



**2023 ANNUAL SECURITY AND  
ANNUAL FIRE SAFETY  
REPORT**  
*(Revised April 2024)*

# Pacific Lutheran University

## 2023 Annual Security & Annual Fire Safety Report

September 30, 2023

To All PLU Campus Community members,

Pacific Lutheran University publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act requires Institutions to prepare, publish, and distribute an annual security report containing specific information about campus security policies and crime statistics. This year's report contains crime and fire statistics for the 2022 calendar year.

The PLU Campus Safety Department works with many other offices and agencies to compile the information required for this report. Other campus offices such as Residence Life, Student Life, Human Resources, Athletics, Facilities Management, Emergency Management, etc., all provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. Crime statistics for the campus are also requested from local law enforcement for disclosure in the report.

We encourage all members of the Pacific Lutheran University community to use this report as a guide for safe practices on and off campus. It outlines campus policies and provides important safety and crime prevention tips.

This report also contains the Annual Fire Safety Report which includes information about the university's fire alarm systems and safety procedures and fire statistics. More information can be viewed online at: <https://www.plu.edu/campus-safety/annual-report/>

We appreciate you taking the time to review our 2022 Annual Security Report. Together we can make our campus a safe place for everyone.

If you have any questions about this report please contact me by phone at 253-535-8787. Or email [curielmorelos@plu.edu](mailto:curielmorelos@plu.edu).

Sincerely,

José Curiel Morelos  
Director of Campus Safety  
Pacific Lutheran University

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## **ENROLLMENT**

For the 2021-2022 academic year, Pacific Lutheran University enrollment was 2,706 students. Consisting of 2,373 Undergraduate, 90 transfer, and 333 Graduate students. Approximately 85% of 1st-year students lived on campus residence halls. PLU had a total of 540 full-time (FTE) employees (faculty and staff combined) at the university, with a 12:1 student-faculty ratio.

## **INTRODUCTION**

The mission of the Pacific Lutheran University Department of Campus Safety is to promote and sustain the safety of the academic environment by maintaining a peaceful and orderly community and protecting and assisting its students, faculty, staff, and guests. Campus Safety (CSAF) is committed to safeguarding people, property, and resources while participating in the educational process. This mission is attained through a cooperative approach by all members of the campus community, partnerships with Federal and State emergency services, local fire and law enforcement, and other community partners.

CSAF strives to promote and sustain core values and principles that dictate professionalism, integrity, respect, competence, duty, and customer service for a safe environment for the PLU community. University community members include anyone with a vested interest in PLU: students, parents, constituents, local community members, visitors, and guests; and each has a unique perspective and expectation of their experiences while on campus. Every job function and responsibility within the department exists to foster the goal of obtaining higher education, continuous employment, and self-actualization in a safe and secure environment.

The Campus Safety (CSAF) dispatch operations operate 24 hours a day, 365 days a year, and are dedicated to safeguarding our campus community from all types of threats and hazards that may be imposed. With the leadership of the Director of CSAF, who reports to the Associate Vice-President for Campus Life. CSAF is supported by two departmental offices; Campus Safety and Emergency Management, one (1) Access Manager, and one (1)

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Administrative Officer. Campus Safety is located on the first floor of the Martin J. Neeb Center on campus at 12501 Park Ave South, Tacoma, WA. 98447.

The Campus Safety office is managed by the Director of Campus Safety with the assistance of the Assistant Director of Campus Safety-Operations. The office is staffed with two (2) Operation Managers (OM), nine (9) Professional Safety Officers (PSO), and approximately 30 part-time student employees, who share the duty of patrolling the campus, operating the communications center, monitoring video surveillance, monitoring, regulating, and enforcing PLU parking policies by issuing parking tickets, and /or towing unauthorized parked vehicles. On occasion assigned to control crowds and vehicle traffic during PLU special events, and a variety of other safety and security-related duties. They are committed to performing their duties in a manner that protects life and property and does it safely and in adherence to the law as well as departmental and university policy. A team that is focused and dedicated to the safety and security of the campus community.

The Emergency Management Office is managed by the Associate Director of Emergency Management. This office reports to the Director of Campus Safety. The Associate Director of Emergency Management is responsible for leading the university's emergency preparedness, response, and recovery efforts by doing the following:

- Provide technical assistance and planning coordination
- Prepare and distribute emergency operational procedures and/or functional task lists to appropriate PLU personnel
- Conduct Evacuation drills and exercises throughout the campus
- Develop and implement training programs
- Acquire and maintain emergency supplies and equipment
- Develop mutual aid agreements with other agencies, schools, or companies
- Manage the Emergency Building Coordinator group preparedness efforts and response training
- In direct communication with PLU Campus CERT Volunteers

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- Update and distribute the All Hazards Emergency Management Plan
- Identify funding resources for proposed Hazard Mitigation projects
- Provide support in the Activation of the Emergency Operations Center
- Assist and advise on PLU response and recovery efforts
- Represent PLU in meetings with Federal and State emergency partners
- Manage the inclusion of information content on PLU's online website

The Access Department is a division of the Campus Safety Department responsible for maintaining access requests/permissions, processing and managing PLU keys, and the management of the campus card swipe system. The Access Manager is responsible for enforcing PLU's facility access policies that are intended to enable efficient access to space and maximize protection of students, employees, guests, and property. Policies were endorsed by the presidentially appointed Safety & Security Task Force and approved by the President's Council.

The Administrative Officer is responsible for overall office flow, such as answering phone calls for routine and emergencies and dispatching personnel, greeting visitors, scheduling appointments and meetings, assorting mail, responding to emails, purchasing office supplies, processing invoices, parking, clerical support, and assisting the Director of Campus Safety with administrative functions.

In order to be successful in providing the highest degree of service to the University community it is imperative that community members follow good safety practices and understand that safety is the responsibility of all community members, not just those officially charged with enforcing university policy and procedures. Through a collective effort, all members of the PLU community must practice safety measures that will protect themselves and others from incidents and emergencies that may threaten their safety and well-being. Preventive measures such as using our escort services, securing personal valuables, following emergency preparedness procedures, and reporting suspicious/criminal activities. Campus Safety takes a leadership role in the mitigation of hazards, preparing before, response during, and recovery after all emergencies or disasters.

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For inquiries on safety-related information and business transactions, the Campus Safety Department front desk is open 8:00 AM- 5:00 PM Monday through Friday. Closed on holidays. Outside of this time, Campus Safety can be reached by calling 253-535-7441, our Emergency Line at 253-535-7911, or by using the callbox mounted on the West and East entrance of the Martin J. Neeb Center.

This publication is intended to provide you with information on educational programs, safety practices, crime statistics, and policies regarding the reporting of emergencies and emergency preparedness, response, and recovery procedures. It is the primary objective of Campus Safety to work collaboratively with campus community members. From these collaborative efforts, we can continually enhance the safety measures that would promote a positive and safe campus environment. In addition, create opportunities for community members to work, study and live within a comfortable, personal, and professional community within a community. Should you have any questions, comments, or suggestions regarding the information contained in this publication or any related Campus Safety policies, procedures, or operations, please feel free to contact the Director of Campus Safety at 253-535-8787 or email [curielmorelos@plu.edu](mailto:curielmorelos@plu.edu).

### **CRIME/EMERGENCY REPORTING AND UNIVERSITY RESPONSE**

The Pacific Lutheran University Policy Group leaders have appointed the Campus Safety Department as the official office for reporting crimes and emergencies. All university community members are encouraged to report criminal actions, emergencies, suspicious behavior, or other Campus Safety-related incidents occurring within the University's Clery geography to the Campus Safety Office in an accurate, prompt, and timely manner. Accurate and timely reporting allows Campus Safety the opportunity to evaluate, and consider the appropriate and corrective action, send timely warning notices, disclose crimes on the daily crime log as well as accurately document reportable crimes in its annual statistical disclosure. The University Clery geography includes:



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- On-campus property including campus residence halls, buildings, and/or facilities;
- Designated non-campus properties and facilities;
- All public property, including thoroughfares, streets, sidewalks, and parking facilities, are within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities.

Campus Community members should dial 911 if there is an immediate, life-threatening medical emergency, any fire, a crime in progress, or any suspicious activity they fear for their safety or the safety of others. Immediately after, when it is safe to do so, contact Campus Safety. Campus Safety officers can assist while waiting for local first responders to arrive. This Annual Security Report and the Annual Fire Safety Report identifies that the Campus Safety Department is the primary source location for community members to report crimes and emergencies. However, criminal incidents or emergencies off campus should be reported directly to the local police and fire authorities in the area.

Furthermore, campus community members may also report crimes or violations of University policy directly to the Human Resources Department or the Office of Student Rights and Responsibilities. Both of these departments notify Campus Safety of incidents reported to them for inclusion in this report when applicable. PLU has identified a list of primary Campus Security Authorities (CSA), who are trained and authorized to receive reports of crimes and emergencies on campus.

### **CAMPUS SECURITY AUTHORITIES (CSA)**

#### **Primary Campus Security Authorities (CSA) :**

- Campus Safety by dialing (253) 535-7911, Non-Emergency (253)535-7441 or on-campus extension 7911 or 7441, or email [csin@plu.edu](mailto:csin@plu.edu). Call boxes located throughout campus can also be used to contact Campus Safety to report a crime or emergency
- Report in person to the Campus Safety Office located on the first floor of the Martin J. Neeb Center 12501 Park Ave. S, Tacoma, WA. 98447.

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- Crimes or Emergency situations can be reported to the Pierce County Sheriff's Department, Central Pierce Fire, and Rescue, Washington State Patrol, or by dialing 911.
- Crimes of sexual assault, sexual misconduct, domestic/dating violence, or stalking offense can also be reported to the Universities **Title IX Coordinator**, by dialing (253) 535-7361 or on-campus ext. 7361, in person at the Wellbeing Services and Resources house on the corner of Park Ave S and 121st, Tacoma, Washington 98447.
- Office of Student Rights and Responsibilities by dialing (253)535-7462 or on-campus extension 7462, emailing [srr@plu.edu](mailto:srr@plu.edu), or in person at the Dean of Students office at the Wellbeing Services and Resources building on the corner of Park Ave S and 121st Pacific Lutheran University, Tacoma WA. 98447
- Department of Human Resources, by dialing (253)535-7185, emailing [humr@plu.edu](mailto:humr@plu.edu), or on-campus at ext. 7185, or in person at Hauge Administration Building Suite #110, Tacoma, WA. 98447-0003
- Community Directors or Resident Assistants by dialing (253)535-7200, or on-campus extension 7200, emailing [engage@plu.edu](mailto:engage@plu.edu) or in person at The Office of Campus Life Anderson University Center 161, Tacoma WA. 98447
- Confidential Advocate 253.535.8204 (x8204), email: [advocacy@plu.edu](mailto:advocacy@plu.edu) For Virtual Drop-In appointments email [mks@plu.edu](mailto:mks@plu.edu) for a meeting link, or in person at the Anderson University Center room 156. Or, [Schedule an appointment](#), in person or virtual: Mondays 2pm-4pm or Thursdays 9:30am-12:30pm.

### **Other Campus Security Authorities (CSA):**

In addition to the Primary Security Authorities (CSA). PLU identifies all employees as mandatory reporters of incidents related to gender based violence (this includes sexual assault, sexual misconduct, domestic violence and stalking). All employees complete training regarding this reporting requirement. PLU has extended the Title IX mandatory reporting responsibility to include all employees as Campus Security Authorities (CSA's).

## **CONFIDENTIAL REPORTING**

University counseling and pastoral services are provided through the Counseling Center and Campus Ministry. Reports made to these services will be kept confidential unless there is reason to believe that there is a continued threat to the safety of the campus community. In those cases, personal identification will only be shared with other departments on a need-to-know basis. There is currently no policy in place requiring these professionals while they are acting within the scope of their roles to report crimes for inclusion in the Annual Safety Report. Minors who are victims of assault, abuse, neglect, or sexual assault cannot be granted confidentiality and a criminal report must be filed via the local law enforcement agency.

- Campus Ministry 253.535.7200 (x7200), email: [cmin@plu.edu](mailto:cmin@plu.edu)  
<http://www.plu.edu/campus-ministry/> Anderson University Center Suite 190
- Counseling Center 253.535.7206 (x7206), email: [counseling@plu.edu](mailto:counseling@plu.edu)  
<http://www.plu.edu/counseling/> Anderson University Center Suite 300

## **RESPONSE TO REPORTS**

### **Scope of Authority**

Campus Safety is not a law enforcement agency and therefore possesses no police authority. Campus Safety's goal is to quickly recognize when local first responders (police and fire) are needed on campus and to facilitate their response. CSAF employees have no legal authority to physically detain individuals. Suspects of criminal activity will be addressed by CSAF, when safe to do so, and turned over to law enforcement. Student violations of policy will be primarily addressed through the university's conduct system. Campus Safety's role is to report incidents to Student Rights and Responsibilities for investigation and adjudication.

CSAF has the authority to confront suspicious or dangerous behavior occurring on university property, at properties with whom CSAF has formal contracts (Parkland Light & Water, Trinity Lutheran Church, Garfield Station, and Garfield Commons), within boundaries defined by Clery Act mandatory reporting requirements, and to enforce university policy at these university locations.

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Campus Safety dispatchers are on duty 24 hours a day to answer calls from our Campus Community by dialing (253) 535-7911(emergencies), (253) 535-7441 (non-emergencies), or the on-campus extension 7911, or 7441. The Campus Safety dispatch operations are staffed with a rotating shift schedule. In response to incoming calls, and on-campus activity, each staff personnel function work in concert in a systematic structure to ensure the complete response action is effective and efficient from start to finish. The staff positions and functions are as follows:

- Video Officer (VO)- The video officer position is a student position that is tasked with monitoring surveillance cameras around campus for suspicious behavior and reviewing recorded footage for evidence if necessary
- Communication Officer (CO)- The responsibility of the Communications Officer (CO) is to be the "dispatcher" for the Department. The CO is responsible for answering routine and emergency calls, dispatching Safety Officers, contacting internal and external resources when needed, and creating/maintaining records of department activities.
- Safety Officer (SO)- The responsibility of the student Safety Officer (field Staff) is to patrol campus grounds and buildings, respond to calls for service, take reports, and respond to both emergency and non-emergency incidents.
- Administrative Officer (AO)- The Administrative Officer is responsible for answering calls that come into the Campus Safety office, dispatching field units, and coordinating outside emergency responders to campus when needed.
- Professional Safety Officer (PSO)- The Professional Safety Officer (field staff) is responsible for the safety and security of the Pacific Lutheran University campus and its personnel. This is accomplished through patrolling the campus, interacting positively and professionally with community members and guests, and performing a variety of daily tasks such as responding to calls for service, taking reports, and responding to both emergency and non-emergency incidents
- Operations Manager (OM)- This management position in Campus Safety serves as the supervisor for all on-duty field and office staff within the department.

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The responsibility of the Operations Manager is to provide direction for departmental staff and ensure all campus incidents are addressed according to department and university policies and procedures. The Operations Manager is responsible for coaching, mentoring, and evaluating both student and professional staff. This position also acts as incident commander for any significant incidents on campus.

- Assistant Director of Campus Safety-Operations (AD)- Oversees the daily operations of Campus Safety Dispatch and personnel. Prepares schedules, fills staff and student positions vacancies, and ensures operations personnel have the tools required to perform their work. Provides policy and procedures guideline information relevant to the situation.

### **Operational Priorities**

Incoming calls are prioritized and resources are allocated based on the following criteria:

1. Life Safety
2. Incident stabilization
3. Property preservation

The call priorities are defined below.

- **Priority 1: Emergency Response**

These calls are handled immediately and are initially responded to by all available field staff. Emergency calls involve the potential for death or serious bodily injury, active crimes, or destruction of property. These calls are always in-progress and present either an immediate or probable threat to the community or a medical emergency.

- **Priority 2: Urgent Response**

These are situations that could significantly disrupt University operations, break University policy, or cause significant damage to University infrastructure.

- **Priority 3: Services & Routine Operations**

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These calls include service-based calls, routine security checks of property, and proactive patrolling.

### **CRIME AND INCIDENT REPORTING**

When a call is received by Campus Safety dispatch and the Communication Officer (CO) has determined that is a Priority 1: Emergency Response call. The CO will immediately take the required action by either dispatching all available field staff or asking the reporting party to physically come into the office to file an incident report in person. If the situation requires emergency first responders, the CO will contact 911. All Priority 1 reported crimes are investigated by Campus Safety officers. If local law enforcement officers are contacted, it becomes a matter of public record. When a report is prepared, it is assigned an internal incident number in order to provide a record of the incident or emergency to properly document the incident. This includes statements from the involved parties, photographs, and the officer's observations and actions.

Any incident or crime that poses a potential risk to the university community must be immediately reported to the Director or designee(s) for evaluation. (see Timely Warning Section for Campus Safety response) All CSAF employees are considered Campus Security Authorities (CSA's) . If an employee is advised of a crime, a report must be submitted. Operations Managers will ensure that all incidents are properly documented. Regardless of whether or not the victim wants to file a police report, CSAF will need to document the alleged crime. A report can be completed based on limited information from dispatch notes, witness statements, and/or officer observations. Operations Managers must also ensure incidents are properly classified (theft, burglary, etc.). Policy violations that occur in resident halls should always involve Residential Life. COs should make appropriate contact based on the severity of the incident.

CSAF responds to all reported or observed crimes in progress. The level of response will be based on incident-specific details, the potential risk to responding officers, the risk to the community, and necessary training and equipment. If a crime has been committed or there is

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strong evidence that a crime has been/or is about to be committed, local law enforcement response is contacted.

CSAF personnel will respond to requests for medical assistance and render aid to the level that they have been trained. Some injuries may be severe or concerning enough to warrant immediate contact with local emergency medical responders.

Wellness checks involve concerns for the physical or mental well-being of a university community member. CSAF may perform or assist Campus Life staff with wellness checks on campus whenever a concern is raised for a person's well-being.

### **ACCESS SECURITY -CAMPUS FACILITIES**

Campus Safety will facilitate the access by unlocking spaces and completing admit requests. Campus Safety does not grant permission for access, and only assists those who have been given approval through the proper channels.

University policy states that all students and employees are responsible for protecting their keys and LuteCards to prevent loss and possible security threats. Any loss of university keys or Lute Cards should be reported immediately to Campus Safety and/or the Access Department. Access is granted to the individual and is non-transferable. Campus Safety monitors facility access and will refer violators to the Student Conduct system or local law enforcement as needed.

Gates can be opened/unlocked upon request based on the need. Driving on campus is permitted to allow for unloading or loading of vehicles. The driver will be informed to stay on paved areas, stay under 5 mph, and relocate once the loading/unloading is completed. Contact information for the driver and vehicle should be obtained and recorded.

#### **Residence Halls**

All residence hall entrances are equipped with electronic access utilizing university-issued identifications, known as LuteCards. These entrances remain secured to the general public at all times. Some entrances are also passively observed by cameras. Individual room access is gained through university-issued keys or via LuteCards. Only current university

students and employees are provided access to residence halls during daily operating hours. Access to residence halls after hours is limited to residents of the particular hall. Guests must be accompanied by a resident student.

### **Academic and Administrative Buildings**

Non-residential buildings on campus are open to staff, students, visitors, and other guests during normal business hours, although access may be restricted. Some buildings are equipped with card access for after-hours use. Students and staff may be placed on an extended permissions list, known as the Access list, for additional facility use. This list is strictly controlled and maintained. Pacific Lutheran University is a private institution and reserves the right to deny access to the campus and its facilities.

## **SECURITY MAINTENANCE**

Security concerns can be addressed with Campus Safety, the University Safety Committee, or Facilities Management. Issues that may compromise building or community safety are addressed as soon as possible by the appropriate entity. The university is also actively engaging in safety improvements through environmental design in an effort to minimize potential safety and security hazards. Cameras are located in all marked parking lots as well as over a number of residence hall entrances. Video is recorded for up to a month and parking lots are monitored at various hours of the day year-round. Locations with card access are capable of being remotely secured in lockdown situations.

### **Video Surveillance**

All professional and student positions have knowledge on how to operate the camera system and are familiar with it to a level that allows them to be a resource to assist during an incident. Interior cameras are typically not actively monitored unless used to assist with an incident response or for surveillance to address an ongoing issue.



## **MISSING STUDENT POLICY AND PROCEDURES**

University community members are encouraged to report concerns of possible missing students to Campus Safety (253-535-7441). Other university departments or employees that receive such reports shall notify Campus Safety or the Office of Student Life (253-535-7200) immediately regarding such reports. Campus Safety works closely with the Office of Student Life to coordinate the university's response to reported missing students. If the student lives on campus Residential Life staff will also be consulted.

A residential student is considered missing if they have not been seen or heard from within the last 24 hours. Campus Safety and/or the Office of Student Life will begin a search for the student utilizing campus resources upon receiving notice of a possible missing student. Local law enforcement and the student's emergency contact person will be contacted within 24 hours after the student is determined missing.

Campus Safety and/or the Office of Student Life utilizes several tactics in locating a missing student. Attempts at contacting the student, include, but are not limited to; contact via cell phone, email, social media, and text message. The student's LuteCard is checked for recent activity. For residential students, contact is made with Residential Life to assist with locating the student and gathering additional information.

Students living in on-campus housing must have the option of listing a confidential contact person to be notified in case the student is determined missing. This is completed by the student during the housing registration process. If a student wishes to make any changes to the emergency contact they can do so by utilizing Banner Web. Only authorized campus administrators and law enforcement officials actively investigating a missing person have access to this contact information. The university must notify parents or guardians of missing students under the age of 18 unless that student is emancipated.

If all attempts of locating the student by university officials fail then the local police department with jurisdiction will be contacted to make a formal report. Law enforcement may be

contacted prior to exhausting university efforts if the details of the incident warrant immediate law enforcement assistance.

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Students who are participating in university activities that involve overnight accommodations will be treated as residential students. These activities may include; study away programs, athletic trips, or other academic or club programs. Missing student reports from these activities will be handled in the same manner as a residential student. In these situations, Campus Safety and/or the Office of Student Life should be contacted immediately. The university staff/faculty member supervising the activity should contact local law enforcement upon confirmation of the missing student and then coordinate ongoing next steps with Student Life.

Non-residential students who fail to show up for classes will not be considered missing students by the university. In these situations, the university may attempt to make contact with the student utilizing the different contacting strategies used for residential students. If the university has information that the student's prior behavior shows a risk to self or others the law enforcement agency where the student currently resides will be contacted to make a welfare check. When family or roommate(s) report to the university that a student is absent from their off-campus residence the reporting person will be encouraged to contact local law enforcement directly for reporting. The university will provide assistance to law enforcement to help locate the student.

## **EMERGENCY MANAGEMENT PROCEDURES**

### **Emergency Preparedness**

In September 2008 Pacific Lutheran University signed a resolution to adopt the National Incident Management System (NIMS) as the standard for incident management in all phases of emergency management. In August 2013 an Emergency Management Plan for All Hazards was developed. This All Hazards Emergency Management Plan establishes an all-hazards system at PLU for responding to an incident, emergency, or natural disaster affecting PLU. Preparedness within the field of emergency management can best be defined as a state of readiness to respond to a disaster, crisis, or any other type of emergency situation.

A plan is a systematic approach that must be established for emergency management as a whole, specifically in regard to defining the steps necessary to reach preparedness. The All Hazard Emergency Management plan will not be all-inclusive or detail every action but is

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intended to provide an organizational framework and guidance to respond to emergency incidents. It incorporates core concepts, principles, and terminology from NIMS and adapts it for use at PLU in a higher education environment. The plan lays out the basis of emergency management (a process of mitigating hazards and preparing for, responding to, and recovering from incidents) with policies, concepts, authorities, organizational structures, and activation levels that guide preparedness, response, and recovery actions. The PLU Emergency Management office is responsible for leading the university's emergency preparedness efforts in concert with Campus Safety operations personnel. They work together to:

- Provide technical assistance and planning coordination
- Prepare and distribute emergency operational procedures and/or functional task lists to appropriate PLU personnel
- Continually update All Hazards Emergency Management Plan
- Conduct exercises throughout the campus
- Develop and implement training programs
- Acquire and maintain supplies and equipment
- Develop mutual aid agreements with other agencies, schools, or companies

In the last few decades, preparedness has advanced significantly. Its role as a building block of emergency management continues as the Department of Homeland Security strives to bring preparedness to the attention of American families. Today, we are well aware that no emergency management organization can function without a strong preparedness capability. This vital capability is built only through the efforts of planning, training, and exercising.

PLU has a select group of full-time employees called Emergency Building Coordinators (EBC) who oversee preparedness planning in their areas of responsibility. EBCs assist with the communication of campus emergencies to building occupants, coordinate the proper response (i.e., Evacuation, Stay in Place, or Lock Down), and collect information about the occupants and the facility in order to facilitate an effective response from the Emergency Operations Center (EOC) and professional first responders. The EBC can have a significant impact on the scope of injuries and the pace of business continuity recovery after an emergency by preparing ahead of

time. The more preparation and training that an EBC receives, the less impact the employees, students, visitors, and the department is likely to feel after a disaster occurs.

### **Education and Training Programs**

In recent years, emergency management officials have made an effort to include the general public, volunteer groups, and the business sector in preparedness planning and training, and education programs. The Community Emergency Response Team (CERT) concept was developed and implemented by the Los Angeles City Fire Department (LAFD) in 1985.

PLU Emergency Management office in collaboration with State and Federal Emergency Management agencies has developed and implemented the Community Emergency Response Team (CERT) Basic Training course as part of PLUs preparedness training program. In June 2023 the first group of PLU EBCs had completed the CERT Basic Training. These individuals are now better prepared to respond to and cope with the aftermath of a disaster. Additionally, they now have the capability to serve as auxiliary first responders until professional responders arrive at the scene. They can provide immediate basic medical treatment to victims in their area, extinguish small fires, perform light search and rescue, organize spontaneous volunteers who have not had the training, and collect disaster intelligence that will assist professional responders with prioritization and allocation of resources following a disaster.

The University intends to continue support in training and developing its campus community members toward the requirements to meet an improved and resilient preparedness posture.

### **Emergency Response**

Pacific Lutheran University's emergency response plan is designed using the concepts of the National Incident Management System (NIMS) that facilitates coordination and cooperation between organizational units and departments along with the Incident Command System (ICS) to provide an organizational structure and guidance to respond effectively and efficiently at the scene for all types, sizes, and complexities of incidents. The emergency response plan is designed to be a flexible system in which part or the entire plan may be activated to facilitate a safe and effective response.

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The PLU Emergency Management Office in coordination with Campus Safety Operations assists in the development and implementation of the Organizational Unit Response and Continuity Plan. PLU organizational unit employees are responsible for managing their resources and areas of responsibility during emergencies. They have the authority to utilize incident command practices and principles when responding to an incident. The actions in these plans are activated when conditions exist in which normal operations are interrupted and immediate action and coordination of resources and information are required to save lives, protect property or the environment, and contain and control the incident.

It is well known that the key to any effective response program is effective communication. PLU encourages all members of the campus community to report any emergencies or occurring incidents on campus to **Campus Safety using an on-campus phone dial (7911) or a cell phone dial 253-535-7911 or calling 911 for outside emergency responders.**

## **EMERGENCY EVACUATION POLICY & PROCEDURES**

The emergency evacuation policies and procedures described within this Annual Report are reflective of on-campus buildings, facilities, and residence halls.

The Campus Safety Office of Emergency Management is responsible for establishing the protocols, training, and evaluation of emergency evacuation drills and exercises. Pacific Lutheran University has identified a wide range of emergency incidents that are natural, intentional, and technological in origin. The most significant emergency incidents that may affect the campus community and warrant an emergency evacuation include fires, earthquakes, violent incidents or imminent threats, utility interruptions, explosions, bomb threats, pandemics, hazardous materials, volcanic eruptions, and other extraordinary campus incidents. The evacuation procedures are standard and are applicable to all of these hazards. The evacuation process requires a well-organized preparedness mission, coordination measures, and effective response capabilities from employees, students, and from both state and local agencies. The primary focus of Campus Safety is to work in partnership with Federal, state, and local agencies, volunteers, and private organizations to reduce the potential effects of these hazards.

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PLU Emergency Management Office is responsible for organizing and conducting several safety drills and exercises each year. With the assistance of Campus Safety Operations, and Facilities Management. They include tabletop exercises, building evacuation, stay-in-place, and lockdown drills. The drills and exercises identify various types of hazards relevant to PLU. These tests are always announced and are one of the most effective ways we can prepare our campus community to deal with an emergency situation—without having to learn the hard way. Drills and exercises put our emergency response plans to the test, reveal details we may have missed, and give our emergency response team an opportunity to practice for any given scenario. By running them in a structured fashion, we can exercise our disaster plans, collect feedback, and improve the procedures over time. After each drill or exercise an after-action report is prepared and filed with the Campus Safety Department for future reference and comparison. These drills and exercises also allow PLU to test its emergency notification and fire alarm systems and the capabilities of its workforce.

The date and time of the drills and exercises are posted on the PLU Campus Safety website one month in advance. An email is sent two weeks prior to the scheduled drill to all students, faculty, and staff members with specific information regarding procedures and policies and their roles and responsibilities during the drill. Also, prior to the drill, the Emergency Building Coordinators (EBC) ensure that all building emergency evacuation route maps and signage are in place and prepare all forms (faculty, staff, and student rosters, evaluation) and emergency equipment are readily available.

Most importantly, these drills and exercises provide our campus community members an opportunity to recognize evacuation signage posted throughout the buildings, to help determine in advance the nearest exit from their location and the route to follow to reach that exit in an emergency. To become familiar with evacuation routes and assembly points. To establish alternate routes they can use in the event the planned route is blocked or unsafe. To identify who the Emergency Building Coordinators (EBC) and their role during the evacuation. To recognize the sound of the alarm and understand that a building evacuation is in place.

The evacuation drills and exercises are conducted annually in all on-campus student residential halls and academic, and administrative buildings. The schedule is as follows:

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- Student Residential Hall building emergency fire evacuation drills are conducted twice (2X) a year in the second week of the Spring (February) and Fall (September) terms.
- Academic and Administrative building fire evacuation drill is conducted once a year in the Spring (March) term. And, in the Fall (September) term, it rotates between an earthquake drill, stay-in-place, and lockdown exercise.

### **Building Evacuation**

Building occupants are required by law to evacuate a building when the fire alarm sounds. An evacuation may be communicated via one or all of the following methods:

- Fire Alarm: Pulled or initiated whenever a fire emergency occurs or when a full evacuation is required. The initiation of the fire alarm system means an automatic full evacuation of the building.
- Personal Verbal Request: May be utilized when only a section/s of a building must evacuate. Generally conducted by Campus Safety Officers, Facilities Management personnel, and local fire and police officers
- Emergency Text Alert: Utilized when specific directions or information must be issued to all campus community members. It may be utilized in conjunction with an alarm or outdoor speaker announcement.

What is most important, no matter what the reason is for the evacuation, is to remain calm. The following are procedures to follow during a building evacuation:

1. If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purses, medication, and glasses.
2. Do not use elevators
3. Check doors for heat before opening. Do not open the door if it's hot.
4. Walk, do not run. Don't push or crowd.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Use handrails in stairwells; stay to the right.

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7. Upon activation of a fire alarm students with mobility issues are encouraged to remain in their classroom. If the student is not in their residence hall room or a classroom when the alarm is activated it will be their option to move into a room or into an open area (lounge or lobby) to await CPFR assistance. The student is encouraged to find a place of refuge near a window in case communication or extraction is necessary.
8. Move quickly away from the building to your designated assembly point unless otherwise instructed.
9. All employees, students, and guests must remain outside the building until instructed to re-enter.
10. Emergency Building Coordinators (EBC) should ensure all occupants have left the building.

Emergency Building Coordinators (EBC) are always available during working hours to assist in emergencies. They are trained to be aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation. Visitors also should be accounted for following an evacuation and may need additional assistance when exiting. All visitors entering campus grounds are encouraged to check in with the Campus Safety Department or the department or organization they are visiting on campus. The visitor hosts and/or EBC, if established, are often tasked with helping these individuals safely evacuate.

### **Full Campus Evacuation and Closure**

A full campus evacuation may be necessary upon the notification of emergency response agencies, such as the Washington State Emergency Department, Pierce County Emergency Operations Center, Pierce County Sheriff's Department, or Central Pierce Fire & Rescue authorities determine a situation that is highly dangerous and threatens life safety. The same evacuation procedures apply for PLUs Accelerated Bachelors in Nursing Program (ABSN) located in Lynwood, Washington. The emergency notification from law enforcement, fire and rescue, or medical services within that jurisdiction may warrant a full evacuation.



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A Campus closure occurs when a decision to close the campus because of a specific event, such as a power or utility outage, makes normal operations impossible or unsafe. These are not considered to be immediate emergency situations.

In either case, the President of the University or designee has the authority to close or evacuate the campus. Including the authority to activate a full Incident Command System emergency response plan respectively. The campus community will be advised to closely monitor text/message alert systems, email, and the PLU website for additional information and specific instructions on the evacuation or closure.

### **EMERGENCY NOTIFICATIONS**

*PLU utilizes a service called Everbridge to send emergency notification alerts. When you receive emails from this system, they will come from the domain “noreply@everbridge.net”. Text messages from this system will come from the number 88911.*

The system is designed to immediately communicate time-sensitive emergency alert notifications and non-emergency safety-related information to the campus community via a variety of delivery methods. The PLU Alert! The emergency notification system is reserved for critical incidents that pose an imminent threat to life, health, and/or safety. Campus Safety Officers and Emergency Management professional staff have the authority to activate the emergency notification system. In a large-scale emergency, if the situation allows, a collaborative decision will be made by members of the Emergency Coordination Team and the President’s Council. If and when it is necessary to activate an emergency notification.

In the event of a campus emergency, Campus Safety officers will provide important information to the campus community via our Emergency Notification System. The emergency notification system allows campus Safety to send important information and instructions simultaneously to multiple numbers and devices. The university has several emergency notification methods in place.

#### **Emergency PLU Alert!**

- PLU webpage-<https://www.plu.edu/plualert/>

Up-to-date information will be available 24 hours a day, Internet service is required.

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- Mass notification Text, Cellular, and Email Alert

An emergency message from PLU will always begin with “**PLU Alert!**”. The message will briefly describe the emergency, provide instructions on what to do, and refer you to sources for further information.

Each message sent via cellular phone, text, and email will conclude with a request for confirmation of receipt. Emergency messages may repeat until you confirm receipt.

Messages will be sent simultaneously to cell phone text and voice, work phone voice, and PLU email addresses.

- Outdoor Loudspeaker Notifications

The outdoor speaker notification system consists of several speaker sets located throughout the campus. During campus emergencies, a voice message will sound indicating an emergency is occurring on campus and what action should be followed. The system gives us the flexibility to broadcast emergency alerts via programmed messages within the Emergency Notification System or live public addresses from the Campus Safety Dispatch Center. This system also notifies visitors who are not registered in our PLU Alert! system and for students who are outside at the sports field.

### **Non-Emergency PLU Alerts**

PLU Alert mass notifications are also utilized for non-emergency safety-related information. Non-emergency alerts are typically sent via text and email only – they do not include a phone call voice recording. Non-Emergency notifications are typically issued as an “FYI” and offer recommendations rather than a specific action. They will direct community members to the PLU Alerts webpage and very seldom include follow-up messaging. These alerts will include “Community Safety Information”, severe weather notices, or information on significant utility interruptions impacting campus operations. It is important to be familiar with **PLU’s Emergency Procedures** to know the difference between emergency and non-emergency alerts.

## **Update Your Contact Information**

To ensure that you receive emergency messages where you want them, verify **Banner** to see that your contact information is current by visiting [banweb.plu.edu](https://banweb.plu.edu). Click on “Enter Secure Area”, log into Banner, click on “Personal Information”, view or edit your contact information.

- Be sure to put all seven digits of your cell phone number in the “Phone Number” box. Do not put the last four digits in the “Extension” box.
- Enter your cell phone number in the cell phone field. You will not get text messages if your cell phone is only listed in the home phone field.
- Do not use spaces or dashes when entering phone numbers.
- The system cannot dial international phone numbers.

## **PLU Alert Opt-Out Procedure (not recommended)**

All PLU community members are automatically opted-in to receive emergency PLU Alert messages. Your personal and professional contact information in Banner Self-Service is automatically added to the emergency message system distribution list.

Receiving emergency PLU Alert notifications is very important for your safety in the event of an emergency on campus. We strongly recommend that PLU community members do not opt out of receiving emergency messages.

If you wish to not have emergency messages sent to your mobile phone during an incident, you may follow this opt-out procedure:

1. Log into **Banner Self-Service** using your PLU ePass.
2. Under the Personal Information tab, select *Personal Information*.
3. Select *Notifications and Preferences*.
4. Select *PLU Alert Emergency Notification Preference*.
5. At the bottom of the page, select *Update PLU Alert Emergency Notification Preference*.
6. Select *Opt-Out of the PLU Alert System (cell phone only)*.
7. Press *Submit Response*.

By opting out of PLU Alerts, you will not receive any PLU Alert phone calls or text messages to your mobile device. You will continue to receive messages to your PLU email address and work phone even if you have opted out of receiving mobile alerts. You can choose to opt-in to receiving PLU Alerts on your mobile device at any time using the same procedure.

## **CAMPUS LOCKDOWN**

The Emergency Notification System allows PLU Campus Safety the capability to inform the campus community of an immediate threat such as an active shooter. At a moment's notice lock down all buildings or a single building, depending on the type of emergency and/or situation. In a lockdown scenario, all buildings on campus would be locked until the situation is deemed safe and an all-clear message is communicated. The cancellation of the lockdown alert will include a link to the PLU Alerts web page for additional information on the incident.

After notification of a campus lockdown, you should:

- Secure your classroom or office space by locking the door. If your door does not lock either relocate to a nearby space that can lock or place items behind the door to act as a barrier.
- Turn down the lights if possible and pull down the window shades.
- All occupants in the room should remain as quiet as possible and wait for instructions/communication from Campus Safety or Law Enforcement before leaving the building.
- Do not huddle in a group. Be ready to evacuate quickly if necessary. When it is safe to exit the building do so. Exit with both hands raised above your head, this informs law enforcement that you are not carrying a weapon.
- Formulate a plan. If you hear violence outside your room, occupants should make a plan on what they will do if the door is breached by the suspect(s). Occupants can use various items within the room as weapons or distraction devices allowing for escape or overpowering the suspect.
- Communicate specific, known threats to Campus Safety by dialing **253-535-7911** when it is safe to do so or dialing **911**

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Note that during a Lock Down all campus exterior doors will be turned to locked mode. Shortly thereafter interior card swipe doors will also be turned to lock. During locked mode, card swipes will not work. It is important that occupants get inside a room as quickly as possible upon notification.

### **STAY IN PLACE**

An Emergency Notification Alert will be sent to inform the campus community to stay in place. This means that there is a potential threat in the vicinity of the PLU campus. Campus Safety will automatically lock campus exterior doors to card swipe access only and normal operations continue within the buildings. If you are outside during the notification to stay in place using your lute access card immediately swipe and enter the nearest building. Do not leave the building. Once Campus Safety knows that it is safe. They will send an all-clear notification. The cancellation of the stay in place alert will include a link to the PLU Alerts webpage for additional information on the incident.

### **SAFETY AWARENESS PROGRAMS**

Personal safety starts with the individual. Students and staff are encouraged to be responsible for their own safety and security. To create and maintain the highest level of safety and security it takes a cooperative approach from both the individual (personal safety habits) and the university (campus resources and procedures). Campus Safety shares and promotes campus safety procedures, services, and safety reminders in many forms. All new students receive various communications on Campus Safety programs and services throughout the registration process. Students, staff, and visitors are encouraged to view the personal safety tips that are available on the [Campus Safety website](#). University emergency response plans are available on the [Emergency Management website](#).

Campus Safety sends out an email to all students several times a year (typically during Fall and Spring Semesters) with various safety reminders.

University access policies are designed to promote safe behavior and to maintain the security of campus facilities. All community members are encouraged to be good citizens by adhering to policies and by reporting suspicious activity immediately. Additional safety awareness programs include: Residence halls practice fire evacuation drills at the start of each semester.

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Campus-wide drills are performed annually in conjunction with earthquake, fire evacuation, or lockdown exercises.

### **NON DISCRIMINATION POLICY**

Pacific Lutheran University, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 (45 CFR 86), and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, does not discriminate in the administration of any of its educational programs, admissions, scholarships, loans, or other activities or programs on the basis of race, gender, gender identity, gender expression, sexual orientation or preference, national or ethnic origin, color, disability, marital status, age, or religious belief.

Inquiries regarding compliance with these statutes and regulations may be directed to the Office of the Vice President for Student Life, (253) 535-7191, PLU's Title IX Coordinator, Jennifer Childress-White, (253) 535-7361, or to the Assistant Secretary for Civil Rights. U.S. Department of Education, Office for Civil Rights, Switzer Building, 330 C Street S.W., Washington, D.C. 20202.

Inquiries about the University's compliance with student access and privacy rights regarding educational records, under the Family Educational Rights and Privacy Act of 1974, may be directed to the Office of the Vice President of Student Life or to the Student and Family Educational Rights and Privacy office, U.S. Department of Education, Washington, D.C.

### **CRIME PREVENTION POLICY**

#### **Policy on Hate Crimes**

Hate crimes are those crimes that manifest evidence that the victim was selected because of the perpetrator's bias. Hate crimes are reported for the following crimes: murder, non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, burglary, motor vehicle theft, arson larceny-theft, simple assault, vandalism of property/damage, and any other crime involving bodily injury.

## **VIOLENCE PREVENTION POLICY**

The university, its employees, and students strive to provide a safe and secure learning, living, and work environment in an atmosphere that respects each person's dignity. Toward this end, the university will take appropriate action against anyone who is found to have engaged in threatening or violent behavior on campus or at university-sponsored programs or events. Employees and students are responsible for reporting situations that are or could become threatening. Verbal threats, threatening behavior, or acts of violence by an employee, student, or other member of the campus community against other employees, students, vendors, or campus visitors will not be tolerated. Persons found to have violated this policy are subject to appropriate disciplinary action, including potential dismissal. Arrest and criminal prosecution by off-campus authorities are also possible. Threats or acts of violence will be taken seriously. Reported threats and acts of violence are investigated by the university. Employees, students, or other members of the campus community who are found to have made substantial threats, exhibited threatening behavior, or engaged in violent acts on university property are subject to removal from the campus as quickly as safety permits. The campus community is encouraged to report all acts of violence to Campus Safety immediately at 253-535-7911. For the purpose of this policy, employees include all faculty, administrators, staff, temporary employees, and student workers; students include any enrolled student. The prohibitions in this policy apply to all members of the campus community, including employees, students, and volunteers.

## **WEAPONS POLICY**

In an effort to provide a safe and secure educational and working environment for its students, employees, and visitors, no person other than authorized law enforcement officers and military personnel carrying out their official duties shall possess, carry or store a weapon on any property owned, leased, or operated by Pacific Lutheran University. The term "weapon" includes, but is not limited to, firearms of any kind, BB guns, pellet guns, air guns, airsoft guns, paintball guns, ammunition, bows and arrows, slingshots, Tasers, knives (other than kitchen knives for food preparation purposes only in Residential Halls), martial arts weapons, and toy,

counterfeit, replica, or blank firing firearms. This policy includes the use or possession of ammunition or dangerous chemicals, substances, materials, explosives, or incendiary devices. This prohibition also includes any University sponsored curricular or extracurricular activities regardless of location. All campus members who are aware of a weapon on campus are encouraged to make a report with **Campus Safety** at 253-535-7911 or local law enforcement.

## **CRIME PREVENTION PRACTICES**

### **Lighting and Maintenance**

Pacific Lutheran University Campus Safety officers recognize the importance of safety and regularly assess areas that may need repairs to or replacement of lighting on campus. But as in every community, the more people looking, the safer our campus will be. If you encounter a hazard, broken light, or other unsafe condition, inform Campus Safety by dialing 253-535-7441.

### **Education Programs**

Campus Safety Officers and the campus community work together to take a proactive approach to crime prevention. The goal of the University's crime prevention and security awareness programs is to eliminate or minimize criminal opportunities and to encourage students, faculty members, and staff members to be responsible for their safety and the safety of other members of the campus community.

During new student orientation and open houses, and employee onboarding. Students, their families and employees are informed about the types of crime, and emergency hazards that occur on campus and introduced to the prevention, preparedness, and recovery resources offered by the Campus Safety Office of Emergency Management, Division of Student Life, and the Environmental Health and Safety Office. During the 2021-2022 academic year, students were involved in programs about general safety and security awareness. These mandatory programs addressed safety, alcohol abuse, domestic violence, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention. They were also informed of the University's medical and counseling resources related to alcohol and drug abuse.



## **Campus Safety Escort**

Campus Safety provides escorts 24hrs a day during the standard school year. All escorts have geographical limits within campus.

## **Campus Safety Routine Patrols**

Patrol is intended to prevent wrongful activity by providing a visible deterrent and active intervention in suspicious behavior. Patrolling will include checks of open facilities/areas as well as engagement with the campus community.

Patrol is the primary function of SOs and PSOs. While not performing building checks or responding to a call for service, officers actively patrol the campus area. The patrolling area may also vary depending on the activity on campus.

Officers maintain a high level of situational awareness while on patrol. Officers are looking for unusual activity and provide a visible deterrence. All communication with suspicious individuals while on patrol are based on the individual's actions and not their appearance alone, however, this does not preclude the officer from engaging any member of the public in friendly conversation at any time. Routine patrols and crime prevention strategies such as locking of spaces, securing work areas, and looking out for each other are effective ways of preventing crimes.

## **ALCOHOL AND DRUG ABUSE PREVENTION POLICY**

Pacific Lutheran University is an alcohol and drug-free campus. This information is provided to all students, faculty, and staff to provide a comprehensive overview of the health risks and legal implications related to alcohol and other drug use and to serve as a reference for on-campus and off-campus resources.

### **University Policies and Sanctions**

The policies referenced below apply to on-campus and residence halls and university-sponsored events at off-campus locations. It should not be assumed that compliance with the law is sufficient. The University's policies are in some respects more stringent than the law. Administrators, faculty, staff, and students must adhere to both applicable federal, state, and

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local laws and University policies and sanctions related to the sale and use of alcoholic beverages and drugs. As a condition of employment and enrollment, Pacific Lutheran University employees and students are deemed to have agreed to abide by both the law and the University policies.

The University forbids the possession or use of alcoholic beverages or illegal drugs on campus or in association with any University sponsored event. In reference to alcohol, this includes, but is not limited to:

1. Possession and/or consumption of Alcoholic Beverages Of Age: Possession of alcoholic beverages is prohibited in or on university premises, including residence halls, regardless of age. Empty alcohol containers and brewing equipment are similarly prohibited. The only exceptions include Gonyea House (the President's private residence), the Garfield Commons, events that use the University's Catering and request alcoholic beverages to be served, the University House (which is privately owned), a Community Director's university housing, South Hall and Kreidler Halls (as outlined in the South Hall Alcoholic Beverages Policy and the Conference and Events summer policies), and for the purpose of approved religious worship.
2. Possession and/or consumption of Alcoholic Beverages Under Age: The use or possession of alcoholic beverages is prohibited on campus and in the residence halls for any student under the age of 21. Empty alcohol containers and brewing equipment are similarly prohibited.
3. Misconduct under the Influence: Misconduct related to consumption, provision of alcohol to others, or misuse of alcohol that creates risks for one's safety, threatens the safety of others, detracts from the living-learning community, disrupts the university community either on or off campus may be a violation of PLU's Alcoholic Beverages Policy.
4. Providing Alcohol to Others/Minors: Students who provide alcohol to students under the age of 21, or provide alcohol to apparently intoxicated individuals students, in addition to providing alcohol to students in non-designated areas, are in violation of the expectations of the living-learning community.

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5. In The Presence of Alcohol: Students who are present when an Alcoholic Beverages Policy is being violated are expected to remove themselves from the room/situation and are encouraged to report the violation. Students who do not leave will be documented on an incident report and referred to the Student Conduct System. See *Residence Hall Communities Policy* for further information.

6. Transport/Medical Attention: Students who need medical attention due to their alcohol consumption, or which threatens the safety of themselves or others, either on or off campus, may be in violation of the PLU's Alcoholic Beverages policy.

7. Event Guidelines: If approved alcoholic beverages are available at PLU-sponsored off-campus events, then non-alcoholic beverages must also be available. Students must show current valid identification (driver's license and PLU ID) in order to obtain alcoholic beverages at PLU sponsored on or off-campus functions. At any event sponsored by PLU, alcoholic beverages must be refused to minors, apparently intoxicated individuals, or persons in a state of helplessness.

In terms of illegal drugs, campus policy forbids using, possessing, or distributing illegal drugs and/or drug paraphernalia in all areas on campus, possessing drug paraphernalia in all areas on campus, or in association with any university sponsored event. The drug policy also includes the misuse or illegal distribution of prescription medications. Students who are documented for violating the drug policy, and who subsequently request assistance for drug-related problems, are not exempt from the review process or any sanctions that may result.

More information concerning the University's prohibitions on alcohol and drug use, as well as the University's policy on tobacco use, may be found in the Student Code of Conduct Policies.

The University functions as a single community and therefore operates under the principle of shared responsibility. Any student present when the alcohol and drug policy is violated may be held responsible for the violation. In addition, all residents in a housing unit may be held responsible if forbidden items are found in their living spaces. Misconduct in which a person has violated any of the above may result in University, Local, State, and Federal disciplinary proceedings.

## **Resources and Student Assistance**

Pacific Lutheran University is a community, and all members of the community are responsible for maintaining order and discipline on the University campus. The Office of Student Rights and Responsibilities serves the primary role of coordination and implementation of the University's substance use policy. The department's approach emphasizes early identification and intervention in substance use problems.

## **COUNSELING/REFERRAL**

Students voluntarily seeking assistance for a drug-related or alcohol-related problem may do so without fear of disciplinary action, and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through a residence hall staff member; the Residential Life Office, 253-535-7200; Health Center, 253-535-7337; Counseling Center, 253-535-7206; Campus Ministry, 253-535-7200; Campus Safety 253-535-7441; and the Office of Student Rights and Responsibilities, 253-535-7462.

Students who are documented for violating the drug policy, and who subsequently request assistance for drug-related problems, are not exempt from the review process or any sanctions that may result.

## **SANCTIONS**

When a student is found Responsible, or when deemed applicable, the Review Officers will determine what sanction(s), if any, is necessary to:

- Provide an educational experience for the student,
- Assist the student in understanding and accepting the consequences of personal actions and decisions,
- Give the student an opportunity to give back to the community, and
- Uphold the safety of the Pacific Lutheran University learning community.

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Sanctions depend upon the particular circumstances of each incident and may be imposed singly or in combination, as appropriate for the circumstances. In determining a sanction, the Review Officer(s) may consider the student's conduct history at Pacific Lutheran University, as well as other information available to it that Pacific Lutheran University deems, in its sole discretion, relevant.

Repeated violations of the Student Code of Conduct will result in a cumulative effect for sanctioning. Thus, continued policy violations may result in more severe sanctions and may accumulate in the student's removal from the university.

### **DRUG AND ALCOHOL FREE WORKPLACE**

While at work, all university employees have the responsibility to perform their jobs in a safe, conscientious, and effective manner and in compliance with university policy and state and federal laws. In order to do this employees must be able to work in a drug and alcohol-free environment and themselves be free from the effects of drugs and alcohol. Accordingly,

1. The manufacture, sale, possession, or use by an employee in the workplace of a controlled substance or drug that is illegal under state or federal law is strictly prohibited. The phrase "use" means any detectable level of that substance in the employee's system;
2. The manufacture, being under the influence of or use by an employee in the workplace of alcohol is strictly prohibited, except as permitted by this policy;
3. The use by an employee of a controlled substance or drug with a lawful prescription may be prohibited if such use affects job performance or poses a hazard to the safety and welfare of the employee, or other employees, is strictly prohibited; and
4. An employee is required to report his/her criminal drug statute conviction for a violation occurring in the workplace to his/her immediate supervisor within five (5) days after such conviction.

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The university will impose disciplinary sanctions (consistent with local, state and federal law) on employees who violate the drug and alcohol-free workplace policy. Sanctions may include any of the following, depending on the severity of the incident: oral and written warnings, placement on probation, suspension from employment, successful completion of a treatment/counseling program, termination, and referral for prosecution. PLU reserves the right to conduct an individual drug test where there is reasonable suspicion that an employee may be under the influence of illegal drugs or alcohol or following a job related accident or injury.

Furthermore, each employee who observes or has knowledge of other employees in a condition which affects their ability to perform job duties or poses a hazard to the safety and welfare of others is expected to report such conditions promptly to the immediate supervisor, the next higher-level supervisor, a university officer, or Human Resources.

On occasions, PLU serves alcohol at social or other University sponsored events. The prohibitions in this policy do not apply to the possession or moderate consumption of alcohol when alcohol is served by the university at a university sponsored event to which the employee has been invited. Employees are reminded that any consumption of alcohol at such an event should be moderate, should not result in the employee becoming intoxicated and that normal expectation of appropriate workplace behavior continue at such events.

The university takes its commitment to provide a drug and alcohol-free working environment seriously. All employees who suspect they may have a drug, substance or alcohol abuse problem are encouraged to seek assistance through their own efforts before the problem affects their employment status. To comply with the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, Human Resources, Health Services, Residential Life Office, and the Counseling Center maintain a list of agencies, which provide rehabilitative and counseling services. Requests for information and/or referral sources will be treated confidentially.

## **CLERY ACT AND TITLE IX**

The University has specific policies and procedures, for Clery Act crimes and Title IX sexual harassment violations, designed to ensure that criminal incidents and misconduct on Pacific Lutheran University property, as a part of a Pacific Lutheran University event/program, or involving Pacific Lutheran University students or personnel are reported to Campus Safety Officers, the Title IX Coordinator, and other responsible personnel. The University also has policies and procedures in place to assure that appropriate supportive measures and assistance are provided to members of the Campus Community who experience or are affected by such events.

The University's [Sexual Misconduct Policy](#) requires the University to respond to reports of behavior that violates or falls under Title IX of the Education Amendments of 1972 (Title IX); Title VII of the Civil Rights Act of 1964 (Title VII); the Violence Against Women Reauthorization Act of 2013 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The University regulates its policy regarding sexual harassment to reflect its commitment to:

- Eliminating, preventing, and addressing the effects of Title IX prohibited conduct which includes quid pro quo harassment, sexual assault, dating violence, domestic violence, stalking, sexual or gender-based hostile environment harassment, non-consensual sexual contact or intercourse, sexual exportation, intimate partner violence, and retaliation against a person for the good faith reporting of these types of conduct or participation in an investigation or proceeding relating to reports of these types of conduct.
- Maintaining the University Campus Community's trust as a place in which such prohibited conduct is not tolerated
- Cultivating a climate in which all persons are informed and supported in reporting such prohibited conduct.
- Providing supportive measures to persons affected by prohibited conduct or reports

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- Providing a fair and impartial process for investigation and resolution of reports of prohibited conduct which can include voluntary mediation or a hearing in front of an unbiased hearing officer

Any member of the University Campus Community (employee, volunteer, or student) who violates the sexual harassment or discrimination policy may face disciplinary action up to and including termination or permanent dismissal from the University. The University will take prompt and equitable action to eliminate prohibited conduct, prevent it from recurring, and remedy its effects. Awareness and training programs are provided to facilitate these outcomes. Prohibited conduct under the sexual harassment policy is prohibited regardless of the sex, sexual orientation, or gender identity/expression of the persons involved.

All members of the University Campus Community are to report prohibited behaviors so that they can be reviewed, investigated, and addressed appropriately for the well-being of the Campus Community members. The full policy and further information are available on the Pacific Lutheran University website. Students have access to confidential reporting sources as well as an anonymous reporting form on the Title IX website.

The University has an obligation to investigate and take action to investigate and remediate such events as part of the efforts to fulfill its Title IX requirements to provide a non-discriminatory environment. Supportive measures for the protection of persons who have been the target of or accused of such conduct include, but not limited to, mutual no-contact orders, and, safety planning, academic accommodations (including changes to course schedules, free withdrawal and retake of courses, extensions, etc.), changes to housing and/or work arrangements, access to counseling and/or medical care, and other campus-based measures. Supportive measures continue as long as needed to assure the safety of Campus Community members.

## **SEXUAL ASSAULT AND VAWA CRIMES**

Sexual assault is a significant concern on American college campuses, including Pacific Lutheran University. In compliance with the Clery Act and the Violence Against Women Act, the



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University responds to all reports of dating violence, domestic violence, and stalking. In compliance with Title IX, the University responds to all reports of sexual misconduct, including sexual harassment, nonconsensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, in a prompt and unbiased manner. The Pacific Lutheran University Campus Safety Department, Dean of Students Office, Human Resources Department, and Counseling Services is responsible for programs to prevent and provide appropriate responses to reports of sexual assault involving University Campus Community members.

### **Prevention of Sexual Assault and Misconduct**

Pacific Lutheran University is dedicated to providing information and resources to the University Campus Community about sexual assault prevention and awareness, intimate partner violence prevention, and awareness, stalking resources and prevention. The following programs are offered to all students and employees enrolled and employed at the University.

#### **New Student and Employee Orientation**

During new student orientation, prior to the start of each semester, new students on the campus are provided information about various in-person and online resources that the University provides, including who to report to and how. As well as during new employee onboarding orientation.

#### **Reporting Sexual Harassment**

To help ensure that incidents of sexual violence, dating, and domestic violence, and other forms of violence are promptly and correctly addressed for the safety of the Pacific Lutheran University Campus Community, the University has policies in place that encourage those who become aware of such incidents to report them. To protect personal rights, the policies do not require the impact parties to report. The University also works to ensure that members of the Campus Community are aware of the need to report sexual assault and other crimes of violence to help increase campus safety. The Office of Campus Ministry, Health and Counseling Centers, are confidential reporting resources that do not report any personally identifiable information or specific details but report only the date/time, nature of the crime/prohibited behavior, and location. This information is necessary so that the University can be aware if there are particular

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patterns of crime/prohibited behavior that must be addressed (such as increased patrols at certain times or places).

Reports of prohibited conduct under the University's Sexual Misconduct Policy may be made in person, by phone, or by email to:

PLU University Title IX Coordinator, Jennifer Childress-White

Phone: (253) 535-7361, Email: [TitleIX@plu.edu](mailto:TitleIX@plu.edu) Pacific Lutheran University Dean of Students House, 121st and Park Avenue  
Tacoma, WA 98447

## **UNIVERSITY RESOURCES**

### **On-campus services include:**

- Campus Ministry 253.535.7200 (x7200),  
email: [cmin@plu.edu](mailto:cmin@plu.edu) <http://www.plu.edu/campus-ministry/>
- Counseling Center 253.535.7206 (x7206),  
email: [counseling@plu.edu](mailto:counseling@plu.edu) <http://www.plu.edu/counseling/>
- Health Center 253.535.7337 (x7337),  
email: [health@plu.edu](mailto:health@plu.edu) <http://www.plu.edu/health-center/>
- Confidential Advocate 253.535.8204 (x8204),  
email: [advocacy@plu.edu](mailto:advocacy@plu.edu)  
<https://www.plu.edu/diversity-justice-sustainability/advocacy-services/>

### **Off-campus services include:**

- 24-hour crisis information and referral line  
800.576.7764, 253.474.7273, or TTY 711
- Sexual Assault Center of Pierce County  
253.474.7273, 800-756-7273  
<http://www.sexualassaultcenter.com/>
- YWCA of Pierce County  
253.272.4181, [info@ywcapiercecounty.org](mailto:info@ywcapiercecounty.org)  
<http://www.ywcapiercecounty.org/>

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Additional off-campus partners are available through the Gender-Based Violence Advocate. NATIONAL SEXUAL ASSAULT HOTLINE 1 (800) 656-HOPE (4673) NATIONAL DOMESTIC VIOLENCE HOTLINE 1 (800) 799-7233

### **SEX OFFENDER INFORMATION**

The Campus Sex Crimes Prevention Act of 2000 requires colleges and universities to issue a statement informing the campus community where law enforcement information may be obtained concerning registered sex offenders. Sex offenders are required to register in a State and to provide notice of each higher education institution in that State, at which the person is employed, carries a vocation, or is a student. This registry is available on the Pierce County Sheriff's Department website [Pierce County Sheriff's Department Crime Statistics And Sex Offender Information](#). The sex offender registry for the Accelerated Bachelors in Nursing Program in Lynnwood, Washington can be located at this website, <https://www.offenderradar.com/offender/state-washington-county-snohomish-city-lynnwood> And may be used only for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular. Use of this information for the purpose of intimidating or harassing another is unlawful, prohibited and a willful violation shall be punishable as a Class 1 misdemeanor. There were no offenders on campus in 2022.

### **TIMELY WARNINGS**

Timely warnings notify members of the Campus Community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent is to warn Campus Community members of a criminal incident so as to enable people to protect themselves and to increase safety awareness. The warnings may also include requests for information that could lead to the arrest and conviction of an offender when violent or substantial crimes have been reported. Timely warnings may be issued for aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offense, and stalking if the crime is determined to pose an ongoing threat to the University Campus Community. The decision to issue a timely warning is based on specific criteria:

- Was the suspect identified?

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- Was the suspect apprehended?
- Does the suspect have a history of arrests, reports, complaints, or violent behavior?
- Did the incident involve actual or threatened physical violence?
- Were there multiple victims, actual or threatened?
- Was it an isolated incident with a specifically targeted victim?
- Is the incident part of a pattern of behavior (by person, group organization, or around a recurring event, activity, or location)?
- Were date rape or similar drugs or intoxicants used?
- Did the incident involve a victim who was unconscious, physically helpless, or unaware?
- Was the victim/intended victim under 18 years of age?
- Were there aggravating circumstances or indications of predatory behavior that could indicate a serious or ongoing threat to members of the University community?

Timely warnings will include information about the crime or crimes that trigger the warnings but will not include information that will enable the identification of victims. These warnings will include other information that the University believes will help campus community members protect themselves such as a description of suspects or tips on how to deter theft. The content of a warning will be based on the nature of the threat, the information available at the time it is issued, the risk of compromising official law enforcement investigations, and other factors relating to the circumstances.

All reports are evaluated by Campus Safety as they are received. Campus Safety will notify the Vice President of Student Life if there is an incident(s) that may require a timely warning. The Vice President will determine if the timely warning is necessary and what methods for dissemination will be used. Methods may include; sending out an all-campus email, text message, or alert posting on the Campus Safety website.

Other dangers to the campus community are addressed through emergency communications as described in the Emergency Management section of this report.

## **CRIME STATISTICS**

The Jeanne CLERY Act disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities to disclose statistics annually both for crimes reported to local agencies and crimes reported to campus security authorities (CSA). The Pacific Lutheran University Campus Safety Department is responsible for the annual collection of CLERY Act crime statistics, and for reporting such information directly to the U.S. Department of Education and to the Pacific Lutheran University campus community in the CLERY Act-mandated Annual Security Report published each year. The current annual safety report is always available for viewing on the Campus Safety website.

Campus Safety maintains a current 60-day crime log listing the call type, date, time location, and disposition of incidents. Requests to view this log may be made through any professional staff member at the Campus Safety Department.

### **Crime Statistics Disclosure**

We are required to disclose such statistics for offenses that occur (1) on campus, (2) on public property, including thoroughfares, streets, sidewalks, and parking facilities, within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property.

The CLERY Act defines non-campus buildings or property as those owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

- PLU recognizes the following as non-campus buildings or property:
  - 8928 N Thorne Lane SW. Lakewood, WA 98498
  - 601 7th Ave SW, Puyallup, WA 98371 (Sparks Stadium)

## **PLU ACCELERATED BACHELOR OF SCIENCE IN NURSING PROGRAM**

Pacific Lutheran University's Accelerated Bachelor of Science in Nursing (ABSN) program Launched in 2022, operates from a facility north of Seattle, Washington, at 20700 44th Avenue West Lynnwood, WA 98036, on the 6th floor of the Northview Corporate Center. The ABSN has an organized program of study and administrative personnel on-site and is not reasonably contiguous to the main campus. There are no student housing facilities at this location. This separate-campus site features classrooms, faculty and staff offices, and state-of-the-art nursing simulation facilities.

For the purpose of complying with all Clery Act, safety-related HEA, and Title IV requirements. Pacific Lutheran University produces one Annual Security Report and distributes it to students and employees at this separate campus. The policies and statistics are identified separately for the Lynwood ABSN branch location.

The site director and office employees at this location are responsible for student on and off-site activities, therefore all are considered Campus Security Authorities. They are provided specific instructions and training on Clery Act crimes and Title IV reporting requirements. When incidents are reported to the university, the incident and its location of occurrence are evaluated by the PLU Campus Safety Department to determine if it is Clery reportable. If there are reportable incidents they are listed under the separate-campus property line in the crime statistics chart.

### **DEFINITIONS OF CLERY CRIMES**

#### **Murder/Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

#### **Negligent Manslaughter**

The killing of another person through gross negligence.

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### **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 consent of the victim.

### **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 age or because of temporary or permanent mental incapacity.

### **Incest**

Sexual intercourse between persons who are related to each other within the degrees that marriage is prohibited by law.

### **Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent.

### **Robbery**

The taking or attempting to take anything from the value of 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.

### **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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

### **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft in all cases where

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automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned (including joy riding).

### **Arson**

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

### **Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

### **Drug Abuse Violations**

Violations of state, federal, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and other dangerous non-narcotic drugs (barbiturates, Benzedrine).

### **Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of these acts. Drunkenness and driving under the influence are not included in this definition.

### **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;  
and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship,
  - The type of the relationship, and
  - The frequency of the interaction between the persons involved in the relationship.



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### **Domestic Violence**

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, or by a person:

- With whom the victim shares a child in common; or
- Who is cohabitating with or who has cohabitated with the victim as a spouse; or
- Similarly situated to a spouse of the victim under Washington domestic or family violence laws; or
- Who is a family or household member of the victim, where Family or household member means:
  - The person's spouse, whether or not he or she resides in the same home with the person,
  - The person's former spouse, whether or not he or she resides in the same home with the person,
  - The person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person,
  - The person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law, and sisters-in-law who reside in the same home with the person,
  - Any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time, or
  - Any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person.

### **Stalking**

The engagement in a course of conduct directed at a specific person that would cause a reasonable person to: Fear for his or her safety or the safety of others or Suffer substantial emotional stress.

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### **Hate Crimes**

Colleges and universities are also required to report statistics for bias-related (hate) crimes by the type of bias (defined below) for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, etc. and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault. Colleges and universities are also required to report statistics for bias-related (hate) crimes by the type of bias (defined below) for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, etc. and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault, or other bodily injuries, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, religion, gender, gender identity, ethnicity, national origin, or disability, then the assault is also classified as a hate crime. The following crimes are reportable only if they are hate crimes:

### **Larceny**

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

### **Vandalism**

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

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### **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.

### **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.

## CLERY CRIME STATS

### TACOMA, WA Location (MAIN CAMPUS)

REVISIONS WILL HAVE AN (\*) NEXT TO NUMBER

Clery Reported Incidents	On Campus						Non Campus			Public Property		
	Residential Student Housing			Non-Residential Campus Property								
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Rape	0	0	5*	0	0	1	0	0	0	0	0	0
Sex Offenses: Fondling	0	4*	2	0	0	0	0	0	0	0	0	0
Sex Offenses: Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	2	0	0	1	1	0	0
Aggravated Assault	0	0	0	1	5*	4*	0	0	2	4	0	0
Burglary	1	0	1	1	0	4	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	17*	67*	0	0	0	9	8*	28*
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	1	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	2	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0	1	0	0
Liquor Law Referrals	13	10	18	1	0	0	0	0	0	0	0	0
Drug Law Referrals	14	2	4	0	3	1	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	No bias motivated crimes were reported for 2020, 2021, or 2022. Bias crimes include race, gender, gender identity, religion, sexuality, ethnicity, national origin, and/or disability.											

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Violence Against Women Act (VAWA) Offenses	On Campus						Non Campus			Public Property		
	Residential Campus Property			Non-Residential Campus Property								
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Domestic Violence	0	0	0	0	0	1	0	0	0	3	0	0
Dating Violence	0	0	0	0	1	0	0	0	0	1	0	0
Stalking	0	2*	8*	0	3	5*	0	0	0	1	0	0

**LYNNWOOD, WA Location (ABSN)**

**NO ON-CAMPUS HOUSING AT LOCATION**

Clery Reported Incidents	On Campus						Non Campus			Public Property		
	Residential Student Housing			Non-Residential Campus Property								
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-Negligent Manslaughter	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Negligent Manslaughter	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Sex Offenses: Rape	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Sex Offenses: Fondling	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Sex Offenses: Incest	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Sex Offenses: Statutory Rape	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Robbery	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Aggravated Assault	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Burglary	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Motor Vehicle Theft	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Arson	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

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<b>Liquor Law Arrests</b>	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
<b>Drug Law Arrests</b>	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
<b>Illegal Weapons Possession Arrest</b>	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
<b>Liquor Law Referrals</b>	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
<b>Drug Law Referrals</b>	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
<b>Illegal Weapons Possession Referrals</b>	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
<b>Hate Crimes</b>												
	No bias motivated crimes were reported for 2020, 2021, or 2022. Bias crimes include race, gender, gender identity, religion, sexuality, ethnicity, national origin, and/or disability.											
<b>Violence Against Women Act (VAWA) Offenses</b>												
	<b>On Campus</b>						<b>Non Campus</b>			<b>Public Property</b>		
	<b>Residential Campus Property</b>			<b>Non-Residential Campus Property</b>								
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Domestic Violence</b>	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
<b>Dating Violence</b>	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
<b>Stalking</b>	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

## **Overview: 2022 Fire Safety Report**

The information contained in this report was compiled and completed in compliance with the 2008 Higher Education Opportunity Act (HEOA). The Higher Education Opportunity Act was created by the Department of Education to address several issues on college campuses, including fire safety in on-campus student housing. This year's report contains fire statistics for the 2022 calendar year.

This report does not include Pacific Lutheran University's Annual Security Report. To view the Annual Security Report you may go to:

<https://www.plu.edu/campus-safety/wp-content/uploads/sites/130/2022/09/security-and-fire-safety-report-2021-2.pdf>

The HEOA requires Universities to maintain a fire log listing all fires that have occurred in their on-campus student housing. Pacific Lutheran University's fire log is available online at:

<https://www.plu.edu/safety/wp-content/uploads/sites/133/2022/09/2017-2021-annual-fire-log.pdf>

The HEOA also requires the publishing of an annual fire safety report that provides information on the following items: statistics for fires that occurred in on-campus housing facilities; the fire statistics are available online at:

<https://www.plu.edu/safety/wp-content/uploads/sites/133/2022/09/2017-2021-annual-fire-statistics-reporting-spreadsheet.pdf>

a description of the fire safety systems found in the residence hall facilities; the number of regular supervised fire drills; policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities; procedures for student housing evacuation in the case of a fire; policies on fire safety education and training programs provided to students and employees; a list of the titles of each person or organization to which students and employees should report that a fire has occurred; and plans for future improvements in fire safety.

The Department of Environmental Health and Safety creates and maintains the fire log, fire statistics, and this Annual Fire Safety Report. Please take the time to review our statistics and fire safety information. If you have any questions regarding fire safety please contact PLU Campus Safety at (253) 535-7441 or, the Department of Environmental Health and Safety at (253) 535-7233 or visit our office located at Pacific Lutheran University 12180 Park Ave. S, Hauge Administration Building Office 124b Tacoma, WA. 98447. Upon request, a paper copy of the Annual Fire Safety Report will be provided by contacting the Environmental, Health, and Safety officer at [safety@plu.edu](mailto:safety@plu.edu). We look forward to helping you along your educational journey.

## **On-Campus Student Residential Halls**

**Harstad Hall** is the most historic building on campus and is located on the upper campus. Conveniently located between the library, University Center and Garfield Street, its location allows students to access the upper and lower campus easily. It has 5 floors and a basement and can accommodate approximately 200 students.

**Hinderlie Hall** is located on the upper campus, conveniently located between the Karen Hille Phillips Center for the Performing Arts and Mary Baker Russel Music Center. Hinderlie Hall is a central location across all of campus, with pathways connecting to “Hinderlie Hill” which connects the upper and lower campus. This residential hall can accommodate mobility-impaired students who apply through the Accessibility and Accommodation application. It has 3 floors and can accommodate approximately 130 students.

**Kreidler Hall** is a central location on the upper campus. Located right next to Mary Baker Russel Music Center, Ingram Hall, this building is also only a short walk from the Hauge Administration Building, Library, and Karen Hille Phillips Center for Performing Arts. Kreidler is also next to a staircase that leads right to Rieke Science Center and the rest of the lower campus. It has 3 floors and double occupancy rooms. And, can accommodate approximately 300 students.

**Ordal Hall** is located on the upper campus, conveniently located next to Ingram Hall. Just a short walk away is the Hauge Administration building and Mary Baker Russel Music Center. Ordal Hall consists of double-occupancy rooms that are similar in size and layout across the building. It can accommodate approximately 170 students. A limited number of rooms have bay windows for lounging. This residential hall can accommodate mobility-impaired students who apply through the Accessibility and Accommodation application.

**Stuen Hall** was renovated in 2015 and traditionally converted to a building of all single rooms and houses approximately 60 residents on three floors. It is located on the upper campus. Between the Hauge Administration building and Ordall residential hall.

**Pflueger Hall** has a majority of double-occupancy rooms that are identical in size and layout across the building. Pflueger is located on the lower campus but is a central location between the upper and lower campuses! This residential hall can accommodate mobility-impaired students who apply through the Accessibility and Accommodation application. It has 3 floors and can accommodate approximately 200 students.



**Tingelstad Hall** is the tallest building in all of Parkland and houses approximately 360 residents. Smaller “house” communities of 90 residents. Tingelstad has 9 floors, is located on the lower campus, and is right across the street from the Columbia Center. Tingelstad Hall has a majority of double-occupancy rooms that are identical in size and layout across the building. There are units designed for a single with a private bathroom and one unit designed for a single with a private bathroom and kitchenette. These rooms are reserved for mobility-impaired students who apply through the Accessibility and Accommodation application.

**South Hall** is an apartment-style complex, located on the south edge of campus. Students must be 20 years old or have junior standing by September 1st to reside in South Hall. In addition, South Hall provides alternative choices to the regular residence halls, for example, South is the only hall on campus providing married student housing.

**Hong Hall** houses students from the Hong Global Community and serves as the hub of international and global engagement education at PLU. It is home to different language and/or culture houses brought together for a common passion for language study and global education. The houses are Chinese, French, Spanish, Global Studies, and International Honors. Students participating in Hong Global Community receive support when getting ready to study away and welcoming home to return to after the adventures of studying away. Hong Hall was not utilized in the 2022 calendar year. The building has been closed since the start of the year and is scheduled for major renovations.

## **Reporting a FIRE**

Reporting a fire is everyone’s responsibility. All fires that present a risk to persons or property should be reported immediately to **PLU Campus Safety at ext. 7911 or by dialing (253) 535-7911** or by notifying **Central Pierce Fire and Rescue by dialing 911**. Additionally, concerns about fires that are not considered an emergency may be reported to Campus Safety, the Residence Hall Community Director or Assistant, the Emergency Building Coordinator, Facilities Management, or Environmental, Health, and Safety.

## **Fire Safety Systems**

Pacific Lutheran University campus buildings are equipped with fire extinguishers, smoke, and heat detectors, lighted emergency exit signs, and signage that are posted throughout the building illustrates fire evacuation routes and assembly locations. In addition, a building fire alarm system that can be monitored by Campus Safety remotely with sprinkler systems, manual pull stations, heat, and smoke detectors, audio, and visual devices that sounds a horn, and strobe

lights for individuals with hearing or sight impairments. And automatic door-releasing devices for fire-rated doors that close to stop fires from spreading into other areas of the building. A full inspection and maintenance of the fire alarm system are conducted annually by a contracted private company called Cintas and PLU Facilities Management. A *Listing of the Fire Safety Systems in Residential Hall Buildings can be viewed online at <https://www.plu.edu/safety/wp-content/uploads/sites/133/2022/09/2017-2021-annual-fire-statistics-reporting-spreadsheet.pdf>*

## **FIRE Policies**

The following policies apply to all University buildings, including on-campus student residential Halls.

### **Smoking**

- PLU is a tobacco-free campus. Please click [here](#) to review the PLU policy
- Washington State law prohibits smoking in public buildings and in campus vehicles. Smoking is prohibited within 25 feet of a building entrance, exit, windows that open, ventilation intake, and other areas through which non-smokers must traverse. Signs are posted on all building entrances and campus vehicles.
- RCW 70.160 gives the local health department jurisdiction to enforce the state smoking regulation by first issuing a warning. A subsequent violation is subject to a civil fine of up to \$100. PLU will take appropriate action to comply with the law on campus.
- Concerns, questions, and comments should be directed to: Director of Human Resource Services, ext. 7185.
- Smoking is prohibited within all University buildings and student resident facilities.

### **Open Flames**

Open flames, candles, candle warmers, or incense are prohibited in residence halls, academic, and administrative buildings.

### **Electrical Safety**

- Ensure electrical circuits are not overloaded.
- Ensure all electrical appliances are UL rated, and do not overload circuits.
- Ensure extension cords are UL rated and do not extend into other rooms through doors, windows, or stairwells.

## **Fire Safety Systems**

- Do not tamper with fire protection systems. Ensure they are not obstructed from view or access. All alarm systems must be free of storage materials and readily accessible.
- Fire and smoke barrier doors must be clear of items that may prevent them from automatically closing when fire alarms are activated
- Storage of items may not be within 24 inches of ceilings, block exits, stairwells, extinguishers, or fire alarm pull stations in any building on campus.

## **Holiday Decorations**

Holiday decorations must not impede fire safety devices such as exit signs, sprinkler systems, smoke alarms, strobe lights, or any other device. Live Christmas trees and wreaths are prohibited.

## **On-Campus Residential Hall Prohibited Items**

The following policies apply to all University on-campus student residential facilities.

- Hot Plates or similar items with an open heating element.
- Upholstered furniture (unless certified flame retardant).
- Curtains, draperies, hangings, and other materials suspended from walls or ceiling (Unless certified flame retardant.) The resident must be able to provide proof of fire retardancy.
- Space heaters
- Refrigerators more than 4 c.u. ft.
- Any equipment that places an extraordinary load on the electrical system (i.e. electrical heaters, air conditioners).
- Halogen lighting sources
- Extension cords or similar electrical equipment
- Un-fused surge protectors
- Storage of motor vehicles within a residential facility
- Flammable/combustible liquids & gasses
- Explosives/ Fireworks
- Air rifles and guns
- Gunpowder
- Knives

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- Dogs, cats, and ferrets (All others must complete a Pet Registration through Housing)

If you have any questions or are unsure if an item is allowed contact the Department of Residential Life Phone: 253-535-7200 or Email: [rlif@plu.edu](mailto:rlif@plu.edu) Department of Residential Life Anderson University Center 161, Tacoma, WA 98447-0003 or Facilities Management Phone: 253-535-7380 Email: [fama@plu.edu](mailto:fama@plu.edu) Facilities Management (Building #28), Tacoma, WA 98447-0003

## **Campus Building Evacuations**

In addition to adhering to fire policies, students, faculty, and staff must also understand and practice policies regarding activities during a fire alarm at Pacific Lutheran University. If a student, faculty, or staff member discovers smoke or an actual fire, they should immediately pull the nearest fire alarm and evacuate the building. Upon exit of the building, they should immediately call Campus Safety at (253) 535-7911 or Central Pierce Fire and Rescue at 911 to report the fire.

All building occupants should become familiar with posted evacuation routes and procedures for their buildings. These are typically located near elevators, stairwells, and exits. Any student residing in or present in any university residence hall must evacuate the building when a fire alarm sounds using stairwells and exits. All building occupants should know and memorize two exits from the building, and understand that an evacuation may require you to evacuate a smoke-filled area. In the case of smoke, stay low and close all doors before proceeding to an exit. Upon exiting the building occupants must move to the assembly location away from the building and fire equipment until notified that the building is clear to be re-occupied by the official first responders, Campus Safety Officers, or Emergency Building Coordinators.

After evacuating, if you know of an occupant that may still be in the impacted building, provide that information to the official first responders onsite or the Emergency Building Coordinator by giving the name and location of the individual so they can immediately be assisted.

## **Fire Statistics and Fire Log**

Pacific Lutheran Universities Department of Environmental Health and Safety maintains a written Fire Log that records required incident information concerning fires that occur in on-campus student residential facilities.

In addition to the Fire Log, the university is required to provide an annual report to the campus community on the fires recorded in the Fire Log. The Fire Statistics section is intended to satisfy this requirement and contains information about all fires recorded in the Fire Log. The Fire Log provides the date reported, nature, date the fire occurred, time, and general location of each fire. The university is required to update the Fire Log within two business days of receiving the information about a fire in an on-campus residential facility. The Fire Log will be open to public inspection for the most recent 60-day period during normal business hours. Any portion of the Fire Log older than 60 days will be made available within two business days of a request for public inspection. The Fire Log may be viewed online at: <https://www.plu.edu/safety/wp-content/uploads/sites/133/2022/09/2017-2021-annual-fire-log.pdf> To report that a fire has occurred on campus (non-emergency) so that it may be included in the Fire Log, please contact PLU Campus Safety at (253) 535-7911.

## **Fire Drills**

The Campus Safety Office of Emergency Management conducts mandatory fire drills in compliance with the State of Washington for all University on-campus housing. The fire evacuation drills are conducted annually in all on-campus student residential halls and academic, and administrative buildings. The schedule is as follows:

- Student Residential Hall building emergency fire evacuation drills are conducted twice (2X) a year in the second week of the Spring (February) and Fall (September) terms.
- Academic and Administrative building fire evacuation drill is conducted once a year in the Spring (March) term. And, in the Fall (September) term, it rotates between an earthquake drill, stay-in-place, and lockdown exercise.

The residential hall Community Directors (CD) who are also the Emergency Building Coordinators (EBC) are responsible for educating the occupants on fire evacuation procedures and the location of assembly points and emergency first aid kits. The CDs are also responsible for ensuring fire safety and prevention signage is posted throughout the residence hall for students to read and educate themselves.

## **Fire Safety Policies in On-Campus Housing**

All residents should assume responsibility for ensuring fire safety in all residence facilities. Violation of fire safety includes but is not limited to

1. Setting a fire
2. Sounding a false alarm, including,
  - Falsely reporting a fire, bomb threats, serious injury, or any other emergency.
  - Intentionally or negligently activating a fire alarm when no fire is present.
  - Tampering with a fire alarm pull station or fire suppression system.
3. Using a fire extinguisher in a non-emergency situation.
4. Not evacuating the building during a fire alarm.
5. Tampering with a smoke/particle detector; sprinkler heads, or other fire safety equipment.
6. Using or possessing cooking appliances (except in designated cooking areas), hot plates, electrical heaters, extension cords, or similar electrical equipment. All electrical cords must be out in the open. Not taped to the floor, not under rugs or carpet pads. Halogen lamps are limited to 30 watts or less. They must be kept one foot away from anything flammable and nothing should be hung above them.
7. Leaving cooking items unattended while in use.
8. Using candles, incense, or any open-flame device.
9. No items can block the entrance of a room (doors or windows); items must be 36 inches away from entrances. This allows a firefighter the ability to enter a room in an emergency.
10. The blocking of any inside or outside exit.
11. Storage of explosive or flammable/combustible materials such as propane, gasoline, kerosene, and items containing combustible materials (i.e., lanterns) is not permitted in administrative buildings and resident halls.
12. Obstructing or blocking fire doors, corridors, hallways, or tampering with self-closing mechanisms. The doors are in place to prevent the spread of fire from one part of the building to another. If the doors are propped open, the fire is free to spread.
13. No items shall be hung from the ceiling and sprinkler pipes in academic, administrative, and residential halls.
14. Items in rooms must have an 18-inch clearance from ceilings and sprinkler pipes.
15. All flammable materials including furniture and recycling bins must be 18 inches away from a heater.

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16. No scooters, hoverboards, mopeds, or items with an electrical or gas-powered motor are allowed inside PLU buildings. They may be stored at least 25 feet away from the building.
17. Hallways, stairwells, and lounges must be free of all personal items (including but not limited to: boxes, bicycles, shoes, door mats, shower caddies, etc.) to facilitate emergency egress and response.
18. Wall outlets and power strips must not be overloaded. No “daisy chaining” power strips.
19. Personal refrigerators must be plugged directly into the wall and have 2-3 inches of space around them on all sides (not in closets).
20. Toasters, toaster ovens, bread makers, microwaves, coffee pots, electrical blankets, unapproved window air conditioners, irons, plug-in air fresheners, and other open element appliances, cannot be used in offices and resident rooms. The risk of fire is too high and the building wiring cannot support them. Residents can store these items (except microwaves) in their rooms to be used in the common area kitchens.
21. Metal trash cans are allowed. Trash containers made of other materials are a fire hazard.
22. Electrical outlets & lights cannot be altered.
23. “Holiday” or temporary light decorations may not be left up for longer than 90 days.
24. Only University issued bed/loft equipment may be used to bunk or loft one’s bed.

## **Evacuation Procedures**

### **WHAT YOU SHOULD DO:**

### **WHEN A FIRE ALARM IS ACTIVATED EVACUATION IS MANDATORY!**

Building occupants are required by law to evacuate a building when the fire alarm sounds. An evacuation may be communicated via one or all of the following methods:

- Fire Alarm: Pulled or initiated whenever a fire emergency occurs or when a full evacuation is required. The initiation of the fire alarm system means an automatic full evacuation of the building.
- Personal Verbal Request: May be utilized when only a section/s of a building must evacuate. Generally conducted by Campus Safety Officers, Facilities Management personnel, and local fire and police officers

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- Emergency Text Alert: Utilized when specific directions or information must be issued to all campus community members. It may be utilized in conjunction with an alarm or outdoor speaker announcement.

What is most important, no matter what the reason is for the evacuation, is to remain calm. The following are procedures to follow during a building evacuation:

1. If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purses, medication, and glasses.
2. **DO NOT attempt to use elevators.**
3. Check doors for heat before opening. Do not open the door if it's hot.
4. Walk, do not run. Don't push or crowd.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Use handrails in stairwells; stay to the right.
7. Upon activation of a fire alarm students with mobility issues are encouraged to remain in their classroom. If the student is not in their residence hall room or a classroom when the alarm is activated it will be their option to move into a room or into an open area (lounge or lobby) to await Central Pierce Fire Rescue assistance. The student is encouraged to find a place of refuge near a window in case communication or extraction is necessary.
8. Move quickly away from the building to your designated assembly point unless otherwise instructed.
9. All employees, students, and guests must remain outside the building until instructed to re-enter.
10. Emergency Building Coordinators (EBC) should ensure all occupants have left the building.

If emergency responders are not already on the scene, call **Campus Safety at (253) 535-9711 or Central Pierce Fire and Rescue at 911** with the following information; Your name; and The exact location of the fire and any other information you may have about the fire.

### **WHAT WILL HAPPEN:**

1. The Campus Safety dispatcher will notify the Central Pierce Fire and Rescue and Pierce County Sheriff.



2. PLU Campus Safety will respond and coordinate with the responding fire personnel.

3. Once the actual fire or fire alarm situation is resolved, and the building is assessed

For safety concerns, Central Pierce Fire and Rescue officials may grant permission to re-occupy the building or to enter and retrieve personal belongings.

## **Fire Safety Education/Training**

The Environmental Health and Safety Office offers a variety of fire safety education and training programs for the Pacific Lutheran University campus community. Students receive fire safety and evacuation information during mandatory meetings with their Resident Assistants and during the required fire drills. The students can also receive voluntary fire safety education in a variety of different ways. Throughout the school year fire safety information and other emergency preparedness information is posted on the Emergency Management website at <https://www.plu.edu/campus-safety/emergency-preparedness/training-and-exercises/> All student residents are encouraged to view and prepare themselves in the event of an emergency. Emergency Building Coordinators and Resident Assistants in the various buildings can assist resident students by providing available resources. These additional fire safety programs include but are not limited to cover:

- Emergency procedures,
- Fire safety issues,
- Prohibited items,
- General prevention tips,
- Cooking fire safety,
- Fire extinguisher usage,

Campus Residential Fire Safety education is an ongoing responsibility of the Student Life Division, Campus Safety, and Emergency Management. As part of the educational process, a residential hall fire safety guide is provided to resident directors, resident assistants, and residents and is posted in every residential hall. The Pacific Lutheran University community is invited to attend training in fire safety and fire extinguisher education annually in the Spring of each year. Fire safety education and training programs are available for employees for their specific departments at request.

## **Fire Response Procedures**

In case of a fire or a fire alarm, the following procedure is to be followed. Generally, The RACE procedure is used in all university facilities with some variations. Always consult and follow your building-specific Building Emergency Action Plan or posted evacuation procedures.

If you discover a fire or smoke condition: **RACE**

- **R**escue any person in immediate danger.
- **A**larm — pull the fire alarm to alert everyone. Report the incident by Calling PLU Campus Safety at (253) 535-7911 or Central Pierce Fire and Rescue at 911
- **C**onfine the fire by closing all doors, where possible. Extinguish a small fire using a fire extinguisher, if trained, and if it is safe to do so.
- **E**vacuate using the nearest stair exit. Follow the exit signs. Report any discharged fire extinguishers and any first-hand information that you might have to Campus Safety officers.

If you hear or see a fire alarm signal or announcement:

- Follow the emergency procedure for your building and area.
- Follow the announcements on the PLU Alert! system or instructions of your Emergency Building Coordinator (EBC).
- Evacuate or stand by and stay alert as instructed by the PLU Alert! system.
- Follow the EXIT signs. Use Stairs. Do Not Use Elevators. Stay Calm. Walk at a normal pace.
- Wait outside in the designated assembly areas at least 50 feet or more away from the building as instructed.
- Re-enter the building only after the “All Clear” is announced.

## **Fire Extinguishers**

Portable fire extinguishers of appropriate type and size are provided as required in all areas. Extinguishers are inspected, tested, maintained, and documented as required by the State of Washington Fire Code. Fire extinguishers are provided throughout all university buildings for use by trained students, faculty, and staff. Please contact the EHS office, at (253) 535-7233 or email [safety@plu.edu](mailto:safety@plu.edu) for upcoming training opportunities. Fire doubles in size every 30 seconds so knowing how to properly and safely extinguish a fire is a huge advantage. An average extinguisher discharges completely in less than 1 minute. Therefore, it is important that you know at least two locations for extinguishers!

**SAFETY PRECAUTIONS:**

- Before using a fire extinguisher, ALWAYS pull the building fire alarm first.
- Do not attempt to use a fire extinguisher if the fire is large and spreading. Use it only for small fire defense (e.g., a waste paper basket).
- Do not use the fire extinguisher if the lock pin tampers, the cylinder is damaged, or if the pressure gauge pointer is in the 'RECHARGE' zone.
- Do not use the fire extinguisher if you are not trained and confident about using it.
- Read the extinguisher label to check if it is of the right type for the kind of fire at hand.

The label indicates one or more of the following fire classes and symbols and specific applications for which it can be used.

- Protect yourself at all times:
- Never block your escape route.
- Stay low. Avoid breathing the heated smoke and fumes.
- If the fire cannot be controlled, get out immediately to safety.

**HOW TO USE A FIRE EXTINGUISHER:**

- Make sure you are using the proper extinguisher for the type of fire.
- Position yourself at a safe distance from the fire (e.g., 7-10 feet)

**Remember the 'PASS' Procedure:**

- **P**ull the pin: This unlocks the operating lever and allows you to discharge the extinguisher.
- **A**im low: Point the extinguisher nozzle/horn/hose at the base of the fire.
- **S**queeze and hold: the handle to discharge the extinguishing agent without any interruption.
- **S**weep slowly from side to side as you hold the handle squeezed.

Move closer carefully as the fire gets smaller and as you continue spraying. Watch the fire area until it has completely cooled down. Always make sure the fire alarm is currently activated before attempting to extinguish it. Also, make sure you have a clear escape path before attempting to extinguish it. Once the fire is contained. Report the discharged extinguisher to the EHS office, and report the fire incident to PLU Campus Safety.

## **Fire Alarm Systems**

Fire alarm systems are located in all of the residence hall buildings. Many of these systems go unnoticed day in and day out. However, in times of emergency, they are critical. Smoke/heat detectors detect smoke or fire and automatically activate the building's fire alarm system. Pull stations are located throughout the buildings in main corridors and near the stairwells. In the case of fire or smoke, always pull the closest pull station, regardless of the size of the fire!

## **Sprinkler Systems**

Sprinklers are installed in many building areas to protect both life and property. In the case of a fire, each head detects the temperature in the room and begins spraying water as soon as the room temperature exceeds a predetermined value. Most residential hall buildings are equipped with sprinkler systems. Hazardous locations, storage areas, and basement levels are generally protected with sprinklers as required by the State of Washington Fire Code. As you store materials and boxes in your area, always maintain a minimum of 18 inches of clearance between the ceiling and the storage. This clearance allows the sprinkler head to spray water uniformly and extinguish the fire effectively. If you notice any unsafe conditions such as a sprinkler head that is painted over or heavily laden with dust, blocked in any other manner, or broken, promptly report this to the EHS Office, James Fulkerson, at (253) 535-7233.

## **Fire and Smoke Doors**

University buildings are equipped with fire-rated doors and smoke-barrier doors. These doors prevent smoke and heat from traveling up stairwells and along corridors. Do not prop any fire/smoke doors unless they have approved hardware, such as a magnetic fire door release.

## **Definitions of Fire Safety Reports**

***Cause of Fire:*** The factor or factors that give rise to a fire. The causal factor may be but is not limited to, the result of intentional or unintentional action, mechanical failure, or act of nature.

***Fire:*** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

***Fire drill:*** A supervised practice of a mandatory evacuation of a building for a fire.

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***Fire-related injury:*** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

***Fire-related death:*** Any instance in which a person-(1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) Dies within one year of injuries sustained as a result of a reported fire.

***Fire safety system:*** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

***Value of property damage:*** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include: contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

***Annual fire safety report:*** Beginning by October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:

***Fire statistics:*** An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning – the number of fires and the cause of each fire; the number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center; the number of deaths related to a fire; and value of property damage caused by a fire. Submit a copy of the fire statistics to the Secretary on an annual basis.

***Fire log:*** An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire. An institution must make an entry or an addition to an entry to the log within two business days of the receipt of the information. An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

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***Annual Report:*** An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report: A description of each on-campus student housing facility fire safety system; the number of fire drills held during the previous calendar year; the institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility; the institution's procedures for student housing evacuation in the case of a fire; policies regarding fire safety education and training programs provided to the students and employees; description of the procedures that students and employees should follow in the case of a fire; a list of the titles of each person or organization to which students and employees should report that a fire occurred; plans for future improvements in fire safety, if determined necessary by the institution.

## Pacific Lutheran University Residential Hall Fire Safety System Listing Fire Safety Log- 2022 Statistics

Residential Hall	Sprinkler System	Remote Alarm System w/CSAF	Fire Pull Stations	Heat Detectors	Smoke Detectors	Horn & Strobe	Safety Fire Doors	Fire Extg	Lit Exit Signs	Evac Maps	Mandatory Supervised Fire Drills	Number of Fires in each Building	Cause of Fire	Date of Fire	Time of Fire	# of Injuries Treated at Medical Facility	# of Deaths Related to Fire	Property Damage Value due to Fire	Case Number
Harstad Hall	x	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Henderlie Hall	none	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kreidler Hall	none	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ordal Hall	x	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stuen Hall	x	x	x	x	x	x	none	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pflueger Hall	none	x	x	x	x	x	none	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
South Hall	x	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tingelstad Hall	x	x	x	none	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hong Hall	none	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## Pacific Lutheran University Residential Hall Fire Safety System Listing Fire Safety Log- 2021 Statistics

Residential Hall	Sprinkler System	Remote Alarm System w/CSAF	Fire Pull Stations	Heat Detector	Smoke Detector	Horn & Strobe	Safety Fire Doors	Fire Extg	Lit Exit Signs	Evac Maps	Mandatory Supervised Fire Drills	Number of Fires in each Building	Cause of Fire	Date of Fire	Time of Fire	# of Injuries Treated at Medical Facility	# of Deaths Related to Fire	Property Damage Value due to Fire	Case Number
Harstad Hall	x	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Henderlie Hall	none	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kreidler Hall	none	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ordal Hall	x	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stuen Hall	x	x	x	x	x	x	none	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pflueger Hall	none	x	x	x	x	x	none	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
South Hall	x	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tingelstad Hall	x	x	x	none	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hong Hall	none	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A



## Pacific Lutheran University Residential Hall Fire Safety System Listing Fire Safety- 2020 Statistics

Residential Hall	Sprinkler System	Remote Alarm System w/CSAF	Fire Alarm Pull Station	Heat Detector	Smoke Detector	Horn & Strobe	Safety Fire Door	Fire Extg	Lit Exit Sign	Evac Map	Mandatory Supervised Fire Drills	Number of Fires in each Building	Cause of Fire	Date of Fire	Time of Fire	# of Injuries Treated at Medical Facility	# of Deaths Related to Fire	Property Damage Value due to Fire	Case Number
Harstad Hall	x	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Henderlie Hall	none	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kreidler Hall	none	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ordal Hall	x	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stuen Hall	x	x	x	x	x	x	none	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pflueger Hall	none	x	x	x	x	x	none	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
South Hall	x	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tingelstad Hall	x	x	x	none	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hong Hall	none	x	x	x	x	x	x	x	x	x	2 per/yr	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A