuations is generally required when a large number of buildings are affected, entire campuses, and/or a large amount of people need to be moved. All resources available to the University may be used in the event of a Level III evacuation.

City of Winona Transit Buses - Evacuation

In the event additional assistance is needed in evacuating members of the campus community the following options are available to move students, faculty, staff and visitors to safe areas.

Winona State University in agreement with the City of Winona the University will use Transit Buses in the event their services are need to evacuate students, faculty and staff. If an evacuation is ordered and Transit Buses are needed the University will contact the Winona Police Department. The police shall be informed that Transit Buses are needed for an evacuation, the number of buses needed, the amount of individuals to be evacuated, and the location of the staging area.

Lockdowns

A lockdown is an emergency course of action ordered by a person or persons in command, such as law enforcement, WSU administration, etc. to contain a problem or incident within the area of origin by controlling the movement of people. When considering a lockdown of campus facilities, campus authorities will take into account the severity and urgency of the problem or threat and the imminent danger to persons on the campus.

When a lockdown is ordered members of the campus community are encouraged to take appropriate action immediately. The university may use a number of different options in making notification to the campus community.

HATE CRIMES

Winona State University strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the WSU community. The Hate Crime statistics are separated by category of prejudice. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism/Destruction/Damage, Larceny/Theft, Simple Assault, gender identity, national origin or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/bias crime.

2011: No hate crimes reported

2012: No hate crimes reported

2013: One hate crime reported

- One criminal damage/vandalism reported in a residence hall characterized by sexual orientation.

**WINONA STATE UNIVERSITY
Crime Statistics (2011 – 2013)**

OFFENSE	YEAR	ON CAMPUS PROPERTY	PUBLIC PROPERTY	NON CAMPUS PROPERTY	Residence Halls	Total
MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
ROBBERY	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
AGGRAVATED ASSAULT	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	1	0	0	1
MOTOR VEHICLE THEFT	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
ARSON	2013	0	0	1	0	1
	2012	0	0	0	0	0
	2011	0	0	0	0	0
BURGLARY	2013	0	0	0	0	0
	2012	0	0	2	0	2
	2011	0	0	3	2	5
SEX OFFENCSES, FORCIBLE	2013	0	0	1	0	1
	2012	0	0	0	0	0
	2011	1	0	2	1	4
SEX OFFENCSES, NON-FORCIBLE	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
LIQUOR LAW ARRESTS	2013	7	7	13	17	44
	2012	10	10	13	9	42
	2011	11	10	4	11	37
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	12	0	131	93	236
	2012	7	0	120	204	331
	2011	3	0	190	183	377
DRUG LAW ARRESTS	2013	0	0	0	2	2
	2012	0	0	0	1	1
	2011	0	0	0	1	1
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	20	10	30
	2012	6	0	20	10	30
	2011	1	0	11	17	29
ILLEGAL WEAPONS POSSESSION ARRESTS	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0

Due to the location of Lourdes Hall, Tau, Maria Hall and East Lake Apartments (Non-Contiguous to the core campus) all violations in these areas are listed under Non Campus Property.

Crime Statistics for Winona State University have been requested from the Winona Police Department, however, have not been supplied at the time this document was published.

Violence Against Women Reauthorization Act (VAWA)

OFFENSE (VAWA)	YEAR	ON CAMPUS PROPERTY	PUBLIC PROPERTY	NON CAMPUS PROPERTY	Residence Halls	Total
Domestic Assault	2013	0	0	0	0	0
	2012	*	*	*	*	*
	2011	*	*	*	*	*
Dating Violence	2013	0	0	0	1	1
	2012	*	*	*	*	*
	2011	*	*	*	*	*
Stalking	2013	0	0	0	0	0
	2012	*	*	*	*	*
	2011	*	*	*	*	*