

CAMPUS SECURITY REPORT

Winona State University - Rochester Campus (WSU-RC) 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-RC monitors criminal activity and publishes this report, maintains a three-year statistical history on campus, and at off campus property or facilities owned or rented by WSU-RC 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 - Rochester Campus has no authority to require the Rochester Police Department, Olmstead County Sheriff's Office or the judicial court process to take any action in connection with a reported crime. Winona State University - Rochester Campus encourages prosecution of all criminal violations through the criminal courts and if appropriate, the campus conduct process for violations committed on campus by other students.

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 POLICIES & PROCEDURES

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 report all criminal activity immediately to Campus Security or the Rochester Police Department 507-328-6800. For those university members who attend Winona State University - Rochester Campus you may report incidents to Rochester Community & Technical College's Security 851 30th Avenue Southeast, Rochester, MN 55904, phone: 507-529-2789 or contact the Rochester Police Department.

Campus Security works closely with the Rochester Police Department, Olmstead County Sheriff's Department and State and Federal agencies to track and respond to campus criminal activity.

Criminal reports and any statement relating to these reports, made to Campus Security may be forwarded to the Rochester Police Department.

Winona State University - Rochester Campus 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 the report being received by Campus Security. 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 will be forwarded to the University Conduct Officer for investigation and appropriate action. Criminal investigation, arrests and prosecution can occur independently and at the same time as the campus judicial process.

Winona State University Security will assist the Rochester Police Department in any investigation as may be requested.

All allegations will be investigated, if feasible. If law enforcement 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).

Winona State University - Rochester Campus 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. The Director of Security will serve as the primary liaison for Campus Security with all law enforcement agencies. 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 of violation of University policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Campus Security. The following people with "significant responsibility" for student and campus activities must report potential criminal activity of which they are aware to Campus Security:

All persons in the WSU-RC community are encouraged to assist anyone in reporting alleged criminal activity by contacting Campus Security and/or the Rochester Police Department as well as providing assistance in making the report. Student organizations with control of any facility are encouraged to report safety and security concerns 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:

RCTC Campus Security	507-529-2789	EA 101 – (RCTC) Rochester
Director of Rochester Center (WSU)	507-285-7153	SS 131 – (RCTC) Rochester
Winona State University Security	507-457-5555	Sheehan Hall (Winona)
Dean of Students	507-457-5300	Kryzsko Commons (Winona)
Conduct Officer (WSU)	507-457-5300	Kryzsko Commons (Winona)
Rochester Police Department	507-328-6800	101 4 th St. SE, Rochester, MN
Rochester Police Department (Emergency)	911	
Associate Director – Rochester Center	507-285-7148	SS 130 – (RCTC) Rochester

CRIME PREVENTION PROGRAMMING

Winona State University - Rochester Campus provides a variety of crime prevention program and services including Operation Identification, 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.edu/security or contact the Director of Security at 507-457-5555.

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 will develop and present any security-related program upon request. Winona State University has available at no cost, brochures, flyers, pamphlets, and videos concerning various safety and security issues. Winona State University Health Service and Counseling provides staff to aid students in coping with alcohol and drug abuse.

Winona State University Security staff is available to assist you in protecting yourself by providing safety and security posters and brochures. The campus is also periodically patrolled by members of the Rochester Police Department. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

The University Center Rochester provides an escort service for persons walking on campus. To request an escort, call 285-7262 at UCR and 280-3179 at Heintz Center.

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 eight seconds to walk into your open room and steal your 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 many misplace them, giving the wrong person access.

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 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. Always lock your door when sleeping.
Always lock your car doors.

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

Take valuables home with you during vacation.

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.

Park your bike where you can keep an eye on it if possible. 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, 285-7262 (UCR) and 280-3179 (Heintz Center)

PROTECT YOURSELF AT NIGHT:

Avoid walking alone at night

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

Walk with a friend

Call Winona State University - Rochester Center for an escort.

PROTECT YOURSELF WALKING AND JOGGING

Avoid walking and jogging alone after dark. If you travel alone at night use the WSU Escort Service to escort you to your on campus destination or a reasonable distance from campus.

Walk along well-lit routes.

Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell 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 in 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 (507-285-7214) or the Rochester Police Department (911). If dialing from a campus phone you must dial 9-911. 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 university staff member that you haven't seen before.

Suspicious people may be loitering about at unusual hours and locations, running, especially if something of value is being carried. Exhibiting unusual mental or physical symptoms. Persons could be under the influence of drugs or otherwise needing medical or psychiatric assistance. Carrying property that may be suspicious, depending on the circumstances, going room to room trying door handles. Door-to-door soliciting is not permitted in the university residence halls. Violations of this rule should be reported to your hall director immediately.

Report all thefts and property loss immediately to Campus Security.

Be security conscious at all times.

SECURITY CONSIDERATIONS OF CAMPUS FACILITIES

The WSU-RC campus is for the use of the students, faculty, staff and their guests and those on official business with Winona State University and/or other affiliated educational institution. All others are subject to being charged with trespassing. Access to campus buildings is limited to normal business hours. Winona State University or RCTC does not maintain residence halls at the Rochester Campus.

Students, faculty, staff and visitors are encouraged to report needed repairs to the Director of the Rochester Center (WSU) at 507-285-7153.

POLICIES AND PROCEDURES FOR SAFE 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.

Emergency Telephones can be located at 851 30th Avenue S.E. they are located in the West Entrance, Gym Lobby, East Entrance, 4th Floor College Center and are connected directly to the switchboard. Members of the campus community are encouraged to acquaint themselves with their locations.

Problems related to people in buildings after hours should be reported to the Director of Institutional Services at the Rochester Campus (507-285-7214) or the Rochester Police Department (507-285-8300).

WSU-RC will accept third party reports in certain cases, like sex offenses. WSU prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.

Maintain all physical evidence. Do not wash or destroy what may be critical evidence.

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. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

ANNUAL SECURITY REPORT POLICY

Winona State University Security prepares an Annual Report that complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Annual Security Report includes criminal reports made to Campus Security and/or the Rochester 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 Clery Disclosure Act. The report is prepared in cooperation with local law enforcement and RCTC Campus Security. 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, stalking, dating violence, 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 Rochester 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.

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 are 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.

Noncampus 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 are of the institution.

Public Property: (1) all public property, including Rochester 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. It is the duty of the institution to warn of possible "dangerous conditions" on its property. If the Director of Security 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. Warnings may be issued through the following means; campus bulletins, campus radio, campus newspaper, residence hall bulletins, posters, electronic email and Star Alert.

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:

- The University has a primary concern with matters which can affect academic achievement and integrity.
- The University has a concern with conduct that interferes with the rights of others.
- The University has a responsibility to investigate conduct which threatens the health and safety members of the University community.
- The University has an obligation to protect its property and the property of the community members from theft, damage, or misuse.
- The University has a commitment to enforce its contractual agreements.
- 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

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

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 (Tennessee 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.

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 authority includes the following categories of individuals at a college or university

- A college or university security department;
- Other individuals who have campus security responsibilities in addition to a college or university security department;
- Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
- An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations, and athletic coaches. Professional

counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification are not included in this definition.

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.

ALCOHOL POLICY

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 and Rochester Community & Technical College (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, party balls, crates, cases and wine or liquor bottles.

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. 17. Policy on Other Drugs 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 (Maxwell Hall) and/or the Counseling Center (Gildemeister Hall). 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 and cause excitation, increased 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, flushed, 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.

FIRE SAFETY:

If You Discover Or Suspect A Fire:

Pull a fire alarm station if the alarm has not already been activated. As you exit, knock on as many doors as you can and shout a warning to the occupants of the building.

Leave the building immediately

Attempt rescue efforts only if there is no immediate or foreseeable danger to you. Otherwise, immediately inform the Rochester Fire Department or the Rochester Police Department (911).

Do not enter the building without a fire official's permission.

If You Are In A Burning Building:

If there is smoke in the room, remain next to the floor.

If possible, put a wet towel over your mouth and nose.

Before passing through any entrances feel the door. If it is hot, do not open it.

If you can open the door (if it is not hot to the touch), brace yourself against the door and open it slowly in order to make sure that there is not heat or heavy smoke on the other side. If there is, close it immediately.

If you are able to leave the room through the door, close it as you exit.

Go to the nearest exit or stairway. Do not use an elevator.

If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.

If all exits on the floor are blocked, go back to your room, close the door, open the window as described below, wave something out the window and shout for help.

Open the windows from the top, if possible (to let out the smoke and heat) and then from the bottom (to let in the fresh air). After evacuating the building, stand clear of it.

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 Rochester Police Department, 507-285-8300, and from the Minnesota Department of Corrections web site (<http://www.corr.state.mn.us/>).

LAW ENFORCEMENT AUTHORITY/CRIME REPORTING/LETTERS OF UNDERSTANDING

Campus Security staff are employees of Winona State University and or Rochester Community & Technical College; 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 Rochester Police Department patrols the University and responds to calls on a 24 hour basis. Winona State University falls under the jurisdiction of the Rochester Police Department who will respond to campus and conduct investigations relative to criminal activity reported by members of the campus community. WSU Security/RCTC 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 RCTC Campus Security and/or the Rochester Police Department. Investigations of incidents taking place on campus will be forwarded to the Rochester Police Department or other law enforcement agency as necessary. WSU Security will also assist members of the campus community in making notification to law enforcement regarding criminal activity when requested.

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 will be 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.

ROCHESTER COMMUNITY COLLEGE - SECURITY

Students, faculty, and staff are also encouraged to review Rochester Community & Technical Colleges Security Web Site for additional information at <http://www.roch.edu/dept/security/index.html>.

EMERGENCY RESPONSE AND EVACUATION

Winona State University's Emergency Operations Plan addresses the University's response to emergencies by taking an all-hazards approach to both natural and human caused hazards. Departments and offices should familiarize themselves with information in this plan, individuals should familiarize themselves with the Emergency Response Brochure and other preparedness resources available on the University's web site <http://www.winona.edu/emergency/> Security and some other positions are trained in the Incident Command System (ICS) which is utilized when responding to incidents involving safety and security issues and local public safety agencies to manage, mitigate, and recover from incidents.

Security and other departments conduct tests of its emergency plan and capabilities on an annual basis. The tests include but are not limited to table tops exercise, functional exercises and testing of current emergency notification systems.

General information about the emergency response and evacuation procedures for WSU is publicized each year as part of the College's Clery Act compliance efforts, and is available on the college's web site. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

NOTIFICATION TO THE WSU COMMUNITY ABOUT AN IMMEDIATE THREAT

WSU Security and the Office of the Vice President of Student Life & Development, and Safety monitor events on and around campus and the Winona area. If one of these departments confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all

members of the WSU community they will activate emergency notification procedures to provide immediate notification of the threat to the WSU community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. They will, without delay and taking into account the safety of the community determine the content of the notification and initiate notification, unless issuing a notification will, in the judgment of the first responders (including, but not limited to WSU Security, Vice President of Student Life & Development, Vice President of Finance and Administration, Assistant Director of Security, local law enforcement or other emergency personnel) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the WSU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the WSU campus community. These methods of communication include Star Alert, a system that provides email and text message alerts to the members of the WSU community. Students, faculty, and staff are automatically signed up for email alerts through their official WSU email address. To add/modify your email address or mobile phone number to this service you need only log onto the college's Star Alert Notification System. Immediate Notifications can also be viewed on the University's main page.

WSU community members are encouraged to notify WSU Security or the Office of the Vice President of Student Life & Development of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of the students, faculty, staff, or visitors on campus. Security and Vice President of Student Life & Development has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

EMERGENCY RESPONSE AND EVACUATION TESTING PROCEDURES

An evacuation drill is coordinated with the Safety Department and Security on the main campus at least twice per year. Evacuation drills are monitored by Security, Office of Safety and Vice President of Finance and Administration. In addition, members of the campus community should familiarize themselves with evacuation procedures (listed immediately after this section) or review material on the college's emergency preparedness charts located throughout the campus. This also allows the University the opportunity to test the operation of fire alarm system components. Fire drills in the residence halls are conducted four times during the academic year.

Evacuation drills are monitored by Security, Office of Safety, and Vice President of Finance & Administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/office for consideration.

The Office of Safety and WSU Security coordinates announced an unannounced evacuation drills yearly to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities.

EVACUATION PROCEDURES (Rochester Community & Technical College)

Be Prepared

- Understand the evacuation plan.

- Know that evacuation diagrams are conspicuously posted in every classroom.
- Know at least two ways out of the building from your regular workspace.

When You Hear the Evacuation Alarm Or Are Verbally Told To Begin Evacuating The Building:

- Remain calm.
- Leave quickly.
- Try to make sure that everyone in your immediate vicinity hears the alarm and evacuates the area.
- As you exit, quickly check nearby restrooms, copier rooms, storage rooms, elevators, etc.
- If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
- Take with you: essential personal items ONLY. Do not attempt to take large or heavy objects.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.
- Proceed as quickly as possible but in an orderly manner. Do not push or shove. Hold handrails when you are using stairs.
- Once out of the building, proceed to the nearest Code Blue emergency pole located in parking lot.

EVACUATION PROCEDURES – Other suggested procedures recommended depending on the specific emergency and/or type of evacuation needed.

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.

**WINONA STATE UNIVERSITY – Rochester Campus
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	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
NEGLIGENT MANSLAUGHTER	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
ROBBERY	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
AGGRAVATED ASSAULT	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
MOTOR VEHICLE THEFT	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
ARSON	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
BURGLARY	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
SEX OFFENSES, FORCIBLE	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
SEX OFFENSES, NON-FORCIBLE	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
LIQUOR LAW ARRESTS	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	0	NA	0
	2012	2	0	0	NA	0
	2011	0	0	0	NA	0
DRUG LAW ARRESTS	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0

ILLEGAL WEAPONS POSSESSION ARRESTS	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	0	NA	0
	2012	0	0	0	NA	0
	2011	0	0	0	NA	0

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	NA	0
	2012	*	*	*	NA	*
	2011	*	*	*	NA	*
Dating Violence	2013	0	0	0	NA	0
	2012	*	*	*	NA	*
	2011	*	*	*	NA	*
Stalking	2013	0	0	0	NA	0
	2012	*	*	*	NA	*
	2011	*	*	*	NA	*

Crime Statistics for Winona State University Rochester Campus were also obtained by the Rochester Police Department and are included within this report.

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: No hate crimes reported