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2013-2014

UNIVERSITY OF SOUTH FLORIDA POLICE DEPARTMENT

SECURITY & FIRE SAFETY REPORT

TAMPA CAMPUS

USF UNIVERSITY OF
SOUTH FLORIDA

From the Chief of Police

As an accredited law enforcement agency in the State of Florida, the University of South Florida Police Department meets or exceeds over 200 standards set by the Commission for Law Enforcement Accreditation. USF is one of over 100 law enforcement agencies in the state to meet these strict standards. What this means for the community we serve here at USF is they have a professional, value based law enforcement agency working for them.

The USF Police Department employs only sworn and non-sworn professionals willing to carry out the agency's mission:

To protect life and property, to understand and serve the needs of any and all persons within the university community, to actively seek to identify community problems and solutions to those problems, to identify and prevent any criminal activity which may occur, and to improve the quality of life in this community.

By having a mission statement, we are committed to ensuring a safe environment in which to learn and work. My role as Police Chief is to provide the tools and professional growth needed to fulfill this mission. We train many of our officers to provide crime prevention advice and training to the community. Some of these programs include Rape Aggression Defense, Burglary and Theft Prevention, Date/Acquaintance Rape, Office Safety and Security, and Alcohol Awareness to mention a few.

The USF Police Department also provides a full range of police services. Routine patrol of the campus and residential areas, traffic law enforcement, accident investigation, criminal investigations, dignitary protection and crowd control at special events are some of the services the USF Police Department provides.

As in any community, a safe environment is dependent upon the partnering of the community and law enforcement agency of jurisdiction. It is with this in mind that I encourage you to contact the USF Police Department whenever you need to report a crime, want crime prevention programming or have a suggestion as to how we can work together to make the University of South Florida a better place to learn and work.

Sincerely,



J.D. Withrow
Acting Chief/Major/Assistant Director



SERVICES OFFERED BY UNIVERSITY OF SOUTH FLORIDA POLICE DEPARTMENT

The University of South Florida Police Department strives to meet the needs of the University community by providing these services to you:

- **Response** to all emergencies—police, fire, medical
- **Investigation** of all misdemeanor and felony crimes
- **Assistance** to all victims of crime
- **Investigation** of traffic crashes
- **Monitoring** of alarms for intrusion, robbery and fire
- **Maintenance** of police records information
- **Contact** and referral of individuals to other campus and community human services agencies
- **Assistance** and cooperation with emergency service agencies
- **Planning** and management of special events
- **Handling** of special security requests
- **Security** consultations and surveys
- **Receipt** and return of lost and found property
- **Provide** fingerprints for job applicants
- Off-Campus Housing - **A Guide to Apartment Safety**

POLICE DIRECTORY

University Police, Tampa Campus

Corner of Fletcher and Maple Drive
 Emergencies 911
 Non-emergency..... 974-2628
 Allied Barton/Parking Enforcement
 Dispatch..... 974-8040
 Division of Public Safety974-5489

USF Police, St. Petersburg

Corner of 6th Avenue South & 3rd Street
 Non-emergency (727) 873-4140

USF Sarasota/Manatee Campus Police

501 College Drive
 Non-emergency..... (941) 487-4210

USF Center for Victim Advocacy and Violence Prevention

Tampa Campus 974-5756
 St. Petersburg Campus... (727) 698-2079
 Sarasota Campus (941) 504-8599

Counseling Center

Tampa Campus 974-2831
 St. Petersburg Campus
 (727) 873-4422
 Sarasota Counseling & Wellness Center
 (941) 487-4254

Office of Student Rights & Responsibilities

Tampa Campus 974-9443
 St. Petersburg Campus . (727) 873-4162
 Sarasota Campus..... (941) 359-4268

Employee Assistance Program

Tampa Campus 1-800-327-8705
 St. Petersburg Campus (727) 873-4422
 Sarasota Campus..... (941) 487-4254

Student Health Services

Tampa Campus 974-2331
 St. Petersburg..... (727) 873-4422
 Sarasota Campus..... (941) 487-4254

SAFE Team 974-SAFE
 7233

Hillsborough County

Sheriff's Office 247-8000

Tampa Police Department 931-6500

Temple Terrace

Police Department 506-6500

Security Policies, Statistics, Safety & Prevention Programs and More

Campus Security Act

In 1990, President Bush signed into law the "Student Right to Know and Campus Security Act." This act requires all postsecondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security.

The University of South Florida is a comprehensive research university with campuses in three locations including the following: Tampa, St. Petersburg, and Sarasota. Specific information for each campus is available.

The University Police Department

On the Tampa Campus the University Police Department is located at the corner of Fletcher Avenue and Maple Drive. The University of South Florida Police provide a full range of public safety services to the community 24 hours a day, seven days a week on the Tampa Campus. All University Police officers are certified by the State of Florida after completing minimum standards training from the Regional Police Training Academy.

General services provided by the University Police include car patrol, foot patrol, bike patrol, criminal investigation of all misdemeanors and felonies, traffic enforcement, crash investigation, special events management and crime prevention programs.

The University Police Department has an excellent working relationship with all local law enforcement agencies, which assures the delivery of professional police services. The Florida Department of Law Enforcement and other state and federal agencies are available to assist upon request. Communication and coordination with all area law enforcement agencies are maintained on a 24-hour basis via computer networks, such as the Florida Crime Information Center and the National Crime Information Center.

The University Police Department maintains a Police Activity Report that is available on their website or upon request. The University Police will make timely reports to the campus community on serious crimes that represent a continuing threat to students and employees and have been reported to campus and local law enforcement agencies.

University Police Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, the campus police may also refer the individual to the Office of Student Rights and Responsibilities. The University Police force is supplemented by a private security company and works in conjunction with these private security officers.



Procedures to Report Criminal Acts or Emergencies on Campus

Any emergency situation involving a threat to life or property should be immediately reported to the University Police. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. Emergency police, fire or medical assistance can be obtained by calling **9-1-1**. All campus phones, including pay phones may be used to dial **9-1-1** at no charge. All other business can be conducted by calling **974-2628**.

Registered University of South Florida System MoBull users (students, faculty and staff) have the ability to send anonymous crime tips and reports to the University Police via text messaging (Rave Mobile Safety "Eyewitness"). To report a crime tip, text: USFTIP - space - your message. Then send to 67283. Please note standard text messaging rates apply based on your individual plan. For more information regarding "Eyewitness" reporting, please visit news.usf.edu/article/templates/?a=3769&z=128.

Emergency Blue Light Phones are located throughout campus and are equipped with automatic location indicators and have instruction for the hearing and speaking impaired.

Campus Sexual Assault Policy

The USF Police Department is responsible for the investigation of campus sexual offenses. The USF Police Department provides immediate assistance to the victim and initiates investigative processes to apprehend the perpetrator of the crime. The USF Police Department works closely with the Hillsborough County State Attorney's Office in all investigations of sexual battery/rape investigations.

Complaints of sexual battery/rape are serious criminal offenses that will be processed within the criminal justice system. Sexual battery/rape committed by students is also a violation of the USF student conduct rule. Student perpetrators are subject to institutional disciplinary sanctions including expulsion as provided by the USF rules in addition to those stated above in accordance with State law.

Campus related sexual battery/rape committed by employees is also considered misconduct as pro-

vided by applicable rules and collective bargaining agreements. Employee perpetrators are subject to institutional disciplinary action including termination as provided by such rules/agreements in addition to those stated above in accordance with State law.

Rights of Victims of Campus Related Sexual Batteries

The USF System is committed to creating and maintaining a work and study environment that is safe from sexual battery. To meet this commitment, the USF System has established policies and procedures that are responsive to victims of sexual battery and has accorded certain rights to the accusers and the accused, whether they are students or employees. For example, the Student Code of Conduct states the rights of student victims and the rights of students suspected of sexual battery, including but not limited to the following:

- Options regarding changes to a victim's academic and living situation;
- Procedures for campus disciplinary action, including sanction the institution may impose;
- Both the accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings;
- Upon written request, the USF System will disclose to the alleged victim of any crime of violence or a nonforcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information will be provided, upon request, to the next of kin of the alleged victim.

For more information regarding the rights of victims and those accused of campus-related sexual batteries, whether they be students or employees of the USF System, consult the following USF System resources:

- USF Regulation 6.0021, Student Code of Conduct, available at: regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf
- USF System Policy 0-004, Sexual Misconduct/ Sexual Harassment (including Battery), available at: regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf
- Faculty Handbook, available at: acad.usf.edu/Resources/Documents/Faculty-Handbook/USF-Faculty-Handbook.pdf
- Collective Bargaining Agreements, available via the Human Resources website at: <http://usfweb2.usf.edu/human-resources/>

Counseling

The Counseling Center for Human Development provides professional counseling services to USF students. These services include: intake evaluation, short-term personal counseling, psychiatric consultation, group counseling and referral services.

For more information or an appointment, call **974-2831**. The offices are located in the Student Services Building, SVC 2124. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency, after hours services can be obtained by contacting the University Police at **974-2628**.

Employee Assistance Program

The University of South Florida Employee Assistance Program (EAP) is a service program designed to assist employees with personal, family, or workplace concerns/issues. You can access the EAP program online at MagellanHealth.com or by phone at **1-800-327-8705**.

Student Health Services

Student Health Services functions as a walk-in clinic for students and maintains a day infirmary only. Services include on-site nurses and physicians, a variety of lab tests and specialty clinics (including GYN).

The Student Health Services Building is located east of the University Center and north of the Student Services annex. The phone number is **974-2331** and the hours are 8:30 am. to 5:00 p.m., Monday through Friday.

Citizen Complaints

It is important that our community members receive fair and impartial treatment from the employees of the University Police Department. At any time a community member has a concern about the actions of an employee of the University Police, he or she can speak to a supervisor to discuss that concern. If a community member wishes to file a complaint against an employee of the University Police, he or she can obtain a complaint form at the police department or call **974-2628**.

Security of Campus Facilities/ Residence Halls

The University of South Florida is a public institution and, with the exception of residence halls, is open to the public during the day and evening hours when classes are in session. After these hours, University buildings are generally locked and only faculty, staff and some students with proper identification are admitted. University Police provide regular patrol of University buildings as well as parking lots.

Resident students are issued a key at check-in so they may have access to their living unit. Students are encouraged to safeguard keys in order to enhance their personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision and University Police assistance. The best security system is one in which every member of the community takes personal responsibility for self-protection and the protection of their property.

University Police (UP) officers regularly patrol the residence halls and are readily available to assist on a 24-hour basis. A Resident Assistant or Night Clerk is on duty in residence hall complexes every night for security purposes. These security measures and personnel are representative of our concern for the protection of your person and property. Maintenance personnel make security inspections and corrections as needed. Students are encouraged to call the housing office or the police department to promptly report security deficiencies.

The Physical Plant Division maintains University buildings and grounds with a concern for the safety and security of all persons and property. Inspections are routinely conducted and repairs are promptly made to ensure that appropriate safety and security standards are maintained. The University Police Department assists Physical Plant personnel by reporting potential safety and security hazards which include conducting campus lighting surveys and reporting outages. Students, faculty and staff are also encouraged to call Physical Plant to report any safety or security hazards.

A representative of the University Police department is involved in the review of architectural plans for new facilities or major renovations to existing buildings. Specific recommendations are made to enhance the security of all facilities before contractors begin working. The University Police Department also conducts physical security surveys of campus facilities that may be vulnerable to criminal intrusion. Specific recommendations are made regarding se-

curity hardware, alarms or procedures that will serve to reduce the opportunities for crime to occur in or around campus buildings.

Off-Campus Student Residence

At the Tampa campus, many of our students live in privately owned fraternity houses or apartments located near the campus. The local law enforcement agency of jurisdiction is responsible for providing police services to these students. The University Police initiates regular contact with local law enforcement agencies regarding criminal activity occurring at off-campus student housing complexes.

The University Police Department provides a brochure titled "Choosing an Apartment a Safety Guide" which assists students in evaluating the security of off-campus apartments. This brochure identifies security features that should be available in off campus complexes, steps for forming a neighborhood watch group and other basic prevention precautions.

Suzanne's Law

This federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. It requires local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 years of age is reported missing. The USF Police Department complies with this law. For more information regarding the USF System, Missing Student Policy please consult: regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-025.pdf

USF Sarasota-Manatee

USF Sarasota Manatee conducts classes at the Sarasota Campus. The New College of Florida Police Department provides all law enforcement services for USF Sarasota-Manatee as well as New College of Florida, including the investigation of criminal acts. Crime statistics reported to the New College of Florida Police Department for the Sarasota Campus can be obtained by accessing their website at: www.ncf.edu/police or by calling (941) 487-4210.

USF St. Petersburg

The USF Tampa Campus conducts classes on the campus of USF St. Petersburg. The University of South Florida St. Petersburg Police Department provides all law enforcement services, including the investigation of criminal acts at the USF St. Petersburg location. Crime statistics reported to the University of South Florida St. Petersburg Police Department can be obtained by accessing their website at: www1.usfsp.edu/police/ or by calling (727) 873-4140.

USF in Lakeland

USF has a location in Lakeland. Law enforcement services, including the investigation of criminal acts, are provided on a routine basis by the Polk County Sheriff's Office in Lakeland. Specific crime statistics can be obtained at the following web address: <http://www.polk.edu/wp-content/uploads/2013-Annual-Security-Report1.pdf>. The USF in Lakeland website is: <http://usfweb2.usf.edu/lakeland/>

Pasco/Hernando Campus

USF conducts classes on the campuses of the Pasco/Hernando Community College. Law enforcement services, including the investigation of criminal acts, are provided on a routine basis as follows: on the New Port Richey Campus by the Pasco County

Sheriff's Office; on the Brooksville Campus by the Hernando County Sheriff's Office; and, on the Dade City Campus by the Dade City Police Department. The University Police Department provides law enforcement or crime prevention services at this location on an as needed basis. Crime statistics reported for the Pasco/Hernando Campuses are reflected in the chart titled "Crimes Reported by Other Law Enforcement Agencies." Specific crime statistics can be obtained by calling (813) 974-3899. The Pasco/Hernando Community College website is: www.phcc.edu/

Sexual Predators/Offenders

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where they may obtain information provided by the state concerning registered sexual predators and offenders. It also requires sexual predators and offenders to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student at that institution. USF Police will notify the University Community when a registered sexual predator or offender has registered as being on campus per State law. Sexual predator or offender information can be obtained by visiting the USF Police Department's website: usfpd.usf.edu or by visiting the Florida Department of Law Enforcement website at offender.fde.state.fl.us/offender/homepage.do

Crime Statistics

The University Police Department submits semi-annual Uniform Crime Report data to the Florida Department of Law Enforcement for the Tampa Campus. They also regularly disseminate information concerning the incidence of crime through local and on-campus media. The data is ultimately published by the FBI in the Uniform Crime Report. The chart provided on Page 7 of this report reflects the number of crimes reported for select offenses as required by federal law. These numbers also reflect crimes reported to campus security authorities during the same time period. These numbers were combined with the numbers of crimes reported to law enforcement officials. Florida Department of Law Enforcement definitions of the select offenses are available by contacting the University Police Department.

Timely Warnings and Crime Alerts

In the event of an emergency, the USF home page (usf.edu) is taken down and only emergency information is posted and accessible. New information is posted as updates are provided by the University Police Department. The USF website is the best place to receive the most thorough, accurate and up-to-date information during an emergency. Furthermore, there are 120 digital display boards stationed in various buildings throughout the Tampa Campus. These display boards flash "EMERGENCY" in red to draw attention and provide emergency information regarding the situation when an event occurs. Emergency alerts are also sent to members of the campus community via the "MoBull" text messaging system.

For more information, please consult the following resources:

- USF Division of Public Safety website (usfweb2.usf.edu/Adminsvc/publicsafety/)
- USF System Policy 6-010 (regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf)
- MoBull (www.mobull.usf.edu/)

Crime Prevention Services/Education Programs

The University of South Florida offers a number of programs intended to reduce the potential for personal injury and loss of property. Presentations on Safety are included in the orientation of incoming students and residence hall students, and are held frequently during fall and spring semesters for the benefit of students, faculty and staff.

Crime Prevention Programs

The University Police Department encourages all students and members of the faculty and staff to be involved in campus crime prevention. Information on safety and security concerns and precautions are provided to students, faculty, and staff members regularly through seminars, films, bulletins, crime alerts, posters, brochures and university staff and student newspapers. In an on-going effort to facilitate this process, University Police officers provide crime prevention programs each semester on the following topics:

- Date/Acquaintance Rape Programs for both Men and Women
- Rape Aggression Defense (RAD) [Self Defense for Women]
- Personal Safety – Reducing Your Risks
- Drinking and Driving – DUI Information
- Drugs – Health Risks, Liabilities
- Burglary and Theft Prevention
- Operation ID - Engraving
- USF Police Department – Who we are and What we do
- Bike Engraving and Theft Prevention
- Cash Handling and Robbery Precautions
- Child Safety Programs
- Violence in the Workplace
- Alcohol Programs

Additional programs are provided by the University to include:

- All incoming first-year students learn how alcohol use impacts academic and personal success through an online education program, **AlcoholEdu** for College. During orientation, all students are exposed to information about the USF alcohol policy, crime prevention, and safety awareness.
- **Wellness USF** (usfweb2.usf.edu/wellness/) offers a variety of education, prevention and awareness programs including the following:
 - Awareness Events and Campaigns
 - Workshops and Presentations
 - Consultations on safer sexual behavior and sexually transmitted infections
 - Distribution of free condoms
 - Social Media blogs on wellness and safety
- **Center for Victim Advocacy & Violence Prevention** (sa.usf.edu/advocacy/page.asp?id=72) offers education and prevention programs on a variety of topics, including:
 - Sexual violence
 - Relationship/domestic violence
 - Stalking
 - Cybercrimes, identity theft, & cyber-stalking
 - REAL (Relationship Equality & Antiviolence League) is a men's peer education program teaching bystander intervention techniques to prevent sexual and relationship violence (www.facebook.com/LetsBeREAL)

USF's Drug Free Schools and Community Program

The University of South Florida is committed to providing an orderly and safe environment for all students, faculty and employees. To this end, the University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on its premises. Any violation may be cause for disciplinary action and criminal prosecution.

The use of alcoholic beverages by members of the University Community is at all times subject to the alcoholic beverage laws of the State of Florida and USF Alcohol Policy and Guidelines. Specifically, it is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years-of-age or to consume said beverages on licensed premises. It is also unlawful for a person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any license or his agents or employees to sell, give, serve or deliver any alcoholic beverage to a person under 21 years-of-age. A violation of the proceeding may be cause for disciplinary action and criminal prosecution.

Please refer to the following policies for more detail:

- **USF's Alcohol Policy:** regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf
- **Drug-Free Workplace Policy:** regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-610.pdf
- **Student Code of Conduct:** regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf

Drug and Alcohol Counseling

- The Center for Addictions and Substance Abuse (CASA), housed in the Counseling Center, offers free assessment and brief treatment for students who may have alcohol and substance abuse problems. Students may be self-referred or referred by the Office of Student Right and Responsibilities or other campus departments. CASA also offers group counseling. Students who need more intensive help will be referred to community providers. For more information, see usfweb2.usf.edu/counsel/Addiction_and_Substance_Abuse/index.asp
- Alcohol Anonymous groups are offered on campus
- The Employee Assistance Program (EAP), under the direction of the Department of Human Resources, offers free substance abuse screening, assessment, and referral to employees who self-refer or who are directed by their supervisor. For more information, see usf.edu/hr/eap

Weapons

Florida State Statute 790.06(12) and USF Policy forbid any person from carrying a firearm or weapon on a university campus. **Weapons on USF System Property Policy:** regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-009.pdf

Total Crimes Reported by USF Tampa Police Department and University Officials or Other Law Enforcement Agencies

(Reported in accordance with Uniform Crime Reporting Definitions and Guidelines)

Offense Type (includes attempts)	Total Uniform Crimes Reported USF Tampa Campus						Non-Campus Building or Property			On Public Property			Total Uniform Crimes Reported			
	2010		2011		2012		2010	2011	2012	2010	2011	2012	2010	2011	2012	
	Res	Camp	Res	Camp	Res	Camp										
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses - Forcible	9	9	0	1	7	7	0	0	0	0	0	0	9	1	7	
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	1	0	1	1	1	0	2	0	0	0	0	1	3	1	
Aggravated Assault	1	1	2	8	3	5	0	0	0	1	0	1	2	8	6	
Burglary	6	52	30	48	29	57	1	2	0	0	0	0	68	50	57	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	11	0	9	0	14	1	1	0	0	0	0	11	10	14	
<i>Res - Residential • Camp - Campus</i>																
Hate Crimes (listed by category of bias)																
Race	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1+
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1++
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity/National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
+ The hate crime on campus was based on race in 2012 and was destruction/damage/vandalism of property ++ The hate crime on campus was based on religion in 2012 and was destruction/damage/vandalism of property																

Number of Arrests/Referrals - Select Offenses

	Total Uniform Crimes Reported USF Tampa Campus						Non-Campus Building or Property			On Public Property			Total Uniform Crimes Reported		
	2010		2011		2012		2010	2011	2012	2010	2011	2012	2010	2011	2012
	Res	Camp	Res	Camp	Res	Camp									
Weapon Law Violations															
Arrest	0	7	1	3	1	4	0	0	0	0	0	4	7	3	8
Referral	0	1	2	2	0	1	0	0	0	0	0	0	1	2	1
Drug Law Violations															
Arrest	12	38	18	44	16	77	0	10	4	14	15	39	54	69	120
Referral	15	30	30	65	36	61	0	5	0	0	2	0	45	72	61
Liquor Law Violations															
Arrest	3	23	10	31	3	19	11	0	20	0	2	3	37	33	42
Referral	31	120	81	129	110	144	3	1	11	3	0	5	157	130	160

ALCOHOL AND DRUGS

The University of South Florida has established standards of conduct concerning the possession, sale, serving and consumption of alcoholic beverages and drugs on the University of South Florida campus. These policies and rules reflect a concern for the health and safety of the campus community and apply to University faculty, students, staff, visitors and guests.

- **First-year students:** The first 6 weeks of enrollment are critical to first-year student success. Because many students initiate heavy drinking during these early days of college, the potential exists for excessive alcohol consumption to interfere with successful adaption to campus life. The transition to college is often so difficult to negotiate that about one-third of first-year students fail to enroll for their second year.

- **State of Florida statutes** dictate that it is unlawful for a person under 21 years of age to possess or consume alcoholic beverages. Consequently, anyone under the legal drinking age may not consume, distribute or possess alcohol on University properties or as part of any University Activity.

It is unlawful to sell, give, serve or permit alcoholic beverages to be served to anyone under 21 years of age.

Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.

- It is unlawful to be under the influence of, use, possess, distribute, sell or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescriptions or law.

- Violations of these laws are dealt with in both criminal prosecution and with administrative sanctions, including permanent expulsion from the University of South Florida.

(Note: The Student Handbook should be consulted for further information. View it online at sa.usf.edu/srr/page.asp?id=88.)



PROTECT YOURSELF

Bike Safety! Always...

Wear a Helmet - Nearly 75% of all bicycle-related deaths are the result of head injuries. Children under age 16 are required to wear helmets. The University Police encourage all riders of motorcycles, bicycles and scooters to wear a helmet.

Make Yourself Visible – Night Riding - Nearly 60% of all adult fatal bicycle accidents in Florida occur during twilight and nighttime hours even though only 3% of bicycle usage takes place during that time period. While riding between sunset and sunrise the law requires the use of a lamp on the front of the bicycle exhibiting a white light visible from a distance of 500 ft. and a lamp on the rear exhibiting a red light visible from a distance of 600 ft. to the rear.

Observe Traffic Laws, Signs & Signals - In the State of Florida, the bicycle is legally defined as a vehicle. Bicyclists have the same rights and duties on the roadway, and must obey the same traffic laws, as an operator of any other vehicle.

Bicycle laws you may not have known:

- No bicycle may be used to carry more than the number for which the bicycle is designed or equipped.

- Any person operating a bicycle shall keep at least one hand upon the handlebars.

- No person shall operate a bicycle while wearing a headset or other listening device, other than a hearing aid.

Please Bike Safely:

- While biking at USF, play it safe.

- USF sees a higher percentage of crashes at the beginning of semesters.

- Most of USF's crashes occur between noon and 6:00 p.m.

- Over 50% of USF bike crashes were during transition from sidewalk to crosswalk.

- You must not jet out into traffic.

- Never ride against traffic.

- Bicyclists who ride against traffic on the wrong side of the road remove themselves from the normal scanning patterns of other vehicle operators.

- Bicyclists are found at fault in half of crashes at USF.

- 70% of the time bicyclists require medical assistance.

Prohibited areas include:

- Any area within 6 feet in front and to the side of any entrance to or exit from a building.

- Within any sidewalk, access or egress ramp, steps or stairs and corridors.

- In motor vehicle parking spaces.

- Bicycles attached to handrails on handicap access ramps will be impounded, as well as those parked as to present a hazard to general pedestrian traffic. Owners will be fined upon reclaiming impounded bicycles.

Be Aware...

When jogging...

- Try to avoid running alone, even in daylight.

- Stay on well-lighted paths in open areas. Vary your route.

- Be suspicious of people who pass many times. Don't wear earphones.

When you are in your car...

- Park in a well-lighted area at night. Pay for parking. Check the street before leaving the car.

- Walk to your car with keys ready.

- Check the back seat before entering. Someone could be hiding there.

- While driving, keep the doors locked so no one can jump in at a red light.

- Keep enough gas in your tank for emergencies.

- If you are followed by another car, drive to a police station or business with lights and people. Do not go home with someone following you.

- If your car breaks down, lift the hood put on the flashers and wait inside for help with the doors locked.

- Ask people who stop to call the police or AAA. Keep an envelope with change and phone numbers to call and slip it through a partially opened window to someone wanting to help.

When you are in an elevator...

- Trust your intuition. If you are uncomfortable, you do not have to get on or off.

- Stand near the controls. If necessary, you can press all the buttons or activate the emergency phone. Do not press the stop button.

* THEFT TIPS

Theft is the biggest crime problem facing the university community. Most thefts can be prevented or made less likely to occur if attention is paid to the following:

- Unlocked doors are a thief's best friend. Even if you are going out for only a few minutes ...Lock Your Door!
- At night – all office equipment – both personal and the University's should be placed in a locked desk or cabinet whenever possible. Items such as computers should be bolted to desks. Money and stamps should be stored in a locked cash box which is kept inside a locked cabinet or desk.
- Each office should have an inventory of both the University's and personal effects that are kept on the premises. Serial numbers and USF I.D. numbers should be recorded because they make recovery and identification of stolen items easier. An up-to-date record of all equipment out on repair, out on loan, or replaced should be kept.
- When in libraries or other public places (dining halls, University Center and the like), backpacks, books, purses and wallets should not be left unattended, even for a few minutes. In the time it takes to get a book or a meal, a purse or wallet can be stolen easily. Faculty and staff members should lock purses and other valuables in their desks. Valuable items should never be left out in the open.

Larceny

Total Incidents Reported by USF Tampa Police Department

2010.....	321
2011.....	299
2012.....	329

TEXTBOOK RECOVERY

• In addition to writing your name in your textbook, pick a special page and write your driver's license number in the margin. Do this with every book you own. Report stolen books to the University Police immediately. Then notify the Book Buyback areas. As a result, you have a good chance of getting your books back and having the book thief identified and apprehended.

BICYCLE RECOVERY

- The more expensive and attractive your bicycle is, the more likely it is to be stolen. A mechanically sound, generic appearing bicycle is a less likely target.
- Lock your bike.
- The best protection for your bike is to secure it properly with a hardened steel "U-shaped lock".
- If your bike is missing call the University Police immediately.



- To assist in the recovery, you should record the serial number and keep it in your wallet, engrave your driver's license number on the frame and register your bike with Parking Services.
- The USFPD provides assistance with registering your bike and choosing the right lock. All of these services are **FREE**. Contact USFPD at **974-2628** for assistance.

ROAD SAFETY

We need your help!

A majority of the crashes on roads are caused by driver error. Below, you will find some useful tips that can help make your trip pleasant and safe. Please observe these traffic tips and help us prevent crashes.

Please Drive Safely...

- Always use your seat belt, make sure everyone else is buckled up.
- Don't drink and drive.
- Use a designated driver.
- Drive defensively.
- Avoid rear-end collisions.
- Check brake lights often, signal before turning or changing lanes.
- Follow at a safe distance.

Please Walk Safely...

- Cross streets at crosswalks.
- Walk on sidewalks.
- If there are no sidewalks, walk on shoulder facing traffic.
- Watch out for all moving vehicles.
- See and Be Seen.



R.A.D.: Basic Physical Defense



RAD Objectives

"To develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked."

What is R.A.D.? The **R**ape **A**ggression **D**efense System is a program of realistic self-defense tactics and techniques. It is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance while progressing to the basics of hands-on defense training. ***R.A.D. is not a martial arts program.*** Members of the University Police Department are currently teaching the RAD System of Physical Defense at the University of South Florida.

The RAD System is dedicated to teaching women defensive concepts and techniques against various types of assault by utilizing easy, effective and proven self-defense tactics. Our system

of realistic defense will provide a woman with the knowledge to make an educated decision about resistance.

Safety and survival in today's world require a definite course of action. We provide effective options by teaching women to take an active role in their own self-defense and psychological well-being.

***USFPD offers RAD as a 12-hour basic self-defense course or as a 2-hour credited semester course through the Physical Education Department at USF. For information and class registration, visit rad-systems.com/ or contact Lt. Charlotte Domingo: **974-2859** or cdomingo@usf.edu.

Don't Become the Victim of Identity Theft & Fraud!

Identify theft and fraud is when someone wrongfully obtains and uses another person's data in some way that involves fraud or deception, typically for economic gain.

Things to be careful of:

- Make sure someone is not "shoulder surfing" by watching you from a nearby location as you use your credit card number or ATM PIN.
- Shred papers that have your personal information to include your name and address. Criminals obtain this information from trash cans or dumpsters.
- Shred pre-approved credit card information received in the mail.
- Limit the amount of confidential or personal information you carry in your wallet or purse.

- Avoid carrying blank checks. Only carry what you might need.
 - Do not have your social security number printed on your checks or carry the card in your wallet or purse.
 - Never provide personal information over the telephone unless you are familiar with the business.
 - Do not put checks in the mail from home. Use a U.S. Mailbox or Post Office.
 - Do not put your telephone number on your checks.
 - Review your bank statements as soon as you receive them. Notify the bank when discrepancies are found.
 - Obtain a copy of your credit report once a year to check for errors.
- Additional information can be obtained by calling **974-2859**.



"Shred papers that contain personal information. Criminals obtain this information from trash cans or dumpsters."

Missing Student Policy

I. INTRODUCTION (Purpose and Intent)

To establish policy and procedures for the University of South Florida System (USF System) regarding the reporting, investigation and required emergency notification when a student is deemed to be missing.

While the scope of policy and procedures is directed primarily to the staffs of the Division of Student Affairs and the USF System Police Departments, all members of the academic community, students, faculty, staff, and administrators, share the responsibility of reporting to designated USF System officials when they believe that a student is missing.

II. STATEMENT OF POLICY

If any member of the USF System community has reason to believe that a student is missing, they must be directed to file a report with the USF Police Department or the Department vested with law enforcement authority at the institution or campus in question (herein “designated Police Department”). In collaboration with the Dean for Students office and/or the Department of Housing and Residential Education (if the missing student is a resident student) or the office designated with student affairs oversight, all efforts will be made immediately to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the student’s residence hall room, class schedule, friends, and ID card access; locating the resident’s vehicle; reviewing e-mail contacts; calling a cell phone number and contacting the Dean of the Graduate or Undergraduate Schools and the Dean of the College, if applicable.

For additional information, see “USF System Missing Student Policy 30-025” at generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-025.pdf.

III. DEFINITIONS

- A. Student – For purposes of this policy, any student who is currently enrolled.
- B. Resident Student – For purposes of this policy, a student who resides in on-campus housing under a housing contract and is currently enrolled.
- C. Missing – For purposes of this policy, a student is presumed missing if he or she is overdue in reaching

home, campus, or another specific location past his/her expected arrival for more than 24 hours, or additional factors lead USF System staff to believe he or she is missing.

D. On-Campus Housing – For the purposes of this Policy, any student housing facility that is owned or controlled by the USF System, or is located on property that is owned or controlled by the USF System, and is within the reasonably contiguous geographic area that makes up USF System campuses, is considered an on-campus student housing facility.

IV. NOTIFICATION AND INVESTIGATION PROCEDURES

Any USF System employee or student who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the designated Police Department, Dean for Students Office, and/or the Office of Housing and Residential Education if the missing student is a resident student.

When the student is an on-campus resident, the designated Police Department will open an official investigation and retain status as the primary investigative unit.

When the student is an off-campus resident, appropriate family members and/or associates will be encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The designated Police Department will cooperate, aid and assist the primary investigative agency in all ways prescribed by law.

If the student is not located, notification to the student’s emergency contact (parent or guardian)—indicated in the Banner system, and/or Housing Emergency Contact Information—will be made within 24 hours of the designated Police Department’s receipt of the initial report. In addition, if the student is under 18 years of age and not emancipated, notification will also be made to the custodial parent or guardian.

V. STUDENT EMERGENCY CONTACT INFORMATION

Students may update their emergency contact information through the University’s Student Information System (OASIS) at any time. The OASIS Terms of Usage, which must be accepted by students every 180 days, informs that while students may receive written notification from the University, all students are responsible for regularly monitoring and maintaining information in their records, including detailed emergency contact information. Emergency contact information registered with the University is confidential and will not be released—except in the event of any emergency to individuals that are legally authorized to obtain it.

Annual Fire Safety Report

The Annual Fire Safety report has eight (8) reporting requirements that consist of the following:

(1) Fire Statistics. The USF Department of Housing and Education (Housing) has developed the **Building Alarms and Fire Reports** to compile and track HEA/HEOA-required fire log statistics for the three most recent calendar years for which data are available. A flow chart outlining the process of handling fire alarm activations in Housing buildings is provided on the next page.

(2) Building Fire Safety Systems. Housing has developed the **Building Fire Systems and Components Report** document that lists the fire safety systems devices in each housing building.

(3) Fire Drills. The first reporting year is calendar year 2009 and will report from there on. The law requires reporting of a three year period, beginning with calendar year 2009. USF Fire and Emergency Drill Policy number 6-025 addresses procedures and responsibilities.

(4) Policies on Open Flames, Portable Electrical Appliances. The Housing and Residential Education website, Resident Hall Policies page, contains this information (<http://www.housing.usf.edu/resources/policies/>). Additionally the Resident Handbook (www.housing.usf.edu/pdf/resources/2013-14_Resident_Handbook.pdf) has this information. The University has a Non-Smoking Areas Policy (number 0-606).

(5) Procedures for Fire Evacuation. The Resident Handbook (www.housing.usf.edu/pdf/resources/2013-14_Resident_Handbook.pdf) contains this information. Additionally the USF Fire and Emergency Evacuation Drill Policy (number 6-025) addresses procedures and responsibilities.

(6) Policies on Fire Safety Education and Training. The Resident Handbook (www.housing.usf.edu/pdf/resources/2013-14_Resident_Handbook.pdf) contains this information. Additionally the USF Fire and Emergency Evacuation Drill Policy (number 6-025) addresses procedures and responsibilities.

(7) Fire Reporting. To reduce the response time to a fire incident, USF requires students and employees to telephone 911 to report all fires. The University Police Department (UPD) will investigate and take appropriate action.

The Higher Education Opportunity Act (34 CFR, 668.49) also known as Campus Right to Know, published October 29, 2009 and effective July 1, 2010, requires all Universities that maintain on campus student housing to develop and publish an Annual Fire Safety Report. Only campuses within the University system that have student housing must publish an Annual Fire Safety Report. This document outlines the University compliance efforts to HEOA Campus Right to Know requirements.

(8) Future Fire Safety Improvements. The upgrading of fire alarm systems and devices is priority in Housing buildings as well as increasing the fire safety training of Resident Assistants and Resident Life Coordinators.

ROLES AND RESPONSIBILITIES

Environmental Health and Safety

- Coordinates University system compliance efforts and reporting requirements.
- Assists Housing and UPD with annual reporting of fire safety statistics.
- Reviews policies and rules regarding fire safety in Housing buildings and provide recommendations for compliance.
- Reviews fire statistics for annual fire safety report.
- Investigates fire cause and origin in Housing buildings and acts as liaison with State Fire Marshal Office and Fire Rescue agencies.
- Serves as university system resource for fire safety procedures and policy development.
- Provides fire safety education and training to students and employees.

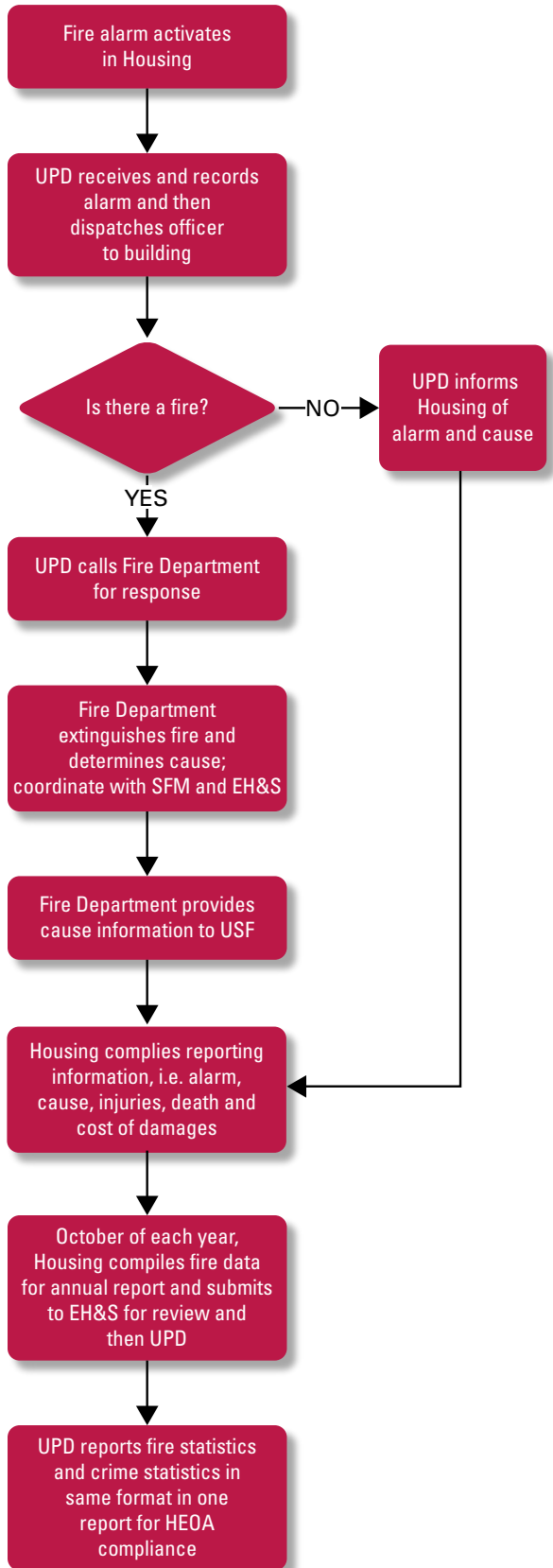
Housing

- Maintains and updates the Building Alarms and Fire Report document.
- Maintains and updates the Building Fire System and Component document.
- Maintains policies in Resident Housing Publication that address open flames, smoking and electrical appliances.
- Maintains policies in Resident Housing Publication that address procedures that students should follow in case of fire.
- Compiles fire statistics annually from Building Alarms and Fire Report and submit to EH&S and UPD for reporting in October.

University Police

- Receives and records fire alarm activity in Housing buildings.
- Dispatches officer(s) to investigate all fire alarm activations.
- Determines if emergency forces are required and makes contact with emergency forces (Fire Rescue) as needed.
- Maintains reporting format of Annual Fire Safety Report (same as Clery Report).
- Receives fire statistics annually from Housing and compiles Annual Fire Safety Report with Clery Report crime statistics.
- Submits Annual Fire Safety Report along with Clery Report as one report for compliance to HEOA/Campus Right to Know.

HEOA CAMPUS RIGHT TO KNOW FIRE REPORTING FLOWCHART



Building Drills, Alarms & Fire Report (Number per Location)

	2010		2011		2012		
	Alarms	Fires	Alarms	Fires	Drills	Alarms	Fires
Argos Center.....	NA ¹	NA ¹	0	0	0	0	0
Beta Hall.....	4	0	0	0	2	6	0
Castor Hall.....	8	0	13	0	2	8	0
Cypress A.....	6	0	7	0	2	11	0
Cypress B.....	6	0	7	1 ³	2	5	0
Cypress C.....	6	0	6	0	2	30	0
Cypress D.....	3	0	10	0	2	17	0
Delta/Iota Halls.....	6	0	7	0	2	20	0
Epsilon/Eta/Zeta Halls.....	8	0	18	1 ⁴	2	28	0
Greek House 1/2.....	0	0	4	0	2	3	0
Greek House 3/4.....	0	0	3	0	2	3	0
Greek House 5/6.....	4	0	3	0	2	8	0
Greek House 7/8.....	0	0	3	0	2	4	0
Greek House 9/10.....	0	0	2	0	2	3	0
Greek House 11/12.....	1	0	4	0	2	12	0
Greek House 13/14.....	0	0	2	0	2	2	0
Holly A Apts.....	0	0	2	0	2	1	0
Holly B Apts.....	1	0	2	0	2	1	1 ⁵
Holly C Apts.....	0	0	2	0	2	2	0
Holly D Apts.....	2	0	2	0	2	2	0
Holly E Apts.....	0	0	1	0	3	2	0
Holly F Apts.....	0	0	5	0	2	2	0
Holly G Apts.....	1	0	2	0	2	2	0
Juniper Poplar Suites.....	9	0	79	0	2	71	0
Kappa/Theta Halls.....	4	1 ²	3	0	2	22	0
Kosove Hall.....	3	0	16	0	2	37	0
Magnolia A Apts.....	2	0	7	0	3	0	0
Magnolia B Apts.....	2	0	4	0	3	0	0
Magnolia C Apts.....	4	0	6	0	3	1	0
Magnolia D Apts.....	1	0	4	0	3	7	0
Magnolia E Apts.....	1	0	2	0	3	3	0
Magnolia F Apts.....	1	0	2	0	3	0	0
Magnolia G Apts.....	1	0	2	0	3	3	0
Maple A Suites.....	5	0	2	0	2	3	0
Maple B Suites.....	0	0	6	0	2	4	0
Mu/ Lambda Hall.....	2	0	4	0	2	17	0

¹ Argos Center was not open in calendar year 2010.

² This fire was caused by residents who burned food in the Kappa Hall kitchen.

³ This fire was caused by residents who used a toaster oven in their room.

⁴ This fire was a small kitchen fire.

⁵ This fire was caused by spark in the oven.

NOTE: No injuries, deaths, or property damage occurred as a result of any of the fires reported to have occurred in 2010, 2011, or 2012.

Building Fire Systems and Components Report (A description of Fire Safety Systems for Each On-Campus Student Housing Facility)							
Housing & Residential Education Building	Campus Address	Building Floors	Sq. Ft	Wet Pipe Sprinkler System	Wet Standpipes	Dry Standpipes	Manual Standpipes
Andros Center/Café	4207 USF Mulberry Ln	1	30250	1	0	0	0
Argos Center/Café	12402 USF Myrtle Dr	1	25933	1	0	0	0
Beta Hall	12470 USF Maple Dr	5	57776	1	1	1	1
Castor Hall	4111 USF Cedar Cr	5	78350	1	1	0	0
Cypress A Suites	4302 USF Holly Dr	5	42415	1	2	0	0
Cypress B Suites	4304 USF Holly Dr	5	41645	1	2	0	0
Cypress C Apts.	4303 USF Dogwood Dr	4	59142	1	2	0	0
Cypress D Apts.	4301 USF Dogwood Dr	4	59142	1	2	0	0
Delta/Iota Hall	Delta - 4215 USF Ash Ln	6	64717	0	6	0	0
Epsilon/ETA/Zeta Hall	Epsilon - 4203 USF Ash Ln	7	71085	1	8	0	0
Greek House 1/2	4721/4723 USF Birch Dr	3	15632	1	0	0	0
Greek House 3/4	4725/4727 USF Birch Dr	3	15632	1	0	0	0
Greek House 5/6	4729/4731 USF Birch Dr	2	11872	1	0	0	0
Greek House 7/8	4743/4745 USF Birch Dr	3	16638	1	0	0	0
Greek House 9/10	4741/4739 USF Oak Ln	2	11872	1	0	0	0
Greek House 11/12	4737/4735 USF Oak Ln	2	12878	1	0	0	0
Greek House 13/14	4713/4715 USF Birch Dr	3	16960	1	0	0	0
Greek Mailroom/Office/Apt.	4802 USF Birch Dr	1	785	1	0	0	0
Holly Apts. A	4230 USF Holly Dr	3	28455	1	0	0	0
Holly Apts. B	4236 USF Holly Dr	3	28455	1	0	0	0
Holly Apts. C	4242 USF Holly Dr	4	37940	1	0	0	0
Holly Apts. D	4231 USF Holly Dr	4	33198	1	0	0	0
Holly Apts. E	4235 USF Holly Dr	4	33198	1	0	0	0
Holly Apts. F	4237 USF Holly Dr	4	37940	1	0	0	0
Holly Apts. G	4241 USF Holly Dr	4	37940	1	0	0	0
Juniper Poplar Suites/Café	12030 USF Beard Dr	7	350,718	1	7	0	0
Kappa/Theta Hall	4223 USF Mulberry Ln	5	59113	0	6	0	0
Kosove Hall	12410 USF Myrtle Dr	5	79390	1	3	0	0
Magnolia A Apts.	3704 USF Alumni Dr	3	21942	1	0	0	0
Magnolia B Apts.	3710 USF Alumni Dr	3	21825	1	0	0	0
Magnolia C Apts.	3701 USF Beech Ln	4	27314	1	0	0	0
Magnolia D Apts.	3705 USF Beech Ln	4	28052	1	0	0	0
Magnolia E Apts.	3707 USF Beech Ln	4	28052	1	0	0	0
Magnolia F Apts.	3711 USF Beech Ln	4	27314	1	0	0	0
Magnolia G Apts.	3702 USF Beech Ln	3	13659	1	0	0	0
Maple A Suites	12480 USF Maple Dr	4	30122	1	2	0	0
Maple B Suites	4303 USF Holly Dr	4	30701	1	2	0	0
Mu Hall/Lambda	4223 USF Dogwod Dr	5	59113	0	6	0	0

Building Fire Systems and Components Report, con't.									
Fire System Panel	Pull Stations	Smoke Detectors	Heat Detectors	Duct Detectors	Notification Horns	Notification Speakers	Notification Strobes	Notification Horn/Strobes	Notification Sounder Bases
Notifier NFS-640-1	15	10	16	6	0	39	43	0	0
Notifier NFS-640	20	5	0	3	0	44	44	0	0
Notifier NFS-640	20	164	2	9	4	0	16	98	154
Notifier NFS 2 3030	15	202	0	0	77	0	106	0	190
Notifier NFS-640	12	53	0	0	96	0	59	0	0
Notifier NFS-640	12	55	0	0	90	0	57	0	0
Notifier NFS-640	14	90	0	0	95	0	91	0	0
Notifier NFS-640	15	58	0	0	68	0	64	0	0
Notifier NFS-2-3030	15	306	37	10	27	0	27	0	284
Notifier NFS-2-3030	18	377	42	11	34	0	34	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	2	15	0	0	38	0	25	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	2	5	0	0	2	0	2	0	0
Notifier AFP-200	10	29	0	1	24	0	8	18	0
Notifier AFP-200	10	29	0	1	24	0	8	18	0
Notifier AFP-200	13	37	0	1	32	0	10	23	0
Notifier AFP-200	10	29	0	1	24	0	8	18	0
Notifier AFP-200	12	32	0	2	28	0	10	21	0
Notifier AFP-200	13	37	0	1	32	0	10	23	0
Notifier AFP-200	13	36	0	1	32	0	10	23	0
Notifier NFS2-3030	65	827	4	8	0	313	86	0	544
Notifier NFS-2-3030	15	306	37	10	27	0	27	0	284
Notifier AFP-400	34	154	0	12	118	0	148	0	0
Notifier AFP-200	2	40	0	0	39	0	60	0	0
Notifier AFP-200	2	40	0	0	42	0	42	0	0
Notifier AFP-200	2	48	0	0	51	0	66	0	0
Notifier AFP-200	2	48	0	0	52	0	52	0	0
Notifier AFP-200	2	48	0	0	52	0	52	0	0
Notifier AFP-200	2	47	0	0	53	0	65	0	0
Notifier AFP-200	3	20	0	0	24	0	33	0	0
Notifier AFP-200	1	40	0	0	52	28	28	0	0
Notifier AFP-200	1	40	0	0	52	0	28	28	0
Notifier NFS-2-3030	15	306	37	10	27	0	27	0	27

Emergency Response and Evacuation Procedures

EMERGENCY OPERATIONS PLAN

Each USF System institution or entity is responsible for developing and maintaining separate Emergency Operations Plans (EOPs) reflective of the unique characteristics of their location and in accordance with the framework outlined in USF System Policy 6-010, USF System Emergency Management. This policy is available on the Office of the General Counsel web site at: <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf>. Each EOP contains location-specific policies regarding emergency response and evacuation procedures, including procedures for immediate notification of their respective campus community. The USF Tampa Campus EOP is available online at <http://www.usf.edu/pdfs/USF-Emergency-Operations-Plan.pdf>. Each EOP provides standing priorities for all Incident Commanders when addressing an emergency or dangerous situation. These priorities are first and foremost ensuring life safety followed by incident stabilization and then property preservation. These plans require immediate warnings be issued for all hazards which pose an immediate threat to USF public safety.



PROCESS FOR CONFIRMING A SIGNIFICANT EMERGENCY OR DANGEROUS SITUATION AND APPROPRIATELY NOTIFYING THE CAMPUS COMMUNITY

For all campus law enforcement issues, the University Police (UP) will be primarily responsible for confirming a significant emergency or dangerous public safety situation on campus through information received by anonymous report; threat; or victim, witness, or officer observation. For non-law enforcement situations including, but not limited to, hazardous material release, utility failure, telecommunication failure, and hazardous weather affecting the university campus, other departments may also confirm that a significant emergency exists. Such departments include, but are not limited to, Environmental Health and Safety (EH&S) and the Physical Plant Division. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, either University Communications and Marketing (UCM) or the UP will immediately notify the campus community using the procedures outlined in the USF Tampa Campus EOP. "Confirmation" means that a USF official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all of the pertinent details are known or even available at the time of notification.

As soon as USF has confirmed that a significant emergency or dangerous situation exists, we will take into account the safety of the campus community; determine what information to release about the situation; and begin the notification process. The only reason USF would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency. An example of not compromising efforts to mitigate an emergency might be agreeing to a request of local law enforcement or fire department officials.

If an emergency occurs during business hours, UCM will initiate emergency warnings based on the recommendations of UP, the Emergency Management Coordinator, or the Vice President for Administrative Services. In the event that an emergency occurs after normal business hours, the UP will be responsible for sending emergency text messages through the MoBull system. In the event UP are not able to initiate a MoBull

message, authorized users in Information Technology, UCM, Emergency Management, or Administration may broadcast pre-scripted messages. Such emergency notifications will include information that will enable members of the university community to take actions to protect themselves, including information about the type of incident, location, instructions on what actions to take, and other safety information or tips.

A warning will be issued through campus warning and emergency notification systems to students, faculty, staff, tenant facilities, and visitors. Depending on the situation, all or a portion of the following systems may be employed: strobe lights, loud speakers, student portals, main USF website (www.usf.edu), flat screen TVs, cellular phone text messaging (MoBull), sirens, email, and voice messaging. If an emergency affects only a segment of the campus community, a more limited warning may be issued. For example, in the case of a hazardous release, the university may only notify individuals in the building where this occurred. There will be a continuing assessment of the situation and additional warnings will be issued as appropriate.



As stated in our EOP, the UP is responsible for notifying federal, state, and local law enforcement agencies regarding incidents as appropriate. Similarly, the Incident Commander may notify city and county entities of a potential threat or incident. It is the primary responsibility of UCM to coordinate, engage, and provide information to the public and the media on behalf of USF. Our EOP clearly indicates that nothing shall inhibit or create a delay in saving lives and, therefore, the USF Tampa campus will take appropriate actions as described above without delay.

USF Public Safety officials have the authority to order the evacuation of buildings. Based on the on-scene assessment

Fire Alarm Procedures

- Evacuate the building
- Proceed to the nearest exit
- Only carry personal belongings that are near your location, DO NOT return for personal items
- Desired location is a grassy area at least 150 feet away from building
- Authorities will let you know when it is safe to re-enter the building

and characteristics of the emergency, the Incident Commander may: (1) determine if shelter-in-place is appropriate and issue an activation order; (2) issue a planned evacuation order; or (3) designate specific zones where the occupancy and use of buildings and the entry and exit of vehicles and persons may be prohibited or regulated. Information on protective action responses will be communicated to students, faculty, staff, and visitors using the most appropriate and expeditious means available.

HOW TO SIGN-UP FOR EMERGENCY NOTIFICATIONS

MoBull Messenger was established to notify our community in the event of a campus emergency through text messaging. The service is free; however, standard text messaging rates may apply. For instructions on registering, please visit <http://usfweb2.usf.edu/mobullplus/> . In addition, all admitted students, faculty, and staff are provided an email account, where emergency notifications may be sent. For assistance with email accounts, please contact the Information Technology Department at (813) 974-1222.

RESPONSIBLE INDIVIDUALS AND ORGANIZATIONS

The titles of individuals and organizations responsible for carrying out the procedures outlined above are detailed in the EOP and are summarized as follows: the USF Department of Public Safety; the Executive Policy Group (EPG); and the Critical Incident Planning Group (CIPG).

The EPG is comprised of the following primary members: President (Chair); Provost and Executive Vice President; Chief Operating Officer; Vice President for Administrative Services; Vice President, Business and Finance; Sr. Vice President, Research & Innovation; Sr. Vice President, Advancement; Vice President, University Communications and Marketing; Vice President, Information Technology; Vice President, Student Affairs; General Counsel; and Chief of Staff.

The CIPG is comprised of the following members: Emergency Operations Manager (Chair); Chief of Police, University Police; Senior Vice Provost; Chief of Staff; Associate Director, Information Technology; Associate Vice President, Information Technology; Assistant Vice President, Campus Business Services; Assistant Vice President, Student Affairs; Public Affairs Manager, University Communications and Marketing; Director, Environmental Health and Safety; Director, Physical Plant Division; Director, USF Health Facilities; Associate Director, Athletics/Facilities and Event Management; Assistant Director, University Communications and Marketing; and Incident Commander.

PROCESS FOR TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In accordance with USF System Policy 6-025, Fire and Emergency Evacuation Drills, the USF Tampa Campus has procedures in place to test our emergency response and evacuation procedures on at least annual basis. This policy is available on the Office of the General Counsel web site at:

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-6-025.pdf>. These drills are conducted to ensure the safe, timely, and orderly evacuation of building occupants during an actual fire or other building emergency. In addition, drills are conducted in residence halls at the beginning of each semester.

The Emergency Notification System was tested on May 18, 2012, August 21, 2012, and December 17, 2012. The University community was notified in advance of these tests by UCM. Further, the Student Affairs Emergency Response Planning Team, including 250 Student Affairs supervisory personnel, engaged in a tabletop emergency exercise in April 2012.

In addition to the performance of the above tests, our Emergency Notification System was sounded in response to a real event on June 24, 2012, as tornadoes stemming from Tropical Storm Debby threatened the Greater Tampa Bay area. Additionally, the University of South Florida served as the forum for the GOP Debate in January 2012 and, as a result, the campus was inundated with thousands of patrons ranging from the extreme hard-core fanatical activists to conservative protesters. Finally, the USF Emergency Operations Center (EOC) was partially activated during this time in order to ensure the event was successful without incident. This EOC activation included participation from the Florida Division of Emergency Management and involved partnerships with local, state, and federal law enforcement and public safety officials.

For more details about these and other public safety-related issues, consult our Emergency and Safety Management web site at: <http://usfweb2.usf.edu/Adminsvc/publicsafety/>.

Active Shooter Incident

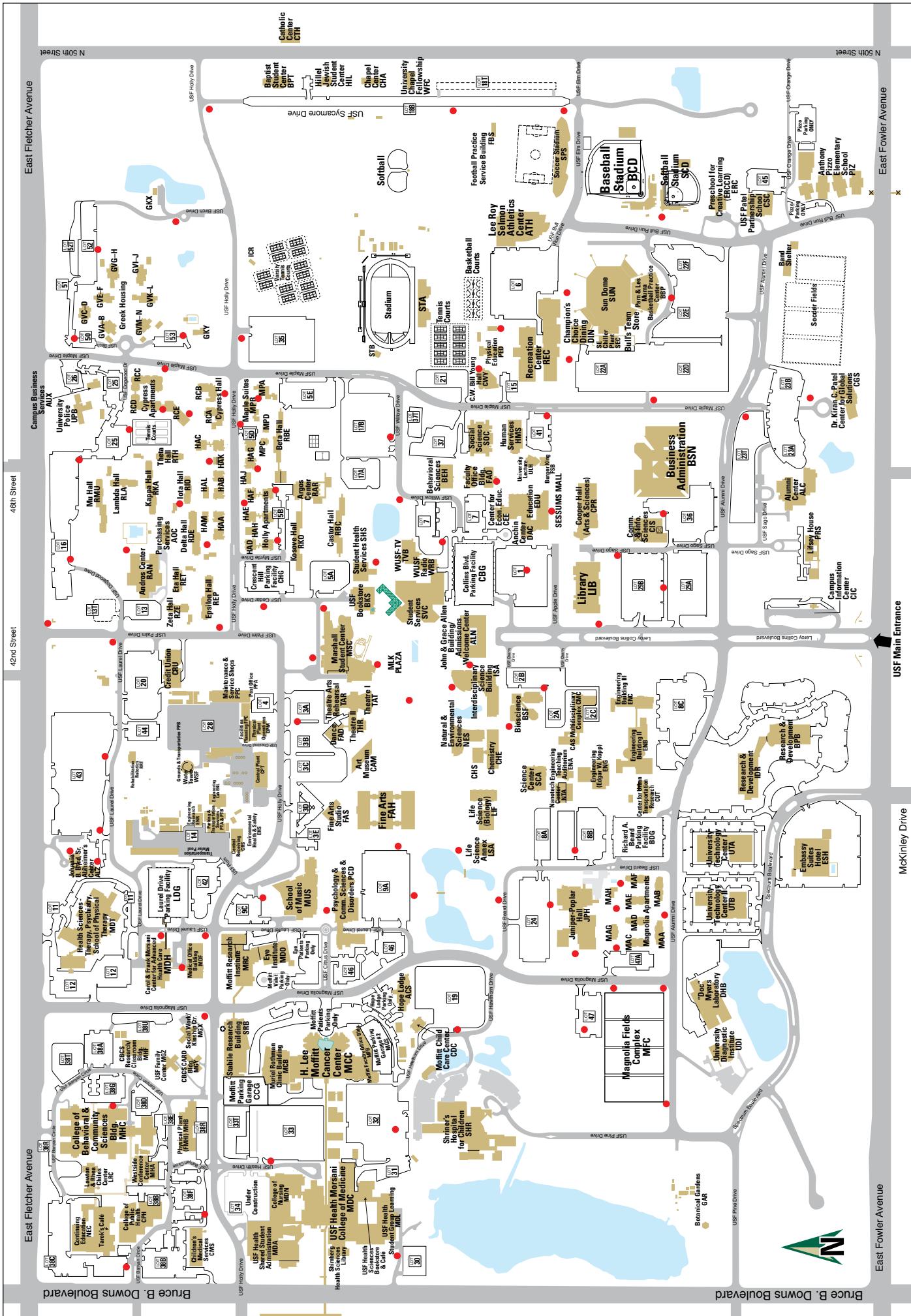
What to Report

- Your specific location: building name and office/room number
- Number of people in your specific area
- Injuries
- Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons, and shooter identity if known

Secure Immediate Area

- Lock and barricade doors
- Turn off lights
- Close blinds
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection
- Silence all cell phones

University of South Florida Emergency Blue Light Locations



● = Blue Light Emergency Phone



East Fowler Avenue

McKinley Drive

USF Main Entrance

East Fowler Avenue

East Fletcher Avenue

42nd Street

48th Street

East Fletcher Avenue

Bruce B. Downs Boulevard

N 50th Street



SAFE Team

The SAFE Team is an on-campus escort program that provides members of the USF community a safer option for getting to their car or residence hall after class or heading to or from the library to study. SAFE Team patrols the campus at night and provides assistance to students in a variety of ways. SAFE Team's first priority is to reduce students' risk when they are most vulnerable—while walking by themselves or waiting for someone to pick them up. The SAFE Team (in one of their golf carts) can provide a safe escort for these students. In addition, as SAFE Team patrols the campus, their presence deters criminals from having an opportunity to commit a crime without being observed. All suspicious activities are reported to the University Police. Finally, SAFE Team creates awareness around campus about how to avoid violent crimes and ensures your personal safety while on-campus through programs and showcases. If you feel uncomfortable walking alone at night while on campus call **974-SAFE (7233)** for a safe escort to your destination.

Ride the Bull Runner!



USF Parking & Transportation Services offers the USF community a **FARE-FREE**, year-round transit service on the Tampa Campus. See our website (www.usf.edu/bullrunner) for more information or call **(813) 974-6902**.

View the BullTracker™ online
or from your hand-held mobile device at:
www.usfbullrunner.com

USF UNIVERSITY POLICE DEPARTMENT
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University of South Florida
4202 East Fowler Avenue, UPB002
Tampa, FL 33620-8750

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