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Welcome Letter from Director Heikkinen

Welcome Pipers!

In partnership with all the members of the Hamline University community, Hamline Public Safety strives to make your experience at the University a positive one. By providing quality services and working in collaboration with community partners, Public Safety works hard to provide a safe and healthy environment. Hamline Public Safety believes that an informed community is a stronger community. Communication, information and trust are key components of this successful collaboration.

One method of providing information is through the Annual Security and Fire Safety Report

Hamline Public Safety

Hamline Public Safety provides a full range of Hamline Public Safety services to the St. Paul Hamline community 24 hours a day, 7 days a week, 365 days a year.

Public Safety is comprised of 1 director. 1 associate director, 1 assistant director of operations, 3 full time shift sergeants, 8 full time officers, 1 lead dispatcher, 1 full time dispatcher, student dispatchers and student officers. Hamline Public Safety is not a police department. Personnel do not possess law enforcement (arrest) authority. However, personnel do utilize private person arrest authority pursuant to Minnesota State Statute 629.37 when appropriate. The jurisdiction of Hamline Public Safety remains within campus and ends on the property lines. As employees of Hamline University, Public Safety is responsible for enforcement of University policies.

In addition to its enforcement role, Hamline Public Safety maintains the university's safety escort program and motorist assistance program. Public Safety Publishes crime prevention literature, partners with various stakeholders and conducts several educational forums each school year.

The department is committed to the philosophy of community oriented campus safety and works closely with residential life, student affairs, and human resources. The department maintains a collaborative working relationship with the St. Paul Police and Minnesota State Patrol as well as social service agencies. These relationships ensure timely and effective responses to criminal activity. The St. Paul Police are hired to work on campus every Friday and Saturday evening and are called to assist with emergencies, to investigate crimes and to make arrests. Hamline Public Safety employees address, alone or in conjunction with law enforcement personnel, violators of state law, federal law and University policy. Violators of state or federal laws are reported to local law enforcement authorities, while violations of University policies are administered under the Hamline University student code of conduct or through human resources. There is no working memorandum of understanding between Hamline University and any law enforcement agency regarding investigation of criminal incidents.

Reporting Procedures

Emergency and Campus Security Procedure

It is imperative that all crime and suspicious activity be reported to Hamline Public Safety accurately and promptly. By working together, the university community and Public Safety can reduce crime on campus. Members of the university community may report criminal activities or other emergencies in several ways. Hamline Public Safety officers can take reports in the Public Safety office located in Sorin Hall, via phone by calling (651) 523-2100, or at a mutually convenient on campus location.

When contacting Hamline Public Safety or emergency services, relay the following information:

Who you are (name, student, faculty, staff)

Where you

Hamline Public Safety officers provide safety escort services to members of the university community or visitors on a 24-hour basis to and from any on-campus location or within a one- mile radius of campus.

Reporting Suspicious Persons or Activity

University facilities are designed for use by members of the Hamline community only, to include students, faculty, staff and sanctioned visitors. People not fitting this description should be reported to Hamline Public Safety and will be asked to leave campus. All Hamline University buildings are accessible to members of the campus community during hours designated by the University.

Reporting Guns on Campus

The policy of Hamline University has always been to prohibit guns, rifles, and all other weapons on campus. The campus “property” is defined as the physical place of business, and includes but is not limited to: all buildings, driveways, streets, sidewalks or walkways, parking lots, parking garages, and other parking areas, as well as university vehicles. This prohibition includes students, faculty, and staff, as well as vendors, sub-contractors, and visitors. Anyone encountered on campus with a weapon will be directed to leave campus immediately. It is our view that the Hamline Public Safety of our students and staff mandates that we continue to do all we can to preserve this safety and maintain a safe haven for learning. Hamline University is a peaceful community dedicated to non-violence, and the introduction of guns will not be tolerated.

Reporting Responsibilities

All identified Campus Security Authorities who become aware of an alleged violation of u004B>9605C20005600-

for student and campus activities (excluding counselors) and must report potential criminal activity of which they are aware to campus Hamline Public Safety.

Confidential Reporting Procedures

Victims of crime who do not want to pursue action within the University system or the criminal justice system, may still consider making a confidential report. With your permission, a Hamline Public Safety officer can file a report as to the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime regarding a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution and the incident may need to be announced in a timely warning, if an ongoing threat is present. Reporting procedures applicable to allegations of sexual assault are further discussed later in this report.
Licensed counselors in the Counseling Center and the chaplain are not obligated to report incidents, since those individuals are viewed as confidential resources.
The counseling center and the chaplain may inform the persons they are counseling of any procedures to report crimes on a voluntary and confidential basis if they deem it appropriate.

Timely Warnings

In accordance with the Jeanne Clery Act, timely warnings are required to be distributed when there is evidence of a serious or continuing threat to students or employees on the campus. The Director of the Hamline Public Safety Department will collaborate with all necessary parties to prepare and distribute timely warnings. If circumstances dictate, the Director of Hamline Public Safety is authorized to distribute time warnings without collaboration.
In addition to crimes against people, timely warnings are issued for any emergency that may cause a threat to the health and safety of the HU campus community. Timely warnings are primary distributed through the Hamline ALERT system via text and/or email. Depending on circumstances, timely warnings may also be published through campus bulletins and/or residence hall bulletins.

All students, faculty and staff are enrolled into the Hamline Alert every semester. Users are encouraged to log into this system and verify/update their cell phone number, if available, to receive more timely information. Users should go to https://hamlineuniversity.bbcportal.com/ to login. Your username is your Hamline email address and your password is the same as your login. Please see Hamline Public Safety if you have any questions.

Emergency Notifications

Hamline University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety

limited to using cameras, going near the area, or communicating with law enforcement who will be responding directly to the affected area. The content of the notification will not contain identifying information about the reporting person or victim (if not the same).

The Director of Hamline Public Safety or Director of Public Relations and Social Media (or their designee) will provide timely updates. Timely updates may be released via the University website, University e-mail, Twitter, Facebook or HU Alert.

Testing Emergency Response and Evacuation Procedures

Evacuation drills are coordinated by Hamline Public Safety each semester for all residential facilities, administrative and academic facilities. Students, faculty and staff learn the locations of emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term evacuation. Residence Life advises resident students about one of the two drills. Hamline Public Safety and residence life staff on scene will communicate information to students regarding developing situations or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Hamline University, evacuation drills are used to educate and train occupants on issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Hamline Public Safety

year. The residence life staff is trained in these procedures as well as act as an on-going resource for

Alcohol and Drug Policies

Hamline University chooses to be an alcohol (limited) and drug free community. We do so out of the conviction that this policy:

Promotes a caring environment;
Enhances the atmosphere for study, learning, growth, work, and wellness;

sexual discrimination. Sexual Harassment is a form of sexual discrimination.
Sexual harassment includes a variety of unwelcome behavior of a sexual nature, and at its most severe form includes sexual misconduct. Examples of sexual misconduct include, but are not limited to: sexual assault, domestic violence, dating violence, and stalking.

Questions or concerns regarding sexual discrimination, sexual harassment or sexual misconduct may be directed to Hamline's Title IX Coordinator:

Patti Klein, Dean of Students and Title IX Coordinator (651-523-2421)
West Hall

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education.

Hamline University is committed to a safe and healthy environment and as such will not tolerate sexual harassment or sexual misconduct in any form including but not limited to: sexual assault, domestic violence, dating violence, and stalking. Sexual assault is a crime and is a violation of an individual's rights and dignity. Sexual assault is not only an act of disrespect, violence, aggression or coercion against an individual, but also an attack on our University community.
The University is committed to promptly, impartially, and equitably addressing nd 004ra10(e-vsti)-3(ng)10( )-9(a)

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Incapacitation

Incapacitation means the physical and/or mental inability to make informed, rational judgments. Where alcohol is involved, incapacitation is determined by how the alcohol consumed impacts a person, including the person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the respondent knew, or a sober, reasonable person in the position of the accused student should have known, that the person was incapacitated.

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. a) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition— i. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. ii. Dating violence does not include acts covered under the definition of domestic violence In Minnesota Statutes, dating violence would generally fall within the Domestic Assault Statute (609.2242) of the Minnesota Criminal Codeic or intimate

to

> Fear for the person's safety or the safety of others; or
> Suffer substantial emotional distress.

For the purposes of this definition

> Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
> Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
> Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

In Minnesota state statutes, stalking would generally fall within the Stalking statute (609.749) of the Minnesota Criminal Code.

Bystander Intervention

this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. For more information on consensual relationships, see the University's Consensual Relations policy.

Confidentiality Policy

The university encourages victims of sexual violence to talk to someone and get the support they need, and so the university can respond appropriately. While only certain university employees are considered "responsible employees" for purposes of reporting known or suspected incidents of sexual misconduct, it is the university's expectation that all students and employees who do not serve as one of the confidential sources identified above and are obligated to report the details of the event (including names of the victim and accused) to the Title IX coordinator. When a report of sexual harassment or sexual misconduct is made to the University, every effort will be made by the University to ensure confidentiality to the extent possible, subject to the University's need to investigate and respond to such complaints and to report campus crimes in accordance with applicable law. While the University is obligated to report general information regarding incidents of sexual assaults, reports will not include names or other information that may personally identify the victim.

Prevention Efforts

In conjunction with residence life programming, Hamline University conducts educational and training programs on alcohol and other drug use and abuse and the awareness and prevention of sex offenses upon request.

Additional education and training programs for students is available from several sources. The University Health and Counseling Center also offers programming surrounding issues such as healthy lifestyles, balancing your life and bystander intervention training.

All University employees are required to complete, "Sexual Harassment Prevention Training". The program educates employees on understanding, recognizing, refraining from, and reporting gcognizing2 792 reW*

intended to eliminate, prevent, and address the effects of sexual misconduct is posted on the University website and linked in several places, including the student handbook, the staff handbook, and the faculty handbook. Key university employees have participated in extensive Title IX training including the Title IX coordinator, Title IX investigators, adjudicators, senior staff and program directors in the Office of Student Life, Hamline Public Safety, Human Resources and other members of the President's Leadership Team. Additional prevention programs supplementing our existing employee training on preventing sexual harassment and sexual abuse will be implemented this year to specifically address sexual assault, domestic violence, dating violence and stalking.

Education and Prevention Programs

Hamline University is committed to the prevention of Sexual Misconduct that includes the prevention of Dating Violence, Domestic Violence, Sexual Assault and Stalking and prohibits these crimes. The following information includes the trainings, programs and campaigns in place to address the knowledge of our policies, procedures and response, support and prevention work.

New Student Trainings:

response, support and prevention

Transfer students attend their Piper Passages, 1 day prior to classes starting. They have a 60-minute program that includes information about Title IX, consent, respectful relationships, bystander intervention programs, policies, and the universities approach to response, support and prevention.

All Students

All students are encouraged to use the information within My Student Body for information about to increase their awareness and to assist with prevention of all forms of sexual misconduct. Students continue to have access to the information their entire time as a student.

Annual information is sent to students about our University's prohibition of sexual misconduct and sexual harassment, policies prohibiting conduct, procedures for response to reported incidents and support for those bring forth reports.

All athlete meetings – presentations to all athletes about sexual misconduct and prevention. Completed on September 5, 2018.

New Employees:

HR Training. All new employees attend new-hire training that includes information about title ix, policies and procedures

On-line Training. All new employees are required to complete the employee module of TrainED, sexual

Students involved.

Students Preventing Sexual Violence (SPSV) (student organization) meets weekly and does prevention and awareness programming for the group and community.

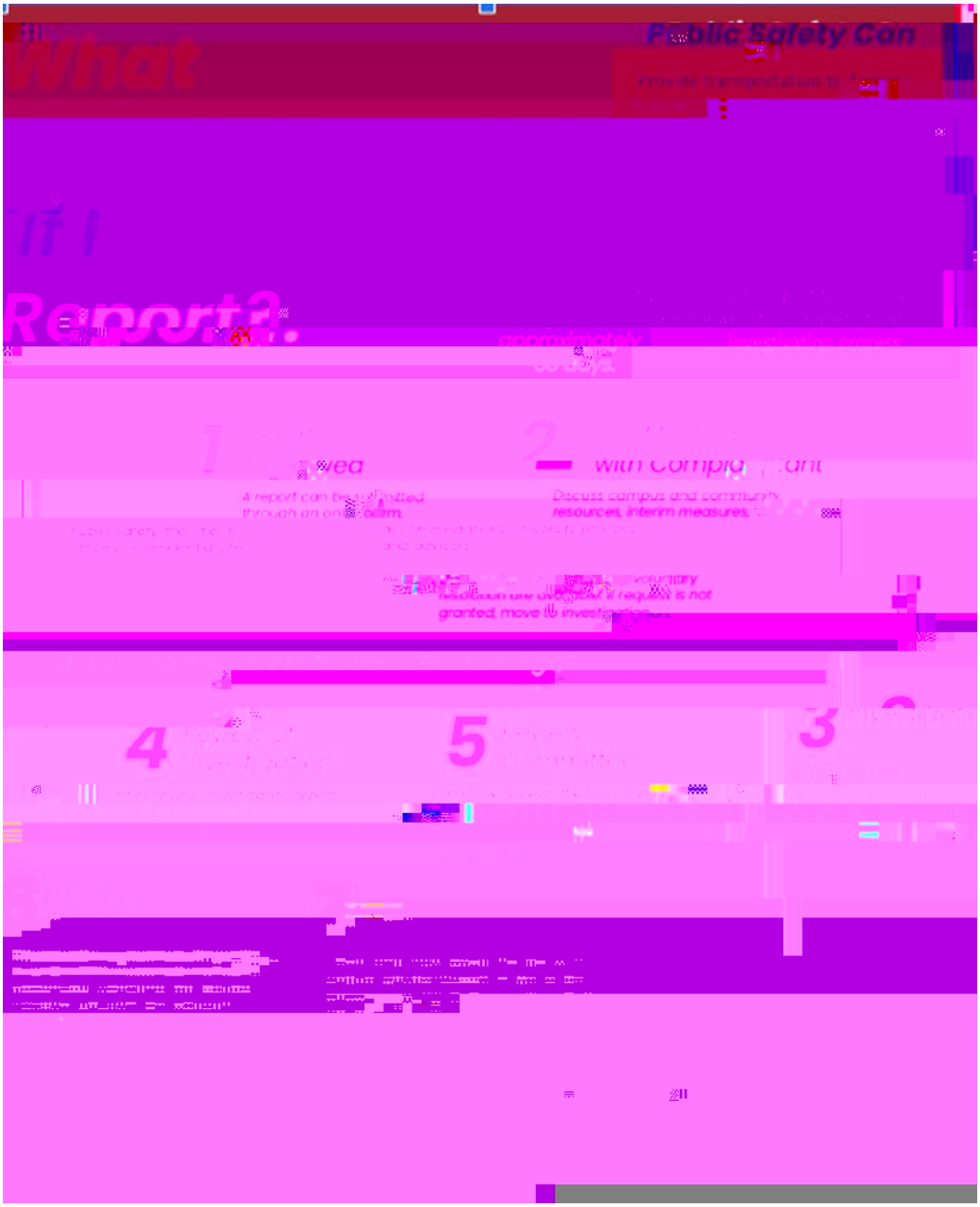
Topics included:

- College Activism
- Rape Culture and the Media
- SPSV 101
- "You are Beautiful"
- Small Acts of Activism

- *Special Guest Speakers:*
  - Patti Klein- focus on Title IX talks

not to investigate or respond to such report, but complying with any such request will limit the University's ability to look into and respond to a report. In deciding whether the complainant's request can be honored, the University will weigh the request against the seriousness of the alleged misconduct, the University's obligation to maintain a safe and nondiscriminatory learning

- Changing academic requirements or providing assistance with academic issues.
- Issuing a timely warning of any substantial threat or continuing danger to the community.
- Making info



Voluntary Resolution /Investigation Processes

Voluntary Resolution

If voluntary resolution is pursued, the Title IX Coordinator (or her/his designee) will attempt to facilitate a resolution that is agreeable to all parties. Under the voluntary resolution process, the university will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the university, and the university community.

Any party to the complaint has the option to discontinue the voluntary resolution process and request an investigation. The University also always has the discretion to initiate an investigation. If at any point during the voluntary resolution process, the complainant, the respondent, or the University wish to cease the voluntary resolution process and to proceed through the investigation procedure, the voluntary resolution process will stop and the process will stop and the investigation process outlined below will be invoked.

Any voluntary resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of the university to stop, remedy, and prevent policy violations. To facilitate such a resolution, the Title IX Coordinator will make a recommended resolution that may include a variety of institutional responses or requirements, including, but not limited to, the following: warning, behavioral contracts, change in housing, restitution, required attendance at educational programs, required assessment or counseling, informal complaint at the complainant's request (except in cases of sexual assault), the respondent's education record including a finding that this policy was violated, restriction of privileges, and/or probation.

If all parties to the complaint and the university agree in writing to the terms and conditions of a recommended resolution within five business days, the case will be resolved without further process under this procedure. If all parties to the complaint do not agree in writing to the terms and conditions of the recommended resolution within five business days, the complaint will be referred to the investigation process.

Investigation Process

If a complaint is not processed through the Voluntary Resolution Process, the complaint shall be processed according to the formal procedure outlined below.

Investigation

Following the submission of a completed complaint form that states a possible violation of this policy, the University will strive to complete a thorough, fair and impartial investigation. All investigators receive annual training on issues related to domestic violence, sexual, stalking, training on the Hamline University Voluntary Resolution/Investigation process that will protect the safety of victims and promotes accountability as well as how to conduct an investigation.

The investigation will be conducted by one or more investigators appointed by the University. At least one investigator shall be appointed for each case. The investigator(s) shall interview the complainant, respondent and/or other witnesses or request additional information from the complainant, respondent or others. In addition, the complainant and respondent shall have an opportunity to advise the investigator of any witnesses they believe should be interviewed, and/or other evidence that they believe should be reviewed by the investigator(s). All interviews with the complainant, respondent, and other witnesses will be recorded.

Every attempt will be made to complete the investigation process within thirty (30) business days of the filing of the complaint or the referral from the voluntary resolution process, but in some cases more time will be required. If a criminal complaint has been filed, the university's procedures, including any investigation, may be temporarily delayed allowing law enforcement to gather evidence. Such delay may only occur at the request of law enforcement and shall not be any longer than necessary for law enforcement to complete the gathering of evidence. In no case will the University wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation.

a violation of this policy occurred, the parties will be notified of that determination and the complainant will be informed of other procedures for resolving the complaint and of other resources

serve on the appeal board in the same matter.

Notice of decision: After receipt of an appeal and time for all parties to respond, and within ten (10) days of the expiration of the appeals period, the appeal review committee must make a decision on the appeal, and the Designated Official must provide the Parties with written notice of the decision.

The decision of the appeal board is final.

Time Frame for Resolution

Generally, the university will complete the investigation and review process outlined above within sixty (60) days of receiving a complaint or report of a violation of this policy. Some complaints and reports may, however, take longer to investigate and resolve. The university is, however, committed to investigating and resolving all matters as promptly as possible.

Crime Statistics Reporting

Definitions of Clery Reportable Crimes

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law as defined below. University Security submits the annual crime statistics published in this report to the Department of Education. These statistics are also published and made available to the University community and public via the University Security website and the availability of a hard copy of the report located in the Hamline Public Safety office in Sorin Hall. The statistical information gathered by the Department of Education is available to the public through their website. A daily crime log is available at the Hamline Public Safety office in Sorin Hall during regular business hours and online through the University Security website.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Dating Violence: Means violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a

Larceny/Theft

Sexual Assault: Any sexual act directed against another person without the consent of the victim, including instances when the victim is incapable of giving consent. For Clery Reporting purposes the following crimes are reported under Sexual Assault:

Rape: the penetration, no matter how slight, of the vagina or anus, with any body part of object, or oral penetration by the sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. The stator age of consent in the state of Minnesota is 16.

Weapon Law Violations: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

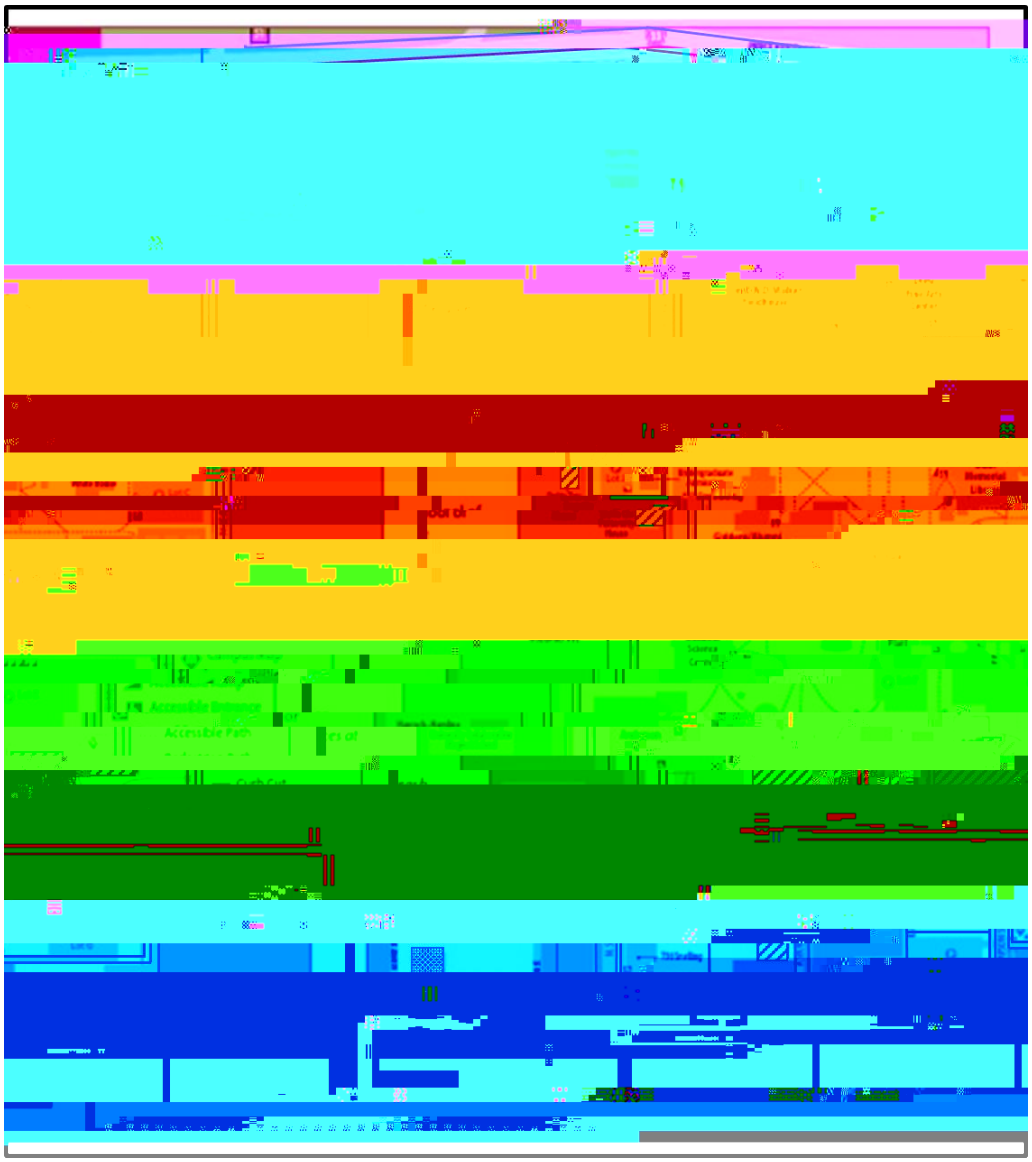
Definitions of Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Non-Campus Building or Property: Any building or property 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.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Hamline University Clery Geography Map



Clery Geography Map Key

Red lines indicate On Campus boundaries

Blues lines indicate Public Property boundaries

Squares with Red Hash Marks indicated residential facilities

Square with purple Diamonds indicates non-campus facility in Minneapolis, MN

Procedures for Preparing Annual Disclosure of Crime Statistics

Crime statistics are gathered from, but not limited to, the following sources: University Security, Residential Life, Title IX Office, Office of Student Affairs, campus security authorities, and local law enforcement agencies of on-campus, residential facilities, non-campus, and public property locations. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Hate Crimes

No hate crimes were reported in calendar years 2016, 2017 or 2018.

Sex Offender Notification

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.
The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Any questions about the program may be directed to the Criminal Assessment Program at 1-888-234-1248 or (651)-603-6748.

Information regarding the program can be found at the following website:
https://dps.mn.gov/divisions/bca/bca-divisions/investigations/Pages/predatory-offender-registrations.aspx

General information on registration requirements and notification procedures can be accessed from the City of St. Paul: https://www.stpaul.gov/search/node/Sex%20Offender%20Notification

Information on Level 3 sex offenders may be obtained at the following web address:
https://coms.doc.state.mn.us/publicregistrantsearch

Residential Fire Safety and Policies and Procedures

The following guidelines are to be followed due to fire safety concerns. Electrical appliances are permitted in student rooms provided their use does not disturb other residents and that its state of repair is not a fire hazard. Safety, insurance, and health code standards require certain restrictions be placed on the use of some electrical appliances in the halls. Appliances with an open coil or burner, air conditioners, hot plates, grills, skillets, halogen lamps, gas appliances, microwave ovens, toasters, toaster ovens, and ceiling fans are not allowed in student rooms. Kitchen cooking must be confined to designated cooking areas. No student owned microwaves, toasters, toaster ovens, or hot plates are allowed in residence hall rooms. All electrical appliances brought to the campus by students are subject to inspection and approval by the university.

The safety of every student is of paramount importance to the University. Residence halls have been equipped with various emergency systems and equipment to help ensure student safety. As such, the tampering with and/or misuse of fire and safety equipment, including fire alarms, fire doors, fire extinguishers, fire hoses, smoke alarms, exit signs, heat sensors, and any other safety equipment, poses a serious threat to life and property and will result in a $500 fine. The starting of any fire on university property without written authorization is strictly prohibited. Hamline reserves the right to take disciplinary action through the appropriate university channels and/or local law enforcement agencies.

For safety reasons, observe the following:

- Due to the significant risk of fire, the burning of candles, incense or other open flames are not permitted in residence hall rooms. With continuous monitoring, and with the permission of the area coordinator, lit candles are permitted in public areas for programs, dinners and other special events.
- No materials may be draped or affixed overhead (i.e. on the ceiling or over light bulbs).
- Flammable substances, such as gasoline and cleaning fluids, are not to be used or stored in University residences.
- No storage of flammable materials, such as wood (including sheets of wood), empty boxes, excessive amounts of paper or cardboard.
- Do not overload the electrical outlets. The university recommends only one appliance per

outlet. Also, multiple outlet 'octopus' plugs are not allowed, as they can be a fire hazard.

- If an extension cord is needed, use a heavy-duty extension cord, preferably one equipped with a circuit breaker. Use them in a manner that will not create a fire hazard (i.e. running them under carpet, overloading outlets, etc.).
- Splicing of electrical wires or removal of any outlet plates or light switch plates is prohibited.
- All holiday decorations (Christmas greenery) must be fireproofed. A fireproofing service is provided by Facilities. All greenery should be taken to Facilities who will fireproof the greenery and deliver it to the student's room within 24 hours. All greenery should be tagged, indicating that it has been officially fireproofed.
- Electrical appliances should not be left unattended. Once an appliance has been used, be sure to unplug it.
- Refrigerators may not be placed in closets. There must be proper circulation behind the unit to allow the heat that is displaced to be circulated.
- Items stored too close to heating units are extremely dangerous. Keep a three-foot clearing. Waste should be disposed as soon as possible.
- The hallways must be kept free of debris and personal items. Students assume financial responsibility for having these items removed after the first week of classes.
- At the beginning of each break, the residence hall staff enters each room to check for potential fire hazards, electrical problems, as well as safety and energy concerns. With decreased occupancy during breaks, there is greater potential for fires to remain undetected until severe damage has occurred.
- Smoking is not permitted in the residence halls or honor houses. Students who wish to smoke must do so outside at least 25 feet away from the building.

Appliance Use and Storage

Certain equipment and household items are not permitted in the residence halls. The list of equipment not allowed in the residence halls includes, but is not limited to:

Air Conditioners

Halogen Lamps

Water Beds

Charcoal or Gas Grills and any type of Outdoor Fire Pit

Hot Plates

Motorbikes

Motorcycles

Candles

Incense

Toasters

George Foreman style grills

Microwave Ovens (which are not the Micro fridge unit)

Other items which may pose health and safety concerns may be restricted. Holiday decorations must

Annual Fire Safety Report

Additional HEA Amendments in 2008 required that the University report fire statistics in an annual fire safety report that can be embedded in the annual security report. Each on campus student housing

Residential Facility	Sprinkler	Fire Alarm	Smoke Detection	Fire Extinguisher	Evacuation Plans & Placards	Number of Fire Drills	Year
Hmong House 1475 Minnehaha			Y	Y	Y	2	2016 2017 2018
HALO House 1485 Minnehaha			Y	Y	Y	2	2015 2016 2017
Pride House 737 Asbury			Y	Y	Y	2	2016 2017 2018

Residential houses occupied by students groups upon approval from University Residential Life staff.

Hamline University Board of Trustees also owns residential homes at 862 Pascal, 1515 Minnehaha (duplex), 1471 Minnehaha, 1479 Minnehaha, 463 Minnehaha (4-plex), 1561 Minnehaha, 1521 Minnehaha, 1549 Minnehaha, 1555 Minnehaha, 1434 Taylor Ave W., and 900 Holton. These houses are leased exclusively in tenant agreements with non-student private parties. As a landlord Hamline University inspects fire alarms and fire extinguishers. Hamline University President's residence is at 1027 Summit Ave and is occupied solely by the President of Hamline University and her family.

Hamline University on Campus Student Housing Fire Statistics

2018					
Residential Facility	# of Fires	Cause of Fire	Injuries related to fire that resulted in treatment at a medical facility	# of deaths related to a fire	Value of Property Damage
N/A	0	N/A	0	0	0

2017					
			Injuries related		
Residential Facility	# of Fires				

Appendix A
University and Community
Confidential Resources

On Campus Confidential Resources

Counseling and Health Services Center

Manor Hall, Room 16 (basement level; courtyard entrance on the campus side)
651-523-2204

Safety Tips

Hamline University's Hamline Public Safety measures are designed to address every area of campus life, but a safe environment also depends on the awareness and cooperation of individual community members. Here are some common-sense steps you can take for personal safety and loss prevention:

- Never prop doors open, even for a brief time.
- Avoid using stairs in remote sections of a building.
- Wallets, purses, and book bags should never be left unattended.
- Keep your keys in your possession. Do not place them under mats or in other obvious hiding places. Avoid working or studying alone in a building at night.
- When traversing the campus at night, stay within well-lit walkways. Do not take shortcuts through wooded areas.
- If you cannot avoid walking alone at night, call for a Safety Escort at 651- 523-2100.
- If your purse or wallet is snatched, don't fight back. Give it up rather than risk personal injury, and report the incident to the Hamline Public Safety department immediately.
- Do not put an ID tag with your name, address, or license number on your key chain; if lost, the key chain could lead to theft.
- Carry only the cash and credit cards you need.
- Carry a whistle or other means of making a loud noise.
- Have your keys in hand when you approach your vehicle.
- Keep car doors and windows locked. Check front and back seats and the cargo area before