

Annual Security and Fire Safety Report 2023 Seattle University

Department of Public Safety
Seattle University

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1 INTRODUCTION

Welcome to Seattle University - Seattle University is a Jesuit and independent, coeducational liberal arts institution located within a metropolitan setting. The campus abuts both residential and business districts of the city. The University is a community of over 8,800 people working and studying (approximately 2400 reside on campus) within the borders of a 50-acre campus centered at 901 12th Avenue, Seattle, WA. While the University is committed to ensuring a safe campus, it is subject to many of the same crime problems that occur in the surrounding metropolitan area. The information in this report is provided to assist you in making decisions and developing habits that will significantly reduce the possibility of you being a victim of crime, whether here at SU or in the surrounding community. This report is prepared annually by the Department of Public Safety to include all current policies, processes, resources, statistics, and other information relating to campus safety. The report is drafted by the Assistant Director for Operations and is reviewed and approved by the Vice Provost of Student Development.

Unless otherwise noted, all policies, procedures, resources, and other information contained in this report applied to Seattle University's campus during the times in which it was in operation. As of the publishing date of this report, Seattle University has no additional campuses outside of its main Seattle campus.

2 THE DEPARTMENT OF PUBLIC SAFETY

The Director of Public Safety is responsible for the Department of Public Safety (also referred to in this report as DPS, Campus Public Safety, or Public Safety) and reports to the Vice Provost of Student Development. The DPS office is located on campus in the lower-level of 1313 E. Columbia St. (the "Columbia Building"). The office is staffed 24 hours a day, year-round by professional Campus Public Safety Officers and Dispatchers.

While the laws of the State of Washington grant private landowners broad authority in controlling their grounds, DPS is not a commissioned law enforcement agency. As a private institution in the state of Washington, SU may not maintain a police force. Therefore, DPS at Seattle University is a campus public safety department oriented towards life safety, crime prevention and physical security. The department is staffed with a combination of unarmed, non-commissioned, full-time public safety professionals and part-time student personnel.

DPS officers and administrators do not have arrest authority. The Seattle Police Department (SPD) is responsible for local law enforcement response, investigation, and police reporting on campus. DPS does not have any written memoranda of understanding (MOU) with any law enforcement agency but does maintain a working relationship with the Seattle Police Department and State and Federal law enforcement agencies as appropriate.

On occasion, such as a large public event on campus, the University coordinates with the Seattle Police or other law enforcement agencies for additional police presence. This arrangement allows the University prompt response from law enforcement officials when circumstances may require. DPS tracks the University's crime data, assists in law enforcement investigations, reports criminal incidents to the appropriate law enforcement agency, and actively assists persons in timely reporting of crimes with law enforcement.

2.1 Department of Public Safety Staff

- Director
- Assistant Director for Training Development and Student Security Programming
- Assistant Director for Operations
- Assistant Director for Emergency Management
- Department Administrative Assistant
- 5 Shift Supervisors - Campus Public Safety
- 18 Campus Public Safety Officers
- 1 Lead Communications Center Dispatcher
- 3 Communications Center Dispatchers
- A support cadre of 20-40 part-time student employees

2.2 Campus Public Safety Services

- First Aid and CPR response
- Investigations and crime prevention services
- Provide 24-hour campus facilities and grounds security patrols
- After-hours building admits and safety walk escorts
- Coordination of police, fire, and emergency medical responses to campus
- Crisis and disaster planning & response
- Emergency alert notification and emergency messaging services
- University special event security
- University lost & found
- Coordination of vehicle services for lockouts & jump-starts for vehicles

DPS officers patrol Seattle University's campus 24 hours a day, providing public safety services to University students, faculty and staff, and protecting property; detecting and reporting fire and safety hazards; regulating and enforcing parking and traffic on campus; conducting routine life safety inspections of all facilities and quarterly inspections of campus security lights; conducting "Night-Safety walks" with student leaders for crime prevention purposes including conducting student surveys of the campus grounds and lighting; providing education and training on security and safety for the University community; assisting in the operation of the Public Safety Advisory Board; conducting investigations; coordinating with city, state, and federal law enforcement officials; maintaining a 24-hour, 365 days/year, emergency/facilities radio-telecommunications and disaster preparedness notification system; coordinating an emergency medical/first aid transportation system to local hospitals; and implementing snow and other contingency alert plans when conditions warrant. Upon hire, all full-time DPS officers are required to participate in five weeks of training with a DPS Shift Supervisor, assigned Field Training Officer, the Assistant Director for Operations and/or the Assistant Director for Training Development and Student Security Programming; and successfully complete officer training within the departmental training criteria. All student DPS employees are required to participate in at least 40 hours of training under the direction of a DPS Shift Supervisor, the Assistant Director for Training Development, and/or the Assistant Director for Operations; and successfully complete all the student employee training criteria. All DPS officers annually attend numerous specialized training sessions. Training and education qualifications for department officers may include associate or bachelor's degrees, prior campus public safety officer service, or other criteria depending upon each officer's prior experience or background.

DPS operates on a 24-hour basis. There are campus-only telephones located in each campus building lobby and "blue-light" emergency phones strategically located throughout campus, which provide a direct line to the DPS communication center. There are also emergency telephones that provide a direct line to the DPS dispatcher outside the main entrances of most residence halls. Regular security patrols of student residence facilities and all campus grounds are performed 24-hours/day, 365 days/year. The Department of Public Safety operates a 24-hour walking or vehicle escort service on campus for students and other members of the University community.

Safety is a major consideration in landscaping and exterior lighting on campus. Facilities personnel keep a daily maintenance log of needed repairs and replacements. DPS reports for repair any unlighted or obscured areas or other safety hazards as part of their daily patrol. The DPS conducts routine inspections of campus fire sprinkler valves as part of our safety program and conducts annual safety training for Resident Assistants in the residences and fire drills in all residential buildings.

Crimes on campus are reported to the Seattle Police Department, which is the local law enforcement agency for university property and surrounding areas of campus. The DPS office seeks to foster a sense of community, safety and belonging among all university students.

Safety and campus crime data are maintained and accessible 24 hours a day on the Seattle University Public Safety web page <https://www.seattleu.edu/safety> and available by request at the Public Safety business office located in the lower level of the Columbia Building (1313 E. Columbia St., Seattle, WA 98122). Daily Crime Log data posted on the Public Safety website is available for the previous 60 days at minimum.

3 CAMPUS CRIME PREVENTION INFORMATION

3.1 Our Partnership: “Community Safety is Everyone’s Responsibility”

Campus safety guidelines are posted in each campus building. New student orientations and new employee orientations are provided in which DPS attends and provides resource information about Seattle University safety programs. DPS also attends campus department and organization meetings at their request to provide information and further understanding regarding recommended safety practices.

Anything that you think is suspicious should be reported to DPS without delay. You may call ext. 5911 from any on-campus phone to report emergencies or suspicious activities. Members of the Seattle University community are required to accurately report all crimes to DPS immediately. In the case of theft or burglary, try not to disturb the scene. DPS and the Seattle Police may be able to gather evidence if nothing has been disturbed.

Always be alert for suspicious persons in and around buildings and on campus grounds and parking lots. Do not approach them. Call Public Safety at (206) 296-5990, or in case of emergency, (206) 296-5911.

3.2 Campus Emergency Blue Light Phone Program

The University has installed over 70 emergency phone call stations throughout campus, most with a signature blue light for identification. Most parking areas, campus pedestrian mall intersections, and entrance areas to residence facilities are equipped with emergency blue light phones. Emergency blue light phones are also located at each sports field, and all have an emergency button that automatically connects you to Campus Public Safety.

The University’s newest on-campus student housing facility, Vi Hilbert Hall, which opened in 2018, also has numerous emergency phone stations inside the building. These phone stations are maintained by the building’s management company, Blanton Turner, and are answered by a third-party contractor, Guardian Security. Guardian Security routes callers to the appropriate resources, such as building maintenance, building management, or emergency responders.

3.3 Personal Safety

3.3.1 In General

- If you sense a potential threat, consider your options and act immediately to get away from the danger.
- Yell or scream. Attract attention. Yell “Call the Police” and run toward a lighted public area. Go into an open business or building and call DPS (206) 296-5911, or ext. 5911 from a campus phone, or the police (911). Describe what happened and where. Give a detailed description of any suspect(s), as well as a description of any vehicle(s) involved, including license number(s). Tell the operator which direction the person(s) went, as well as any other pertinent information.
- The best time to plan your response to a crime is before it occurs. Consider your options and abilities. Consider how you will act in certain situations. What items do you normally carry that have self-defense potential? Remember that nothing you own is worth getting hurt over. If you are in danger, do anything you can to escape and call for help. Remember, you can use the Emergency Blue Light Phones or any campus phone to dial ext. 5911 to contact Public Safety. If you are off campus, call 911 to summon help.

3.3.2 Protecting Your Personal Property

- Theft is one of the most common crimes on campus. It is a crime of opportunity that you are in the best position to prevent by reducing or removing the opportunity.
- Keep the doors and windows of your residence locked. Never prop open otherwise locked doors.
- Do not leave purses, backpacks, or books unattended anywhere on campus.
- Do not keep large sums of cash, jewelry, or other valuables in your room. Consider a small personal safe for medication and valuables. Any valuables you do bring to campus should leave with you when you go home for vacation.

- Always remove your keys and lock your car.
- Park your vehicle in well-lit areas and in front of open businesses.
- Install an auto alarm system in your vehicle, particularly if you have high-end electronics in your vehicle.
- Never leave valuables visible in your car. Lock them in your trunk before you arrive at your destination or take them with you.
- Mopeds and scooters should be shackled to bike racks provided for your convenience.
- Always walk your moped or scooter to a bike rack; do not operate a combustion engine on a campus pedestrian mall or sidewalk.
- Use a heavy-duty U-shaped lock to secure your bike, even if you only plan to leave it for a moment. A thief can steal an unsecured bike in seconds. Most cable locks are not appropriate for security for your bicycle in the City of Seattle as they are quickly defeated. There are a limited number of spaces available in a secured area for community members who wish to store their bicycles in a space other than one of the open bicycle racks available on campus. All community members have access to this storage area.

3.3.3 Safety at Home - On & Off Campus

- Lock all doors and windows, even when you are only going to be away for a short while. If possible, keep doors and windows closed when home alone, and certainly while asleep. Consider installing window stops that prevent windows from opening wide enough for a person to enter.
- Keep emergency phone numbers close to your telephone. The City of Seattle provides an enhanced 911 system. Dial ext. 5911 for an emergency on campus. Those living off campus should call their local 911 emergency dispatch center for fire, medical aid, and police services.
- Do not open your door for someone you do not know or cannot see. Do not worry about being polite.
- Never allow strangers in to use the phone, even if they say it's an emergency. Call for them, but do not let them in.
- Do not hide keys outside. If you can think of a place to hide a key, a burglar can find it.
- If you have to leave your car keys with a mechanic or parking lot attendant, remove all keys from the ring except the car keys. Never put your home address on your key ring or attach an ID card to your key ring.
- Get to know your neighbors and get involved in your local "Safe Street," "Block Watch," or "Neighborhood Watch" group.

3.3.4 Safety in Your Residence Hall

- Never let anyone into the hall unless you positively know them as a resident. If they claim to be visiting a friend, instruct them to call them on the phones provided at the entrance to each Residence Hall.
- Never prop open outside doors; you will be placing everyone else at risk.
- Keep your door locked when you are inside your room, and make sure it is locked whenever you leave, even if it is only for a few moments. Leaving a door open can be a dangerous mistake, one that has had personal safety impacts on other college campuses.
- Do not leave messages announcing your absence, as this can create the impression your space is safe to tamper with. Instead, connect with a friend or relative and let them know where you are going and when you will return. Let them know when you are safely back.
- If you are in immediate danger, call (206) 296-5911, if possible, scream, or even pull a fire alarm if one is accessible. Remember, a false alarm is no joke (it's a crime) but pulling a fire alarm may be an acceptable and appropriate action in an emergency situation.

3.3.5 Safety When Walking & at Transit Stops

- Avoid walking alone at night. On campus and within a specified radius around campus, you can call Campus Public Safety at ext. 5990 for an escort (may be by vehicle or on foot). From off campus, dial (206) 296-5990. On or off campus, it is advisable to walk with a friend whenever possible. Keep in mind that on a small campus like SU, odds are that someone else is also leaving within a few minutes and is headed in your direction. If you are alone, walk within 10 to 15 steps of other community members traveling the same direction as you, or ask to walk with them!
- Choose routes that avoid dark and vacant areas. Know where the emergency phones are located along your route. Wear clothes and shoes that allow you to move quickly. Have emergency numbers programmed into your cell phone to assist in summoning help should you need it.
- Walk with a purpose, keep your eyes up, and scan your surroundings (including behind you). Make eye contact with others.
- Anticipate potentially dangerous situations and avoid them.
- Have your keys in hand. You'll avoid standing outside fumbling for them, and they make a good weapon if the need arises.

3.3.6 Safety When Driving

- Look in your car before getting in, noticing if anything is disturbed or out of place.
- Once inside, lock all doors and keep windows rolled up.
- Drive on well-traveled, brightly lit roads and never pick up hitchhikers. Keep your cell phone handy.
- If you suspect you are being followed, call 911 and drive to an open business, police station, or fire station to seek help. It is legal to use your cell phone while driving in Washington State, if you are using it to dial 911.
- If you fear leaving your car, sound the horn repeatedly. Use your cell phone to call 911. Provide the 911 operator with your location, name and what is happening. Stay in the car until an officer arrives. If you do not have a cell phone and someone stops to help, stay in your car and ask them to call 911 for you.

3.4 Facilities Access

3.4.1 In General

Seattle University is a private institution, and as such reserves the right to limit the use of its grounds and facilities as it deems appropriate. The University in its entirety is restricted for use by SU students, faculty, staff, authorized visitors, and guests. The general public may be granted a limited invitation to campus facilities for specific purposes such as athletic events, forums, concerts, conferences, etc. However, access to any University facility by any person or persons is strictly limited to those having legitimate legal business in that area or facility. The University reserves the right to limit access to any facility at any time without prior notice. All such access shall be contingent on adherence to all University policies and regulations regarding use of its grounds and facilities.

Maintenance of campus facilities is coordinated through the University's Facilities Services. Great emphasis is placed on security considerations in the maintenance of campus facilities. The Facilities Services Office posts notices in advance of all major projects then those projects are likely to affect members of the University community. Employees of the University perform most maintenance operations. In those cases where outside contractors are required, the University selects reputable firms with a history of solid performance. Facilities Services personnel who require keys to access their designated work areas carry only the specific keys required to perform their duties. All keys are carefully monitored to ensure that unauthorized personnel do not have access to any secure areas of the campus, such as residence halls, academic buildings, and administrative offices.

3.4.2 Residential Access

Only residents, authorized guests, and those authorized University and contract personnel having specific business are allowed in residential areas. Residence hall rooms are to be occupied only by the student(s) for whom that room is reserved, except as follows:

1. Visitors are allowed with a resident escort between the hours 7:30 AM and 1:00 AM Sunday – Thursday and 7:30AM and 2:00AM Friday and Saturday. Visitation is contingent upon mutual agreement by roommates, and the guest must be pre-approved and registered with the Area Coordinator.
2. Between 1:00AM and 7:30AM Sunday-Thursday and 2:00AM and 7:30AM Friday and Saturday, visitation is restricted to persons of the same gender, provided that the persons are not involved in an amorous relationship. Visitation is contingent upon mutual agreement by roommates, and the guest must be pre-approved with the Area Coordinator.
3. Temporary guests of the same gender may be permitted to stay with residents for up to three days without charge; again contingent upon mutual agreement by roommates and overnight guests must be registered with the Area Coordinator.
4. Additional specific guidance and policy is available in the Seattle University Housing Resident Handbook (<https://www.seattleu.edu/housing/policies-and-procedures/resident-handbook/>).

Keys are issued to residents for their own use. All keys must be promptly returned upon termination of housing contract or room change. Lost keys must be reported immediately for the safety of all residents. Duplication of any University keys by other than authorized University personnel is strictly prohibited. Room, mail, or other keys may not be duplicated or given to persons other than to whom they were issued. Anyone who illegally or against University policy possesses, uses, or duplicates a University key is subject to disciplinary action.

When residence hall main entrances are unlocked and open during business hours or scheduled events, a trained Desk Assistant, Conference Assistant, and/or Campus Public Safety staff member will assist in monitoring the entrance doors. The residence hall doors are otherwise locked outside of business hours and accessible only by authorized persons. Residents may enter the main doors with the use of electronic key card or a high-security key. They are discouraged from letting any other persons into the hall unless they know them to be a resident of that hall. Campus Public Safety regularly patrols the residence halls and ensures that all entrances are properly secured, and that no unauthorized persons are present.

4 OFF-CAMPUS BEHAVIOR POLICY

Seattle University does not have any recognized off-campus student organizations or non-campus housing facilities, but it reserves the right to review student misconduct which occurs at any location off-campus, when such behavior reflects upon the integrity of the University. The University follows up on community complaints regarding criminal or conduct violations which are reported as being associated with Seattle University or its community members. Off-campus misconduct cases of this nature are investigated by the Office the Dean of Students and/or DPS and are subsequently reviewed within the University conduct process. Students may also be held responsible for their actions by law enforcement, and/or through civil or criminal court proceedings, independently from the University conduct process. DPS collaborates with the Seattle Police Department to help maintain community safety, and the Seattle Police Department may assist the University by reporting behavior concerns to the University if they become aware that a suspect is a Seattle University community member.

5 CRIME PREVENTION EDUCATION

Campus Public Safety administrators give presentations throughout the academic year to various University organizations that sponsor and promote programs designed to educate the campus community in issues related to crime prevention and personal safety. Campus Public Safety, Housing & Residence Life, Student Health Services, Counseling and Psychological Services, and various student associations have co-sponsored these programs at various campus locations and student open-house events. Some of these presentations also include information on preventing sexual assaults. Similar programs are offered to staff and faculty. Programs include:

5.1 New Student Orientations

New Student Orientations are held annually. Services provided by Public Safety are reviewed, including street smarts, city safety information, theft prevention related to personal property and vehicle safety, how to report a crime, safety escort program, emergency phone system, building security, emergency text messaging, information about sexual assault, domestic violence, dating violence, and stalking, including resources available and reporting options.

5.2 New Employee Orientations

New Employee Orientation sessions are held monthly by Human Resources. Services provided by Public Safety are reviewed including how to report a crime, strategies to reduce crime on campus, safety escort program, emergency phone system, emergency text messaging, information about sexual assault, domestic violence, dating violence, and stalking, including resources available and reporting options.

5.3 Integrity Formation

New freshman students are advised on the University's integrity formation commitment at the beginning of each fall. The sexual misconduct policy is reviewed, in addition to the importance of obtaining consent before engaging in any sexual activity and situations where a person cannot provide consent. Bystander roles and responsibilities are addressed. Additionally, all students are annually provided with notice of the Code of Student Conduct.

5.4 Campus Community Crime Prevention

Operation ID of personal property & bikes, tips on protection regarding identity theft and credit card fraud. Campus community crime prevention is conducted year-round on an ongoing basis.

5.5 Personal Safety

Crime prevention and safety tips relating to personal safety for everyone are communicated to the campus community as a whole several times annually as they are included in many campus-wide communications including Timely Warning Notifications. Individualized safety tips and safety planning are also provided to individuals on a case-by-case basis upon request and as part of the Public Safety Department's response to receiving an incident or crime report.

5.6 Self-Defense Classes (Strategic Living)

The Department of Public Safety hosts an empowerment and self-defense course for students in the fall of each year.

5.7 Clothesline Project

Health and Wellness sponsors this week-long program annually at Seattle U, The Clothesline project is a national organization that strives to abolish violence against women through decoration of t-shirts that are both supportive and empowering for survivors of sexual violence. These t-shirts are hung on a clothesline in the Student Center and at the annual Take Back the Night program sponsored by the Health and Wellness Crew.

5.8 Take Back the Night

Annual program to raise awareness of sexual violence, educate and promote efforts to prevent sexual violence.

5.9 It's On Us

A program designed to emphasize the importance of individuals in taking action to keep community members safe from sexual violence. The program was also coordinated with an emphasis toward student athletes.

5.10 Step UP!

A program designed to emphasize the importance of individuals in bystander intervention and taking action to keep community members safe. The program teaches people about the determinants of prosocial behavior and makes them more aware of why they sometimes don't help. As a result, they are more likely to help in the future.

5.11 One Love

A partnership with the One Love Foundation to address relationship violence on campus.

5.12 Active Shooter Training, Planning, and Response

Campus Public Safety has several staff members trained as ALICE instructors and have delivered various levels of this training to several university departments at their request. (For more information on ALICE Active Shooter Training, visit <https://www.alicetraining.com/>.) Training may also include review of the US Department of Homeland Security active shooter preparedness video (<https://www.dhs.gov/cisa/options-consideration-active-shooter-preparedness-video/>), other similar videos, and/or campus safety planning. Elements of this planning and response are continuously ongoing and include a campus-wide drill that is held annually.

5.13 Inclusive Voices for Change

Voices for Change is an online training program designed to promote a healthier and safer campus environment for everyone. Seattle University requires all incoming students to complete the program prior to attending classes. Voices for Change is divided into four critical areas which students face. Those areas are: living in and supporting inclusive community, understanding and prevention sexual misconduct through bystander intervention, understanding alcohol and other drugs, and preventing hazing and bullying.

5.14 Sexual Assault Awareness Month ("SAAM")

April each year is SAAM and we take this opportunity to support survivors of sexual violence in our community, educate ourselves, and take an honest look at the work still to be done on campus. Previously, we've hosted film screenings, community forums, etc.....

6 SECURITY POLICIES, SERVICES AND PROCEDURES

Seattle University is committed to providing an environment that provides security for persons and property without unduly burdensome policies and practices. No absolute guarantee of individual safety or security of property is possible, but with the cooperation of students, faculty, staff, and visitors, it is possible to provide a level of security that is reasonable, effective, and relatively unobtrusive. All members of the university community are expected to familiarize themselves with campus security policies and procedures, adhere to those policies and procedures, and immediately report violations.

The continuing emphasis of safety and security on campus is the responsibility of all members of the University community to help ensure their own safety and that of others by taking reasonable precautions and using a common sense approach to personal security. Students, faculty and staff of Seattle University have access to academic, recreational, and administrative facilities on campus. Access to the residence halls, however, is limited to students and their escorted guests, according to University policy (described in Section 3.4.2 of this report). Access to the residence halls by University staff and contractors is on an “as needed” basis and incorporates strict key control procedures. The general public may attend local community meetings, cultural and recreational events, and sporting events on campus with their access limited only to the facilities in which these events are held.

6.1 Reporting Emergencies & Crime on Campus:

DPS is the designated office to report all criminal incidents and or safety concerns on University-owned or controlled property. DPS advises all students, employees and visitors to immediately and accurately report all emergencies and/or incidents occurring on campus to DPS. DPS emphasizes that all University deans, department chairs/heads and/or cost center managers must report any crimes they become aware of to the DPS office immediately. The Seattle Police Department is asked to inform the Campus Public Safety office of any crimes on campus property or involving University members. All crimes reported to DPS in the previous 60 days are included in a public Daily Crime Log that is posted on the Public Safety web page (seattleu.edu/safety/clery-report/daily-incident-reports/), and thus available 24 hours a day. This site is maintained by DPS and questions regarding copies of this log can be directed to Dominique Maryanski, Assistant Director for Operations at drm@seattleu.edu or (206) 296-5996.

Anyone observing unsafe, suspicious, or criminal activity of any kind is asked to report the issue to DPS. In-person reporting is available 24-hours a day at the Public Safety office, which is located on campus in the lower level of the Columbia Building (1313 E. Columbia St., Seattle, WA 98122). Telephone reporting is available at (206) 296-5990 (ext. 5990 from a campus phone). In the case of an emergency on campus, calls should be made to (206) 296-5911 (ext. 5911 from a campus phone). 911 should be called for off-campus emergencies. The DPS office is always staffed and DPS officers are always available to help you when needing to report incidents to Seattle Police or other law enforcement agencies.

7 FIRE SAFETY

7.1 On Campus Residences

DPS is responsible for responding and coordinating the Seattle Fire Department’s response to campus fire alarms and fires. DPS maintains a public Fire Log at the DPS office of all fires that are reported in on-campus student residence facilities. All fire events and fire safety issues, no matter how small, need to be reported to Campus Public Safety immediately. To ensure proper data collection and reporting, even fires that have already gone out or been extinguished must be reported as soon as possible. Public Safety is located on the lower level of the Columbia Building (1313 E. Columbia St., Seattle, WA 98122), and reachable at (206) 296-5990, or in and emergency at (206) 296-5911. The Fire Log is posted in the lobby of the Public Safety office and is available by request by contacting Dominique Maryanski in the DPS office by email at drm@seattleu.edu. This policy is reviewed annually prior to the publishing of the Annual Security and Fire Safety Report (ASFSR). The following is a list of Seattle University residence halls followed by information about each building’s compliant fire system:

- Archbishop Murphy Apartments
 - Peter Claver House
 - Tekakwitha House

- Hopkins House
- Grande House
- Dorothy Day House
- Bellarmine Residence Hall
- Champion Residence Hall
- Chardin Residence Hall
- Xavier Residence Hall
- Vi Hilbert Hall
- Kolvenbach (Barclay 1 & 2) Residences
- Douglas Apartments
- Logan Court Townhomes (1 & 2)
- Yobi Apartments

All community members should report smoke or fire immediately by calling Public Safety at (206) 296-5911. Students are not permitted to tamper with, disable, or destroy smoke detectors or other fire safety devices. Students found to be tampering with or destroying fire alarm equipment or interfering with the proper operation of fire life safety equipment may be cited by the Seattle Fire department, face criminal charges, and will be referred for University disciplinary action. It is always essential that fire lanes be kept clear of vehicles and obstructions. Vehicles in violation may be cited and are subject to towing at the owner's expense.

Electrical appliances exceeding 1200 watts or with exposed heating elements, including but not limited to space heaters, sunlamps, torchiere halogen lamps, ceiling fans, air conditioners, electric grills and hot plates, afford undue safety risks and are prohibited in rooms and independent living units. Woks, rice-cookers, toaster ovens, coffee makers, and similar cooking appliances may not be used in any room other than a University residence facility kitchen or kitchenette. Due to power and facilities risks, other large electrical items are not permitted in rooms or independent living units, including but not limited to exercise machines and portable washers, dryers, or dishwashers. Candles (including unburned, decorative candles), incense, cigars, cigarettes, hookahs and other objects with open flames or embers are not permitted in residence halls and are considered extremely dangerous.

7.2 Campus Residence Fire Systems

7.2.1 Archbishop Murphy Apartments (All Buildings)

All resident spaces have local smoke detection to alert students to the presence of smoke. All buildings are fully covered with an automated fire sprinkler system which is tied into a modern life safety point identification fire alarm system with audible horns to alert for evacuation.

7.2.2 Bellarmine Residence Hall

The building has a fully automated point identification life safety fire alarm system. Non-residence smoke and heat detectors trigger the audible horns for building evacuation. The building wide fully automated fire sprinkler system triggers building evacuation upon activation. Residence Hall rooms have single station smoke detectors, heat detection, and sprinkler suppression. Local room smoke activation sounds a local alarm in the room only to alert the residence of smoke, while the heat detector and sprinkler activation trigger building evacuation horns.

7.2.3 Champion Residence Hall

The building has a fully automated point identification life safety fire alarm system. Non-residence smoke and heat detectors trigger the audible horns for building evacuation. The building wide fully automated fire sprinkler system triggers building evacuation upon activation. Residence Hall rooms have single station smoke detectors, heat detection, and sprinkler suppression. Local room smoke activation sounds a local alarm in the room only to alert the residence of smoke, while the heat detector and sprinkler activation trigger building evacuation horns.

7.2.4 Chardin Residence Hall

All resident spaces have local smoke detection to alert students to the presence of smoke and heat detectors which alert for building evacuation when activated; both are tied into a modern life safety point identification fire alarm system with audible horns to alert for evacuation. The building is fully covered with an automated fire sprinkler system which is also tied into the life safety point identification fire alarm system.

7.2.5 Douglas Apartments

The building has a fully automated life safety fire alarm system and fire sprinkler system. Resident room smoke trigger local audible horns and building evacuation upon continued smoke presence.

7.2.6 Logan Court Townhomes (1 & 2):

The buildings have local smoke detection throughout to alert occupants of smoke conditions.

7.2.7 Kolvenbach (Barclay 1&2) Residences:

The residences have a fully automated fire sprinkler system and smoke detection which triggers the fire alarm system and audible horns for evacuation.

7.2.8 Xavier Residence Hall:

The building has a fully automated point identification life safety fire alarm system. Non-residence smoke and heat detectors trigger the audible horns for building evacuation. The building wide fully automated fire sprinkler system triggers building evacuation upon activation. Residence Hall rooms have single station smoke detectors, heat detection, and sprinkler suppression. Local room smoke activation sounds a local alarm in the room only to alert the residence of smoke, while the heat detector and sprinkler activation trigger building evacuation horns. The building has a fully automated life safety fire alarm system and fire sprinkler system. Building smoke triggers local audible horns and building evacuation upon continued smoke or fire presence.

7.2.9 Vi Hilbert Hall

This building is a mixed used space with residence rooms and offices. The fire system is fully automated, with sprinklers and a backup water supply. The detectors in the halls are integrated into the system to allow activation of the system. The room detectors are remote and will not activate the building's fire system.

7.3 Fire Statistics

Fire definition: The Higher Education Act defines a fire as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” The Seattle University Department of Public Safety documents and records all campus fires. Students and employees should immediately report the occurrence of any fire to the Department of Public Safety by calling (206) 296-5911, or by calling ext. 5911 from a campus phone. Campus fire statistics for previous years are kept on file at the Department of Public Safety and may be viewed upon request.

7.3.1 Campus Fire Statistics 1/1/2020-12/31/2022

Date Reported	Cause of Fire	Date and Time of Fire	# of Injuries Required Medical Treatment	# of Deaths Related to Fire	Value of Property Damage Caused by Fire
Bellarmine Hall 1111 E. Columbia St., Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					

Date Reported	Cause of Fire	Date and Time of Fire	# of Injuries Required Medical Treatment	# of Deaths Related to Fire	Value of Property Damage Caused by Fire
Campion Hall 914 E. Jefferson St., Seattle, WA 98122 Total fires: 1 Total injuries: 0 Total deaths: 0					
Chardin Hall 1020 E. Jefferson St., Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Murphy Village Apartments (Peter Claver House) 1001 E. James Way, Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Murphy Village Apartments (Tekakwitha House) 1001 E. James Way, Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Murphy Village Apartments (Hopkins House) 1001 E. James Way, Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Murphy Village Apartments (Grande House) 1001 E. James Way, Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Murphy Village Apartments (Dorothy Day House) 1001 E. James Way, Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Xavier Hall 1110 E. Spring St., Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Douglas Apartments 1223 E. Cherry St., Seattle, WA 98122 Total fires: 1 Total injuries: 0 Total deaths: 0					
Date Reported 1/27/2022	Cause of Fire Unintentional, Cooking; Food left unattended on stovetop.	Date and Time of Fire 1/27/2022 12:57 PM	# of Injuries Required Medical Treatment 0	# of Deaths Related to Fire 0	Value of Property Damage Caused by Fire \$0 - \$99
Yobi Apartments 1219 E. Marion St., Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Logan Townhomes (1) 819 13th Avenue, Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Logan Townhomes (2) 821 13th Avenue, Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Barclay Residence (1) 1217 E. Barclay Ct., Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					
Barclay Residence (2) 1220 E. Barclay Ct., Seattle, WA 98122 Total fires: 0 Total injuries: 0 Total deaths: 0					

Vi Hilbert Hall
1107 E. Madison St., Seattle, WA 98122
Total fires: 0 | Total injuries: 0 | Total deaths: 0

7.4 Fire Drills

The numbers of fire drills conducted in each on-campus student housing facility during the 2021 calendar year are provided below:

Archbishop Murphy Apartments (all buildings): 1
Bellarmine Residence Hall: 1
Campion Residence Hall: 1
Chardin Residence Hall: 1
Douglas Apartments: N/A
Logan Court Townhomes (1 & 2): N/A
Kolvenbach (Barclay 1 & 2) Residences: N/A
Xavier Residence Hall: 1
Yobi Apartments: N/A
Vi Hilbert Hall:

7.5 Future Fire System Improvements

The fire alarm/notification system in the Logan Court Townhomes currently sounds locally but does not report to a central station. The Department of Public Safety has identified central station monitoring capability as a possible future improvement to be considered by Housing and Residence Life. The recommendation is currently under review.

7.6 General Fire Safety Procedures

7.6.1 General Fire Evacuation Procedures

All students, faculty, and staff should be familiar with the fire evacuation route in their building(s). The University asks all students, faculty, and staff to read the evacuation procedures for the building(s) in which they live, work, or frequent. These procedures are posted in every building's classrooms, conference rooms, and other common spaces, and are also included in Section 15.8 of this report. DPS also provides this information in safety presentations to groups of the campus community, including at new employee orientation sessions, Housing and Residence Life Resident Assistant training sessions, and upon request by any department or community member. People with disabilities, or who may have difficulty evacuating, should familiarize themselves with the shelter-in-place information in this section.

1. When the building alarm sounds, occupants should quickly exit the building. If in your room or office, proceed immediately to the door, staying low if there is smoke present. Touch the door quickly; if the door is hot, it may not be safe to exit. Seconds count when evacuating from a fire. Don't hesitate in evacuating, think ahead and leave a coat near the exit door, but don't pause to look for one.
2. If heat is detected after a few seconds, do not open the door. Immediately call (206) 296-5911 to report your location and, if possible, hang a sheet or towel out the window to attract attention. Close the window to prevent smoke from entering the room. If no heat is felt from the door, open it just a crack to check for smoke. If no smoke is detected, exit and proceed out of the building. Keep low to the floor if smoke is present.
3. Exit the building quickly and calmly using the designated stairwells.
4. Once outside, move away from the building to allow the fire and police personnel to respond to the alarm.

7.6.2 General Fire Shelter in Place Procedures

If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, and use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call **ext. 5911 or (206) 296-5911** from your cell phone and give the dispatcher your room number. **Remain calm, stay on the line**, and wait for assistance. If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. **DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.**

7.7 Student Housing Fire Evacuation Procedures

Student housing evacuation procedures are posted on the SU Public Safety website, throughout on-campus academic buildings, and are included in this section. Public Safety and Housing and Residence Life staff train quarterly together in fire drill/building evacuation procedures. Annual fire statistics for on-campus student housing

are available in Section 7.3.1 this report and at the Department of Education website: <http://ope.ed.gov/campussafety/>. Select "Get Data For One School" and enter "Seattle University".

7.7.1 Archbishop Thomas Murphy Apartments (All Buildings)

Building Evacuation Plan

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building. **DO NOT USE ELEVATORS.**
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. **CLOSE ALL DOORS BEHIND YOU.**
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call ext. 5911 and give the dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. **DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.**
- After evacuating the building, move to your Evacuation Assembly Area, located at SU PARK (Logan Field). Move well away from the building to facilitate movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by Public Safety Staff.

Building Shelter-in-Place Plan

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT VIA E-MAIL, VOICE-MAIL, OR POSTED ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm.
- All occupants should seek safety in bathrooms.
- Close and secure all doors and windows in the in the apartment. Seal door seams with paper, clothing, tape, or available material, which will provide an insulation effect.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If necessary cover your mouth and nose with a wet cloth.

7.7.2 Bellarmine Residence Hall

Building Evacuation Plan

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building. DO NOT USE ELEVATORS.
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. CLOSE ALL DOORS BEHIND YOU.
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call ext. 5911 and give the dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.
- After evacuating the building, move to your Evacuation Assembly Area, located at E. Columbia Mall, between 10th Ave & 11th Ave. Move well away from the building to facilitate movement of emergency response equipment. Do not attempt to re- enter the building until told to do so by Public Safety Staff.

Building Shelter-in-Place Plan

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT VIA E-MAIL, VOICE-MAIL, OR POSTED ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm.
- All occupants should seek safety in resident rooms. Close and secure all doors and windows in the room or office. Seal all door seams with paper, clothing, tape, or available material, which will provide an insulation effect.
- If necessary use garbage or recycle containers as a toilet.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If a radio is available turn to 1000 AM. Wait until the 'All Clear Signal' is given before moving.

7.7.3 Barclay Court/Kolvenbach Houses

Building Evacuation Plan

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building. DO NOT USE ELEVATORS.
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. CLOSE ALL DOORS BEHIND YOU.
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call ext. 5911 and give the dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.
- After evacuating the building, move to your Evacuation Assembly Area, located at the CHAMPIONSHIP FIELD. Move well away from the building to facilitate movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by Public Safety Staff.

Building Shelter-in-Place Plan

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT VIA E-MAIL, VOICE-MAIL, OR POSTED ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm.
- All occupants should seek safety in resident rooms. Close and secure all doors and windows in the in the room or office. Seal all door seams with paper, clothing, tape, or available material, which will provide an insulation effect.
- If necessary use garbage or recycle containers as a toilet.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If necessary cover your mouth and nose with a wet cloth.

7.7.4 **Campion Residence Hall**

Building Evacuation Plan

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building. **DO NOT USE ELEVATORS.**
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. **CLOSE ALL DOORS BEHIND YOU.**
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call ext. 5911 and give the dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. **DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.**
- After evacuating the building, move to your Evacuation Assembly Area, located at SU PARK (LOGAN FIELD). Move well away from the building to facilitate the movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by Public Safety Staff.

Building Shelter-in-Place Plan

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT VIA E-MAIL, VOICE-MAIL, OR POSTED ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm.
- All occupants should seek safety in resident rooms. Close and secure all doors and windows in the in the room or office. Seal all door seams with paper, clothing, tape, or available material, which will provide an insulation effect.
- If necessary use garbage or recycle containers as a toilet.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If necessary cover your mouth and nose with a wet cloth.

7.7.5 Chardin Residence Hall

Building Evacuation Plan

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building. DO NOT USE ELEVATORS.
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. CLOSE ALL DOORS BEHIND YOU.
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call ext. 5911 and give the dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.
- After evacuating the building, move to your Evacuation Assembly Area, located at the SU Park (LOGAN FIELD). Move well away from the building to facilitate the movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by Public Safety Staff.

Building Shelter-in-Place Plan

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT VIA E-MAIL, VOICE-MAIL, OR POSTED ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm.
- All occupants should seek safety in resident rooms. Close and secure all doors and windows in the in the room or office. Seal all door seams with paper, clothing, tape, or available material, which will provide an insulation effect.
- If necessary use garbage or recycle containers as a toilet.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If necessary cover your mouth and nose with a wet cloth.

7.7.6 Douglas Apartments

Building Evacuation Plan

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building. DO NOT USE ELEVATORS.
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. CLOSE ALL DOORS BEHIND YOU.
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call ext. 5911 and give the dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.
- After evacuating the building, move to your Evacuation Assembly Area, located at the CHAMPIONSHIP FIELD. Move well away from the building to facilitate the movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by Public Safety Staff.

Building Shelter-in-Place Plan

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT VIA E-MAIL, VOICE-MAIL, OR POSTED ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm.
- All occupants should seek safety in resident rooms. Close and secure all doors and windows in the in the room or office. Seal all door seams with paper, clothing, tape, or available material, which will provide an insulation effect.
- If necessary use garbage or recycle containers as a toilet.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If necessary cover your mouth and nose with a wet cloth.

7.7.7 Logan Court Townhomes (1 & 2)

Building Evacuation Plan

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building. DO NOT USE ELEVATORS.
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. CLOSE ALL DOORS BEHIND YOU.
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call 911 and give the emergency dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.
- After evacuating the building, move to your Evacuation Assembly Area, located at the 13th and E. Columbia St. next to the Emergency Phone. Move well away from the building to facilitate the movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by Public Safety Staff.

Building Shelter-in-Place Plan

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT VIA E-MAIL, VOICE-MAIL, OR POSTED ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm.
- All occupants should seek safety in resident rooms. Close and secure all doors and windows in the in the room or office. Seal all door seams with paper, clothing, tape, or available material, which will provide an insulation effect.
- If necessary use garbage or recycle containers as a toilet.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If necessary cover your mouth and nose with a wet cloth.

7.7.8 Xavier Residence Hall

Building Evacuation Plan

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building.
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. CLOSE ALL DOORS BEHIND YOU.
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call ext. 5911 and give the dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.
- After evacuating the building, move to your Evacuation Assembly Area, located at the UNION GREEN & E. SPRING ST. MALL. Move well away from the building to facilitate the movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by Public Safety Staff.

Building Shelter-in-Place Plan

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT VIA E-MAIL, VOICE-MAIL, OR POSTED ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm.
- All occupants should seek safety in resident rooms. Close and secure all doors and windows in the room of office. Seal all door seams with paper, clothing, tape, or available material, which will provide an insulation effect.
- If necessary use garbage or recycle containers as a toilet.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If necessary cover your mouth and nose with a wet towel.

7.7.9 Yobi Apartments

Building Evacuation Plan

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building.
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. CLOSE ALL DOORS BEHIND YOU.
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call ext. 5911 and give the dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.
- After evacuating the building, move to your Evacuation Assembly Area, located at the CLMB, E. CHERRY AND 13th AVE Move well away from the building to facilitate the movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by Public Safety Staff.

Building Shelter-in-Place Plan

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT VIA E-MAIL, VOICE-MAIL, OR POSTED ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm.
- All occupants should seek safety in resident rooms. Close and secure all doors and windows in the room of office. Seal all door seams with paper, clothing, tape, or available material, which will provide an insulation effect.
- If necessary use garbage or recycle containers as a toilet.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If necessary cover your mouth and nose with a wet towel.

7.7.10 Vi Hilbert Hall

Building Evacuation Plan

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building.
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. CLOSE ALL DOORS BEHIND YOU.
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room. If there is a telephone available call ext. 5911 and give the dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.
- After evacuating the building, move to your Evacuation Assembly Area, located at the UNION GREEN & E. SPRING ST. MALL (evacuation zone F). Move well away from the building to facilitate the movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by Public Safety Staff.

Building Shelter-in-Place Plan

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT VIA E-MAIL, VOICE-MAIL, OR POSTED ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm.
- All occupants should seek safety in resident rooms. Close and secure all doors and windows in the room of office. Seal all door seams with paper, clothing, tape, or available material, which will provide an insulation effect.
- If necessary use garbage or recycle containers as a toilet.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If necessary cover your mouth and nose with a wet towel.

8 SEXUAL OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING POLICY

A copy of this policy is provided below and can also be found the Seattle University's Sexual Offenses, Domestic Violence, Dating Violence and Stalking Policy, available at this website:

<https://www.seattleu.edu/deanofstudents/policies/sexual-misconduct-policy/>



Sexual Offenses, Domestic Violence, Dating Violence and Stalking Policy

IMPORTANT NOTICE: In compliance with the U.S. Department of Education's Title IX Final Rule, effective August 14, 2020, Seattle University implemented a new policy, the [Policy for Complying with the Title IX Regulations-Title IX Final Rule](#), which impacts the application of the Sexual Offenses, Domestic Violence, Dating Violence and Stalking Policy. Please see the [policy](#) and the Office of Institutional Equity's [web page](#) for additional information.

Seattle University affirms respect, responsibility, and care between all persons. Conduct constituting domestic violence, dating violence, stalking or a sexual offense whether forcible or non-forcible such as non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation or sexual assault, will not be tolerated. Behavior of this nature is inconsistent with Seattle University values, and is a violation of the Code of Student Conduct and this Sexual Offenses, Domestic Violence, Dating Violence and Stalking Policy ("Policy"). Students committing a sexual offense in any form can be prosecuted under the Washington State Criminal Code (RCW 9A) and/or disciplined under the [Code of Student Conduct](#).

Definitions

"Sexual offense" is a broad term that encompasses a range of behaviors including sexual assault, as well as other forms of misconduct or violence of a sexual nature, including, without limitation, dating violence, domestic violence and stalking. A sexual offense can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other. A sexual offense can be committed by persons of any sex, sexual orientation and/or gender identity or expression.

"Dating Violence" is violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

"Domestic Violence" is violence committed (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (e) 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 in which the crime of violence occurred.

“Stalking” is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

“Sexual Assault” is any sexual penetration or sexual contact with another individual without consent.

What is Consent?

Consent is knowing, voluntary, and clear permission, through word or action, to engage in mutually agreed upon sexual activity or contact. Silence or lack of resistance alone does not constitute consent. Consent must be ongoing, and it may be withdrawn at any time. Consent to one form of sexual activity or contact does not imply consent to others, nor does past consent imply present or future consent. Consent to engage in sexual activity or contact with one person does not imply consent to engage in sexual activity or contact with another person.

Consent cannot result from the use of coercion, intimidation, force, or threats. Consent cannot be obtained from an individual who is incapable of giving consent because the person:

- Is under the legal age to give consent (16 years of age in Washington); or
- Has a mental, intellectual, or physical disability that renders them incapable of giving consent; or
- Is otherwise incapacitated (as defined below), including through the consumption of alcohol or drugs.

Incapacitation is a state in which an individual is unable to make informed, rational decisions because they lack the capacity to understand the “who, what, when, where, why or how” of a situation or interaction. Individuals cannot give consent if they cannot understand what is happening, or if they are disoriented, helpless, asleep, or unconscious for any reason. That applies even if alcohol or drugs were voluntarily consumed.

Individuals who engage in sexual activity or contact who know or should have known that the other party is incapacitated are engaging in sexual misconduct. Physical indicators of incapacitation may include slurred speech, unsteady gait or stumbling, impaired coordination, unfocused or bloodshot eyes, vomiting, unresponsiveness, or, outrageous or unusual behavior.

[Under Washington law, consent means that at the time of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse



or sexual contact. RCW 9A.44.010(7). For purposes of determining whether a violation of the Policy occurred, the University's definition of consent will be used, not the state law definition.]

Where Can I File A Report?

Anyone who has experienced dating violence, domestic violence, stalking or a sexual offense is strongly urged to report it to University officials, local law enforcement or both. Reports to University officials may be directed to:

Elizabeth Trayner
Assistant Vice President for Institutional Equity | Title IX
Coordinator | etrayner@seattleu.edu
206.220.8515

Dr. James Willette
Associate Vice Provost/Dean of Students
Student Center 140
(206) 296-6060
willettj@seattleu.edu

Department of Public Safety
1313 E. Columbia St. (Columbia Building)
Lower Level (Room 002)
Seattle, WA 98122

What Happens If I Report?

When you report a sexual offense, an incident of dating violence or domestic violence, or stalking, University officials will inform you in writing of your rights, options and the resources available to you. You will receive an explanation of how to file a complaint with local law enforcement if you choose and how Public Safety can assist you with that process; the University policy and procedures for sexual offense complaints; interim actions and measures that may be available to you; and information about the importance of preserving evidence for proof of criminal sexual offenses or for obtaining a protective order.

If you report to Public Safety, Public Safety will notify University officials who have a need to know, they will collect information in an impartial manner and will help to preserve relevant evidence. The steps Public Safety takes may vary depending on the circumstances and your needs.



What Are Possible Interim Actions And Measures?

Appropriate interim actions and measures are determined on a case-by-case basis, and may include, but are not limited to the following: issuing a no-contact order, changing classes, assigning an individual to a different lab or other clinical setting, and reorganizing housing assignments.

Will My Report Be Confidential?

The University will treat information it receives as part of University reporting procedures as confidential to the extent permitted. That means that only those within the University with a legitimate need to know will have knowledge of the victim's name and what occurred. If requested by the victim and to the extent possible, the name of the individual who experienced the sexual offense, dating violence, domestic violence or stalking will not be disclosed. Any warnings required to alert the campus community to security and safety threats will not include the victim's name. If the University decides its obligation to provide a safe and nondiscriminatory environment for all students requires it to proceed in a way that may allow the victim's identity to be known, the University will inform any student who has requested their personally identifiable information not be revealed that it cannot ensure confidentiality.

What If I'm Afraid of Retaliation?

Retaliation because a person has filed a good faith complaint alleging a sexual offense, dating violence, domestic violence or stalking or participated in an investigation or other related procedure related to such a complaint is strictly prohibited. The University will respond promptly to investigate any claims of retaliation.

Examples of retaliation include, but are not limited to: harassment or bullying by the accused student or the accused student's friends or peer group; pressure on the complaining student to drop the complaint; making a negative education decision against a person who has filed a complaint; or threatening a person with physical harm or legal action. Anyone who engages in the above conduct may be found responsible for retaliation and sanctions imposed.

Any person who believes he or she has been the target of retaliation may file a complaint with:

Dr. James Willette
Associate Vice Provost/Dean of Students
Student Center 140
(206) 296-6060
willettj@seattleu.edu



Elizabeth Trayner
Assistant Vice President for Institutional Equity | Title IX
Coordinator | etrayner@seattleu.edu
206.220.8515

Overview of the Student Conduct Process for Sexual Offenses, Dating Violence, Domestic Violence, and Stalking

Note: For information about the university's student conduct process for all other types of incidents, see the [Code of Student Conduct](#).

Seattle University's Integrity Formation conduct process for sexual offense, dating violence, domestic violence and stalking complaints will be prompt and equitable. Informal Resolution is not appropriate for sexual offense, dating violence, domestic violence or stalking cases. The University will investigate and resolve all complaints of sexual offense, dating violence, domestic violence and stalking in a prompt, fair, and impartial manner.

The University will provide both the Complainant and the Respondent an explanation of the procedures to be followed during the course of the conduct process. The procedures will follow those that are set forth in the Redhawk Commitment and Code of Conduct, but to the extent that anything set out in those sections is inconsistent with this Policy, the procedures set out in the Policy shall apply. These procedures include:

I. Investigation and Conduct Process

For complaints against students under the Policy, the Assistant Vice President for Institutional Equity and Dean of Students, in consultation with appropriate University officials, will review the complaint and appoint an internal or external investigator or investigative team (the "Investigator") to conduct a prompt and fair investigation of the complaint.

a. Investigation

The Investigator will conduct the investigation based upon the facts and circumstances reported to the University and developed through the course of the investigation. The investigation will include one or more interviews with the Complainant, Respondent and witnesses. The investigation will also include the gathering and review of any physical, documentary, or other relevant and available evidence.



As part of the investigation, the Investigator will provide an opportunity for all parties to present written statements, identify witnesses and submit evidence. Prior to the conclusion of the investigation, the Complainant and Respondent will be given the opportunity to respond to a summary of the information developed through the investigation.

b. Standard of Proof

The determination as to whether the Respondent is responsible for violating the Policy will be made using the preponderance of the evidence standard. This standard requires that the information supporting a determination of responsibility be more convincing than the information in opposition to it. Under this standard, determinations of responsibility are based upon what is more likely than not to have occurred.

c. Investigation Findings and Outcome Notification

At the conclusion of an investigation, the Investigator will submit a written investigation report, including a summary of the investigation, the Investigator's findings of fact, and a summary of the Investigator's rationale in support of the findings of fact, to the Dean of Students or designee, and Assistant Vice President for Institutional Equity or designee. Upon the approval of the investigation report and findings of fact, the Dean of Students or designee, in consultation with appropriate University officials, will determine responsibility for violations of the Policy and the appropriate sanctions if there is a determination of responsibility. Both parties will be notified in writing of the outcome of the investigation, any sanctions and how to file an appeal.

d. Time Frame

The University will resolve all complaints and reports under the Policy in a prompt manner, endeavoring to do so within one hundred twenty (120) business days of the initial report.

Extenuating circumstances may arise that require an extension beyond 120 business days. Extenuating circumstances may include, but are not limited to, the complexity and scope of the allegations and investigation, the number of witnesses involved, the availability of the parties or witnesses, the effect of a current criminal investigation, any intervening University break or holiday, or other unforeseen circumstances.

In the event that the process departs the 120-business day time frame, the University will notify the Complainant and Respondent of the reason(s) for the departure and the expected adjustment in the time frame.



e. Coordination with Law Enforcement

The University's conduct process and the legal system work independently from one another. The University will proceed with responding to and investigating complaints under the Policy regardless of action or inaction by law enforcement agencies. If a law enforcement agency initiates an investigation, the University may temporarily delay its investigation and conduct process at the request of the agency in order to facilitate its initial evidence gathering. In the event that there is a delay in the investigation and conduct process, the University will notify the Complainant and Respondent.

Decisions made or sanctions imposed under the Policy and Grievance Procedures are not subject to change because of the outcome of any criminal or civil case arising from the same conduct.

f. Advisors

The Complainant and Respondent are both permitted to be accompanied by one advisor of their choice at any meeting during the investigation and conduct process. The advisor may not actively participate in the investigation or conduct process. The advisor may not submit documents, nor speak or ask questions, either directly or indirectly, on a party's behalf at any stage of the process.

If the Investigator determines that the advisor is disruptive, the University may dismiss the advisor for the meeting. In addition, in keeping with the University's commitment to resolve all complaints and reports under the Policy in a prompt manner, the University reserves the right to proceed with the process regardless of the availability of a party's chosen advisor.

II. Sanctions

If a Respondent is found to have violated this Policy, the University will determine appropriate sanctions. Sanctions will be designed to end the conduct, prevent its recurrence, and remedy its effects on the Complainant and the University community.

Not all violations of the Policy will be deemed equally serious offenses and the University may impose different sanctions depending on the facts and circumstances. Possible sanctions include, but are not limited to, the following: educational activities; loss of privileges; disciplinary warning; disciplinary probation; residence hall suspension; suspension; dismissal from the University; revocation of a degree; and withholding a degree.

III. Appeals

Both the Complainant and Respondent have a limited right to appeal the determination of whether or not a Policy violation occurred and any sanctions imposed. A written appeal must be



submitted to the trained University official identified in the notification of outcome to hear the appeal (the “Appeals Officer”) within five (5) calendar days of receiving the written notice of the outcome of the investigation. The appeals should consist of a plain, concise and complete written statement outlining the grounds for the appeal.

a. Grounds for Appeal

Appeals will only be accepted on one or more of the following grounds:

- Significant Procedural Error: A procedural error occurred that significantly impacted the determination. A description of the error and its impact on the determination must be included in the written appeal; or
- New Information: New information has been discovered that was not available or known to the appealing party during the investigation and the new information could substantially impact the determination; or
- Substantially Disproportionate Sanctions: The sanctions imposed were substantially disproportionate to the violation; or
- Abuse of Discretion: There was a clear abuse of discretion on the part of the Investigator.

Dissatisfaction with a determination is not grounds for appeal. Non-participation in the investigation and conduct process is not considered new information and grounds for appeal.

b. Review of Appeals

Upon receipt of an appeal, the Appeals Officer will provide the other party an opportunity to respond in writing to the appeal. Any response to the appeal must be submitted to the Appeals Officer within five (5) calendar days from receipt of the appeal.

The Appeals Officer will conduct an impartial review of the appeal. The determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying case. The Appeals Officer will consider the merits of an appeal only the basis of the three (3) grounds for appeal. The Appeal Officers will review the appeal statement, the other party’s response, the investigation report, findings, evidence, determination and sanctions. The Appeals Officer may also discuss the case with the Investigator and other individuals involved in the investigation and grievance process.

Upon conclusion of the review of the appeal, the Appeals Officer will uphold the original determination, alter the determination, send the case back to the Investigator with instructions, affirm the sanctions imposed and/or alter the sanctions. The Appeals Officer will communicate



the outcome of the appeal to both parties simultaneously in writing within fifteen (15) calendar days from the date of submission of all appeal documents by both parties. Extenuating circumstances may arise that require an extension beyond 15 days. In the event that the process departs this time frame, the Appeal Officer will notify both parties of the reason(s) for the departure and the expected adjustment in the time frame.

What other actions will the University take to prevent sexual offenses, dating violence, domestic violence and stalking?

The University will have education programs for incoming students and new employees plus ongoing campaigns for student and faculty designed to promote awareness and prevention of dating violence, domestic violence, sexual offenses and stalking. Those programs will provide information about the following: the University's prohibition of sexual offenses, dating violence, domestic violence and stalking; how to file criminal complaints; relevant definitions used in the criminal process, including the definition of consent; safe and positive options for bystander intervention whenever there is a risk that a sexual offense, dating violence, domestic violence or stalking will occur; risk reduction and strategies to avoid potential attacks; and warning signs of abusive behavior.

The University will also provide information about the following: disciplinary procedures and sanctions, including protective measures it may impose; procedures for survivors to follow; how the University will protect a survivor's confidentiality including when a crime might be reported if a victim is unwilling or unable to make a report; services available both on and off campus for survivors; and options and assistance in providing accommodations to survivors, regardless of whether a report is filed with campus or local law enforcement.

Resources for Survivors and Students Accused

On-Campus Resources

[Seattle University Department of Public Safety](#)

1313 E. Columbia St. (Columbia Building)
Lower Level (Room 002)
Seattle, WA 98122
206-296-5911 (24 hr. emergency)
206-296-5990 (24 hr. non-emergency)
206-296-5992 (business)

Department of Public Safety personnel are available to provide support services to all survivors of a sexual offense, incidents of relationship violence, and stalking. The department has trained



staff available 24 hours a day 7 days a week to provide resource information (on and off-campus), reporting options available both through the University Conduct System and local law enforcement, medical care options, basic safety planning and information on current civil orders for protection.

[Counseling and Psychological Services \(CAPS\)](#)

Student Center Pavilion 120
206-296-6090

Office Hours (By Appointment)

Mon. - Fri. 8am - 12pm & 1pm – 4:30pm

CAPS counselors provide supportive counseling and consultation for individuals coping with the impact of sexual assault, stalking, and relationship violence as well as students accused of sexual misconduct. Counseling sessions are a safe, accepting and confidential place for survivors to work through any stage of the healing process. Counselors can also assist survivors and students accused of sexual misconduct with identifying on-campus and off-campus resources.

[Student Health Center](#)

Bellarmino Hall 107
206-296-6300

Academic Year Hours

Mon. – Fri. 7am – 5pm

Summer Hours

Mon. –Thu. 8:30am - 4:30pm

Fri. 8:30am - 3pm

Closed daily 12:30pm - 1:15pm for lunch

The Student Health Center is a confidential medical clinic available to all Seattle University students. An appointment is required, and communicating the need for urgency in the event of sexual misconduct will allow for the soonest possible appointment. The Student Health Center can provide a medical examination as well as STD and pregnancy testing.

[Wellness and Health Promotion](#)

Student Center 380
206-296-2593



Wellness and Health Promotion provides sexual misconduct prevention education on campus and staff members are familiar with information and resources. Additionally, the office is home to certified peer health educators known as the Health and Wellness Crew (HAWC) who serve as a great resource for a student looking to speak with another student about a sexual misconduct.

[Campus Ministry](#)

Student Center 120
206-296-6075

Campus Ministry is a place where students can confidentially talk to a priest, member of the clergy, or campus minister who is serving as a pastoral counselor. People of all faith traditions and spiritual practices are welcome.

[Office of the Dean of Students: Integrity Formation](#)

Student Center 320
206-296-6060

Integrity Formation, located in the Office of the Dean of Students, manages alleged violations of the Redhawk Commitment and Code of Student Conduct. Students who become aware of a sexual offense, incident of dating violence or domestic violence, or stalking, or may have been involved in a sexual offense, incident of dating violence or domestic violence, or stalking can come to this office to receive information about the campus student conduct process as well as immediate resources such as course changes, no-contact orders, or housing relocation.

[Housing and Residence Life](#)

Campion 100
206-296-6305

Housing and Residence Life offers 24-hour/day assistance to students. Area Coordinators and Assistant Area Coordinators are available during posted office hours as well as serving in an on-call capacity outside of the University's normal hours of operation. If a student is unable to locate their building's RD or ARD, a quick call to the main office will quickly reach another support person. Late at night, the on-call professional staff member may be reached by calling Public Safety. Housing and Residence Life's main goal is to provide support, safety, and appropriate resources.

Off Campus Resources

[Seattle Police](#)

Call 911



[Harborview Center for Sexual Assault & Traumatic Stress](#)

401 Broadway, Seattle, WA 98104
(206) 744-1600

The Center for Sexual Assault & Traumatic Stress provides the highest quality, evidenced based services to help persons impacted by sexual assault and other traumatic events. In addition to direct services, the Center also provides education and consultation for health, mental health, and legal professionals; conducts research and evaluation; promotes prevention and works with communities to promote social change.

Local Emergency Rooms

[Swedish Medical Center-Cherry Hill](#)

500 17th Avenue (between Cherry and Jefferson)
(206) 320-2000

[Swedish Medical Center-First Hill](#)

700 Minor Ave (between Cherry and Marion)
(206) 386-6000

[Harborview Medical Center](#)

325 9th Avenue (at Jefferson)
(206) 744-300

Hotlines

[King County Sexual Assault Resource Center](#)

1-888-99-VOICE (24 hr.)

KCSARC is a victim-advocacy organization that provides critical support, tools, and direct services to children, teens, women and men who are victims of sexual assault. KCSARC works with clients of all ages and from all backgrounds.

[National Sexual Assault Hotline](#)

1-800-656-HOPE (24 hr.)



[Online Hotline](#)

In partnership with 1,100 rape crisis centers across the nation this hotline, provides free, confidential advice 24/7.

[National Domestic Abuse Hotline](#)

800-799-SAFE (24 hr.)

The Hotline is free, confidential, and anonymous. It operates in more than 170 different languages through interpreter services, with a TTY line available for the Deaf, Deaf-Blind and Hard of Hearing.

[Crisis Connections](#)

1-866-4CRISIS (24 hr.)

The 24-Hour Crisis Line provides immediate help to individuals, families and friends of people in emotional crisis. We can help you determine if you or your loved one needs professional consultation and we can link you to the appropriate services.

8.1 Resources for Student Survivors of Sexual Misconduct

Resources for student survivors of sexual misconduct

We're here to help

Seattle university supports you with many options and you choose which ones are right for you.

FOR MORE INFORMATION and resources VISIT: WWW.SEATTLEU.EDU/SEXUAL-MISCONDUCT

You are likely reading this because you or someone close to you has been personally affected by sexual misconduct, such as sexual assault, dating or domestic violence, stalking, or sexual harassment. While our goal is to prevent this from happening, at this point we want to help. Here you'll find some places to start. Of course, a handout cannot address the specifics of your situation, so we strongly encourage you to reach out to the people you feel are right for you.

These resources and options are available to all students regardless of gender, sexual orientation, or other identities.

Are you safe right now?

EMERGENCY ASSISTANCE

After an incident, get to a safe place. Call 911, Public Safety, or visit an emergency room. SU **Public Safety** has trained staff available 24/7 to take initial reports and provide support, information, and reporting options. They are also available to help facilitate safety planning, assist with civil protection orders, or provide transportation to emergency rooms as desired.

Do you need medical care?

CONFIDENTIAL MEDICAL ATTENTION

If so, visiting sooner rather than later is important. Physical exams and evidence collection after a sexual assault are available 24/7 for free at Harborview and Swedish - First Hill emergency departments. Students can also seek confidential medical attention, including exams as well as STD and pregnancy testing, at the Seattle U **Student Health Center**. An appointment is required and communicating the need for urgency in the event of sexual misconduct will allow for the soonest possible appointment.

Would you like to discuss things confidentially?

CONFIDENTIAL SUPPORT

Whether you'd like to speak with someone in person at Seattle U or you prefer a hotline there are many confidential options. Campus resources will be more familiar with Seattle University supports and procedures while hotlines allow for 24/7 anonymous conversations.

Counseling and Psychological Services (CAPS) provides supportive counseling for individuals coping with the impact of sexual misconduct. **Campus Ministry** is a resource for people of all faith and non-faith identities. Campus ministers are available for one-on-one conversations about experiences of sexual misconduct.

Want to explore other assistance available to you?

UNIVERSITY ASSISTANCE

The University offers assistance to all students who experience sexual misconduct, whether or not they pursue formal reporting. This includes providing individualized measures such as academic and work accommodations, housing modifications, and no communication orders, all of which can be coordinated through the **Office of Institutional Equity (OIE)**. The University can also help with information or referrals to off-campus assistance, such as legal advocacy and civil protection orders.

Do you want to report this incident?

FORMAL REPORTING

A formal report can be filed with the University and/or through law enforcement for any criminal behavior. If you would like more information before deciding whether or not to report an incident to the University, you are welcome to meet with someone from the **Office of Institutional Equity (OIE)** who can provide information about your options and University processes as well as answer any questions.

Would you like to talk with a student about things?

PRIVATE PEER SUPPORT

The **Health and Wellness Crew (HAWC)** members are students who are certified as peer health educators and receive relevant training. They are available for private individual conversations about sexual misconduct with survivors and their friends.

SEATTLEU

www.seattleu.edu/sexual-misconduct

EMERGENCY ASSISTANCE

911

911 can dispatch an ambulance for emergency medical care/transportation or law enforcement as appropriate.

24/7

Public Safety

206-296-5911 | CLMB 002

Available 24/7 to assist, take initial reports, and provide transportation to emergency rooms.

24/7

CONFIDENTIAL MEDICAL ATTENTION

Student Health Center

206-296-6300 | BELL 107

A medical clinic available to SU students.

Appointments are required; communicating the need for urgency due to sexual misconduct will allow for the soonest possible appointment.

Swedish Medical Center First Hill Emergency Room

206-386-6000
700 Minor Ave.

24/7

Harborview Emergency Department

206-744-3000
325 9th Ave.

24/7

CONFIDENTIAL SUPPORT

Counseling and Psychological Services

(CAPS)

206-296-6090
PAVL 120

By appointment or Urgent Care, M-F, 10 & 3
Counseling for individuals coping with the impact of sexual misconduct.

Harborview Center for Sexual Assault and Traumatic Stress

206-744-1600

401 Broadway, Suite 2075
Provides sexual assault follow-up medical care, evidence-based counseling and other relevant services.

National Domestic Violence Hotline

800-799-7233

Provides confidential support,

King County Sexual Assault Resource Center

888-998-6423

Provides critical support, tools, and direct services including legal advocacy to victims.

Campus Ministry

206-296-6075
STCN 120

Welcomes people of all faith and non-faith identities into individual conversations with a campus minister about experiences of sexual misconduct.

Crisis Connections

866-427-4747
Provides immediate help

to individuals, families

UNIVERSITY ASSISTANCE & FORMAL REPORTING

Jill Moffitt

AVP for Institutional Equity & Title IX Coordinator
206-220-8515 | jmoffitt@seattleu.edu

Office of Institutional Equity

206-296-2824 | LOYA 300
oi@seattleu.edu

Provides assistance and privately receives all reports of sexual misconduct.

Office of the Dean of Students

206-296-6060 | STCN 140
For seeking assistance and privately reporting incidents that involve students.

Public Safety

206-296-5911 | CLMB 002

Available 24/7 to help facilitate safety planning and take initial reports.

24/7

EthicsPoint

www.seattleu.edu/EthicsPoint | 888-393-6824

For privately reporting, with the option to remain anonymous.

24/7

PRIVATE PEER SUPPORT

Office of Health and Wellness

206-220-8450 | STCN 380

Students certified as peer health educators and relevantly trained. They are available for individual conversations about sexual misconduct with survivors and their friends.

CONFIDENTIALITY

Privacy concerns are often at the forefront when someone has experienced sexual misconduct. It is useful to know the degree of confidentiality that individuals can expect from each of the University resources.

Resources identified as “confidential” will not share any information without your informed, written consent, unless there is an imminent risk of harm to self or others.

All other faculty and staff are expected to maintain information about sexual misconduct as extremely private, and to notify the University’s Title IX Coordinator who ensures that each individual is appropriately supported with resources and options that empower them to make informed decisions.

Please note this expectation extends to Resident Assistants (24/7), other Housing & Residence Life Student Employees (while working), and Public Safety Student Employees (while

working); it is not required of any other student employees, student leaders, or student groups - including HAWC.

Students can always ask about an employee’s responsibilities



Sexual Misconduct: Resources for Students Accused

We Are Here to Help. Seattle University is committed to providing a safe and nondiscriminatory campus. The University takes all allegations of sexual misconduct seriously, and is committed to providing information, resources, and clear direction to all members of the community so that, together, we can help prevent and address this conduct. This handout provides basic information about resources available to students who have been accused of sexual misconduct. Please understand, however, that this one-sheet handout cannot and does not address every aspect of incidents of sexual misconduct. Supplementary information can be found on-line at <http://www.seattleu.edu/sexual-misconduct/>. In addition, all the on-campus contacts listed on this handout are available to provide additional information and guidance in navigating the various resources.

Confidential Medical and Support Services

Seattle University encourages those who wish to receive confidential medical and/or support services to seek assistance from the following on-campus confidential resources, and/or from off-campus confidential resources.

Counseling and Psychological Services (CAPS)

Pavilion 120 | (206) 296-6090 | Appointment Hours: M-F, 8am–12pm/1pm–4:30pm; Urgent Hours: M-F, 10am/3pm

CAPS counselors provide supportive counseling and consultation for students accused of sexual harassment, sexual assault, domestic violence, dating violence, stalking, or other sexual misconduct. Counseling sessions are a safe, accepting, and confidential place for students to seek help dealing with feelings related to being accused. Counselors can also assist students with identifying other on-campus and off-campus resources. Services are provided free of charge to students.

Student Health Center

Bellarmine Hall 107 | (206) 296-6300 | M-F, 7am - 5pm

The Student Health Center is a confidential medical clinic available to all students. It can provide a medical examination as well as STD and pregnancy testing.

Campus Ministry

Student Center 120 | (206) 296-6075 | M-F, 8am - 4:30pm

Campus Ministry is a place where students can confidentially talk to a priest, member of the clergy, or campus minister who is serving as a pastoral counselor.

Resources for Information about the Student Conduct Process and Seeking Protection

The individuals listed here are available to provide students with an overview of the University's student conduct process and help identify other available resources. Communications with these individuals are kept as confidential as possible, but please know that information about an incident of sexual misconduct is required to be shared with the Title IX Coordinator and relevant University administrators so that the University can take action to fulfill its responsibility to provide a safe and nondiscriminatory environment for all members of the campus community. In all cases, these contacts are also available to assist with meeting the University's commitment to taking prompt and effective measures to support and protect respondents and complainants, such as shielding them from ongoing contact with an individual. (Appropriate measures are determined on a case-by-case basis, and may include interim actions such as changing classes, housing, or transportation.) Seattle University is committed to providing a prompt and equitable process for resolving complaints of sexual misconduct. More information about the student conduct process can be found on-line at <http://www.seattleu.edu/sexual-misconduct/>. Lastly, please know that retaliation because a person has filed a good faith complaint alleging a sexual misconduct or participated in an investigation or other process related to such a complaint is strictly prohibited. The University will respond promptly to investigate any claims of retaliation.

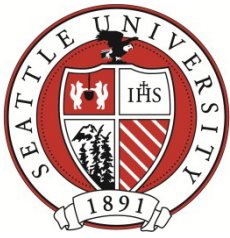
Elizabeth Trayner, Assistant Vice President Institutional Equity |
Title IX Coordinator
206-220-8515 | etrayner@seattleu.edu

Office of the Dean of Students
206-296-6060

Seattle University Department of Public Safety
206-296-5911 (emergencies) / 206-296-5990 (non-emergencies)

For information about these resources, please visit: <http://www.seattleu.edu/sexual-misconduct/>.

8.2 Sexual Misconduct Guide for Faculty and Staff



Sexual Misconduct: Guide for Faculty and Staff

Steps to take if you learn a student has experienced an incident of:

All faculty and staff are **required** to report incidents of sexual misconduct to the Title IX Coordinator.

(For exceptions, see page 2 of this guide.)

- sexual harassment
- sexual assault
- domestic violence
- dating violence
- stalking
- or other sexual misconduct

Prior to a Disclosure: If you believe a student is about to tell you about an incident of sexual misconduct, explain your reporting duties before they make the disclosure, if at all possible. If the student wants to talk to someone WITHOUT any information being reported, refer them to the on-campus and off-campus "Confidential Medical and Support Services" in the "Sexual Misconduct: Resources for Student Survivors" Handout.

Following a Disclosure: Take these 3 important steps.

Step 1:

Care for the Student

Provide the student with non-judgmental support AND ensure the student is safe.

If there is immediate danger, call 911, or, Public Safety at 206-296-5911.

Step 2:

Connect the Student with Resources

Explain your reporting duties AND provide the student with resources.

The "Sexual Misconduct: Resources for Student Survivors" Handout is an ideal source.

Step 3:

Contact the Title IX Coordinator

At the earliest possible time (no later than 24 hours) after the disclosure, report the incident to:

Elizabeth Trayner, Title IX Coordinator | 206-220-8515 | etrayner@seattleu.edu

*****Additional information and guidance about these requirements and steps are provided on page 2.*****

Additional Information and Guidance for Seattle University Faculty and Staff Responding to a Disclosure that a Student Has Experienced Sexual Misconduct

Seattle University is committed to providing a safe and nondiscriminatory campus. The University takes all allegations of sexual misconduct seriously, and is committed to providing information, resources, and clear direction to all members of the community so that, together, we can help prevent and address this conduct. The University recognizes the significant trust relationship faculty and staff have with students, and the difficulty that may come with responding to a disclosure of sexual misconduct by a student, as you aim to help the student and meet your obligations to help ensure the safety of our community. This guide provides basic steps, guidance, and information to assist you in these situations. Please understand, however, that this one-sheet guide cannot and does not address every aspect of responding to disclosures of sexual misconduct. If at any point you have questions or want additional guidance or information, please contact the Title IX Coordinator.

REQUIREMENT TO REPORT / EXCEPTIONS. All faculty and staff are required to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator. The requirement extends to all faculty and staff because of the University's commitment to provide a safe and nondiscriminatory campus, as well as its responsibilities under Title IX. The only exceptions to this requirement are the following confidential resources: (1) Counseling and Psychological Services, (2) Student Health Center, (3) Campus Ministry, and (4) a priest or member of the clergy who is serving as pastoral counselor. [If your position is not included here and you believe it should be, contact the Title IX Coordinator to verify your status.]

TYPES OF INCIDENTS COVERED. This guide covers incidents of sexual harassment, sexual assault, domestic violence, dating violence, stalking, and other sexual misconduct experienced by a student, regardless of where or when it occurs, or by whom, whether between people of different sexes or the same sex, and regardless of the student's gender identity or expression. [If you are unsure if an incident falls into any of these categories, contact the Title IX Coordinator, who can assist with making the determination prior to your reporting of personally identifying information.]

EXPLAINING YOUR REPORTING DUTIES. If you believe a student is about to tell you about an incident of sexual misconduct, if at all possible, explain your reporting duties *before* they make the disclosure. If this is not possible, do it soon after the disclosure. You can explain that even though you are obligated to share the information with University personnel specially trained to respond, the student's privacy will be respected; as needed, identities and details will be shared only with those who need to know to support the student and to address the situation through the University's processes. You can tell the person that when a student wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University's general policy is to respect such requests unless certain overriding factors are present related to the University's obligation to provide a safe, non-discriminatory environment for all members of the University community, including the student. If, upon learning of your reporting duties, the student does not wish to disclose the incident or provide further details to you, refer them to the on-campus and off-campus "Confidential Medical and Support Services" in the "Sexual Misconduct: Resources for Student Survivors" Handout.

Example: "I need to tell you that if I become aware that sexual misconduct has occurred, I am required to inform University staff who are specially trained to respond, so that steps can be taken to ensure your safety and the safety of our community. Your privacy will be respected, but if you prefer to talk to someone who does not have an obligation to report, there are other options. On campus, you can talk to someone at Counseling and Psychological Services, the Student Health Center, or Campus Ministry, or, to a priest or member of the clergy who is serving as pastoral counselor. There are local off-campus resources as well." [Then provide the "Sexual Misconduct: Resources for Student Survivors" Handout.]

PROVIDING NON-JUDGMENTAL SUPPORT. One of the most important ways to provide support is to listen without judging or blaming. Remember that no matter what the circumstances, no one deserves to be subjected to sexual misconduct. Allow the student to talk about their experience. The person may not know what to call what happened; do not define the experience for them. Follow their lead; do not take control of the situation or try and do something to "fix" it. Having experienced sexual misconduct can cause the person to feel a loss of control; let the student make their own decisions, and support their decisions. Also understand that everyone responds uniquely to sexual misconduct. Be a support person and help the student find support.

ENSURING THE STUDENT IS SAFE. If there is immediate danger, call 911, or, Public Safety at 206-296-5911. The "Sexual Misconduct: Resources for Student Survivors" Handout has additional information for contacting police in non-emergencies and for local hospitals, in addition to on-campus resources.

CONNECTING THE STUDENT WITH RESOURCES. Provide the student with the "Sexual Misconduct: Resources for Student Survivors" Handout, which can be found on-line at <http://www.seattleu.edu/deanofstudents/sexual-misconduct/>.

CONTACTING THE TITLE IX COORDINATOR. At the earliest possible time (no later than 24 hours) after you receive information that a student has experienced sexual misconduct, you must report it to the Title IX Coordinator. You may need to report all relevant details about the incident(s) disclosed by the student. Once you have reported to the Title IX Coordinator, you will likely not need to take further action.

9 SUBSTANCE ABUSE POLICIES AND PREVENTION PROGRAM

Seattle University's Substance Abuse Policies and Prevention Program reflect the University's commitment to the health, safety, and well-being of each member of the Seattle University Community. In order to further student learning and development, and to promote the University's academic mission, Seattle University fosters an environment of personal and collective responsibility. This means that all members of the University – students, faculty, and staff – have a role in ensuring the wellbeing of our community, particularly as it pertains to the misuse of alcohol and other drugs.

As a Jesuit university, Seattle University is committed to *Cura Personalis*, or the care for the whole person. This extends to our alcohol and other drug education program. Seattle University recognizes that community members have choice regarding their personal use of alcohol and other drugs and seeks to provide education that will help community members make informed, evidence-based choices. To this end, Seattle University provides a comprehensive, evidence-based risk reduction education through its programs and services and support to community members interested in or currently engaging in use reduction and/or recovery.

The purpose of this brochure is to make all members of the Seattle University community aware of the:

- Resources available to students, faculty, and staff who are concerned about their own alcohol or drug use, or that of a friend, family member, or colleague;
- Health risks associated with the use of illicit drugs and alcohol abuse;
- Policies governing the use of alcohol or illicit drugs in the campus community;
- Disciplinary sanctions for failing to adhere to University policies regarding drug or alcohol use; and
- Local, state, and federal laws governing alcohol and drug use.

Consistent with the law, the University conducts biennial reviews of its Substance Abuse Policies and Prevention Program to determine the effectiveness of the program and areas for improvement.

The information included in this brochure will help in making informed decisions about the use of alcohol and other drugs. Careful attention to this information will help students, faculty, and staff promote the university's compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

I. Policies on Drug or Alcohol Use by the Campus Community

A. Policy on Drug or Alcohol Use by Students

The misuse of alcohol and other drugs undermines the University's ability to achieve its central mission—the academic and social development of its students. Seattle University therefore prohibits the illegal and irresponsible use of alcohol and other drugs by students.

Students at Seattle University have the responsibility to conduct themselves in a lawful and appropriate manner consistent with the mission of the University. Each student has the responsibility to know the risks associated with the use and abuse of alcohol and other drugs and to assist the University in creating an environment that promotes health-enhancing attitudes and activities.

i. Alcohol

1. It is illegal in the State of Washington for anyone under the age of 21 to possess, purchase, distribute, consume, or acquire alcoholic beverages, and it is illegal for anyone over the age of 21 to provide alcohol to someone under the age of 21.
2. The possession, sale, distribution, and consumption of alcoholic beverages on the University's campuses or in connection with University-sponsored or related events is permitted only within the limits prescribed by Washington local, state and federal laws, and in accordance with any rules, regulations, policies, and programs that may be established by the University from time to time. Examples of those regulations include the Resident Handbook and the Code of Student Conduct.
3. The Code of Student Conduct prohibits: (1) the consumption, possession, purchase, sale, or distribution of alcoholic beverages except as permitted by law and by University policy; (2) public intoxication; and (3) being in the presence of alcohol while under the age of 21 in Seattle University-sponsored housing or on other University premises, except as permitted by law and by University policy.
4. The Resident Handbook prohibits students under the age of 21 from participating in events where alcohol is being served or being in the presence of alcohol in a residence hall room. No alcohol may be consumed, stored, or taken into a room of a student who is under 21, even if the student has a roommate who is over 21. Presence by a student under the age of 21 in a room where alcohol is permitted to be consumed may lead to the conclusion that the underage individual was consuming alcohol, and the underage individual may be held responsible.
5. The Resident Handbook provides that students who are at least 21 years old may consume alcohol responsibly in the privacy of their rooms with the door closed. However, no alcohol may be consumed in the public areas of the residence hall, such as the hallways, lobbies, and bathrooms.
6. The Resident Handbook prohibits all students, regardless of age, from possessing alcohol drinking devices or playing drinking games designed for the rapid consumption of alcohol.
7. The Resident Handbook provides that students who are noticeably intoxicated and/or disruptive in their residence hall or apartment may be documented for violation of the alcohol policy.

8. The Resident Handbook prohibits deliveries or shipments of alcohol to a student housing facility.
9. The University strictly prohibits the sale, possession, distribution, manufacture, or consumption of alcoholic beverages at any University-sponsored event, except as expressly permitted by the Campus Policy for Alcohol Use at Events (*see* Section 1.C).
10. The University strictly prohibits any person from bringing alcoholic beverages into University housing or consuming alcoholic beverages within University housing, except as expressly permitted by the regulations established by Residence Life and Housing's Resident Handbook and the student Housing Agreement.
11. Except as permitted by the Campus Policy for Alcohol Use at Events, open containers of alcohol are prohibited in all public areas of the University campuses. This includes any holder or receptacle of alcohol where the seal has been broken and/or holders that allow unobstructed, unrestricted, or otherwise open access to alcohol. This includes, but is not limited to, cans, cups, bottles, kegs, and flasks.
12. State law and the University strictly prohibit the possession, use, sale, furnishing, or manufacture of false identification by students for the purpose of obtaining alcoholic beverages.
13. The University strictly prohibits aiding or abetting an underage person in the purchase or consumption of alcoholic beverages.

The University will not excuse acts of misconduct committed by students whose judgment is impaired by consumption of alcohol or drugs. Students are expected to assume responsibility for their own behavior and must understand that being under the influence of drugs or alcohol in no way lessens their accountability to the University community. Violations of the law or University rules or policies relating to drug or alcohol use will result in disciplinary sanctions up to and including dismissal as described in the Code of Student Conduct. In general, students will be disciplined if their use of alcohol or drugs is illegal or threatens to create public disorder, public disturbances, danger to themselves or others, or property damage. In addition, the University has the right to refer suspected unlawful drug or alcohol-related incidents to appropriate federal, state, or local legal authorities.

ii. Drugs

1. The University strictly prohibits the manufacture, sale, possession, distribution, dispensing, or use by a student of a controlled or illegal substance not medically authorized.
2. The University strictly prohibits the manufacture, sale, possession, distribution, or dispensing by a student of drug paraphernalia.
3. The University prohibits public intoxication by any drug.
4. The University prohibits students from consuming, possessing, purchasing,

selling, distributing, or misusing marijuana/cannabis, as well as public intoxication from use of marijuana/cannabis. All students are prohibited from storing, providing, being in the presence of, or using marijuana/cannabis on University premises or at official University functions, regardless of location.

Table 1: AOD Resources for Students

Resource	Location
Code of Student Conduct	https://www.seattleu.edu/media/dean-of-students/files/policies/SUCode_2022-23.pdf
Residence Life Handbook	https://www.seattleu.edu/media/housing-and-residence-life/files/policiesandprocedures/Resident-Handbook-2022-2023.pdf
Student Housing Agreement	https://www.seattleu.edu/media/housing-and-residence-life/files/policiesandprocedures/2022-2023-Housing-Agreement.pdf
Counseling & Psychological Services	https://www.seattleu.edu/caps/ (206) 296-6090 caps@seattleu.edu
Student Health Center	seattleu.edu/student-health/ Bellarmine Hall #107 206.296.6300 studenthealthcenter@seattleu.edu
Wellness & Health Promotion	https://www.seattleu.edu/wellness/ Student Center 380 (206) 220-8450 wellness@seattleu.edu
Timely Care	www.seattleu.edu/wellness/timelycare www.timelycare.com/seattleu

B. Policy on Drug or Alcohol Use by Employees

Seattle University employees have the responsibility to perform their jobs in a safe, conscientious, and effective manner. University employees must be able to work in a drug-free environment and themselves be free from the effects of substances. Accordingly, in connection with all workplace or University-related activities, the following rules apply:

i. Alcohol

The consumption of alcohol is prohibited except where a legal permit or advance consent from the University has been obtained.

Violations of the policies on alcohol use by employees will result in disciplinary action up to and including immediate termination of employment. In addition, the University has the right to notify local, state, or federal legal authorities of suspected illegal activity relating to drugs or alcohol. The University encourages employees who observe or have knowledge that an employee is impaired by drugs or alcohol while at work or while participating in University activities to report such condition to the appropriate supervisor.

In some instances, substance abuse may be considered a disability covered by federal, state, and local laws. The University complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local laws that extend protection from discrimination in employment to qualified individuals with disabilities. The University also provides reasonable accommodations for individuals with disabilities. Any employee who suspects they have a drug or alcohol abuse problem is encouraged to seek assistance through the employee's own efforts before the problem affects the employee's employment status. The University provides an Employee Assistance Program to assist employees who seek help.

The University's Human Resources Office also maintains a list of agencies that provide rehabilitative and counseling services, in compliance with the federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989. In addition, the University pays in full for an independent, confidential Employee Assistance Program.

Contact information for campus and community services is provided in Section III of this brochure.

ii. Drugs

The University strictly prohibits the manufacture, sale, possession, distribution, dispensing, or use by an employee of a controlled substance or drug not medically authorized, and the University strictly prohibits the use by an employee of a controlled substance (*e.g.*, prescription medication) that affects job performance or poses a hazard to the safety and welfare of the employee or others.

The Drug-Free Workplace Act requires an employee who is convicted of any workplace-related criminal drug violation to report the conviction to the Office of Human Resources within five (5) calendar days after the conviction. Recipients of grants ("grantees"), whether the University or the individual, must report in writing to the contracting or granting agency within 10 calendar days of receiving notice of the conviction.

Table 2: AOD Resources for Employees

<u>Resource</u>	<u>Location</u>
Human Resources Policy Manual	https://www.seattleu.edu/hr/employment-policies/200--- hiring-employment/#id1249332
Human Resources Office	901 12 th Avenue, RIAN 218
VP of Human Resources and Equal Opportunity Officer	(206) 296-6445

C. Campus Policy on Alcohol Use at Events

To serve or sell alcohol on campus, an event sponsor must complete an Alcohol Service Request Form ("ASRF") for an event and obtain a state permit. Please visit the Conference and Event Services' ("CES") website for a description of the type of permit you will need. If CES grants permission for alcohol service, it will sign the license application and return it to the event sponsor, who must mail it to the Washington State Liquor Control Board ("WSLCB") with a check for the required fee. The permit/license must be posted during the event near the alcohol service area. The event sponsor is responsible, along with individuals directed to serve the alcohol, for compliance with all applicable laws (including the acquisition of all required permits), ordinances, and University policies pertaining to the use, sale, furnishing, or possession of alcohol. The license application must be submitted to the WSLCB at least 45 days prior to the event.

Under Washington law, alcohol may not be served to any person under the age of 21. A separate alcohol serving area may be required at events where persons under 21 will be present. The event's sponsor will also be required to devise a system by which picture identification will be checked to verify legal age.

Washington law also requires that alcohol be served and monitored and not left unattended so as to allow free access. All service of alcohol to guests must stop 30 minutes prior to the ending time of the event. No alcoholic beverages may be consumed in public areas or on University property without the University's prior written approval. In addition, no open containers of alcohol are permitted on University property at any time, except within the area covered by a valid liquor permit. Non-alcoholic beverages and food must be available and featured prominently at the event. Name brand beverages, high protein, and low salt foods are encouraged.

No event shall include any form of "drinking contest" or "drinking game" in its theme, activities, or promotion. Alcohol should not be used as an inducement to participate in a campus event.

Event sponsors (persons who sign for the banquet permit/special occasion license) and the individuals directed to serve the alcohol are responsible and obligated to refuse alcohol to anyone whom they believe has had too much to drink. The person named on the permit/license can and will be held responsible for all alcohol-related incidents.

"BYOB" events, kegs, or hard liquor of any kind are not permitted in University facilities or anywhere on campus. The University reserves the right to deny or limit the consumption of alcoholic beverages on the campus. For events where alcohol is served, the event sponsor is required to hire, at its own expense, and use alcohol servers who are employees of the University's food services manager.

For additional information, contact Conference and Event Services at (206) 296-5620.

Table 3: Resources Related to Campus Events

Resource	Location
Conference and Event Services	https://www.seattleu.edu/ces/ (206) 296-5620 1313 Columbia Building rooms@seattleu.edu
Internal Event Request Form	https://www.seattleu.edu/ces/plan-an-internal-event/
External Event Request Form	https://www.seattleu.edu/ces/plan-an-external-event/
Alcohol Service Request Form	https://www.seattleu.edu/media/conference-and-events-services/files/Fillable-Alcohol-Service-Request-Form-Updated-July-2018.pdf

D. Redhawks Care Policy – Medical Amnesty

At Seattle University, the health, safety, and welfare of our students and community are paramount concerns. All students are expected to inform appropriate officials in the event of any health or safety risk or emergency – specifically those involving alcohol or drug abuse – even if violations of the Code of Student Conduct may have occurred in connection with such a risk

or emergency. Because the University understands that concern about possible disciplinary action may deter requests for emergency assistance, the University has adopted the Redhawks Care Policy to alleviate such concerns and promote responsible action on the part of students.

Generally, charges will not be brought against a student based solely on information they provide when:

- Seeking medical care for themselves or other(s), including seeking aid for an individual experiencing an alcohol or other drug-related emergency by contacting emergency services by calling Seattle University Public Safety or 911.
- Reporting symptoms, cooperating with contact tracing, and/or following self-isolation or quarantine recommendations.

In a situation involving imminent threat or danger to the health or safety of any individual(s), students are expected to:

- Contact Public Safety by calling 5-911 and/or 911 to report the incident on-campus and 911 off-campus;
- Remain with the individual(s) needing emergency treatment and cooperate with emergency officials; and
- Meet with appropriate University officials after the incident and cooperate with Integrity Formation procedures following the incident.

The Office of the Dean of Students will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response for alleged violations of the Code of Student Conduct by the reporting student in the risk or emergency situation. However, the policy does not preclude or prevent actions by police or other legal authorities, and student's failure to take responsible action in a risk or emergency situation, may void all protections under this provision, constitute an aggravating factor for purposes of sanctioning, and/or lead to further disciplinary actions when such failure to act otherwise constitutes a violation of University rules, regulations, or policies. The Office of the Dean of Students, however, may additionally refer students to the Office of Student Conduct and Integrity Formation for alleged violations of policies if those behaviors are reported to the University through other means.

E. State and Federal Laws and Sanction

Please see Appendix A for information regarding state and federal laws and sanctions.

II. Health Risks of Alcohol and Drug use

Alcohol and illicit drug use pose many physical and mental health risks. For family, friends, and coworkers, the ability to recognize the physical, behavioral, and psychological signs of substance misuse can be helpful to intervene and/or report as appropriate.

A. Physical, Behavioral, and Psychological Signs of Alcohol and Drug Abuse

Physical and health warning signs of alcohol or drug abuse:

- Eyes that are bloodshot or pupils that are smaller or larger than normal
- Frequent nosebleeds could be related to snorted drugs (meth or cocaine)
- Changes in appetite or sleep patterns
- Sudden weight loss or weight gain
- Seizures without a history of epilepsy
- Deterioration in personal grooming or physical appearance
- Injuries/accidents and they won't or can't tell you how they got hurt
- Unusual smells on breath, body, or clothing

- Shakes, tremors, incoherent or slurred speech, impaired or unstable coordination

Behavioral signs of alcohol or drug abuse:

- Drop in attendance and performance at work or school; loss of interest in extracurricular activities, hobbies, sports or exercise; decreased motivation
- Complaints from co-workers, supervisors, teachers, or classmates
- Unusual or unexplained need for money or financial problems, borrowing or stealing, missing money or valuables
- Silent, withdrawn, engaged in secretive or suspicious behaviors
- Sudden change in relationships, friends, favorite hangouts, and hobbies

- Frequently getting into trouble (arguments, fights, accidents, illegal activities)

Psychological warning signs of alcohol or drug abuse:

- Unexplained change in personality or attitude
- Sudden mood changes, irritability, angry outbursts, or laughing at nothing
- Periods of unusual hyperactivity or agitation
- Lack of motivation, inability to focus, appears lethargic or "spaced out"
- Appears fearful, withdrawn, anxious, or paranoid, with no apparent reason

It is important to recognize that while significant changes in academic performance, work performance, and interpersonal relationships are warning signs, persons with substance use disorders may have developed strategies to mask these warning signs. Persons with substance use disorders may be very successful and high functioning members of the community. Social biases about functioning and productivity should not be criteria to dismiss signs of a potential substance use disorder.

B. Health Effects of Common Drugs of Abuse

The following list is adapted from www.drugabuse.gov, which has a comprehensive list of the effects of commonly used drugs. The list below includes the drugs that most frequently effect the lives of college students, faculty, and staff.

Prescription stimulants and opioids are included in the list. The University affirms that when used as directed and under the care and supervision of a licensed medical provider these medications are safe and provide important therapeutic benefits. Individuals to whom these medications are prescribed are encouraged to regularly communicate with their medical provider regarding any side effects, unexpected changes in mood or behavior, and signs of abuse or addiction. The University encourages individuals who are using opioids or stimulants without a prescription to seek support and help (*see* Section III: Resources for Education and Treatment).

- Alcohol – Stimulant effect in small doses (BAC < .05) and depressant effects in larger doses (BAC > .05); common effects at larger doses include difficulty walking, blurred vision, slurred speech, slowed reaction times, and impaired memory and judgement; excessive alcohol consumption can result in permanent brain and other physical injury or death. Long-term misuse is known to cause issues with heart, liver, and pancreas and weakened immune responses.
- Cannabis – Short term use may result in enhanced sensory perception and euphoria followed by drowsiness/relaxation. Common responses to use include slowed reaction time, problems with balance and coordination, increased heart rate and appetite, problems with learning and memory, and anxiety. Long-term use is linked to increased likelihood of mental health concerns (depression, anxiety, and psychosis), chronic cough, and frequent respiratory infections.
- Cocaine – Effects of short-term use include narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy; alertness; insomnia; restlessness; anxiety. Even with brief use cocaine may cause erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma. Long term use effects include loss of sense of smell; nosebleeds; nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss; lung damage from smoking. Combination with alcohol increases likelihood of cardiac toxicity.
- Heroin – Short term effects include euphoria, dry mouth, itching, nausea, vomiting, analgesia, and slowed breathing and heart rate. Long-term use effects include collapsed veins, abscesses (swollen tissue with pus), infection of the lining and valves in the heart, constipation and stomach cramps, liver or kidney disease, and pneumonia. Combination with alcohol may cause dangerous slowdown of heart rate and breathing, coma, and/or death.

- 3,4-Methylenedioxy-Methamphetamine (MDMA; Extacy; Molly) – Short-term effects include lower inhibition, enhanced sensory perception, increased heart rate and blood pressure, muscle tension, nausea, chills and sweating, and sharp rise in body temperature leading to kidney failure or death. Long-term use contributes to confusion; depression; problems with attention, memory, and sleep; increased anxiety; impulsiveness; and disinterest in sex. Combination with alcohol increases risk of neurotoxic effects.
- Opioids (prescription) – Short-term effects include pain relief, drowsiness, nausea, constipation, euphoria, slowed breathing, and possibility of death with misuse. Long-term use concerns include addiction and increased risk of overdose and death.
- Stimulants (prescription) – Commonly prescribed as Adderall, Amphetamine, Concerta, Ritalin, Methylphenidate. Short-term effects include increased alertness, attention, energy; increased blood pressure and heart rate; narrowed blood vessels; increased blood sugar; opened-up breathing passages. At high doses, dangerously high body temperature and irregular heartbeat, heart disease, seizures. Long-term misuse risks include heart problems, psychosis, anger, paranoia.
- Tobacco/Nicotine and Vaping – Short-term use increases blood pressure, breathing, and heart rate, exposes lungs to a variety of chemicals and to metallic vapors created by heating the coils in the device. Long-term use greatly increases risk of cancer, especially lung cancer when smoked and oral cancers when chewed, chronic bronchitis, emphysema, heart disease, leukemia, cataracts, and pneumonia.

For a more comprehensive listing of the effects of commonly used drugs, please see <https://nida.nih.gov/drug-topics/commonly-used-drugs-charts>.

Table 4: Resources Related to AOD Health Effects

<u>Resource</u>	<u>Location</u>
National Institute on Drug Abuse	https://nida.nih.gov/
National Institute on Alcohol Abuse and Alcoholism	https://www.niaaa.nih.gov/
Learn About Marijuana Washington	https://www.learnaboutmarijuanawa.org/
College Drinking	https://www.collegedrinkingprevention.gov/
Alcohol eCheckup to Go for Seattle U Students	https://echeckup.sdsu.edu/usa/alc/coll/seattleu/
Cannabis eCheckup to Go Seattle U Students	https://echeckup.sdsu.edu/usa/mj/coll/seattleu/
Mental Health and Substance Use Disorder Screenings	https://screening.mentalhealthscreening.org/seattleu
Wellness and Health Promotion's AOD Education Site	https://www.seattleu.edu/wellness/aod/

III. Resources for Education and Treatment

A. Campus Services for Students

1. Consultation for problems alcohol and other drug related use is provided by the Student Health Center (“SHC”), Counseling and Psychological Services (“CAPS”), and Wellness and Health Promotion. Students who believe they have a problem or who have a concern about another person are encouraged to seek assistance.
2. SHC and CAPS staff are available for confidential consultation.
3. If screening indicates substance abuse or dependency requiring more focused treatment, individuals will be referred to appropriate community health resources. SCH and CAPS keep a list of community agencies meeting a range of needs and financial capacities. Individuals are responsible for costs incurred for off-campus services.

Table 5: Campus Support Resources

<u>Resource</u>	<u>Location</u>
Student Health Center	seattleu.edu/student-health/ Bellarmine Hall #107 206.296.6300 studenthealthcenter@seattleu.edu
Counseling & Psychological Services	https://www.seattleu.edu/caps/ (206) 296-6090 caps@seattleu.edu
Wellness & Health Promotion	https://www.seattleu.edu/wellness/ Student Center 380 (206) 220-8450 wellness@seattleu.edu

B. Community Services

A variety of community organizations in the greater Seattle area offer resources that can be used by Seattle University students, faculty, or staff. We have divided them into three categories for ease of reference: 24-hour emergency numbers, self-help groups, and alcohol and drug treatment programs. Resources are also listed on the Student Health Center web site at <http://www.seattleu.edu/student-health>. These resources have not been screened by Seattle University and the University makes no specific endorsement of or recommendations to any one program.

Table 6: Emergency, Crisis, and Referral Lines and Support Groups

<u>Emergency and Crisis Lines</u>	
<u>Resource</u>	<u>Location</u>
Crisis Connections	(206) 461-3222
24-Hour Crisis Line	1-866-427-4747
Alcohol and Drug 24-hour Helpline	(206) 722-3700 1-800-562-1240
Domestic Violence Hotline	1-800-562-6025 (24 hours)
King County Sexual Assault Resource Center	1-888-998-6423 (24/7 Resource Line) (425) 226-5062 (English) (425) 282-0324 (Spanish) (425) 282-0324 (TTY)
HIV/ AIDS Hotline	1-800-272-2437
<u>Referral Lines</u>	
<u>Resource</u>	<u>Location</u>
Washington 2-1-1	211 (Washington State) provides the most current and comprehensive database of community resources in the State of Washington (over 27,000 listings), which serves as a central access point for connecting Washington’s 7.1 million residents to community resources. By simply dialing the number 2-1-1 or searching the website, people can connect to help when they need it regardless of who provides the services or where the services are located.
SAMHSA’s National Helpline 24/7	1-800-662-HELP (4357) http://findtreatment.SAMHSA.gov

The Washington Recovery Help Line (24/7)	1-866-789-1511 http://www.arecoveryhelpline.org TEENS: 1-866-TEENLINK (833-6546)
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Support Groups

<u>Resource</u>	<u>Location</u>
Al-Anon/Alateen/Alatot	(206) 625-0000 www.al-anon.alateen.org
Alcoholics Anonymous (AA)	(206) 587-2838 www.aa.org
Marijuana Anonymous	(206) 414-9270 www.marijuana-anonymous.org
Nar-Anon	(206) 626-7171 www.nar-anon.org
Narcotics Anonymous	(206) 790-8888 www.na.org

Table 7: Alcohol and Drug Treatment

Greater Seattle

<u>Resource</u>	<u>Location</u>
Alcohol & Drug 24-hr Helpline	(206) 722-3700 www.adhl.org <i>Crisis Intervention/Referral Information</i>
Addiction Recovery Services	Addiction Recovery Services Swedish Medical Center/Ballard 5300 Tallman Ave. NW Seattle, WA 98107 (206) 781-6209 www.swedish.org/services/addiction-recovery#axzz29gOPMQXV <i>Inpatient</i>
Catholic Community Services	100 23rd Ave. South Seattle, WA 98122 (206) 232-6336 https://ccsww.org/get-help/addiction-recovery-services/

	<i>Outpatient</i>
Central Seattle Recovery Center	1401 E. Jefferson, Suite 300 Seattle, WA 98122 (206) 322-2970 <i>Outpatient</i>
Central Youth & Family Services	1901 Martin Luther King Jr. Way South Seattle, WA 98144 (206) 322-7676 <i>Outpatient</i>
Consejo Counseling and Referral	Consejo Counseling and Referral 3808 South Angeline Seattle, WA 98118 (206) 461-4880 www.consejocounseling.org <i>Outpatient, Bilingual (Spanish)</i>
Residence XII	12029 113th Ave. NE Kirkland, WA 98034 (425) 823-8844 www.residencexii.org <i>Inpatient/Outpatient</i>
Seattle Indian Health Board	611 12th Ave South Seattle, WA 98144 (206) 324-9360 www.sihb.org <i>Outpatient/Inpatient</i>
Therapeutic Health Services	1116 Summit Seattle, WA 98101 (206) 323-0930 www.ths-wa.org <i>Outpatient</i>
Veterans Administration	Medical Center 1660 S. Columbian Way Seattle, WA 98108 (206) 762-1010 1-800-329-8387 https://www.mentalhealth.va.gov/substance-use/index.asp <i>Assessment/Evaluation</i>
A Positive Alternative	4649 Sunnyside Ave. N., Suite 200 Seattle, WA 98103 (206) 547-1955

www.apositivealternative.com
Outpatient

Eastside

<u>Resource</u>	<u>Location</u>
Eastside Recover Center Inc.	1412 140 th Pl NE Bellevue, WA 98005 (425) 747-7892 <i>Outpatient</i>
Lakeside Milan Recovery Center Inc.	10322 NE 132 nd St. Kirkland, WA 98034 (425) 823-3116 www.lakesidemilam.com <i>Inpatient and Outpatient</i>

South King County

<u>Resource</u>	<u>Location</u>
Auburn Youth & Family Resources	516 F St. SE Auburn, WA 98002 (253) 939-6946 https://www.ayfs.org/ <i>Outpatient</i>

Snohomish County

<u>Resource</u>	<u>Location</u>
Providence Recovery Program	Everett, WA 98206 (425) 258-7390 https://www.providence.org/services/chemical-dependency <i>Inpatient/Outpatient</i>
Evergreen Health Monroe Alcoholism & Drug Recovery Center	14701 179 th Ave SE Monroe, WA 98272 (360) 794-1405 https://www.evergreenhealthmonroe.com/ehm/health-services/addiction-medicine/ <i>Inpatient/Outpatient</i>

Pierce County

<u>Resource</u>	<u>Location</u>
Tacoma-Pierce County	https://www.tpchd.org/healthy-people/provider-

Health Department	resources/refer-to-treatment Referral Listing
The Center Metropolitan Development Council	Metropolitan Development Council 721 South Fawcett, Suite 203 Tacoma, WA 98402 (253) 593-2740 www.mdc-tacoma.org/health/the-center-for-substance-abuse-treatment Outpatient

These treatment centers have not been screened by Seattle University and the university makes no specific endorsement of or recommendations to any one program.

APPENDIX A

STATE AND FEDERAL LAWS & SANCTIONS CONCERNING DRUGS AND ALCOHOL

In addition to Seattle University alcohol and drug policies and disciplinary sanctions, all students, faculty and staff should be aware that federal, state, and local laws treat illegal use, possession, sale, distribution or manufacture of drugs or alcohol as serious crimes. Conviction can result in strict penalties including imprisonment and fines. Felony or other convictions can prevent you from entering into fields of employment or professions and may have to be disclosed on applications for employment or admission to graduate or professional schools.

Listed below is a summary of federal, state, and local laws and sanctions concerning drugs and alcohol.

A. Federal Drug Laws

Federal law prohibits the possession, use, distribution, or manufacturing of illegal drugs. (Controlled Substances Act, [21 U.S.C. § 801, et seq.](#)) There are strict penalties for drug convictions, including mandatory prison terms for many offenses. The following information provides a brief overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

i. Denial of Federal Benefits ([21 U.S.C. § 862](#))

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

ii. Forfeiture of Personal Property and Real Estate ([21 U.S.C. § 853](#))

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings.

iii. Federal Drug Trafficking Penalties ([21 U.S.C. § 841](#))

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a university ([21 U.S.C. § 860](#)) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

Substance	Amount	Penalty
Heroin	1 kg or more	Prison: 10 yrs - life Fine: Up to \$10 million
Cocaine	5 kg or more	
Crack Cocaine	280 gm or more	
Methamphetamine	50 gm or more	
PCP	100 gm or more	
LSD	10 gm or more	
N-Phenyl-N-Propanamide	400 gm or more	
Heroin	100-999 gm	Prison: 5-40 yrs Fine: Up to \$5 million
Cocaine	500-4,999 gm	
Crack Cocaine	28-279 gm	
Methamphetamine	5-99 gm	
PCP	10-99 gm	
LSD	1-9 gm	
N-Phenyl-N-Propanamide	40 - 399 gm	
Amphetamines	Any amount	Prison: Up to 3 yrs Fine: Up to \$250,000
Barbiturates	Any amount	
Marijuana	Less than 50 kg	Prison: Up to 5 yrs Fine: Up to \$250,000
Marijuana	50-99 kg	
Marijuana	100-999 kg	
Marijuana	1,000 kg or more	
Marijuana	1,000 kg or more	Prison: 10 yrs - life Fine: Up to \$10 million

iv. Federal Drug Possession Penalties ([21 U.S.C. § 844](#))

Persons convicted on federal charges of simple possession of any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than fifteen days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than ninety days but not more than three years in prison and a minimum of \$5,000.

B. Washington State Drug and Alcohol Laws

Listed below is a summary of Washington State laws concerning drugs and alcohol.

v. Washington Alcohol Beverage Control Law ([Title 66 RCW](#))

Violation	Penalty
Sell, give, or supply liquor to any person under the age of 21.	Prison: Not more than 364 days Fine: Not more than \$5,000
Possession, consumption, or acquisition of liquor by any person under the age of 21 (e.g., minor in possession).	Prison: Not more than 364 days Fine: Not more than \$5,000
Purchase or attempted purchase of liquor by any person under the age of 21.	Prison: Not more than 90 days Fine: Not more than \$1,000 (\$250 if between 18 and 20 years old)

vi. Washington Uniform Controlled Substances Act ([RCW 69.50, et seq.](#))

Violation	Amount	Penalty
Manufacture, deliver, or sell less than 2 kg of a Schedule I or Schedule II Narcotic.	Less than 2 kg	Prison: Not more than 10 yrs Fine: Not more than \$25,000
Manufacture, deliver, or sell 2 kg or more of a Schedule I or Schedule II Narcotic.	2 kg or more	Prison: Not more than 10 yrs Fine: Not more than \$100,000 for the first 2 kg. and \$50,000 for each additional gram.
Manufacture, deliver, or sell any other controlled substance classified in Schedule I, II, II, IV or V.	Any	Prison: Not more than 5 yrs Fine: Not more than \$10,000
Possession of a controlled substance.	Any	Prison: Not more than 90 Fine: Not more than \$1,000

vii. Washington State Marijuana Law

On November 6, 2012, voters in Washington State passed Initiative 502, allowing people over the age of 21 years to possess small amounts of marijuana for personal use. While this is a significant change in state law, Seattle University's policy remains unchanged: use and possession of marijuana on campus or during any University-sponsored or affiliated activity or program is prohibited. Seattle University's policy is in compliance with the federal Drug-Free Schools and Communities Act that went into effect in 1990. Under this federal law, as a condition of receiving federal funds, an institution of higher education such as Seattle University must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on campus and as part of its activities and programs. At the federal level, this law includes any amount of marijuana.

I-502 creates a conflict between state and federal laws. When state and federal laws are in conflict, federal law takes precedence. If Seattle University does not comply with federal law and regulations on marijuana possession and use on campus and in University programs and activities, it risks losing federal funds for student financial aid, faculty research, and in other areas. Consequently, the Seattle University community (i.e., its faculty, students, and staff) must continue to abide by federal laws and regulations and University policy barring the use or possession of any amount of marijuana on campus or in association with University-sponsored or affiliated activities.

10 SEATTLE UNIVERSITY FIREARMS AND WEAPONS POLICY

SEATTLE UNIVERSITY FIREARMS AND WEAPONS POLICY

Seattle University is committed to ensuring a safe and secure environment for the University community. This policy is a proactive step towards reducing the risk of injury or death associated with intentional or accidental use of firearms and weapons.

Policy

All members of the Seattle University community, including faculty, staff, students and visitors are prohibited from possessing, discharging, or otherwise using firearms, explosives or weapons (“weapons”) on University premises without the expressed authorization of the Director of Campus Public Safety, whether or not the person has been issued a federal or state license to possess such weapons.

All members of the Seattle University community are also prohibited from possessing weapons while working or attending University or University-related events, whether or not the event is on University premises.

Any person violating this policy will be subject to disciplinary action including but not limited to suspension, expulsion, termination, removal from University premises or events and/or criminal prosecution.

Suspected violations of this policy should be reported immediately to the Department of Campus Public Safety at (206) 296-5911.

Exceptions

The following exceptions apply to this policy:

- Commissioned law enforcement officers in performance of their official duties.
- Military personnel in performance of their official duties.
- Armored vehicle guards.
- An individual using or possessing a weapon in connection with a scheduled educational, recreational or training program or activity authorized in writing by the Director of Campus Public Safety and under the supervision of a University employee.
- Additional exceptions to this policy may be requested in writing to the Director of Campus Public Safety. The Director will review requests on a case-by-case basis with University Counsel.

Definitions

- **Firearm** – Any device that shoots a bullet, pellet, flare, tranquilizer, dart, or other projectile, whether loaded or unloaded, including those powered by CO₂. This includes but is not limited to guns, air guns, dart guns, pistols, revolvers, rifles, shot guns, cannons, and any ammunition for any such device.

- **Weapon** – Any device that is designed to or traditionally used to inflict serious bodily injury. This includes but is not limited to:
 - Firearms, slingshots, switchblades, daggers, swords, blackjacks, brass knuckles, bows and arrows, tasers, hand grenades, knives with blades three (3) inches or longer, nunchucks, and throwing stars; or
 - Any object that could be reasonably construed as a weapon; or
 - Any object legally controlled as a weapon or treated as a weapon under the law.

- **Explosives** – Any dangerous chemicals, substances, mixtures or compounds capable of or intended to cause injury to another or possessed in negligent disregard for the safety of self and others. This includes but is not limited to firecrackers, gunpowder and dynamite.

11 SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

Incarceration may remove a sex offender from the streets, but it does nothing to prevent the offender from committing another crime when released.

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.

In the state of Washington, convicted sex offenders must register in accordance with all applicable state laws, including but not limited to:

- [RCW 9A.44.130](#)
- [RCW 9A.44.138](#)
- [RCW 9A.44.140](#)

To obtain information about sex offenders in any county in the state of Washington, including King County, access the [Washington State Sex Offender Registry website](#). The [National Sex Offender Public Website](#) is also available. Additional information on sex offender registration in the state of Washington is available online from the [Washington Association of Sheriffs & Police Chiefs](#).

12 MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES



Seattle University

Missing Student Notification Policy and Procedures

This policy is established by Seattle University in compliance with the *Higher Education Opportunity Act of 2008* and applies to residential students at the college. For the purposes of this policy, a student may be considered to be a "*missing person*" if the person's absence from campus is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard of after giving a specific return time to friends or family.

Designation of emergency contact information

a. Students age 18 and above and emancipated minors

Students will be given an opportunity during the annual registration process to designate an individual to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. This information is part of the University registration and is protected under FERPA. This information is accessible by Housing and Public Safety. This information will not be disclosed outside of a missing person investigation. The designation will remain in effect until changed or revoked by the student.

b. Students under the age of 18

If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

c. All residential students (both a and b above)

If a student is determined to be missing, the university will notify the appropriate law enforcement agency not later than 24 hours after the determination has been made.

Missing Student Procedure

a. Any individual on campus who has information that a residential student may be a missing person must notify the Seattle University Department of Public Safety immediately.

b. The Department of Public Safety (DPS) will gather all essential information about the missing resident student from the reporting person, from the student's acquaintances and from university personnel and official university information sources. Such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and emotional well being of the student, an up to date photograph, a class schedule, when last attended class, last use of their Campus Card, etc.

c. Appropriate campus staff including the On-call DPS Administrator; DPS Supervisor on Duty; and Residence Life Staff will be notified to aid in the search and location of the student. Contact with the student should be attempted using physical searching; text messaging; cellular phone calls; and e-mail.

d. If search efforts are unsuccessful in locating the student in a reasonable amount of time OR it is apparent immediately that the student is a missing person (e.g. witnessed abduction), OR it has been determined that the student has been missing for more than 24 hours, the Department of Public Safety will contact the Seattle Police Department (appropriate local law enforcement agency) to report the student as a missing person. The Seattle Police Department will take charge of the investigation with assistance from university officials.

e. No later than 24 hours after determining that a residential student is missing, the Associate Dean of Students or Assistant V.P. of Student Development will notify the emergency contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing.

Communications about missing students

- a. In accordance with established college emergency guidelines procedures, the Associate V.P. Marketing and Communication will be part of the university administrative response team and is the designated spokesperson to handle media inquiries concerning a missing student.
- b. The law enforcement agency responsible for the investigation, in the jurisdiction the student is reported missing from, and the law enforcement public information officer (PIO) will be consulted by the university V.P. and Counsel; university Director of Public Safety; and the university AVP of Marketing and Communication, prior to any information release from the university so as not to jeopardize any investigation.
- c. Information provided to the media to elicit public assistance in the search for the missing person will be handled by the local law enforcement agency.

Student Notification of This Policy:

- Included on the SU Housing website.
- Discussed at beginning quarter in Housing meetings.
- Included in the annual Campus Security Report.
- Sent to students by University e-mail.
- Included on the Public Safety website.
- Included on the Vice President of Student Development website.
- Included in the annual paper version of the Student Handbook.

13 TIMELY WARNING NOTIFICATION POLICY

SEATTLE UNIVERSITY TIMELY WARNING NOTIFICATION POLICY

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), 20 U.S.C. 1092 (f), Seattle University issues timely warning notifications to alert the campus community to Clery Act crimes that the University determines represent a serious and ongoing threat to the campus. The University may distribute timely warning notifications using a variety of means, including emails, text messages, fliers, and website announcements posted on the Campus Public Safety website (<http://www.seattleu.edu/safety/>).

To report an incident that may warrant the issuing of a timely warning notification, immediately contact Campus Public Safety at **(206) 296-5911**.

A. What circumstances require issuing a timely warning?

Timely warning notifications are issued on a case-by-case basis for Clery Act crimes reported to Campus Public Safety, Campus Security Authorities, or local police agencies that pose a “serious and ongoing threat” to students and employees on campus or in the immediate campus area. In deciding whether to issue a timely warning notification, the University considers all of the facts surrounding the incident such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Incidents that may result in issuing a timely warning notification include the following Clery Act crimes:

- Criminal Homicide
 - Murder and Non-negligent manslaughter
 - Manslaughter by Negligence
- Sexual Assault
 - Rape
 - Fondling
 - Incest
 - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

B. When will timely warning notifications be issued?

The University will issue a timely warning notification as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus area. The determination will be made based on the information that Campus Public Safety has available to it at the time.

C. What department or individual is responsible for issuing the timely warning?

The Executive Director of Campus Public Safety or their designee is responsible for preparing and distributing timely warning reports. Campus Public Safety may be reached at (206) 296-5990 (<http://www.seattleu.edu/safety/>).

D. How are timely warning notifications distributed?

In most instances, the timely warning will be issued through the University's email system to students, faculty and staff. Depending on the particular circumstances of the crime or threat, Campus Public Safety may also notify the campus community through text messages, fliers posted at residence halls, academic buildings, and/or the Student Center, announcements posted on the Campus Public Safety website at: (<http://www.seattleu.edu/safety/>), and/or statements in *The Spectator* student newspaper.

E. What is included in a timely warning notification?

The intent of a timely warning notification is to enable members of the campus community to protect themselves. A timely warning will include information that promotes safety and aids in the prevention of similar crimes, such as the following information:

- A brief statement of the incident
- Possible connection to other incidents, if applicable
- Physical description of any suspect(s), if available
- Photo or composite drawing of any suspect(s), if available
- Date and time of the incident
- Other relevant information

F. How should a crime be reported?

Anyone with information about a Clery Act crime or other serious incident should report the circumstances to Campus Public Safety, by phone at (206) 296-5911 or in person at Campus Public Safety in the Columbia Building (1313 E. Columbia St., Seattle, WA 98122). To report a crime or an emergency off-campus, dial 911. You may also use the emergency "blue light" phones stationed around campus.

G. Are there confidential reporting procedures?

If you are the victim of or witness to a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the University's annual crime statistics and may result in a timely warning notification.

14 EMERGENCY PROCEDURES

Seattle University is committed to the safety of our campus community and meeting the requirements of the Clery Higher Education Act. Notification to the campus community about immediate threats to health and safety are the responsibility of the university's Department of Public Safety. The senior on-duty Public Safety employee or their designee, under the direction of the Executive Director of Public Safety and Transportation, will be responsible for determining if emergency notification to the campus or portions of the campus should be made and ensuring that the communication is sent. Should the university's Department of Public Safety become aware of an emergency situation affecting the larger community, notification would be made directly to the Seattle Police Department and/or other government authorities responsible for disseminating emergency information to the public.

14.1 Reporting Health and Safety Emergencies

The University's Department of Public Safety is available 24 hours a day and housed on campus in the lower level of the Columbia Building (1313 E. Columbia St., Seattle, WA 98122) and reachable by telephone at (206) 296-5990 or on the campus emergency phone number (206) 296-5911. Any campus community member who becomes aware of incident which affects the immediate health and safety of the community (such as, but not limited to: a gas leak, bomb threat, armed intruder, chemical/hazardous material spill, fire) should immediately seek a safe location and contact the Department of Public Safety at (206) 296-5911 and report the information.

14.2 Emergency Notification Policy

Upon notification that a significant threat to the campus community exists, the senior on-duty Department of Public Safety employee or their designee will immediately begin to verify if a threat exists through available resources on campus or by confirmation with the local city and county partners (Seattle Police, Seattle Fire Department or King County Public Health would be the usual consulting partners). Upon confirmation that an immediate significant threat to the community or a portion of the community exists, the senior on-duty Department of Public Safety employee or their designee will, without delay and taking into account the safety of the campus community, determine what information to release about the situation and will initiate emergency communication to the campus community or those specifically in danger. The communications method(s) used will be tailored to the specific incident and may include but are not limited to:

- **SMS text messaging** through the Omnilert service (available to every campus community member)
- Wide-area broadcast towers stationed across campus
- Computer desktop pop-up alerts (available on most university workstations)
- University email
- Local building voice evacuation systems or alarms

The senior Public Safety employee on duty or their designee will use those systems which are most effective at reaching the affected on- and off-campus community members and notifying them of the threat. In the case of emergencies that require notifications of the larger neighborhood or community, the Seattle Police and Fire departments will be notified, depending on the type of emergency, so their community safety notification systems can be activated.

Seattle University will not immediately issue a notification to the campus community for a confirmed emergency or dangerous situation when doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. The university will request assistance from local emergency services and local media to alert the local community to significant threats that are determined to have impact beyond the immediate campus community.

14.3 Emergency Operations

The Department of Public Safety maintains a 24-hour communications center, Emergency Operations Center (EOC), and Public Safety patrol staff on campus. Public Safety patrol staff are trained to respond to campus emergencies, assist in medical aid, assist in the evacuation of campus buildings, and to coordinate the response of the local Seattle Police and Seattle Fire Departments for significant life safety emergencies. Public Safety officers are trained in the FEMA incident command structure to assist them in responding in a standard and coordinated manner with local agencies. In the event of a significant, large-scale or long-duration emergency, the university may activate the EOC as necessary to support emergency response and coordination with external agencies.

Campus evacuation and safety information is available on the Public Safety website and in the following sections of this report. In addition, Seattle University maintains a Building Marshal program to provide trained resource persons at evacuation areas following should a building need to be evacuated. These people will be able to provide guidance to those in the evacuation and are trained to be communication resource between Seattle University Public Safety and those in the evacuation area. Seattle University designates several areas on campus as evacuation locations. These are spaces that are generally open areas where the community can gather should evacuation be required from a campus building. A map of the campus evacuation areas is found in Section 15.8. These are suggested areas for evacuation and unforeseen events may make an evacuation area unsafe. Should a community member find a safety hazard at an evacuation area, they should proceed to one of the other evacuation sites and not put themselves in danger.

14.4 General Building Evacuation Plan

In general, the campus community should follow these instructions when an evacuation is required, including in case of a fire alarm:

Emergency Evacuation – IF THE FIRE ALARM IS ACTIVATED OR PUBLIC SAFETY STAFF ISSUES AN EVACUATION ORDER THEN:

- Proceed to the nearest exit. Assist the disabled in exiting the building. **DO NOT USE ELEVATORS.**
- If you are in a room when the alarm sounds, check surface of door and/or doorknob for heat before opening the door. Check bottom of door for signs of smoke.
- If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
- If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. **CLOSE ALL DOORS BEHIND YOU.**
- If all exits or stairways are blocked, go to the nearest room and close the door. If the room has a window, turn the lights on, open the blinds, and use masking tape to mark a large X across the entire window, or tape a large bright colored item onto the window, to signal that the room is occupied. Use wet towels or clothes to block at the bottom of the door to prevent smoke from entering. Don't open the windows as smoke is likely to be drawn into the room.
- If there is a telephone available call ext. 5911 and give the dispatcher your room number, remain calm, stay on the line, and wait for assistance.
- If smoke enters the room, stay as close to the floor as possible to avoid breathing the smoke. **DOORS MUST REMAIN CLOSED UNTIL HELP ARRIVES.**
- After evacuating the building, move to your Evacuation Assembly Area, located near the building you are evacuating from. Move well away from the building to facilitate movement of emergency response equipment. Do not attempt to re-enter the building until told to do so by Public Safety staff. Should you need to shelter in place for a chemical emergency, follow the Shelter in Place plan:

14.5 General Building Shelter-in-Place Plan

In general, the campus community should follow these instructions when it is necessary to shelter in place, or when evacuation is not an option:

Emergency Action – IF THE SEATTLE EMERGENCY MANAGEMENT OFFICE, LOCAL AUTHORITIES, OR PUBLIC SAFETY STAFF ISSUE A SHELTER-IN-PLACE ALERT THEN:

- Stay indoors. Do not exit the building. Remain calm. All occupants should seek safety in bathrooms.
- Close and secure all doors and windows in the room. Seal door seams with paper, wet clothing, tape, or available material, which will provide an insulation effect.
- Monitor campus email, voicemail, text message, and desktop alerts using a cell phone or computer.
- Turn on any computer and log onto the campus e-mail or check for messages sent on the campus text message alerts. If a radio is available turn a local emergency channel; KIRO AM 710 or FM 97.3, KOMO AM 1000 or FM 97.7. Wait until the 'All Clear Signal' is given before leaving safety.
- If necessary cover your mouth and nose with a wet cloth.

14.6 Violent Intruder Plan

Should you encounter an armed intruder or violent person, you must choose your best option to avoid serious harm:

- **Run:** If safe, RUN. Leave your belongings behind. Do not run in a straight line.
- **Hide:** Turn off lights and lock the doors. Remain Silent. Get on the floor and move to a safe area. Hide behind large items (e.g., cabinets, desks). Call ext. 5911. Do not activate fire alarm pull stations. Do not move wounded people. When police arrive, put up your hands. Follow police instructions.
- If your life is in danger, **Fight:** Fight the intruder as a group. Throw things at the intruder. Use improvised weapons. If possible, take the intruder to the ground. Control the intruder's weapon.

14.7 Campus-Wide Drills

At least once a year, Seattle University completes a campus-wide drill to exercise campus emergency communication systems and emergency procedures. Drills commonly include earthquake scenarios, building evacuations, or shelter-in-place practice. Each drill is announced via university email to all students, faculty and staff approximately two weeks in advance and again on the day of the drill before it commences. Included in the announcements are reminders to the campus community of the relevant emergency procedures and the university's emergency communications systems.

During each drill, Public Safety officers, staff from other involved departments (such as Facilities and Housing & Residence Life), and campus volunteers (including Building Marshals) are positioned throughout campus to assist in verifying proper functionality of emergency communications systems and student, faculty, and staff participation. This also serves as an opportunity for those involved departments to review their internal emergency procedures and communications systems.

In preparation for and during each drill, Public Safety staff review campus-wide emergency communications systems and emergency plans to verify their functionality and effectiveness. Following each drill, Public Safety staff identify any deficiencies for immediate correction and/or areas for future improvement in emergency systems and procedures.

Public Safety maintains records including a description of each drill conducted, the date and time each drill was started and concluded, if each drill was announced or unannounced, as well as the resulting outcomes, deficiencies, and/or recommendations for improvements. This documentation is kept with Public Safety as a document of record for at least seven years.

In 2021, Public Safety conducted the following campus-wide emergency drills in the manner described above:

1. March 22, 2022, 2:10 pm - 2:20 pm: Shelter-In-Place Drill
2. May 25, 2022, 11:00 am – 11:30 am. Evacuation Drill
3. October 21, 2022, 10:20am - 10:37am: Earthquake Drill

14.8 Emergency Procedures Poster

Emergency Procedures



Evacuation

1. Evacuate the building using exit stairs.
2. Do not use the elevators.
3. Take important personal belongings.
4. Follow directions given by emergency personnel.
5. Assist persons with special needs.
6. Go to the evacuation assembly area and check in.
7. If necessary, emergency personnel may direct you from the evacuation assembly area to an evacuation camp at Championship Field.



Power Outage

1. Remain calm.
2. Provide assistance to others.
3. Turn off or unplug all electronics.
4. Move cautiously to a well-lit area.
5. Evacuate the building.



Earthquake

1. Drop, cover, and hold on. Use desks, tables or the inside wall for cover.
2. After the shaking stops, check for injuries.
3. Evacuate to the assembly area.
4. Report to emergency personnel at the evacuation site.



Fire

1. Activate the nearest fire alarm pull station.
2. Call ext. 5911.
3. Evacuate the building.
4. If your clothing catches fire: STOP, DROP, and ROLL.
5. If there is smoke, stay low and cover



Violent Intruder

- Run —**
1. If safe, RUN.
 2. Leave your belongings behind.
 3. Do not run in a straight line.
- Hide —**
1. Turn off lights and lock the doors.
 2. Remain silent.
 3. Get on the floor and move to a safe area.
 4. Hide behind large items (e.g., cabinets, desks)
 5. Call ext. 5911.
 6. Do not activate fire alarm pull stations.
 7. Do not move wounded people.
 8. When police arrive, put up your hands.
 9. Follow police instructions.

If your life is in danger, FIGHT —

1. Control the intruder's weapon.
2. Fight the intruder as a group.
3. Throw things at the intruder.
4. Use improvised weapons.
5. If possible, take the intruder to the ground.



Suspicious Activity or Object

- Suspicious Activity**
1. Do not let anyone into a locked building or room without authorization.
 2. Do not physically confront the person.
 3. Do not block the person's access to an exit.
 4. Call ext. 5911. Provide as much information as possible about the person and their location.

Suspicious Object

1. Do not touch or disturb object.
2. Call ext. 5911.
3. Notify your instructor or supervisor.
4. Be prepared to evacuate.
5. Check-in with your instructor or supervisor.



Hazardous Material

1. Call ext. 5911.
2. Leave the hazardous area.
3. Follow emergency personnel instructions.
4. Alert others to stay clear.
5. Notify emergency personnel if you have been exposed.



Emergency Contacts

Seattle University Department of Public Safety Emergencies

(206) 296-5911
or 5911 from a campus phone

Non-Emergencies

(206) 296-5990



Assembly Area

In an evacuation proceed to the designated **Evacuation Assembly Area** for your building. Check the large poster at building entrances for a locator map or refer to the map on the back.

1103	I	CHAP	I	HILB	I	OBRC	K
ADAL	J	CHDN	B	HRDG	K	PAVL	E

ADMN	A	CLMB	K	HUNT	F	PIGT	J/F
ARRP	C	CNFA	G	JEFF	H	RINA	K

ATMA	B	DOUG	H	KV17/20	H	SLLH	E
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your mouth and nose with clothing.

6. If trapped, seal the door and call ext. 5911 or signal from a window for help.

or 5990 from a campus phone

seattleu.edu/safety
for more information

BANN **D** ENGR **D** L19/21 **K** STCN **D**

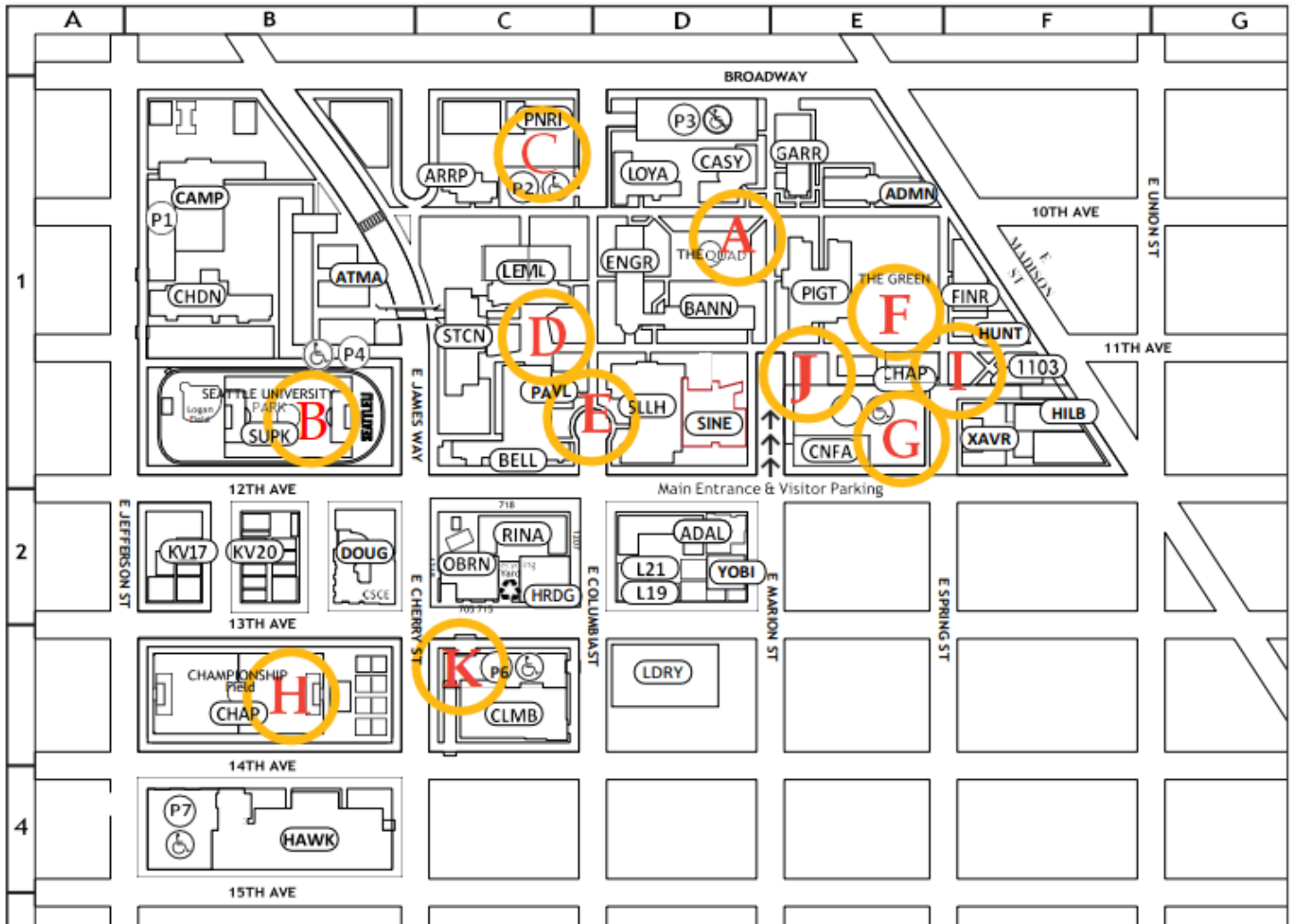
BELL **E** FINR **F** LDRY **K** UNIN **I**

CAMP **B** GARR **A** LEML **C** XAVR **F**

CASY **A** HAWK **H** LOYA **A** YOBI **F**

Emergency Procedures

Evacuation Assembly Areas



1103 E Madison	1103	I	Engineering Building	ENGR	D	Pigott Building	PIGT	A / F
1313 E Columbia Building	CLMB	K	Fine Arts Building	FINR	F	Pigott Pavilion	PAVL	E
Administration Building	ADMN	A	Garrand Building	GARR	A	Redhawk Center	HAWK	H
Advancement & Alumni Building	ADAL	J	Harding Building	HRDG	K	Rianna Building	RINA	K
Arrupe Jesuit Residence	ARRP	C	Hunthausen Hall	HUNT	F	Sinegal Center	SINE	J
Bannan Building	BANN	D	Kolvenbach Residences	KV17/KV20	H	St. Ignatius Chapel	CHAP	I
Bellarmino Hall	BELL	E	Laundry Building	LDRY	K	Student Center	STCN	D
Campion Hall	CAMP	B	Lemieux Library	LEML	C	Sullivan Hall	SL LH	E
Casey Building	CASY	A	Logan Residences	L21/L19	K	Vi Hilbert Hall	HILB	F
Center for Fine Arts	CNFA	G	Loyola Hall	LOYA	A	Xavier Hall	XAVR	F
Chardin Hall	CHDN	B	Murphy Apartments	ATMA	B	Yobi Apartments	YOBI	F
Douglas Apartments	DOUG	H	O'Brien Center	OBRC	K			

15 ANNUAL DISCLOSURE OF CRIME STATISTICS

DPS is responsible for the compilation of the annual crime statistics. The crime statistics found in Section 17 represent crimes which occurred on the Seattle University campus or within our reporting area during the three-year reporting period (2019, 2020, and 2021). Sources of crime reports and statistics include: reports made directly with DPS by any person, statistical data provided by Seattle Police, qualitative data provided by Seattle Police or found in their incident reports, Campus Security Authority reports, third party reports through other on-campus departments, and statistical data provided by other on-campus departments. All statistics received from outside of DPS are carefully compared with existing DPS reports in order to ensure accurate and complete reporting.

All campus crimes are to be reported to DPS. Means of reporting to campus public safety include:

1. In person at the DPS office, open 24 hours a day and located on campus in the lower level of the Columbia Building (1313 E. Columbia St., Seattle, WA 98122).
2. You may also telephone ext. 5990 for non-emergency calls ((206) 296-5990 off campus), and ext. 5911 for emergencies ((206) 296-5911 off campus). Reporting crimes to DPS will result in the inclusion of those crimes in the annual disclosure of crime statistics. Such reporting may also facilitate the timely warning of others on campus should the situation call for notifying others. Any individual who wishes to report a crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics may do so by contacting Public Safety.
3. If you are a Seattle University Campus Security Authority (CSA), you are required to report Clery Act reportable crimes to DPS as soon as possible, even if the crime victim wishes to not report the incident to the University or wishes to remain anonymous, as a campus security authority you are required to report the incident. Use the CSA incident reporting form on the DPS website at <https://www.seattleu.edu/media/public-safety/Campus-Security-Authority-Incident-Report-Form-Fillable-Revised-02-13-2018.pdf> or call Public Safety directly.

15.1 Campus Security Authorities (CSAs)

The law defines the following categories of Campus Security Authorities (CSAs):

- Public Safety administrators, supervisors, patrol officers, student safety staff, including building support staff and escort staff.
- Non- Public Safety positions or offices responsible for campus security – residence life student assistants, residence hall front desk staff, and Fitness Center front desk staff.
- Officials with significant responsibility for student and campus activities. Some examples of CSAs in this category include but are not limited to: academic deans; student affairs residential life officials; athletic administrators, including directors, assistant directors and coaches; student activities coordinators and staff; student conduct officials; faculty and staff advisors to student organizations; student center building staff; student peer education advisors; new student program orientation advisors, and administrators at branch campuses.
- Any 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.

Who is Not a CSA? The following non-CSA positions and functions include, but are not limited to:

- Faculty members without responsibility for student and campus activity beyond the classroom
- Physicians/nurses in Student Health who only provide care for students
- Clerical or administrative support staff
- Cafeteria staff
- Facilities maintenance staff
- Information technology staff

- Licensed mental health or pastoral counselors when acting within the scope of their license or certificate
- Roles with like functions listed above

Pastoral and professional counselors are encouraged, if and when the counselor deems appropriate, to inform the person they are counseling of the procedures necessary to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. DPS administrators are available to assist pastoral and professional counselors, and victims of a crime, with information regarding second and third person reporting of criminal incidents.

15.2 Clery Act Reportable Offenses

- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence:** A felony or misdemeanor crime 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 spouse or intimate partner;
 - by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any person against an adult or youth victim who is protected from that person's acts under the domestic violence laws of the jurisdiction in which the crime of violence occurred.
- **Drug Abuse Violation:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. Note: drug abuse violations are only reported if they resulted in an arrest or a referral for disciplinary action.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Note: the Clery Act categories of bias that can constitute a hate crime are the victim's actual or perceived: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and/or disability. Any Clery Act crime that fits this definition will also be counted as a hate crime. Additionally, the following crimes will be counted only if they fit the definition of a hate crime:
 - **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
 - **Larceny-Theft (Except Motor Vehicle Theft):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Liquor Law Violation:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Note: liquor law violations are only reported if they resulted in an arrest or a referral for disciplinary action.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of a human being by another.
- **Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - fear for the person’s safety or the safety of others; or
 - suffer substantial emotional stress.
- **Weapons-Carrying Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Note: weapons violations are only reported if they resulted in an arrest or a referral for disciplinary action.

16 CAMPUS CRIME STATISTICS

The university’s crime statistics are filed with the Department of Education and then posted on the Department of Education’s website. In accordance with the Campus Security Act of 1990, Seattle University publishes and distributes this annual campus security report that is also made available to prospective students and employees as well as the public.

You will find Seattle University’s most recent stats online at the Department of Education website and at the Public Safety website: <https://www.seattleu.edu/safety/clery-report/>. Annual reports are completed each September and include Clery Act crime statistics for the prior three calendar years. To receive a hard copy of the Annual Security Report, you can email the DPS Assistant Director of Operations at: drm@seattleu.edu or call 206-296-5990.

16.1.1 Detailed Information Regarding Hate Crimes 2020-2022

For 2020 the following hate related crimes were reported in the campus reporting area:








- On-Campus
 - 1 incident intimidation w/ sexual orientation bias (occurred in on-campus student housing)
 - 1 incident property destruction w/ sexual orientation bias
- On-Campus Student Housing
 - 1 incident intimidation w/ sexual orientation bias
- Public Property
 - 3 incidents intimidation w/ sexual orientation bias
 - 2 incidents intimidation w/ race bias
- **2020 - Total Reported Incidents: 7**

For 2021 the following hate related crimes were reported in the campus reporting area:



- On-Campus
 - 1 incident property destruction w/ religion bias
 - 1 incident intimidation w/ race bias
 - 1 incident larceny/theft w/ race bias
 - 1 incident robbery w/ sexual orientation bias
 - 1 incident simple assault w/ sexual orientation bias
- On-Campus Student Housing
 - 0 incidents
- Public Property
 - 4 incidents intimidation w/ race bias (three of the four counts occurred in a single incident involving three victims)
- **2021 - Total Reported Incidents: 9**

SU Clery Map

On Campus

-  Main Campus
-  Community Garden
-  SU Park & Murphy Drive
-  Championship Field
-  Redhawk Center
-  1313 E. Columbia St.
-  1300 E. Columbia St.

Harding Building & O'Brien Center

-  Admissions and Alumni
- 

Campion South Lot / Chardin Loading Dock

-  1401 E. Jefferson
-  St. 550 17th Ave.
-  718 12th Ave. 1501
-  E. Madison St.
-  1125 12th Ave.
- 

Adjacent Public Property

-  Public Property

On Campus Residence

-  Logan Town Homes
-  Douglas
-  Bellarmine
-  Xavier
-  Yobi
-  1220 E. Barclay Ct.
-  1217 E. Barclay Ct.
-  Campion and Chardin
- 
- Murphy Apartments (All Buildings)**
-  Vi Hilbert Hall

