



LAWRENCE UNIVERSITY

# Annual Security Report



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Contact: Director of Campus Safety  
711 East Boldt Way  
Appleton, WI 54911  
(920) 367-6788



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### Introduction

#### Lawrence University Overview

Lawrence University was founded in 1847 and is located in Appleton, Wisconsin along the Fox River. Lawrence provides education to 1,500 students who come from nearly every state and 40 countries and share their light in an engaged—and engaging—community. Whether they choose to study in the College of Liberal Arts & Sciences or the Conservatory of Music, both dedicated exclusively to undergraduate education, Lawrentians find a welcoming community of scholars and artists. And with one of the smallest student-faculty ratios in the country (8:1), they have unparalleled opportunities to collaborate closely with professors. We are committed to challenging and illuminating educational experiences that give students the knowledge and tools to identify their passion, find their light, and impact the world.

#### The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, more commonly referred to as the “Clery Act.” It provides current and prospective students, faculty, and staff, as well as their families, with information about the College’s security arrangements; policies and procedures; programs that provide education on such things as drug and alcohol abuse; awareness of various kinds of sex offenses; the prevention of crime, generally; and procedures the College will take to notify the

campus community in the event of an emergency. The report provides information to assist the College community in making informed decisions relating to their own safety and the safety of others. Compliance with the Clery Act does not violate the Family Educational Rights and Privacy Act (“FERPA”). In addition, any student, staff, or faculty member who reports a crime or is involved in any aspect of compliance under the Clery Act is protected from retaliation.

#### General Safety and Security Policies

The personal safety and security of each student, faculty, and staff member is both an individual and community concern. While the university strives to provide a campus environment free of undue risks to persons and property, it is each person’s responsibility to pay attention to their surroundings, to avoid hazardous situations, and to exercise their own best judgment to maintain personal safety and well-being. In addition, each member of the community must call attention to conditions or situations that threaten the safety and security of others by contacting the office of campus safety. Last updated 2/15/22 94 Campus safety officers patrol the campus 24 hours per day, 7 days a week. Safety officers carry cellular phones and can be contacted by dialing 920-832-6999. The phone extension is monitored 24 hours a day and a safety officer will respond upon request. Although their chief functions are to assist members of the community on campus and to maintain the safety and security of university facilities, they also act as the “eyes of the campus,” noting safety concerns and unusual situations in daily reports for follow-up by university personnel. They can also contact the Appleton police department and will work cooperatively with local authorities should the



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need arise. Emergencies: In the event of an emergency, local authorities may be reached from any campus telephone by dialing 9-911. The dispatcher will send appropriate personnel immediately. Lawrence safety office should also be called. When calling for help, the caller should report their name and the nature and exact location of the emergency situation. It is helpful to wait for emergency personnel to guide them to the appropriate location. The emergency phones are stationed in areas across the campus:

1. **Trever Hall:** Front entrance
2. **Alice G. Chapman Hall:** Front entrance
3. **Main Hall:** South side of the building
4. **Brokaw Hall:** West entrance
5. **Music-Drama Center:** West lobby entrance
6. **Colman Hall:** North entrance
7. **Plantz Hall:** Front entrance
8. **Ormsby Hall:** North entrance
9. **Sage Hall:** North entrance
10. **Quadrangle:** North side by Draheim House
11. **Guest House 224 N. Park:** South porch
12. **Hiett Hall:** Lower entrance
13. **Warch Campus Center:** Lower entrance

Instructions are written on the inside of the boxes. To utilize these phones efficiently in emergency situations, please be aware of the correct procedure for making a phone call:

1. Push "ON" button - Listen for dial tone.
2. Dial last four digits of phone number. The red button will connect you with off-campus emergency services (fire, police, ambulance).
3. Push "OFF" button when call is completed. The phone will automatically disconnect after a preset amount of time.

4. To reach the office of campus safety, dial "6999"; to reach the operator, dial "0".

Several safety precautions should help to provide a safer environment and should permit everyone to enjoy Lawrence more fully.

1. Walk purposefully across campus and through the community. Be alert to your surroundings. Walk with one or more friends whenever possible.
2. Use well-lighted, well-traveled pathways and avoid dark or isolated areas.
3. Be alert to the locations of public and campus telephones.
4. Lock doors when sleeping or when out. Be certain to close exterior doors and avoid admitting strangers to residence halls or other campus buildings.
5. Don't leave valuables in open view.
6. Take care of keys and report their loss to university personnel immediately.
7. Don't be afraid to challenge strangers on campus. Ask whether salespersons have permission from the dean of students office to solicit on campus (they should have a written permit). When suspicious of a stranger, call the Office of Campus Safety immediately.
8. Although Lawrence does not maintain a formal escort service, community members should feel free to call campus safety to ask them to provide an escort from place to place.
9. The Lawrence Loop Shuttle is available to individual students or student organizations in need of transportation for volunteer activities around the Fox Cities area Monday-Sunday from 9 a.m. - 5 p.m. (The CCE cannot always guarantee access to the shuttles Monday-Friday. You will be notified if your request cannot be filled).
  - The shuttle service will run during Weeks 2-10 of any academic term.
  - Seating on the shuttle is limited, but we will make every effort to accommodate your request. LU vans can fit 6 passengers.
  - The new LU Shuttle Bus has capacity for 12 passengers and 2 wheelchairs.



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- The Service Shuttle has a 'local' range that allows for rides to and from sites within the Fox Cities (Appleton - Oshkosh).

Questions can be directed to [community.engagement@lawrence.edu](mailto:community.engagement@lawrence.edu)

The best protection against theft is to be aware and cautious. Students should lock their rooms whenever they leave and when they are sleeping in their rooms, and they should never leave valuable items unprotected. A theft should be reported to the campus safety office, to the dean of students office, and to the person in charge of the building in which the theft occurs. Students should also report thefts of private property to the Appleton police. When reporting a theft, they should describe their property with such details as make, model and serial number, color, condition, etc. Students wanting to mark personal items for identification may contact the information desk for an engraver.

### **Campus Safety Personnel: Law Enforcement Authority, Jurisdiction, and Relationships with Local Law Enforcement**

The Campus Safety Department is responsible for campus safety at the University, including main campus and property across the Fox River to Include Banta Bowl, Alex Gym, Lawrence Community Music School, and 1025 Administration building.

Members of the Campus Safety Department are **NOT** commissioned law enforcement officers. They **DO NOT** have the authority to make arrests or carry firearms. The department's jurisdiction covers all of the University's property. The Campus Safety Officers (CSO's) **DO NOT** have the authority to enforce the laws of the State of Wisconsin and

will rely on Local authorities to make arrests on all University property and adjacent streets.

CSO's collaborate with local law enforcement who can access the National Crime Information Center computer system. This computer database is used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement information.

The Campus Safety Department works closely with the Appleton Police Department, and all appropriate elements of the criminal justice system. Investigative efforts, resources, crime related reports, and other information are shared with the appropriate law enforcement agency, as deemed necessary.

### **Main Campus (Appleton)**

The Campus Safety Department provides 24-hour safety and security services to the University community. CSO's carry duty cell phones and are linked to each other by two-way radios. CSO's conduct foot and vehicle patrols of the University grounds, including academic, administrative buildings, Athletic facilities, and residence halls, as needed. CSO's also have scanner capabilities to monitor local emergency frequencies to provide real time information pertaining to safety around university grounds. CSO's are uniformed personnel who carry "Stop The Bleed" trauma kits and Narcan on their duty belts. CSO's also have an AED in the patrol vehicle along with a first aid backpack. All CSO's are trained and certified in CPR, AED, First Aide, Stop the Bleed, and Narcan. Campus Safety and the City of Appleton collaborate on Emergency Response and Policing throughout the year. Director of



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Campus Safety also collaborates and networks with the FBI based out of Milwaukee to ensure the latest information on Campus Safety is at the University's disposal.

### **Bjorklunden (Northern Campus)**

Björklunden is a 441-acre estate located in Door County at 7590 Boynton Lane, Baileys Harbor, WI 54202. The campus consists of A main lodge and a few outbuildings. The facility is used for short-term retreats and seminars. There are 4 full-time employees and 1 part-time seasonal staff member that occupies the facility. There are 3 first aid stations on the property and 1 AED. All emergency response support is through Door County Sheriff's Office (920) 746-2400. Door County Sheriff's Office is not an on-sight entity but has jurisdiction with routine patrol of the area.

### **Campus Security Authorities**

The Clery Act requires all institutions to collect crime statistics from various individuals and organizations identified as Campus Security Authorities (CSA's) The function of CSA's is to collect and report, in good faith, crimes that include: murder/ non negligent manslaughter, negligent manslaughter, sex offenses ( rape, fondling, incest and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft/ attempt theft, arson, liquor law violations, drug related law violations, weapons law violations, domestic violence, dating violence, stocking, and other crimes manifesting hate or bias.

The Clery Act also mandates that institutions disclose statistics for crimes reported to local police agencies and crimes reported to CSA's. The intent of including non-law enforcement personnel as CSA's is to acknowledge that

many individuals are hesitant about reporting crimes to the police and may be more inclined to report incidents to other college personnel.

### **The Clery regulations define a CSA's as:**

- (1) A campus Police Department or a campus security department of an institution.
- (2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus Police Department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into an institutional property.
- (3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- (4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Although Lawrence University encourages individuals to report all criminal activity to the campus safety department that occurs within the geographic area as defined by the Clery act, in some instances members of the



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campus community may choose to file a report with other campus safety authorities. CSAs should immediately report the criminal activity to a member of the campus safety department who will prepare an incident report. Annually, the university's campus safety department sends emails to all university CSA's to solicit information on alleged crimes that were reported in good faith. Lawrence University has designated certain officials to serve as campus safety authorities. Reports of criminal activity can be made to these officials. They, in turn, will ensure that the crimes are reported for collection as part of the university's annual report of crime statistics. The campus safety authorities to whom the university would prefer that crimes be reported are listed below.

- Director of campus safety and Clery officer (920) 832-6788
- Campus safety patrol supervisor (920) 832-6999
- Campus safety officers (920) 832-6999
- Dean of Students (920) 832-6789
- Director of Residential Education and Housing (920) 832-6595
- Director of Equity Title IX coordinator (920) 832-7496
- Director of Bjork London (920) 839-2216
- Vice President for student life (920) 832-6596
- Vice President of Finance and Administration (920) 832-6710
- Director of Human Resources (920) 832-6511
- Director of Athletics (920) 832-6888

### Reporting a Crime or Emergency

The University encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the University, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so.

- All crimes occurring on or near university property should be reported immediately to the Campus Security Department. The number to contact is 920-832-6999. A Campus Safety Officer is available 24/7.
- If a crime is in progress or there is some other situation posing imminent danger, local law enforcement can be reached by dialing 911.
- Students, staff, and visitors should also report situations to one of the campus security authorities identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a university staff member will assist in making the report to the police.
- Members of the campus community may also submit an Unsafe Condition Report Form online at <https://www7.lawrence.edu/info/services/campus-safety/unsafe-condition-report-form>.
- Currently, reports may not be submitted anonymously in the Unsafe Condition Report Form, however anonymous reports are allowed by LU's Sexual Misconduct Policy



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### **Confidential Reporting**

The University will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim, or disciplining the perpetrator will know the victim's identity.

Pursuant to the University's Interim Sexual Misconduct policy, when an employee who is not a confidential resource becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties, if known, to the Title IX Coordinator.

A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the University disciplinary system, or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim's request, a report of the details of the incident can be filed with the University without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the University take appropriate steps to ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the University.

The University encourages its pastoral and professional counselors, if appropriate, to

inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics.

### **Security of and Access to Campus Facilities**

All campus facilities are open to members of the Lawrence community. During specified operational hours certain buildings are open to the public, see Appendix A for details. All other persons may be asked to leave or be treated as trespassers in violation of posted building use policies. Outside doors to student residence halls are locked 24 hours a day with exceptions (such as move-in day) being determined by the Vice President for Student Life or Students are given an ID card and/or key access to student residences. All other campus buildings are locked and unlocked at regular, specified times and are not accessible when locked except by authorized personnel.

Students and employees are asked to be alert and not circumvent practices and procedures meant to preserve their safety and that of others.

- Do not prop doors open or allow strangers into campus buildings that have been secured.
- Do not lend keys or access cards to non-students and do not leave them unattended.
- Do not give access codes to anyone who does not belong to the campus community.

Keys to the offices, laboratories, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department





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supervisor is responsible for assuring his/her area is secured and locked.

Employee and student identification cards may be used to verify the identity of persons suspected to be in campus facilities without permission.

### **Security Considerations in the Maintenance of Facilities**

The Campus Security Department works with the Facilities Department to identify maintenance issues on campus that may be safety hazards. Safety checks are completed to identify street or safety lights that are not functioning properly, or to determine if shrubs or other landscaping might need trimming. Maintenance personnel regularly check to ensure there is adequate lighting on pathways and that egress lighting is working in hallways and stairwells.

### **Educational Programs Related to Security Awareness and Prevention of Criminal Activity**

The University seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

The University seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and

employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

- Bystander Intervention Trainings
- Employee Orientation Briefing
- Rave Guardian App Safe Walk Time & Educational Resources
- Campus Safety Escort Initiative
- Welcome Week Presentation
- Residential Education Floor Meeting Safety Brief

The University provides information at the beginning of each academic term for students and employees regarding the University's security procedures and practices. This information is in posters and other displays, articles in the University newspaper, and email blasts. Among other things, it advises students and employees of the importance of reporting criminal activity, to whom crimes should be reported, being responsible for their own safety and the safety of others and practices regarding timely warnings and emergency notifications. Crime prevention programs are also presented each semester by Student Life Division, including Residential Education.

### **Monitoring Off Campus Locations of Recognized Student Organizations**

The University monitors and records, through local police agencies, any criminal activity in which students have engaged at off-campus locations of student organizations officially recognized by the University, including student organizations with off-campus housing facilities.

### **Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense**



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Upon written request, the University will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the paragraph's purposes.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

Incident reports also may be made online at <https://www7.lawrence.edu/info/services/campus-safety/unsafe-condition-investigation>

**Campus Crime reporting and Emergency Contact Information**

*As always, in an emergency, people may dial 9-1-1 at all locations.*

To make a police report, a victim or bystander may contact the local police agencies listed below, either by phone or in-person. Callers should provide as much information as possible, including name, address, and when and what occurred, to the best of their ability.

**Appleton (Main Campus) & Door County ( Bjorklunden )**

- Campus Safety (920) 832-6999
- Main Office (920) 839-2216
- APD (920) 832-5500
- Door County Sheriff’s Office (920) 746-2400

Emergency 911

**England (Londen Centre)**

- Main Office +44 20 7813 3223
- Police Non-Emergency 101
- Emergency 999



To request. Assistance. From Campus Safety. Dial. 6999. In case of an emergency and you need the police, EMS or Fire Department dial 911. Blue light phones. Are strategically located throughout campus. So that they are readily accessible. To our campus community.

**Confidential Reporting**

The college will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim, or disciplining the perpetrator, will know the victim's identity.



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Pursuant to the colleges Title IX complaint and grievance process. When an employee who is not a confidential resource becomes aware of alleged misconduct (Including, but not limited to, dating violence., domestic violence, sexual assault, and stalking), The employee is encouraged to report the information, including the status of all parties, if known, to the Title IX coordinator.

Upon the victim request, a report of the details of the incident. Can be filed with the university without revealing the victim's identity. Such a confidential report complies with the victims' wishes but it still helps the college take appropriate steps. To ensure the future safety of the victim and others with such information, the university can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing, and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the university.

Witnesses and victims of crime who do not want to pursue action within the university or the criminal justice system may want to consider voluntarily making a confidential or anonymous report to campus safety or any CSA with some exceptions. As noted below, these officials can file a report on the details of the incident without revealing the victim's identity.

Professional counselors are designated by the university as confidential resources and have a legal obligation to keep communications confidential when acting in their professional capacity unless there is an imminent threat to the health or safety or other basis for disclosure pursuant to law, or unless consent to share the information has been provided

by the counselee. Information shared with confidential resources does not constitute a report or complaint filed with the university for the purpose of initiating an investigation and does not require the university to seek resolution.

The university's professional counselors, when acting as such, are not considered CSA's and are not required to report crimes for inclusion into the annual Disclosure of Crime Statistics. It is standard procedure for each professional counselor to inform a counselee at the beginning of counseling that the counselor is authorized, with some exceptions, to maintain confidentiality. The university encourages its professional counselors, when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary confidential basis for inclusion to the Annual Report of Crime Statistics. Counselees must state whether the report they are making is to be kept confidential.

Because campus safety can include information captured in confidential reports. It can keep an accurate record of the number of incidents involving students, employees, and visitors, property, assess risk, discover patterns of crime regarding a particular location, method, or assailant, and alert the university community to potential danger.

Victims and witnesses should be aware that the university will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of crimes and related information. However, the university cannot guarantee complete confidentiality where it would conflict with the university's legal obligation to investigate a complaint, take steps to deter further crime, or fulfill its duty to comply with other legal obligations (E. G., Responding to a subpoena).



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### **Access to and Security of Campus Facilities.**

During business hours, the university is open to students, employees, contractors, guests, and the public. Buildings in which evening classes are held will remain open to students and employees as appropriate. During non-business hours, access to all college buildings is controlled by key / keycard, or by admittance by campus safety. During periods of extended closing, doors to all buildings will be secured, and only those with prior approval from the university leadership will be admitted.

Students and employees are asked to be alert and not to circumvent practices and procedures that are meant to preserve their safety and that of others.

- Do not prop doors open or allow strangers into campus buildings that have not been secured.
- Do not lend keys or access cards to anyone, and do not leave them unattended.
- Do not give access codes to anyone who does not belong to the campus community.

Campus safety patrols main campus buildings and grounds regularly. All facilities and exterior doors are locked overnight and unlocked in the morning, Monday through Friday. On weekends, no exterior doors are opened unless there is a planned event or a class. In these cases, the doors near the event or class are opened 30 minutes prior to the scheduled starting time in 30 minutes after conclusion. During events, the only doors opened are those needed to provide access to the event and emergency fire exits.

The university requests that all students, staff, and faculty have their college identification cards in their possession while on the campus. ID cards should be presented upon the request of any university official. This is a quick and effective way to identify a person not authorized to access university facilities.

### **Security considerations in the Maintenance of Facilities**

The university's campus safety department works with the facilities department to identify maintenance issues on campus, which may be safety hazards. Safety checks are completed to identify lighting that is not functioning properly, fire extinguisher checks, and to ensure all emergency lighting is in working order.

The university has procedures to ensure that repairs and maintenance related to safety and security are completed in a timely fashion, request for repairs such as burned-out lights, damaged windows, or broken locks should be reported using the work order request process. The work orders will be processed and prioritized by facilities operations. Facilities operations personnel are on call for emergency repairs after normal business hours, including weekends, and can be reached by calling campus safety at (920) 832-6999.

### **The Daily Crime Log**

The Campus Safety department maintains a daily crime log of all criminal incidents that are reported. The simplicity platform summarizes incidents by type, location, date, time, parties involved and status of incident. The crime log and all incidents are reviewed weekly by key personnel, to include campus safety, wellness, dean of students, director of



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housing, area coordinators and essential on call personnel.

### Alcohol and Other Drugs

Each member of the Lawrence community decides whether to drink alcohol. The choice to drink carries with it the obligation to drink responsibly. Consuming alcoholic beverages in violation of the law and or campus policy is considered irresponsible use. People under the influence of alcohol will be held responsible for their actions. To respect the preferences and rights of all community members, the Lawrence University Community Council provides and enforces the following regulations on the use of alcohol:

#### III. A. Alcoholic beverages

##### 1.00 Possession

Possession, use, and distribution of alcoholic beverages to persons of legal age are permitted on the campus only by persons of legal age.

.01 Persons of legal age may possess and consume alcoholic beverages in residence hall rooms (this does not apply to common area rooms except as specified below).

.02 Alcoholic beverages may be sold and consumed only by persons of legal age in the Viking Room of Memorial Hall under conditions defined by LUCC legislation.

.03 Alcoholic beverages may be consumed only by persons of legal age at regularly scheduled events in residence halls under conditions defined by LUCC legislation.

.04 Alcoholic beverages may be consumed only by persons of legal age at properly supervised functions in other places and at other times on the campus only after approval

is obtained from the Office of the Dean of Students. The Office of the Dean of Students may also require that safeguards be taken to ensure compliance with state and local laws.

##### 2.00 Distribution

Anyone distributing alcoholic beverages to a person not of legal age, or any person not of legal age possessing or using alcoholic beverages is subject to disciplinary action by the university. Students are subject to state and local regulations concerning possession, use, and distribution of intoxicants.

##### 3.00 Information on risks

Students will receive information on the risks involved with alcohol abuse and on the treatment available to them from student wellness organizations and university staff.

Lawrence University policy prohibits the use of kegs or other common sources for the distribution of alcoholic beverages in campus residential facilities or at campus parties. Any violation of the above regulations may be brought to the attention of the dean of students and may be subject to judicial action.

Students carrying open containers of alcoholic beverages outside of private residence rooms or registered party settings or who are in possession of alcoholic beverages and are under the legal drinking age may be asked to pour out, dispose of, or forfeit their beverages. University personnel may confiscate and/or dispose of alcoholic beverages in the performance of their duties.

Appleton City ordinances prohibit persons drinking from, opening a container of, or having in their possession an open container of fermented malt beverage or intoxicating liquor on a public sidewalk or street within the city. Violation of this city ordinance may



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incur a fine. Significant fines may also be assessed to those who provide false identification and/or purchase alcoholic beverages while underage.

### **Criminal Charges and University Discipline**

1. University disciplinary proceedings may be initiated against a student charged with a violation of a law that is also a violation of university regulations without regard to the status of civil litigation or criminal arrest and prosecution. The University may conduct disciplinary proceedings prior to, simultaneously with, or after civil or criminal proceedings off campus. Disciplinary proceedings may involve an investigation and/or decision made by the dean of students, or designer. The dean of students may choose to use a panel of administrators within the University to process information and give recommendations. The dean of students may also choose to bring the student before the Judicial Board to determine if violations of the Student Handbook occurred and decide subsequent sanctions.

2. When public authorities apprehend a student for a violation of the law, the University will not intervene because of their status as a student. Further, the University will not arrange for bail or provide legal counsel to the student. Should a student charged with a violation of the law approach the University for advice, an appropriate staff member will meet with the student and provide reasonable assistance.

3. A student is required to inform the University in the event that the student is: (a) charged by a prosecutor (b) charged by a grand jury (c) charged in a court of law with a felony (d) or convicted of a felony. The University may conduct an inquiry to determine if the student shall remain in student status, or whether the student shall

be suspended until the issue is resolved in the courts. The dean of students, or their designee, shall determine if the student presents a threat to the safety of themselves or others, is a threat to university property, or if their continued presence on campus causes undue disruptions to the regular life and activities of the institution. Therefore, the University may remove a student's active student status, remove a student from campus residences, and restrict access to campus property until further notice.

4. Whenever convicted of a felony, a student may be suspended indefinitely. If convicted and then released on probation, on bond while awaiting appeal, or after serving a sentence, the student may petition the dean of students for readmission. The dean, designee, or panel of administrators will determine whether the student should be readmitted or denied readmission on any or all the following grounds: (a) The student is a potential threat to the safety and well-being of themselves or others. (b) The students' presence would be detrimental to the mission of the University.

5. The dean, designee, or panel of administrators may also propose special conditions under which readmission may be permitted. The dean of students will, after reviewing the staff panel's recommendation(s), then implement such decision as the dean of students finds appropriate.

6. In situations where a student has been suspended following a felony charge and a prosecutor decides not to pursue the charges, the student may petition for the suspension to be lifted to the dean of students.

### **Jurisdiction**

The jurisdiction of the University policies, procedures, and regulations is broad.



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Lawrence University will exercise jurisdiction to the extent practical and possible over all cases alleging violation(s) of university regulations occurring on campus if the person being charged is a student and regardless of the student status of the complainant. The university exercises jurisdiction over all students from the point of acceptance to the university through graduation or transfer from the university regardless of enrollment status. Students who are on required or voluntary withdrawal, study abroad, or any leave of absence remain under the university's jurisdiction. The university will also exercise jurisdiction over student organizations whether the organization is a university-sanctioned entity or independent organization that maintains students as members. Exit from the University will not constitute grounds to dismiss any charges brought against a student. If there is sufficient reason to believe that a complaint against a student is imminent, the university may exercise its jurisdiction even if a student elects to withdraw before a formal complaint is presented to the university. In cases where a student withdraws from the University before the complaint's adjudication, the University may proceed to adjudicate it. The University will also exercise jurisdiction, to the extent practical and possible, over-all cases alleging violations of university regulations that occur off campus, including any incident that takes place during a period when the University is not in session, if:

- the incident poses a threat to the safety and well-being of any member of the campus community, including the person who is complained against;
- the incident is likely to have a substantial effect on the complainant's/victim's campus life and activities;

- or the incident affects a compelling interest of the University.

Where a perpetrator is not a student or an organization, the University is limited in its ability to exercise judicial options. However, the administration may still assist the victim. Options include but are not limited to a campus-based restraining order; access to campus resources such as counseling; as well as academic and residential accommodations.

Complaints against students by any member of the Lawrence community are handled according to the procedures in the Student Handbook under the heading "The Judicial System". Complaints against faculty, administration, or staff are handled under a separate Grievance Procedure, also in the Student Handbook.

Regardless of whether a complaint is made, the University may investigate health, safety or welfare concerns involving Lawrence University students, employees, programs, or activities, including concerns about sexual violence or harassment. The scope of such investigations will be determined on a case-by case basis by the university's administration in consultation with appropriate offices (such as Title IX For more information, see the Sexual Misconduct policy on the university web site at [go.lawrence.edu/title IX](http://go.lawrence.edu/title IX) or contact the Title IX Coordinator at 920-832-7490) and legal counsel, and may include outside investigators or consultants. Depending on the purpose of the investigation, disclosure of the results may be limited. Faculty, staff, and students are expected to cooperate fully with any investigation authorized by the university.



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### **Lawrence Viking Room**

The following policy was adopted by the Viking Room Committee about the sale and consumption of alcoholic beverages in the Viking Room.

1. The Viking Room is the primary location for the sale and consumption of alcoholic beverages on campus. As required by state law, no alcoholic beverages may be brought into the Viking Room unless purchased through the Viking Room license.
2. Alcoholic beverages may be consumed in the Viking Room and on the terrace, but no alcoholic beverages may be consumed in other areas of Memorial Hall.
3. Whenever an activity is held in the Viking Room where alcoholic beverages are available, the hosts of the activity are responsible for all applicable state and local laws and for adherence to LUCC legislation and university policy. For information concerning admission to the Viking Room and the Viking Room Committee, consult the section entitled Viking Room Admission Policy.

### **Statement on In-Loco-Parentis and Parental Notification Policy**

In the regular practice of the University, neither the faculty nor the administration assumes what has been referred to as an in-loco-parentis role. Students are expected to conduct their lives with ordinary prudence. When conduct on campus or at university-sponsored events falls short of this expectation and is in violation of the University's policies, procedures, or regulations, the University will rely on its own judicial procedures to obtain the necessary redress and corrections. For misconduct off campus, students must accept the consequences of action taken against them by civil authority and should not expect the University to intervene on their behalf. The

University will not arrange bail or provide legal services to students who are in difficulty with the law but, rather, will expect students to arrange their own release.

Recognizing the benefits that may come from the involvement of parents in the life of the University, students are encouraged to keep their parents and legal guardians apprised of their progress. It is the university's position that the responsibility for advising parents of a student's academic and disciplinary standing primarily belongs to the student. It is expected that students will accurately and promptly inform their parents of situations in which their behavior or performance has compromised their good standing at the University.

To supplement the information that students are expected to provide to their parents and due to federal laws giving universities the authority to notify parents of students less than 21 years of age who violate alcohol or drug policies, the University has the following Parental Notification Policy. The policy is in addition to the intervention and education programs already offered to students.

### **Policy on Drugs**

The Lawrence University Community Council provides, and the university enforces the following policy:

#### **IV. B. Policy on drugs**

1.00 Lawrence University is opposed to the use of potentially dangerous drugs, (i.e., controlled substances which include hallucinogenic drugs, amphetamines, barbiturates, cocaine and its derivatives, narcotics, and any others controlled by legal authorities) and Lawrence University expects its students to obey the laws established and enforced by state and federal agencies concerning the unlawful possession, use or





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distribution of illicit drugs. Lawrence University maintains that the most effective means to deter the abuse of drugs is through:

- .01 a continuing program of education emphasizing the facts about drugs.
- .02 the availability on a non-punitive basis of support services (medical and personal counseling); and,
- .03 a campus climate where personal influence deters drug abuse.

2.00 The university reserves the right to act whenever it has reason to believe that the use, possession, sale, manufacture, or distribution of illegal drugs has an adverse effect upon the life and/or academic performance of students or adversely affects or legally implicates others in the academic community. University action may take such forms as education, counseling, referral to outside agencies, suspension, or expulsion.

3.00 Students will receive information on the risks involved with the abuse of illicit drugs and on the treatment available to them from student wellness organizations and the university physician.

The university is not a sanctuary protecting those who violate laws regulating the use of drugs, and college officials will cooperate with legal authorities whenever necessary.

### *Drug-Free Campus Policy*

#### **Introduction**

As noted in LUCC legislation, Lawrence University is opposed to the use of potentially dangerous drugs. The university expects its students and employees to obey the laws established and enforced by local, state, and federal agencies concerning the possession, use, or distribution of illegal drugs.

The university recognizes that the use of controlled substances and alcohol impairs performance, whether it be academic or work-related, and maintains that the most effective means to deter the abuse of drugs and alcohol is through:

- A continuing program of education emphasizing the facts about drugs and alcohol.
- The availability on a non-punitive basis of support services (medical and personal counseling); and
- A campus climate where personal influence deters drug abuse.

Students who need help in dealing with such problems are encouraged to seek help through counseling services or the dean of students office.

Employees who need help in dealing with such problems are encouraged to seek outside professional assistance either directly or through a supervisor or the human resources office. In the absence of performance problems, an employee's conscientious efforts to discontinue the use or abuse of controlled substances or alcohol will be encouraged and will not jeopardize the employee's job security or be noted in any personnel record. When performance problems result in disciplinary action, an employee's rehabilitation efforts will be encouraged but will not deter further disciplinary action if such problems continue.

#### **Policies**

The manufacture, sale, distribution, possession, or use of controlled substances by students or employees is prohibited at any time:

1. in, on, or about the university campus and property;



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2. at or as a part of any on-campus or off-campus, university-, student-, or employee-sponsored activity; and
3. during the performance of one's duties as an employee.

The university also is opposed to the illegal or irresponsible use of alcohol and expects its students and employees to obey the university regulations and the local, state, and federal laws concerning the possession, use, or distribution of alcoholic substances.

With regard to students, possession, use and distribution of alcoholic beverages to persons of legal age are permitted on the campus only by persons of legal age. Anyone distributing alcoholic beverages to a person not of legal age or any person not of legal age possessing or using alcoholic beverages is subject to disciplinary action by the university.

With regard to employees, the university expects all faculty, staff, and student employees to report to work free of the influence of alcohol and at all times during the performance of their duties to refrain from the use of alcohol, except during those events where the serving of alcohol has been approved by the university.

Appropriate disciplinary action will be taken in response to violations of these policies, in compliance with local, state, and federal laws. Furthermore, the university is not a sanctuary protecting those who violate laws regulating the use of drugs or alcohol, and university officials will cooperate with legal authorities whenever necessary.

**State Of Wisconsin Drug and Alcohol Laws**  
Lawrence University is opposed to the use of potentially dangerous drugs, (i.e., controlled substances which include hallucinogenic

drugs, amphetamines, barbiturates, cocaine and its derivatives, narcotics, and any others controlled by legal authorities). The university expects its students and employees to obey the laws established and enforced by local, state, and federal agencies concerning the possession, use, or distribution of illegal drugs. The manufacture, sale, distribution, possession, or use of controlled substances by students or employees is prohibited at any time on the university campus and property; at or as a part of any on-campus or off-campus, university-, student-, or employee-sponsored activity; and during the performance of one's duties as an employee.

In addition, students, possession, use and distribution of alcoholic beverages to persons of legal age are permitted on the campus only by persons of legal age. Anyone distributing alcoholic beverages to a person not of legal age or any person not of legal age possessing or using alcoholic beverages is subject to disciplinary action by the university.

With regard to employees, the university expects all faculty, staff, and student employees to report to work free of the influence of alcohol and at all times during the performance of their duties to refrain from the use of alcohol, except during those events where the serving of alcohol has been approved by the university.

The university reserves the right to take action whenever it has reason to believe that the use, possession, sale, manufacture or distribution of illegal drugs has an adverse effect upon the life and/or academic performance of students or adversely affects or legally implicates others in the academic community. University action may take such forms as education, counseling, referral to outside agencies, suspension, or expulsion.



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Appropriate disciplinary action will be taken in response to violations of these policies, in compliance with local, state, and federal laws. Furthermore, the university is not a sanctuary protecting those who violate laws regulating the use of drugs or alcohol, and university officials will cooperate with legal authorities whenever necessary. The university recognizes that the use of controlled substances and alcohol impairs performance, whether it be academic or work-related, and maintains that the most effective means to deter the abuse of drugs and alcohol is through:

- a. continuing program of education emphasizing the facts about drugs and alcohol.
- b. the availability on a non-punitive basis of support services (medical and personal counseling).
- c. campus climate where personal influence deters drug abuse.

Students who need help in dealing with such problems are encouraged to seek help through counseling services or the dean of students office.

Employees who need help in dealing with such problems are encouraged to seek outside professional assistance either directly or through a supervisor or the human resources office. In the absence of performance problems, an employee's conscientious efforts to discontinue the use or abuse of controlled substances or alcohol will be encouraged and will not jeopardize the employee's job security or be noted in any personnel record. When performance problems result in disciplinary action, an employee's rehabilitation efforts will be

encouraged but will not deter further disciplinary action if such problems continue.

In compliance with the Drug Free Schools and Communities Act (DFSCA), the University has a drug and alcohol abuse and prevention program, which includes an annual notification to students and employees regarding certain drug/alcohol related information (such as legal sanctions for violations of applicable laws, health risks, etc.) and a biennial revise of this program to evaluate its effectiveness and assess whether sanctions are being consistently enforced. Students will receive information on the risks involved with the abuse of illicit drugs and on the treatment available to them from student wellness organizations and the university physician.

### **Summary of Legal Sanctions Covering Alcohol and Controlled Substances**

Under federal, state, and local laws, illegal uses of drugs and alcohol are serious crimes. Conviction can lead to imprisonment, fines, and assigned community service work. Courts do not lift prison sentences to allow convicted persons to attend college or continue their jobs. A felony conviction can prevent individuals from entering many fields of employment. Under federal and state law, persons convicted of possession of illegal controlled substances are ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second.

#### **Federal Drug Laws**

**Denial of Federal Benefits (21 U.S.C. § 862)** A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses.



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Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions, successful completion of a drug treatment program, including periodic testing, and appropriate community service, or any combination of the three.

**Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853)** Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued, and property seized at the time an individual is arrested on charges that may result in forfeiture.

**Federal Drug Trafficking Penalties (21 U.S.C. § 841)** Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe.

In the case of a controlled substance in schedule I or schedule II, GHB, or flunitrazepam, a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a

fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (**21 U.S.C. § 860**) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

**Federal Drug Possession Penalties (21 U.S.C. § 844)** Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.



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Drug and Alcohol State Laws

Category	Summary (Wisconsin Statutes)
Possession of Marijuana	<p>Possession of marijuana is prohibited in Wisconsin. Wis. Stat. Ann. § 961.41. A first offense is a misdemeanor, resulting in a fine of up to \$1,000 and/or imprisonment of up to six months. <i>Id.</i> For a first offense of possession or attempted possession, the court may defer further proceedings and place the person on probation upon terms and conditions. § 961.47.</p> <p>Medical marijuana is also illegal. However, an individual may possess a low THC-cannabidiol product (containing less than 0.3% THC) if the individual has certification stating that a licensed physician has prescribed a cannabidiol product to treat a medical condition. §§ 961.32; 961.38.</p>
Controlled Substances	<p>Wisconsin has a range of statutes governing controlled substances and their possession and distribution. Wis. Stat. Ann. §§ 961.11 – 961.69. No person may possess or attempt to possess a controlled substance or a controlled substance analog unless otherwise authorized. § 961.41(3g). The penalty for possession of a controlled substance depends upon factors such as the classification of the controlled substance, any prior offenses, and whether the possession was in or near a public housing project, a jail, a public park, pool, or youth center, or a public, private, or tribal school. <i>Id.</i>; § 961.495. The penalty for possessing or attempting to possess a controlled substance included in schedule I or II, which is a Class I felony, is a fine of up to \$10,000, imprisonment of up to 3.5 years, or both. § 939.50. For certain possession offenses, the court will require an assessment of the person’s use of controlled substances and, if appropriate, develop a proposed treatment plan. § 961.472; § 961.475. It is also illegal to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge, which is a Class H felony punishable by a fine of up to \$10,000, imprisonment of up to six years, or both. § 961.43; § 939.50. Manufacture, distribution, or delivery is also prohibited. § 961.41.</p> <p>As an example, possession of more than 50 grams of heroin is punishable by a fine not to exceed \$100,000, imprisonment not to exceed 40 years, or both. § 961.41.; § 939.50.</p>
Alcohol and Minors	<p>It is a violation for an underage person to procure or attempt to procure alcoholic beverages, to possess or to consume alcoholic beverages on a licensed premise, or to falsely represent their age for the purpose of receiving an alcoholic beverage. § 125.07. In addition, no underage person may knowingly possess, transport, or have under their control any alcoholic beverage in any motor vehicle. § 346.93.</p>



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Driving Under the Influence (DUI)	It is illegal for a person to drive or operate a motor vehicle with a blood alcohol concentration of 0.08% or more per 100 milliliters of blood or 0.08 grams or more of alcohol in 210 liters of breath. § 340.01; § 346.63. A first offense results in a fine of \$150-\$300 and suspension of driver’s license from 6–9 months. The penalties increase for additional offenses. § 346.65; 343.30.
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**Local Sanctions**

Citations for underage drinking, possession of a fake ID, and other alcohol-related violations may be issued by the [City of Appleton Police Department \(APD\)](#).

**Summary of Health Risks of Alcohol and Other Drug Use**

**ALCOHOL** – Psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels.

**CANNABIS** (Marijuana, Hashish) – Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity, and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women.

**DEPRESSANTS** (Barbiturates, Tranquilizers) – Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus; potentially fatal when combined with alcohol.

**HALLUCINOGENS** (LSD, PCP) – Psychologically and physically addictive, unpredictable behavior, depression, withdrawal symptoms, convulsions, death, possible damage to unborn fetus.

**INHALANTS** – Psychologically and physically addictive; blurred vision; damage to lungs, liver, kidneys, and bone marrow; anemia, choking, suffocation, death.

**NARCOTICS** (Heroin, Codeine, Darvon) – Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, coma, and death; possible damage to unborn fetus.

**STIMULANTS** (Cocaine, Crack, Amphetamines, Methamphetamine) – Psychologically and physically addictive; withdrawal symptoms; convulsions, respiratory failure, frequent accidents; increased blood pressure, which can lead to irregular heartbeat and death; possible damage to unborn fetus.

**Summary of Alcohol and Other Drug Abuse Resources**

[Student Health Center Resources](#)  
Buchanan Kiewit Wellness Center  
In-person counseling appointments available at: 711 E. Boldt Way SPC 3  
Appleton, WI 54911  
920-832-6574  
[wellnessservices@lawrence.edu](mailto:wellnessservices@lawrence.edu)



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Counseling Crisis Line – Available 24/7:  
920-419-8167

### Employee Assistance Program (EAP)

Benefit provided for employees,  
spouses/partners, dependents.

Employee Resource Center, Inc.:  
2565 E. Calumet St.  
Appleton, WI 54915  
920-993-2000 or 1-800-222-8590

Additional EAP and community resources can  
be found:

- ERC website - <https://ercincorp.com/>
- Summary of [EAP Benefits](#)
- 2-1-1 Program - <http://www.211.org/>

### Lawrence University Medical Plan

This benefit is provided for employees,  
spouses/partners, dependents enrolled in the  
Plan. Visit <https://www.umar.com> to search the  
provider network and review your benefit  
coverage.

Searching the United Healthcare Choice Plus  
network directory will provide information on  
all network hospitals, primary care physicians  
and specialists. The following provider  
information is available: provider name,  
address, and telephone number, hospital  
affiliation, board certification, provider's ID  
number, office language capabilities, and a  
map and directions to each office.

## **Timely Warnings and Emergency Response**

### **Timely Warnings**

In the event of criminal activity occurring  
either on campus or off campus that in the

judgment of the Office of the President along  
with the Director of Campus Safety  
constitutes a serious or continuing threat to  
members of the campus community, a  
campus-wide “timely warning” will be issued.  
Examples of such situations may include a  
sexual assault or a series of motor vehicle  
thefts in the area that merit a warning  
because they present a continuing threat to  
the campus community. Warnings will be  
communicated to students and employees via  
one or more of the methods discussed later in  
this section. Updates to the warnings will be  
provided ~~when~~ appropriate.

Anyone with information warranting a timely  
warning should immediately report the  
circumstances to: Campus Safety,  
920-832-6999.

The University has communicated with local  
law enforcement asking them to notify the  
University if it receives reports or information  
warranting a timely warning.

### **Emergency Response**

The University has an emergency  
management plan designed to ensure there is  
a timely and effective response in the event of  
a significant emergency or dangerous  
situation occurring on campus involving an  
immediate threat to the health or safety of  
members of the campus community. Such  
situations include, but are not limited to  
tornadoes, bomb threats, chemical spills,  
disease outbreaks, fires, active shooters, etc.  
The University has communicated with local  
police requesting their cooperation in  
informing the University about situations  
reported to them that may warrant an  
emergency response.



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Students, staff, and visitors are encouraged to notify Campus Safety at 920-832-6999 of any emergency or potentially dangerous situations.

A representative from the Crisis Management Team will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should lockdown, shelter in place or evacuate their location.

Once the emergency is confirmed and based on its nature, the Crisis Management Team will consult with other appropriate University officials to determine the appropriate segment or segments of the University community to be notified.

The Crisis Management Team will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the emergency, other University departments may be involved in the confirmation process.

The Crisis Management Team, in collaboration with other appropriate personnel, will

determine who should be notified and will, without delay, and taking into account the safety of the community, determine which of the multiple prerecorded messages will be used, and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The President or designee will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

At the direction of Crisis Management Team, the University's Director of Campus Safety, or their designee, will notify local law enforcement of the emergency if they are not already aware of it and local media outlets in order that the larger community outside the campus will be aware of the emergency.





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### Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the University issues a timely warning or emergency notification to the campus community.

Method	Sign Up Instructions
LU Alert System	For Students: Update contact information through Voyager to receive additional updates outside of LU email and website notification. For Employees: Update contact information through Human Resources Application information is automatically pulled into Voyager and therefore students and employees of the LU community are connected to emergency notifications.
Lawrence University Website	Publicly available at lawrence.edu
Rave Guardian App	A free mobile app for students, faculty, and staff to download that turns your phone into a one-stop shop for access to safety and community resources.

### Testing & Documentation

The University tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. The Crisis Management Team will meet monthly to train and test and evaluate the University's Timely Warning System.

The Director of Campus Safety maintains a record of these tests and training exercises, including a description of them, the date and time they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the University will distribute to its students and employee information to remind them of the University's emergency response and evacuation procedures.

### Missing Student Policy

If a student who is enrolled at the university and living in campus housing, is determined to be missing from the residence halls or campus, the person (or persons) discovering this information should immediately report to a Campus Safety Officer, the Vice President for Student Life, or the Dean of Students, so that an investigation can be initiated.

For purposes of this policy, a student may be considered to be a 'missing person' if the person's absence is contrary to the usual pattern of behavior and/or if unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report of suspicion that the missing person may be the victim of foul play,



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has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Students have the option to identify confidentially an individual to be contacted by the University only in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. The option to identify a contact person in the event the student is determined missing is in addition to identifying a general emergency contact person, but they can be the same individual for both purposes. Any student who wishes to designate a confidential contact may do so by entering information in their Voyager account. A student's confidential contact information will be accessible only by authorized campus officials, and it will only be disclosed to law enforcement personnel in furtherance of a missing student investigation. This is in accordance with the Higher Education Opportunity Act's Missing Student Notification Policy.

After investigating a missing person report, if it is determined that the student has been missing for 24 hours, the University will notify local police authorities unless it was local law enforcement that made the determination that the student is missing. If the missing student is under the age of 18 and is not emancipated, the University will also notify that student's custodial parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

### **Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Consistent with applicable laws, the University prohibits dating violence, domestic violence, sexual assault, and stalking. The University's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Published Policy for Students, and Employees
  - Interim Sexual Misconduct Policy:  
<https://www.lawrence.edu/info/offices/diversity-and-inclusion/title-ix/sexual-misconduct-policy>
- Employee Handbook Outlined Grievance Process, for VAWA offenses involving Employees outside of the Title IX process
  - Employee Grievance Procedure  
[https://share.lawrence.edu/offices/human\\_resources/employee\\_handbook/employee-handbook](https://share.lawrence.edu/offices/human_resources/employee_handbook/employee-handbook)
- Student Handbook Sexual Misconduct Policy and Grievance Process for VAWA offenses involving students outside of the Title IX Process
  - <https://www.lawrence.edu/offices/student-life>

The following sections of this report discuss the University's educational programs to promote the awareness of dating violence,



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domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

### **Primary Prevention and Awareness Program:**

The University conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the University prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

### Student Educational Efforts

- Welcome Week Programming
  - During Welcome Week, Lawrence's version of orientation first year students attend Speak About Its Flagship Show, a professional program covering the following:
    - Speak About Its Flagship Show uses true storytelling and live performance to capture what healthy relationships and sex can and should look like. The hour-long show has been seen by nearly 500,000 students in over 25 states and 3 countries. The show is performed by five actor-educators, and uses real stories written by real young people in order to engage students in conversations about consent, dating, sex, identity, alcohol, bystander intervention, sexual assault, and more.
  - The Director of Equity and Title IX addresses all first-year students after the performance to reinforce campus definitions, resources, reporting mechanisms, process, and outcomes.
  - Following the address by the Director of Equity and Title IX coordinator, first year students gather into pre-assigned small groups to talk about implications of consent, health relationships, and support on and off campus.

### **Primary Prevention Programming**

Lawrence University maintains a commitment to educating not only our returning community members but places a large focus on new Lawrentian's education as well. Through asynchronous online training, in person synchronous training events, and virtual communications Lawrence provides extensive primary prevention strategies.

The online training component is brought to campus through United Educator's Canopy program. Each online program is brought to folks in the Fall and figure of completion warrants direct follow up from the Equity and Title IX office as well as Community Assistants for students, and Human Resources for all employees.



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- Student Employee Training
  - Orientation Leaders, Community Advisors, Student Organization Leaders, Fraternity and Sorority Life Members, and members of Lawrence University Community Council are each trained within their respective groups with the Director of Equity and Title IX Coordinator. Covered topics include:
    - What is sexual harassment and discrimination
    - When and how to report sex and gender-based harassment and discrimination
    - Mandatory Reporter/Responsible Employee and Campus Security Authority training
    - Family Education Rights and Privacy Act training
    - How to support other students in getting help
    - Bystander Intervention Basics
    -
- Student Athletes Training Covered topics include:
  - What is sexual harassment and discrimination
  - When and how to report sex and gender-based harassment and discrimination
  - How to support other students in getting help
  - Bystander Intervention Basics
- Canopy (Online Training) Students; First Year, Retuning, and Transfer
  - Impressions: Preventing and Reporting Sexual Assault
    - Definitions of sexual harassment, sexual violence, dating violence, domestic violence, and stalking
    - The “culture of care” at higher education institutions
    - Prevention, including bystander intervention techniques
    - How to report and where to go for support
    - The meaning of consent

### Employee Educational Efforts

- Employee Orientation
  - Each new staff member is onboarded through Human resources employee orientation. Sex and Gender based discrimination and harassment definition are addressed, as well as how to report and resources.
- Employee Specialized Training
  - Faculty Advisors, Department Chairs, Cabinet Members, Athletic Coaches, Student Life Administrators, and Campus Safety are each trained within their respective groups with the Director of Equity and Title IX Coordinator. Covered topics include:
    - What is sexual harassment and discrimination



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- When and how to report sex and gender-based harassment and discrimination
  - Mandatory Reporter/Responsible Employee and Campus Security Authority training
  - Family Education Rights and Privacy Act training
  - How to support people in crisis
  - Appropriate temporary non-punitive educational remedies that may be used during crisis until the Director of Equity and Title IX Coordinator can intervene
  - Crisis Management
- Canopy (Online Training) Employees; All registered with Human Resources
    - Mosaic: Prevent Sexual Violence Together
      - Identify the different types of sexual and intimate partner violence.
      - Describe how sexual and intimate partner violence diminish the campus community.
      - Recognize warning signs and troubling behaviors common to situations of sexual and intimate partner violence.
      - Recall steps to confront and report incidents of sexual and intimate partner violence.
      - Apply techniques for responding to student victims of sexual violence that are consistent with your institution's policy and procedures.

**Crime Definitions**

Crime Type (Wisconsin Statutes)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Wisconsin law does not define the term dating violence.
Domestic Violence	<p>The institution has determined, based on good-faith research, that Wisconsin law does not define the term domestic violence.</p> <p>However, Wisconsin law defines the following in its criminal statutes:</p> <ul style="list-style-type: none"> <li>• Domestic Abuse (Wis. Stat. § 968.075): “Domestic abuse” means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common: (1) Intentional infliction of physical pain, physical injury or illness; (2)</li> </ul>



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	<p>Intentional impairment of physical condition; (3) [Violation of Wisconsin's sexual assault statutes]; (4) A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. 1, 2, or 3.</p>
<p>Stalking (Wis. Stat. § 940.32)</p>	<ul style="list-style-type: none"><li>• Whoever meets all of the following criteria is guilty of a Class I felony: (a) The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household; (b) The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household; (c) The actor's acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.</li><li>• Whoever meets all of the following criteria is guilty of a Class I felony: (a) After having been convicted of sexual assault under s. 940.225, 948.225, 948.02, 948.025, or 948.085, or a domestic abuse offense, the actor engages in any of the acts listed [below under the definition of "course of conduct"], if the act is directed at the victim of the sexual assault or the domestic abuse offense; (b) The actor knows or should know that the act will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household; (c) The actor's act causes the specific person to suffer serious emotional distress or induces fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.</li><li>• As used above, "course of conduct" means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following: (1) Maintaining a visual or physical proximity to the victim; (2) Approaching or confronting the victim; (3) Appearing at the victim's workplace or contacting the victim's employer or coworkers; (4) Appearing at the victim's home or contacting the victim's neighbors; (5) Entering property owned, leased, or occupied by the victim; (6) Contacting the victim by telephone, text message, electronic message, electronic mail, or other means of electronic communication causing the victim's telephone or electronic device or any other person's telephone or electronic device to ring or generate notifications repeatedly or continuously, regardless of whether a conversation ensues; (6m) Photographing, videotaping, audiotaping, or, through any other electronic</li></ul>



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	<p>means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs; (7) Sending to the victim any physical or electronic material or contacting the victim by any means, including any message, comment, or other comment posted on any Internet site or web application; (7m) Sending to a member of the victim's family or household, or any current or former employer of the victim, or any current or former coworker of the victim, or any friend of the victim any physical or electronic material or contacting such person by any means including any message, comment, or other content posted on any Internet site or web application for the purpose of obtaining information about, disseminating information about, or communicating with the victim; (9) Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim; (10) Causing a person to engage in any of the acts described in subds. 1 to 9.</p>
Sexual Assault	<ul style="list-style-type: none"><li>• First Degree Sexual Assault (Wis. Stat. § 940.225(1)): Whoever does any of the following is guilty of a Class B felony: (a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person; (b) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon; (c) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence; (d) Commits a violation under sub. (2) against an individual who is 60 years of age or older. This paragraph applies irrespective of whether the defendant had actual knowledge of the victim's age. A mistake regarding the victim's age is not a defense to a prosecution under this paragraph.</li><li>• Second Degree Sexual Assault (Wis. Stat. § 940.225(2)): Whoever does any of the following is guilty of a Class C felony: (a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence; (b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim; (c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition; (cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that</li></ul>



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	<p>person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent; (d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious; (f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.</p> <ul style="list-style-type: none"><li>• Third Degree Sexual Assault (Wis. Stat. § 940.225(3)): (a)Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. (b)Whoever has sexual contact in the manner described in [the second and third bullet points under the definition of “sexual contact” below] with a person without the consent of that person is guilty of a Class G felony.<ul style="list-style-type: none"><li>○ “Sexual contact” means any of the following (Wis. Stat. § 940.225(5)(b):<ul style="list-style-type: none"><li>▪ Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s.940.19(1): (a) Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts; (b) Intentional touching by the complainant, by the use of any body part or object, of the defendant's intimate parts or, if done upon the defendant's instructions, the intimate parts of another person.</li><li>▪ Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.</li><li>▪ For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.</li></ul></li></ul></li><li>• Fourth Degree Sexual Assault (Wis. Stat. § 940.225(3m)): Except as provided in [the third-degree sexual assault statute], whoever has sexual</li></ul>
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	<p>contact with a person without the consent of that person is guilty of a Class A misdemeanor.</p> <ul style="list-style-type: none"> <li>• First Degree Sexual Assault of a Child (Wis. Stat. § 948.02(1)): <ul style="list-style-type: none"> <li>○ Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years and causes great bodily harm to the person is guilty of a Class A felony.</li> <li>○ Whoever has sexual intercourse with a person who has not attained the age of 12 years is guilty of a Class B felony.</li> <li>○ Whoever has sexual intercourse with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony.</li> <li>○ Whoever has sexual contact with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony if the actor is at least 18 years of age when the sexual contact occurs.</li> <li>○ Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years is guilty of a Class B felony.</li> </ul> </li> <li>• Second Degree Sexual Assault of a Child (Wis. Stat. § 948.02(2)): Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 16 years is guilty of a Class C felony.</li> </ul>
<p>Rape, Fondling, Incest, Statutory Rape</p>	<p>For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Wisconsin law are as follows:</p> <ul style="list-style-type: none"> <li>• Rape: The institution has determined, based on good-faith research, that Wisconsin law does not define the term rape. Such offenses are generally prosecuted under the state’s Sexual Assault statute (Wis. Stat. § 940.225).</li> <li>• Fondling: The institution has determined, based on good-faith research, that Wisconsin law does not define the term fondling.</li> <li>• Incest (Wis. Stat. § 944.06): Whoever marries or has nonmarital sexual intercourse, as defined in Section 948.01(6) with a person he or she knows is a blood relative and such relative is in fact related in a degree within which the marriage of the parties is prohibited by the law of this state is guilty of a Class F felony.</li> <li>• Statutory Rape: The institution has determined, based on good-faith research, that Wisconsin law does not define the term statutory rape. Such offenses are generally prosecuted under the state’s “sexual intercourse with a child aged 16 or older” (Wis. Stat. § 948.09) or “sexual assault of a child” (Wis. Stat. § 948.02) statutes.</li> </ul>



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Other "sexual assault" crimes	
Consent (as it relates to sexual activity)	<p>Under Wis. Stat. § 940.225(4), "consent" means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent is not an issue in alleged violations of sub. (2) (c), (cm), (d), (g), (h), and (i) [of the sexual assault laws set forth at Wis. Stat. § 940.225]. The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11(2): (b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct; (c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.</p> <p>Also, under Wis. Stat. § 939.22(48), "without consent" means no consent in fact or that consent is given for one of the following reasons: (a) Because the actor put the victim in fear by the use or threat of imminent use of physical violence on the victim, or on a person in the victim's presence, or on a member of the victim's immediate family; or (b) Because the actor purports to be acting under legal authority; or (c) Because the victim does not understand the nature of the thing to which the victim consents, either by reason of ignorance or mistake of fact or of law other than criminal law or by reason of youth or defective mental condition, whether permanent or temporary.</p>

**University Definition of Consent**

The University uses the following definition of consent in its Interim Sexual Misconduct Policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

Consent: Knowing, voluntary, and clear permission by word or action to engage in sexual activity.

- Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the

other has consented before engaging in the activity.

- If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.
- For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if



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you want to) without the need to explicitly obtain their consent to being kissed back.

- Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.
- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.
- Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the University to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.
- Consent in relationships must also be considered in context. When parties consent to bondage, discipline/dominance, submission/sadism, and masochism (BDSM) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Lawrence’s evaluation of communication in kink situations should be guided by reasonableness,

rather than strict adherence to policy that assumes non-kink relationships as a default.

### Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.



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- Don't make assumptions about the other person's consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you, their intentions.
- Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; "playful" use of force during sex; Jekyll-and-Hyde personality.

### Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don't hesitate to contact the police.

### Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.



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### **Ongoing Prevention and Awareness Campaign:**

The University also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

### **PPAP and OPAC Programming Methods:**

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the University. Methods include, but are not limited to

presentations, online training modules, distribution of written materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

### **Ongoing Programming Methods:**

Four groups across campus promote continued education, prevention, and education surrounding sex and gender-based harassment and discrimination: The Sexual Harassment and Assault Resources & Education (SHARE), Student Alliance Against Sexual Harassment & Assault (SAASHA), Equity and Title IX, and Student Life. The collective groups provide a variety of opportunities for students to become engaged in and continue to develop their education on Title IX and Violence Against Women related concerns.

### **Student Educational Efforts**

- Residential Education Initiatives
  - As part of the residential curriculum all students will have the opportunity to address their Community Assistants with questions regarding sex and gender discrimination after a brief presentation during community floor meetings. Residents are also advised of the CAs and Area Coordinators' duties, guest policy, the role of campus safety and emergency procedures. An emphasis is placed on individual responsibility for residence hall security and on teaching students to be responsible for one another to ensure the safety of their campus home.
  - Community Advisors also are tasked with providing programming to develop their community's regard for safety, resources, and understanding of sex and gender-based concerns.
- SAASHA Initiatives
  - SAASHA hosts a continued gathered experience called, "Survivor Saturday" in which people who have experienced sex or gender-based violence can gather and participate in a new activity or event.
  - SAASHA continues to partner with other student organizations to bridge developed understanding of resources on campus, reporting options, and confidential sources.



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- Domestic Violence Awareness Month
  - Held in October, SHARE and the Equity and Title IX office host a series of presentations, learning opportunities, and speaking events for students to engage with campus partners and off campus partners involved in domestic violence work.
  - Events are open to all students and employees.
  
- It’s on Us Week
  - Held in February, SHARE, the Equity and Title IX office, and Athletics host a week of educational opportunities to challenge trends, improve bystander awareness, and end sexual violence together.
  - Events are open to all students and employees.
  
- Sexual Assault Awareness Month
  - Held in April, SHARE, and the Equity and Title IX office host a series of presentations, learning opportunities, and speaking events for students to engage with campus partners and off campus partners involved in sexual violence prevention work.
  - Events are open to all students and employees.
  
- Canopy (Online Training) Students; First Year, Retuning, and Transfer
  - Show Some Respect! Prevent Harassment
    - Recognize when behavior crosses the line and what conduct constitutes harassment.
    - Distinguish between flirting and sexual harassment.
    - Develop techniques to address harassment as a target and as a bystander.
    - Identify resources for reporting and seeking help when subjected to or witnessing harassment.
  - Healthy Relationships
    - Characteristics of healthy and unhealthy relationships
    - Forms of dating abuse
    - Warning signs of an abusive relationship
    - What to do if you’re involved in an unhealthy or abusive relationship
    - Supporting friends who may be in an unhealthy relationship.

**Procedures to Follow if You are impacted by Dating Violence, Domestic Violence, Sexual Assault, or Stalking:**

Area Coordinator or Community Assistant.  
You may also contact the University’s Title IX Coordinator at 920-832-7496.

**Students on Main Campus**

If you are impacted by dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911, Campus Safety Department at 920-832-6999, or notify your

Impacted parties will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title



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- IX Coordinator or refer to the other resources listed in this report).
- 2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
- 3. The victim’s options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the impacted party so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
- 4. Where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.
- 6. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
- 7. The victim’s options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the impacted party so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
- 8. Where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations on Main Campus

**Students Visiting Bjorklunden**

If you are impacted by dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911, Campus Safety Department at 920-832-6999, or contact on-site Bjorklunden support staff by calling: 818-419-7734 You may also contact the University’s Title IX Coordinator at 920-832-7496 during business hours.

People impacted by physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Do not bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at ThedaCare Regional Medical Center- Appleton at 1818 N Meade St. Appleton, WI 54911; 920-731-4101 free of charge.

Impacted parties will be notified in writing of the procedures to follow, including:

- 5. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.



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Impacted parties are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

### Preservation of Evidence & Forensic Examinations at Bjorklunden

*People impacted by physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Do not bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at the Door County Medical Center at 323 S. 18th Ave., Sturgeon Bay, WI 54235, 920-743-5566 <https://sane.doj.wi.gov/county/Door-County>*

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Impacted parties are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

### Security/Law Enforcement & How to Make a Police Report on Main Campus

- University authorities responding to formal complaints of sexual misconduct will in all cases inform impacted parties of the options of criminal prosecution and connect

impacted parties to law enforcement to make a report.

- Appleton Police Department; Call 911 or 9-911 from any campus phone including campus outdoor emergency phones, or directly at 920-832-5500. The Appleton Police Station is located at 222 S. Walnut St. Appleton, WI 54911.
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

### Security/Law Enforcement & How to Make a Police Report at Bjorklunden

- University authorities responding to formal complaints of sexual misconduct will in all cases inform impacted parties of the options of criminal prosecution and connect impacted parties to law enforcement to make a report.
- Bjorklunden Campus / Door County Sheriff: Call 911 or 9-911 from any campus phone, or directly at 920-746-2243. The Door County Sheriff's Department is located at 421 Nebraska Street, Sturgeon Bay, WI 54235.
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when





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and what occurred, to the best of the victim's ability.

### *Information about Legal Protection Orders for Main Campus and Bjorklund*

In Wisconsin, victims may obtain an Adult Order of Protection, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Adult Orders of Protection may be found at:

<https://www.wicourts.gov/services/public/selfhelp/restord.htm>

A protection order may be obtained by filing a petition with the court. Courts can issue four types of orders: (1) Domestic Abuse, (2) Harassment Restraining Order, (3) Child Abuse, (4) Individual at Risk. More Information may be found [HERE](#).

[http://s3-us-east-2.amazonaws.com/edaw-webinars/wp-content/uploads/2018/11/14175257/IL-C\\_1Restraining\\_Order\\_Grid-June2016aynXEV.pdf](http://s3-us-east-2.amazonaws.com/edaw-webinars/wp-content/uploads/2018/11/14175257/IL-C_1Restraining_Order_Grid-June2016aynXEV.pdf)

Statue Information may be found here: <https://docs.legis.wisconsin.gov/statutes/statutes/813/>

When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department. The Title IX Coordinator and Campus Safety will help connect a person with an order of protection to local police in Appleton or Door County to help with enforcement process.

The institution will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

The institution does not issue legal orders of protection. However, as a matter of institutional policy, the institution may impose no-contact directives between individuals in appropriate circumstances. The institution may also issue a "no trespass warning" if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

### **Available Victim Services:**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the University and in the surrounding community. Those services include:

### *UNIVERSITY RESOURCES:*

- Wellness Services  
[wellnessservices@lawrence.edu](mailto:wellnessservices@lawrence.edu), 920-832-6574, Buchanan Kiewit Wellness Center
- LU Counseling Line (24/7 access): 920-419-8167



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- Deans of Spiritual & Religious Life:  
[spiritual.religious.life@lawrence.edu](mailto:spiritual.religious.life@lawrence.edu)  
920-832-7167; 739 East Alton Street,  
8-5, Mon-Fri
- Advocate via Reach Counseling and  
Advocacy: 920-733-8119
- One-time Consultation for TIX  
matters: Maggie Schmidt:  
[margaretschmidt.esq@gmail.com](mailto:margaretschmidt.esq@gmail.com)
- Campus Safety  
<https://www.lawrence.edu/offices/campus-services/campus-safety-services>, 920-832-9666
- Dean of Students  
<https://www.lawrence.edu/offices/student-life/dean-students>, Raymond  
House
- Equity & Title IX Office  
<https://www.lawrence.edu/offices/diversity-equity-and-inclusion/title-ix>,  
920-832-7496, Brokaw 93
- Housing & Residential Education  
<https://www.lawrence.edu/life-lawrence/about-residential-education>, 920-832-6600, Raymond  
House
- Human Resources  
[https://www7.lawrence.edu/info/offices/human\\_resources](https://www7.lawrence.edu/info/offices/human_resources),  
[humanresources@lawrence.edu](mailto:humanresources@lawrence.edu),  
Brokaw Hall
- LU Office of Academic Advising &  
Support  
<https://www.lawrence.edu/academics/advising-support>
- LU Office of International Student  
Services:  
[internationalhouse@lawrence.edu](mailto:internationalhouse@lawrence.edu),  
920-832-6509, 739 East Boldt Way,
- LU Office of Financial Aid:  
[financial.aid@lawrence.edu](mailto:financial.aid@lawrence.edu), 920-832-  
6583, Chapman Hall

### *Off CAMPUS RESOURCES:*

#### Police:

- Appleton Police Department  
<https://www.appleton.org/residents/police>, 911 or 920-832-5500 (non-  
emergency line)
- Door County Sheriff's Office  
<https://www.co.door.wi.gov/Directory.aspx?did=34>, 911 or 920-746-2400  
(non-emergency line)
- Outagamie Sheriff's Office  
<https://www.outagamie.org/government/departments-n-z/sheriff>, 911 or  
920-832-5000 (non-emergency line)

### *Legal Resources:*

- CAP Services  
<https://capservices.org/what-we-do/health-wellness-safety/fcc/>, 920-  
968-6365 821 E 1st Ave, Suite 3,  
Appleton, WI 54911
  - CAP Services' Family Crisis  
Center (FCC) provides  
assistance to victims of sexual  
assault and domestic  
violence, and to youth in crisis  
and their families, through a  
host of free and confidential  
programs.
  - Remember that violence or  
crisis in life can happen to  
anyone, so you are not alone.  
The staff of the FCC welcome  
the opportunity to serve  
individuals of all backgrounds  
and identities.



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- Legal Action of Wisconsin  
<https://www.legalaction.org/contact-us/oshkosh-area-office>, 855-947-2529, 300 Ohio St, Oshkosh, WI 54902
  - As the state’s largest non-profit law firm providing free civil legal services, we are a driving force making meaningful change in thousands of lives by ensuring the civil legal system works for everyone.
  - Our clients come from every racial, ethnic, and age group, and live in rural, suburban, and urban areas. Rarely do they face just a single problem. We believe everyone deserves to be treated with fairness and respect. At Legal Action of Wisconsin, we give clients a legal voice, a choice, and a say. We’re your firm, on your side, in your corner. We listen, we respond, and we do what we say we will do. We help clients protect their families, health and safety, housing, and livelihoods.
- Lift Wisconsin  
<https://www.liftwisconsin.org/>, 608-305-4829, PO Box 259824 Madison, WI 53725
  - The mission of LIFT Wisconsin is to provide efficient, technology driven legal assistance to clear civil legal barriers to economic prosperity for Wisconsin

families, to transform legal and court systems to prevent economic drags, and to contribute to national reform movements to improve access to civil legal justice.

### *Protection Orders & Documentation Outside of Lawrence:*

- Clerk of Circuit Court  
<https://www.outagamie.org/government/departments-a-e/clerk-of-circuit-courts>, 920-832-5131, 320 S Walnut St Appleton, WI 54911
- Wisconsin Court System Services for the Public  
<https://www.wicourts.gov/services/public/selfhelp/restord.htm>
  - The forms assistant can assist you in electronically filling out a petition for restraining order for domestic abuse or harassment. You will be asked a series of questions in an interview, and your answers will automatically be entered on the restraining order petition, also known as a petition for injunction/temporary restraining order. A confidential address information sheet will also be generated; this form must be filled with the petition.

### *Local Resources:*

- Harbor House Domestic Abuse  
<https://www.harborhousewi.org/>; 920-832-1666, 720 W 5<sup>th</sup> St, Appleton, WI 54914



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- The mission of Harbor House is to serve all people impacted by domestic and sexual violence, lead the shift in perception of violence, and advocate for lasting social change.
  - Reach Counseling & Advocacy  
<https://reachcounseling.com/>; 920-722-8150, 1509 S Commercial St, Neenah, WI 54956
    - Reach Counseling is a sexual assault service provider for children and adults that offers culturally responsive outreach, prevention education, victim advocacy, trauma counseling, and sex offender treatment. As an anti-violence agency, we strive to heal lives and transform communities.
  - Room to Be Safe: Diverse and Resilient  
<https://www.roomtobesafe.org/contact-us/>; 414-856-5428, 408 ½ W Wisconsin Ave, Appleton, WI 54911
    - Diverse & Resilient's Room to Be Safe Anti-violence Program serves LGBTQ survivors of violence (intimate partner, sexual, hate violence, bullying, as well as religious, police and state sanctioned violence) throughout Wisconsin.
  - Theda Care: Sexual Assault Nurse Examiner (SANE Exam), 920-454-2169, 1818 N. Meade St, Appleton, WI 54911
    - ThedaCare Sane Program provides comprehensive, compassionate care in a safe environment. Located within ThedaCare Regional Medical Center-Appleton Emergency Department, the SANE Program provides care 24 hours a day, seven days a week.
    - Most or all SANE Exam costs are covered by state funds.
- County Resources (Emotional Health/Substance Abuse):*
- Iris Place Peer Warm Line  
<https://www.namifoxvalley.org/iris-place/>; 920-815-3217
    - Peer support for individuals experiencing emotional distress related to mental health and/or substance use. The Peer Run Respite program offers a short-term stay in a healing and supportive environment.
  - Outagamie County Crisis Line 920-832-4646
    - Crisis support and information for individuals experiencing distress related to mental health and/or substance use.
- State & National Resources:*
- End Domestic Abuse Wisconsin  
<https://www.endabusewi.org/>, 608-255-0539, 1400 E. Washington Ave, Suite 227, Madison WI 53703
    - For advocates, survivors, & allies, End Domestic Abuse



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Wisconsin (End Abuse) is the only statewide coalition led by social policy advocates, attorneys, & experts working to support, connect, equip, empower, & lead social change organizations to end domestic abuse – because everyone deserves dignity & safety.

- Emergency Support 911
- Immigration Advocates Network <https://www.immigrationadvocates.org/>
- National Center for Victims of Crime <https://victimsofcrime.org/>, 202-467-8700
  - The mission of the National Center for Victims of Crime is to forge a national commitment to help victims of crime rebuild their lives. We are dedicated to serving individuals, families, and communities harmed by crime.
- National Domestic Violence Hotline <https://www.thehotline.org/>, 800-799-7233
  - 24 hours a day, seven days a week, 365 days a year, the National Domestic Violence Hotline provides essential tools and support to help survivors of domestic violence so they can live their lives free of abuse.
  - Contacts to The Hotline can expect highly trained, expert advocates to offer free, confidential, and compassionate support, crisis intervention information, education, and referral services in over 200 languages.
- National Sexual Assault Hotline RAINN <https://www.rainn.org/>, 800-656-4673
  - RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization. RAINN created and operated the National Sexual Assault Hotline (800. 656.HOPE, [online.rainn.org](https://www.rainn.org) y [rainn.org/es](https://www.rainn.org/es)) in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.
- National Suicide & Crisis Lifeline 988
  - In 2020, Congress designated the new 988 dialing code to be operated through the existing National Suicide Prevention Lifeline. SAMHSA sees 988 as a first step towards a transformed crisis care system in America.
- U.S. Citizenship and Immigration Services <https://www.uscis.gov/>



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- Wisconsin Coalition Against Sexual Assault <https://www.wcasa.org/>, 608-257-1516, 2801 W Beltline HWY, Suite 102, Madison, WI 53713
  - WCASA is a statewide coalition and membership agency, dedicated to providing support and complimenting the work of Wisconsin sexual assault service provider (SASP) agencies, which are working to end sexual violence and offer support, advocacy and information to its victims of sexual assault and their families.
- Wisconsin Department of Children and Families <https://dcf.wisconsin.gov/cps/report> abuse, Outagamie County 920-832-5161, 320 S Walnut St, Appleton, WI 54911

### **Accommodations and Protective Measures:**

The University will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the University is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodation or protective measures should be made to the Title IX Coordinator at 920-832-7496, and the Title IX Coordinator is responsible for deciding what,

if any, accommodation or protective measures will be implemented.

When determining the reasonableness of such a request, the University may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The University will maintain as confidential any accommodations or protective measures provided for a victim to the extent that maintaining confidentiality would not impair the University's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the University in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the University will inform the victim of that necessity prior to the disclosure,



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including which information will be shared, with whom it will be shared and why.

### **Procedures for Disciplinary Action:**

Allegations of domestic violence, dating violence, sexual assault, or stalking will be processed through the University's INTERIM POLICY: Sexual Harassment, Including Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation, or Sexual Misconduct Policy, as appropriate to the allegations found within the student and employee handbooks and the related complaint resolution procedures.

The complaint resolution procedures are invoked once a formal complaint is made to one of the following individuals:

Tina Harrig  
Director of Human Resources  
920-832-6511  
[tina.l.harrig@lawrence.edu](mailto:tina.l.harrig@lawrence.edu)

Sara Holtzman  
Director of Equity and Title IX Coordinator  
920-832-7496 Memorial Hall, 100  
[titleix@lawrence.edu](mailto:titleix@lawrence.edu)  
[sara.holtzman@lawrence.edu](mailto:sara.holtzman@lawrence.edu)

Reports may be made online, over the phone, or in-person. An electronic form available at [https://lawrence-advocate.symplicity.com/titleix\\_report/index.php/pid614758](https://lawrence-advocate.symplicity.com/titleix_report/index.php/pid614758) can also be used to file a report.

Once a formal complaint is made, the Title IX Coordinator will evaluate the complaint to determine the appropriate grievance procedure. Should the complaint meet Title IX definitions and criteria the process is as

follows. If the formal complaint does not fall under Title IX and the complainant wishes to move forward, the Title IX officer will refer the complaint to the appropriate grievance process: Grievance Process for Employees, outlined in the Employee and below, or the Student Judicial Grievance Process outlined in the Student Handbook, and below.

### **Title IX University Grievance Process:**

After the evaluation of the formal complaint, the Title IX Coordinator is to provide notice to the parties of the investigation, including a description of the process to be utilized, the identities of the parties, the conduct at issue, and the date and location of the alleged incident.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses, including both fact and expert witnesses, and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Prior to the conclusion of the investigation, both parties will be provided an opportunity to review the evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint. Upon completion of the investigation, both parties will be given access to a copy of an investigation report for review.

In Title IX cases, a live hearing will be conducted to make a determination as to whether any allegations in the complaint were



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found to be substantiated by a preponderance of the evidence. During the hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those bearing on credibility. The decision maker(s) will issue a written determination of responsibility, a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant, and a description of the procedures and permissible grounds for appeal. The parties will be notified of this determination in writing within five (5) days of it being made. Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the University and remain within the 60-90 business day goal for resolution. In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within five (5) days of the delivery of the Notice of Outcome. A single Appeal Decision-maker will evaluate the appeal. No appeals officer or Decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. The non-appealing party will be notified of the appeal and permitted to submit a written statement in response. The Appeal Decision-Maker will resolve the appeal within five (5)

days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision.

### **Informal Resolution:**

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator.

Informal resolutions may be initiated at any point in the process once a formal complaint has been made. It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, the University will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the University.

The University will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

### **Grievance Process for Employees**

The grievance procedure is a way to address concerns that are not covered by other university processes (academic petitions, honor council or judicial board hearings, or complaints of sexual misconduct or employee discrimination). If you have a concern about the actions or lack of action of another





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member of the Lawrence community, you should follow the procedure below.

**1. Discussion:** Where possible, discuss the concern with the other person to seek a mutually acceptable resolution. If you feel uncomfortable or unsafe doing so, proceed to #2 or 3.

**2. Consultation/Mediation:** Seek counsel from a supervisor, advisor, residence hall director or residence life advisor, counselor, dean, colleague, etc., who may suggest possible solutions, refer you to a university procedure for addressing this type of concern, or act as an informal mediator to help resolve the dispute.

**3. Formal Review:** If the matter remains unresolved, request a formal review by the appropriate university authority:

- Vice President for Student Life for a concern about a student's actions.
- Provost and Dean of the Faculty for a concern about a faculty member's actions; or
- Vice President for Finance and Administration for a concern about a staff member's actions.

The authority will acknowledge receipt of the grievance within two weeks and will work to resolve the matter as quickly as possible. The authority may guide the party to an applicable university procedure or investigate the matter by:

9. sharing the statement with the other party and asking for a written response.
10. seeking additional information from one or both parties or from others who have knowledge of the dispute; and

11. consulting sources on university procedures and regulations or seeking advice from appropriate counsel.

On the basis of this information, the authority will determine whether either party acted inappropriately and what corrective action needs to be taken. If the authority determines that the situation is not a matter for university governance, the authority may recommend actions, but neither party is bound to act on those recommendations. The authority's written decisions and directives or recommendations will be sent to both parties, preferably by email.

**4. Appeal:** If the authority's decision does not resolve the matter, you or the other party may request that a panel hear the grievance. To call for a panel, send the authority a written statement of your reason for the appeal and your willingness to abide by the panel's decision. The preferred way to receive an appeal is by email with "appeal" in the subject line.

The authority will acknowledge receipt of the appeal within two weeks and will compose a panel to hear the grievance. The university authority will ask you and the other party each to submit the names of three faculty or staff members. The authority will select one person from each list and name a third person to the panel. If either party to the grievance is a student, the third person will be a student member of the judicial board who has no involvement with the dispute; otherwise, the third person will be a member of the faculty or staff. The authority will designate one panel member as chair.

The panel will be given all written statements related to the grievance, including the university authority's decision and directives or recommendations. The panel may interview any or all parties and others with



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knowledge related to the dispute. On the basis of this information, the panel will render its decision, preferably by consensus but otherwise by majority vote. The panel's written decision will be sent to both parties and the university authority, preferably by email. All parties are expected to abide by that decision.

While the grievance procedure is meant to resolve disagreements that affect members of the Lawrence community, it may not be possible to solve a problem to everyone's satisfaction. The university expressly forbids any retaliation or threat of retaliation for filing a grievance, and any party that fails to follow the directives of the university authority or grievance panel will be subject to disciplinary action. This ensures that the process can lead to a genuine resolution.

### **Student Judicial Grievance Process**

#### **V. Procedures**

A. A complaint shall be filed with the office of the dean of students on a form provided for that purpose which specifies the following:

1. The names of the complainant and the accused party.
2. A brief statement of the facts upon which the complainant alleges that the accused party has violated the Social Code.
3. A citation of those specific provisions of the Social Code, which the complainant alleges were violated by the accused party's conduct.

B. In order to facilitate the Judicial Board process, a procedural advisor will be assigned for each case by the dean of students. When a blank complaint form is obtained, the complainant will be advised to contact the dean of students office in order to have a procedural advisor assigned. The procedural advisor will be available to help advise the

complainant in drafting of the complaint and the consequent hearing, should one arise.

1. If the student does not contact the dean of students before the complaint is filed, a procedural advisor for the case will be assigned at the time the complaint is filed.
2. In order for the complainant to receive assistance in drafting the complaint, the complainant must contact the dean of students office to have a procedural advisor assigned to the case.

C. The office of the dean of students shall send a copy of the filed form to the accused party within two workdays. Attached to this copy will be the name of the procedural advisor assigned to the case.

D. The accused party shall have two workdays from the time of receiving the complaint within which an answer must be filed on a form provided by the office of the dean of students. The form shall include the following:

1. A statement of the facts contained in the complaint, which are disputed by the accused party.
2. Any request that the accused party may have that the complaint should be summarily dismissed by the Judicial Board for either of the following reasons:
  - a. That no violation of the Social Code has been described by the complaint even if all the alleged facts are accepted as being true;
  - b. That the conduct which is the subject of the complaint is protected by the accused party's right to freedom of expression.

E. Failure of the accused party to answer the complaint may be considered an admission of the substance of the complaint. After the complaint and the response have been provided to all parties, and two workdays



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notice has been given to all parties, a hearing shall be convened as follows:

1. At the discretion of the board, if the accused party has requested that the complaint be summarily dismissed, a hearing may be convened which allows the accused party a reasonable opportunity to be heard on the question of the proposed dismissal without the submission of evidence pertaining to the factual merits of the dispute.

2. If the complaint and the answer present a factual dispute which must be resolved by the board, a hearing shall be convened and conducted in such a manner as to guarantee the following rights to the parties:

- a. The right to confront and question any individual witness offering testimony at the hearing;
- b. The right to call any available member of the community with knowledge relevant to the dispute to testify;
- c. The right to present an explanation and argument to the board.

3. A taped recording and a written account of the hearing shall be made by the Judicial Board chair for the use of the president of the university in the case of an appeal. All tape recordings of the case will be erased at the time of the student's graduation.

F. At the conclusion of the hearing the board shall meet and determine its decision in the case by majority vote. The decision of the Judicial Board shall be reported in writing and shall include the following:

1. A statement of the board's findings of any violation of the Social Code
2. A statement of any sanction imposed by the board;
3. A clear and concise description of the parties' appeal rights.

G. A copy of the written statement shall be provided to the parties and filed with the office of the dean of students within two workdays of the completion of the hearing. Any party wishing to file an appeal of the decision must do so within three workdays of receiving a copy of the written statement.

H. All appeals filed by the parties shall be determined by the president of the university who shall also have the power to review, modify, or reverse any decision of the Judicial Board as he or she finds appropriate in fulfilling their charge from the Board of Trustees of the university. All decisions of the president are final and shall be made within workdays of any decision of the Judicial Board. The president shall provide to the parties, to the Judicial Board, and to the office of the dean of students a written statement explaining their rationale for modifying or reversing any decision of the Judicial Board.

I. At least once a term, the Judicial Board chair shall submit copies of the written statements sent to the accused students, with names and identifying data deleted, to the Lawrentian for publication. If the president's statement modifies or reverses any decisions of the board, the president's statements of the rationale for the modifications or reversals of the decisions shall also be submitted to the Lawrentian for publication, with names and identifying data deleted. No statements shall be published until the time for appeal has passed or the appeal is completed.

J. Copies of the written statement sent to the accused party, with names and identifying data deleted, shall be maintained as part of a permanent, public record of the community by the office of the dean of students.

K. The dean of students shall maintain a file for each student involved in disciplinary



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procedures. This file shall contain copies of the written complaint and response, a written account of the hearing, a copy of the Judicial Board's written statement, and any material related to an appeals process that was sent to the accused party. In addition, the file shall contain any correspondence from the dean of students regarding any disciplinary matters. In any proceedings before the board involving a student, the information in this file may be considered when determining an appropriate sanction. This file shall be for internal use only and shall be destroyed upon the student's graduation. A record of the outcome of the judicial proceedings shall be maintained by the dean of students office.

### **Rights of the Parties in an Institutional Proceeding:**

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
2. A prompt, fair and impartial process is one that is:
  - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
  - Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and the accused.
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.

- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

3. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
  - Such training addresses topics such as the definition of sexual harassment; the scope of the University's education programs and activities; how to conduct investigations, hearings, and appeals and informal resolutions (as



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applicable); relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest. Training include but are not limited to ATIXA's Coordinator Level One, Coordinator Level Two, Investigator 1, and Title IX and Athletics Trainings.

3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the preponderance of the evidence standard.
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

### **Possible Sanctions or Supportive Measures that the University May Impose for Dating**

### **Violence, Domestic Violence, Sexual Assault or Stalking Offenses:**

Following a final determination in the institution's disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved.

If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Director of Human Resources. Following a suspension, the individual will be required to meet with the Dean of Students (student) or Director of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the University can make available to the victim a range of protective measures. They include forbidding the accused from entering the victim's residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

### **Supportive Measures**

Supportive measures are offered in the process to all parties. They are intended to be non-punitive remedies to lessen the impact of sexual violence instances. Examples of supportive measures are below:

- a. Referral to counseling, medical, and/or other healthcare services
- b. Referral to the Employee Assistance Program (EAP)
- c. Referral to community-based service providers



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- d. Student financial aid counseling
- e. Education to the institutional community or community subgroup(s)
- f. Altering campus housing assignment(s)
- g. Altering work arrangements for employees or student-employees.
- h. Safety planning
- i. Providing campus safety escorts.
- j. Providing transportation accommodations.
- k. Implementing contact limitations (no intentional contact directives) between the parties.
- l. Academic support, extensions of deadlines, or other course/program-related adjustments
- m. Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders.
- n. Timely warnings
- o. Class schedule modifications, withdrawals, or leaves of absence.
- p. Increased security and monitoring of certain areas of the campus
- q. Any other actions deemed appropriate by the Title IX Coordinator

- v. bring an end to the sexual Harassment and/or retaliation.
- v. The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation.
- vi. The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community.
- vii. The impact on the parties
- viii. Any other information deemed relevant by the Decision-maker  
The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

Student Sanctions

The following are the usual sanctions<sup>18</sup> that may be imposed upon students or organizations singly or in combination<sup>19</sup>:

Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- i. The nature, severity of, and circumstances surrounding the violation(s)
- ii. The Respondent’s disciplinary history
- iii. Previous allegations or allegations involving similar conduct.
- iv. The need for sanctions/responsive actions to

- i. Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure, or directive will result in more severe sanctions/responsive actions.
- ii. Required Counseling: A mandate to meet with and engage in either University-sponsored or external counseling to better



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- comprehend the misconduct and its effects.
  - iii. Probation: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no contact orders, and/or other measures deemed appropriate.
  - iv. Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Lawrence.
  - v. Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend University-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student’s official transcript.
  - vi. Withholding Diploma: The University may withhold a student’s diploma for a
    - specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
  - vii. Revocation of Degree: The University reserves the right to revoke a degree previously awarded from the University for fraud, misrepresentation, and/or other violation of university policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - viii. Organizational Sanctions: Deactivation, loss of recognition, loss of some or all privileges (including University registration) for a specified period of time.
  - ix. Other Actions: In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.
- Employee Sanctions/Responsive Actions**  
 Responsive actions for an employee who has engaged in harassment and/or retaliation include:
- i. Warning – Verbal or Written
  - ii. Performance Improvement Plan/Management Process
  - iii. Enhanced supervision, observation, or review
  - iv. Required Counseling v. Required Training or Education
  - v. Probation



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- vi. Denial of Pay Increase/Pay Grade
- vii. Loss of Oversight or Supervisory Responsibility
- viii. Demotion
- ix. Transfer
- x. Reassignment
- xi. Delay of tenure track progress
- xii. Assignment to new supervisor
- xiii. Restriction of stipends, research, and/or professional development resources
- xiv. Suspension with pay
- xv. Suspension without pay.
- xvi. Termination
- xvii. Other Actions: In addition to or in place of the above sanctions/responsive actions, Lawrence may assign any other responsive actions as deemed appropriate.

- vii. Whether an emergency removal is needed.
- viii. Skill of the Alternate Resolution facilitator with this type of allegation.
- ix. Complaint complexity.
- x. Emotional investment/capability of the parties.
- xi. Rationality of the parties; xii. Goals of the parties.
- xii. Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

**Alternate Resolution Mechanism**

Alternate Resolution is an informal mechanism, by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternate Resolution mechanism. The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- i. The parties’ amenability to Alternate Resolution.
- ii. Likelihood of potential resolution, taking into account any power dynamics between the parties.
- iii. The parties’ motivation to participate.
- iv. Civility of the parties.
- v. Results of a violence risk assessment/ongoing risk analysis.
- vi. Disciplinary history.

**Publicly Available Recordkeeping:**

The University will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the University to the extent permitted by law.

**Victims to Receive Written Notification of Rights:**

When a student or employee reports to the University that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.





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### **Sex Offender Registration Program:**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher

education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the University of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Director of Campus Services at 920-832-6788. State registry of sex offender information may be accessed at the following link: <https://appsdoc.wi.gov/public>



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**ANNUAL FIRE SAFETY REPORT**

**Housing Facilities and Fire Safety Systems**

**The University maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.**

Campus: Lawrence University, 711 E Boldt Way, Appleton, WI 54911

**HOUSING FACILITIES - Reporting Year 2022**

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Brokaw Hall, 115 S. Drew St.	X		X	X	X	X	2
Colman Hall, 212 S. Durkee St.	X	X		X	X	X	2
Hiett Hall, 403 E. College Ave.	X		X	X	X	X	2
Kohler Hall, 718 E. Alton St.	X		X	X	X	X	2
Ormsby Hall, 401 E. College Ave.	X		X	X	X	X	2
Plantz Hall, 600 E. College Ave.	X			X	X	X	2
Sage Hall, 723 E. Boldt Way	X	X		X	X	X	2



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Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Brokaw Hall, 115 S. Drew St.	X		X	X	X	X	2
Colman Hall, 212 S. Durkee St.	X	X		X	X	X	2
Hiett Hall, 403 E. College Ave.	X		X	X	X	X	2
Kohler Hall, 718 E. Alton St.	X		X	X	X	X	2
Ormsby Hall, 401 E. College Ave.	X		X	X	X	X	2
Plantz Hall, 600 E. College Ave.	X			X	X	X	2
Sage Hall, 723 E. Boldt Way	X	X		X	X	X	2



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Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Student Housing 742 E. Boldt Way	X		X	X	X	X	2
Student Housing 206 S. Lawe St. (Q2)	X		X	X	X	X	2
Student Housing 218 S. Lawe St. (Q3)	X		X	X	X	X	2
Student Housing 203 N. Union St.	X		X	X	X	X	2
Bjorklunden Housing, 7590 Boynton Lane, Baileys Harbor, WI 54202	X		X	X	X	X	0



## LAWRENCE UNIVERSITY

### FIRE SAFETY SYSTEMS

Stairwell fire doors must remain closed, and hallways and exits must be kept clear of obstructions. Students must not break or remove ceiling tiles in rooms or hallways. They are an important part of the fire safety system; they are fire rated and can control the spread of fire. Because of the threat to health and life, students must not tamper with fire safety equipment including fire extinguishers, fire alarm pull stations, smoke detectors, exit and emergency lighting. Students must not remove, deface, or alter signs that are in place to warn of possible danger, or show floor level, state rules and procedures, direct or restrict access.

To make sprinkler systems as effective as possible:

- Sprinklers heads must never be painted.
- Nothing may be hung from the sprinkler piping or sprinkler heads.
- Sprinkler heads may never be obstructed or altered.
- Nothing must be stored within 18 inches from the sprinkler head.
  
- Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or public areas.
- Report any damage to the sprinkler system to Facilities Operations immediately.

### Appleton Fire Department Inspections

City fire marshals regularly inspect campus facilities to assure compliance with all fire safety regulations. Only trained residence hall staff and fire safety or campus safety personnel are allowed to use fire extinguishers. Tampering with fire safety equipment and/or discharging a fire extinguisher when there is no fire will result in severe disciplinary action including possible suspension or expulsion. Individuals may be held responsible for the repair, replacement or refilling of fire safety equipment. In addition, negligence that results in the need for a response by Appleton Fire Department personnel may result in charges to the responsible student(s). Students should be aware of state statutes that define giving a false alarm as a Class A misdemeanor subject to a fine.

### POLICIES ON SMOKING

Students are instructed to use every precaution to prevent fires on campus. As outlined in the smoking section of the student handbook (page 98), there is a **no smoking policy** in all Lawrence University owned, leased, or operated buildings and vehicles. (Smoking is understood to be the act of inhaling and emitting a smoke or vapor from cigarettes, electronic cigarettes, cigars, cigarillos, pipes, hookahs, or other delivery products). Smoking is permitted on all City of Appleton public sidewalks (adjacent to city streets), but smoking is not permitted on Lawrence sidewalks or in Lawrence parking lots.



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**NO UNATTENDED COOKING**

Students are not to leave kitchens, microwave ovens, ovens/stoves, or other appliances unattended while cooking. Grills used on campus must be at least 15 feet away from any building door or window to prevent false alarms. Grills may not be used on porches of student residences.

**PROHIBITED ITEMS – OPEN FLAMES – CANDLES – INCENSE – FLAMMABLE LIQUIDS**

The following items are prohibited in student residences: any open flame, lighters, candles, incense, fog machines, lanterns, oil lamps, hot plates, deep fryers, grills, corn poppers, electric heaters, electric irons, microwaves (except for items provided by the university), tapestries or ceiling mounted posters, and extension cords without a breaker. Cords may not be strung under carpets, rugs, or across furniture according to City of Appleton fire safety regulations.

**PROCEDURES FOR STUDENT HOUSING EVACUATION IN CASE OF FIRE**

In the event of a fire alarm, the University expects that all campus community members will evacuate by the nearest exit, closing doors as they leave. If smoke is encountered, stay low to the floor for better air quality. Do NOT use an elevator. If circumstances permit at the time of the alarm, additional instructions will be given regarding where students and/or staff are to relocate.

In the event of a fire alarm (other than pre-arranged testing that lasts about 3 seconds), students are to proceed immediately to the assigned meeting location and wait there until an “ALL CLEAR” is given, so staff members can be sure of everyone’s safety.

ASSIGNED MEETING LOCATIONS are:

<b>Residence Hall</b>	<b>Meeting Location</b>
Brokaw/Colman Halls	Grassy area between halls
Hiett Hall	Area between Ormsby and Steitz Science Hall
Kohler/Draheim	In front of Alice G. Chapman Hall
Ormsby Hall	Grassy area in front of Ormsby
Plantz Hall	North side of Plantz Hall parking lot
Sage Hall	Center of the Quad
Trever Hall	Grassy area west of Trever
Executive Houses	Executive House parking lot
All Quad Residences (Q1-Q6)	Center of the Quad



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All Boldt Way Small Residences	Center of the Quad
All North Union Street Residences	Grassy area east of the Chapel
<b>Bjorklunden – Bailey's Harbor</b>	Area off of lakeside deck

Students with disabilities should notify staff so additional assistance during emergencies can be pre-arranged. Immediate evacuation when the alarm sounds is mandatory and re-entry into the building during a fire alarm is prohibited.

**FIRE SAFETY EDUCATION and TRAINING PROGRAMS**

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. Their purpose is to: familiarize everyone with the fire safety system in each facility, train them on procedures to follow if there is a fire and inform them of the University's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory and any student with a disability is given the option of having a "buddy" assigned to assist him or her.

**REPORTING FIRES**

The University is required to disclose each year statistical data on all fires that occurred in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency situation, ensure your own safety, and then please call 911.

There may also be rare instances when a fire is extinguished quickly, and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Campus Safety at 920-832-6999. When providing notification of a fire, give as much information as possible about the location, date, time, and cause of the fire.



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Fire Statistics

2022 STATISTICS AND RELATED INFORMATION REGARDING FIRES IN RESIDENTIAL FACILITIES

RESIDENTIAL FACILITY	TOTAL FIRES IN FACILITY 2022	CAUSE OF FIRE	NUMBER OF FIRES REQUIRING MEDICAL TREATMENT	DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE OF FIRE
Brokaw Hall, 115 S. Drew St.	0	N/A	0	0	\$0.00
Colman Hall, 212 S. Durkee St.	0	N/A	0	0	\$0.00
Hiett Hall, 403 E. College Ave.	0	N/A	0	0	\$0.00
Kohler Hall, 718 E. Alton St.	0	N/A	0	0	\$0.00
Ormsby Hall, 401 E. College Ave.	0	N/A	0	0	\$0.00
Plantz Hall, 600 E. College Ave.	0	N/A	0	0	\$0.00
Sage Hall, 723 E. Boldt Way	0	N/A	0	0	\$0.00
Trever Hall, 815 E. South St.	0	N/A	0	0	\$0.00
Student Housing - 300 S. Meade St. (Big Exec)	0	N/A	0	0	\$0.00





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RESIDENTIAL FACILITY	TOTAL FIRES IN FACILITY 2022	CAUSE OF FIRE	NUMBER OF FIRES REQUIRING MEDICAL TREATMENT	DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE OF FIRE
Student Housing - 813 E. John St. (Small Exec)	0	N/A	0	0	\$0.00
Student Housing - 711 E. Alton St. (Q1)	0	N/A	0	0	\$0.00
Student Housing - 733 E. Alton St. (Q6)	0	N/A	0	0	\$0.00
Student Housing - 712 E. Boldt Way (Q4)	0	N/A	0	0	\$0.00
Student Housing - 726 E. Boldt Way (Q5)	0	N/A	0	0	\$0.00
Student Housing - 738 E. Boldt Way	0	N/A	0	0	\$0.00
Student Housing - 741 E. Boldt Way	0	N/A	0	0	\$0.00
Student Housing - 742 E. Boldt Way	0	N/A	0	0	\$0.00
Student Housing - 206 S. Law (Q2)	0	N/A	0	0	\$0.00
Student Housing - 218 S. Law (Q3)	0	N/A	0	0	\$0.00
Student Housing - 203 N. Union St.	0	N/A	0	0	\$0.00
Bjorklunden Housing, 7590 Boynton Lane, Baileys Harbor, WI 54202	0	N/A	0	0	\$0.00



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**Plans for Future Improvements**

The University periodically reviews its fire safety protections and procedures.

\*Summer of 2023, the Student Housing at 711 E. Alton (Q1) is having a new sprinkler system and a new FireLite fire panel

installed. A new FireLite fire panel was installed at 813 E. John Street.

**FIRE SAFETY REPORTING FOR THE TWO PREVIOUS YEARS**

**2021 STATISTICS AND RELATED INFORMATION REGARDING FIRES IN RESIDENTIAL FACILITIES**

RESIDENTIAL FACILITY	TOTAL FIRES IN FACILITY 2021	CAUSE OF FIRE	NUMBER OF FIRES REQUIRING MEDICAL TREATMENT	DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE OF FIRE
Brokaw Hall, 115 S. Drew St.	0	N/A	0	0	\$0.00
Colman Hall, 212 S. Durkee St.	0	N/A	0	0	\$0.00
Hiett Hall, 403 E. College Ave.	0	N/A	0	0	\$0.00
Kohler Hall, 718 E. Alton St.	1	Electric al fuses short in outdoor vault	0	0	ESTIMATE UNDER \$200.00
Ormsby Hall, 401 E. College Ave.	0	N/A	0	0	\$0.00
Plantz Hall, 600 E. College Ave.	0	N/A	0	0	\$0.00
Sage Hall, 723 E. Boldt Way	0	N/A	0	0	\$0.00
Trever Hall, 815 E. South St.	0	N/A	0	0	\$0.00
Student Housing - 300 S. Meade St. (Big Exec)	0	N/A	0	0	\$0.00



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Student Housing - 813 E. John St. (Small Exec)	0	N/A	0	0	\$0.00
Student Housing - 711 E. Alton St. (Q1)	0	N/A	0	0	\$0.00
RESIDENTIAL FACILITY	TOTAL FIRES IN FACILITY 2021	CAUSE OF FIRE	NUMBER OF FIRES REQUIRING MEDICAL TREATMENT	DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE OF FIRE
Student Housing - 733 E. Alton St. (Q6)	0	N/A	0	0	\$0.00
Student Housing - 712 E. Boldt Way (Q4)	0	N/A	0	0	\$0.00
Student Housing - 726 E. Boldt Way (Q5)	0	N/A	0	0	\$0.00
Student Housing - 738 E. Boldt Way	0	N/A	0	0	\$0.00
Student Housing - 741 E. Boldt Way	0	N/A	0	0	\$0.00
Student Housing - 742 E. Boldt Way	0	N/A	0	0	\$0.00
Student Housing - 206 S. Law (Q2)	0	N/A	0	0	\$0.00
Student Housing - 218 S. Law (Q3)	0	N/A	0	0	\$0.00
Student Housing - 203 N. Union St.	0	N/A	0	0	\$0.00
Bjorklunden Housing, 7590 Boynton Lane, Baileys Harbor, WI 54202	0	N/A	0	0	\$0.00



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2020 STATISTICS AND RELATED INFORMATION  
REGARDING FIRES IN RESIDENTIAL FACILITIES

RESIDENTIAL FACILITY	TOTAL FIRES IN FACILITY2 020	CAUSE OF FIRE	NUMBER OF FIRES REQUIRING MEDICAL TREATMENT	DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE OF FIRE
Brokaw Hall, 115 S. Drew St.	0	N/A	0	0	\$0.00
Colman Hall, 212 S. Durkee St.	0	N/A	0	0	\$0.00
Hiett Hall, 403 E. College Ave.	0	N/A	0	0	\$0.00
Kohler Hall, 718 E. Alton St.	0	N/A	0	0	\$0.00
Ormsby Hall, 401 E. College Ave.	0	N/A	0	0	\$0.00
Plantz Hall, 600 E. College Ave.	0	N/A	0	0	\$0.00
Sage Hall, 723 E. Boldt Way	0	N/A	0	0	\$0.00
Trever Hall, 815 E. South St.	0	N/A	0	0	\$0.00
Student Housing - 300 S. Meade St. (Big Exec)	0	N/A	0	0	\$0.00
Student Housing - 813 E. John St. (Small Exec)	0	N/A	0	0	\$0.00
Student Housing - 711 E. Alton St. (Q1)	0	N/A	0	0	\$0.00
Student Housing - 733	0	N/A	0	0	\$0.00



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E. Alton St. (Q6)					
Student Housing - 712 E. Boldt Way (Q4)	0	N/A	0	0	\$0.00
Student Housing - 726 E. Boldt Way (Q5)	0	N/A	0	0	\$0.00
RESIDENTIAL FACILITY	TOTAL FIRES IN FACILITY 2020	CAUSE OF FIRE	NUMBER OF FIRES REQUIRING MEDICAL TREATMENT	DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE OF FIRE
Student Housing - 738 E. Boldt Way	0	N/A	0	0	\$0.00
Student Housing - 741 E. Boldt Way	0	N/A	0	0	\$0.00
Student Housing - 742 E. Boldt Way	0	N/A	0	0	\$0.00
Student Housing - 206 S. Law (Q2)	0	N/A	0	0	\$0.00
Student Housing - 218 S. Law (Q3)	0	N/A	0	0	\$0.00
Student Housing - 203 N. Union St.	0	N/A	0	0	\$0.00
Bjorklunden Housing, 7590 Boynton Lane, Baileys Harbor, WI 54202	0	N/A	0	0	\$0.00



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**Crime Statistics (On Campus)**

	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Murder</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Negligent Manslaughter</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>2</b>	<b>0</b>	<b>1</b>
<b>Aggravated Assault</b>	<b>0</b>	<b>4</b>	<b>4</b>
<b>Burglary</b>	<b>1</b>	<b>4</b>	<b>3</b>
<b>Arson</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hate Crimes</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Stalking</b>	<b>1</b>	<b>5</b>	<b>1</b>
<b>Dating/Relationship Violence</b>	<b>2</b>	<b>5</b>	<b>2</b>
<b>Domestic Violence</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests/Citations</b>			
- Liquor Law Violation	<b>1</b>	<b>1</b>	<b>0</b>
- Drug Law Violations	<b>1</b>	<b>3</b>	<b>0</b>
-Illegal Weapons Possession	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disciplinary Referrals</b>			
- Alcohol Policy Violations	<b>9</b>	<b>12</b>	<b>24</b>
- Drug Policy Violations	<b>20</b>	<b>13</b>	<b>16</b>
- Weapons Policy Violations	<b>0</b>	<b>1</b>	<b>1</b>



### Crime Statistics (Off Campus APD)

	<b>2022</b>
<b>Murder</b>	<b>0</b>
<b>Negligent Manslaughter</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>
<b>Arson</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>1</b>
<b>Hate Crimes</b>	<b>0</b>
<b>Stalking</b>	<b>0</b>
<b>Dating/Relationship Violence</b>	<b>0</b>
<b>Domestic Violence</b>	<b>0</b>
<b>Arrests/Citations</b>	
- Liquor Law Violation	<b>17</b>
- Drug Law Violations	<b>6</b>
-Illegal Weapons Possession	<b>1</b>
<b>Sexual Offenses</b>	<b>1</b>



### Crime Statistics (Off Campus London Centre)

\*Requested information from London Centre Contact, no reports have been brought to campus attention

	<b>2022*</b>
<b>Murder</b>	<b>0</b>
<b>Negligent Manslaughter</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>
<b>Arson</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>0</b>
<b>Hate Crimes</b>	<b>0</b>
<b>Stalking</b>	<b>0</b>
<b>Dating/Relationship Violence</b>	<b>0</b>
<b>Domestic Violence</b>	<b>0</b>
<b>Arrests/Citations</b>	<b>0</b>
- Liquor Law Violation	
- Drug Law Violations	
-Illegal Weapons Possession	
<b>Sexual Offenses</b>	<b>0</b>





### Crime Statistics (Off Campus Bjorklunden)

	<b>2022</b>
<b>Murder</b>	<b>0</b>
<b>Negligent Manslaughter</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>
<b>Arson</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>0</b>
<b>Hate Crimes</b>	<b>0</b>
<b>Stalking</b>	<b>0</b>
<b>Dating/Relationship Violence</b>	<b>0</b>
<b>Domestic Violence</b>	<b>0</b>
<b>Arrests/Citations</b>	
- Liquor Law Violation	<b>0</b>
- Drug Law Violations	<b>0</b>
-Illegal Weapons Possession	<b>0</b>
<b>Sexual Offenses</b>	<b>1</b>

**Note:** *Disciplinary referrals also include cases where there was an arrest or citation issued by law enforcement.*



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**Note:** Information about registered sex offenders is available at <http://offender.doc.state.wi.us/public/>

**VAWA Related Crime Statistics**

Offense	Year	Main Campus Geographic Location			
		On Campus Property	On-Campus Student Housing	Non campus Property	Public Property
Rape	2022	1	6	1	
Fondling	2022	2	6	0	
Incest	2022	0	0	0	
Statutory Rape	2022	0	0	0	
Rape	2021	3			
Fondling	2021	3			
Incest	2021				
Statutory Rape	2021				
Rape	2020	8			
Fondling	2020	1			
Incest	2020				
Statutory Rape	2020				

Offense	Year	Main Campus Geographic Location			
		On Campus Property	On-Campus Student Housing	Noncampus Property	Public Property
Domestic Violence	2022	0	0	0	
Dating Violence	2022	0	4	0	
Stalking	2022	1	0	0	
Domestic Violence	2021	0	0	0	
Dating Violence	2021	5			
Stalking	2021	5			
Domestic Violence	2020	0	0	0	0
Dating Violence	2020	2			
Stalking	2020	1			



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Bjorklunden

Offense	Year	Bjorklunden Geographic Location			
		On Campus Property	On-Campus Student Housing	Noncampus Property	Public Property
Rape	2022	0	0	0	0
Fondling	2022	1	0	0	0
Incest	2022	0	0	0	0
Statutory Rape	2022	0	0	0	0
Rape	2021	0	0	0	0
Fondling	2021	0	0	0	0
Incest	2021	0	0	0	0
Statutory Rape	2021	0	0	0	0
Rape	2020	0	0	0	0
Fondling	2020	0	0	0	0
Incest	2020	0	0	0	0
Statutory Rape	2020	0	0	0	0

Offense	Year	Bjorklunden Geographic Location			
		On Campus Property	On-Campus Student Housing	Noncampus Property	Public Property
Domestic Violence	2022	0	0	0	0
Dating Violence	2022	0	0	0	0
Stalking	2022	0	0	0	0
Domestic Violence	2021	0	0	0	0
Dating Violence	2021	0	0	0	0
Stalking	2021	0	0	0	0
Domestic Violence	2020	0	0	0	0
Dating Violence	2020	0	0	0	0
Stalking	2020	0	0	0	0



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		London Centre Geographic Location			
Offense	Year	On Campus Property	On-Campus Student Housing	Noncampus Property	Public Property
Rape	2022	0	0	0	0
Fondling	2022	1	0	0	0
Incest	2022	0	0	0	0
Statutory Rape	2022	0	0	0	0
Rape	2021	0	0	0	0
Fondling	2021	0	0	0	0
Incest	2021	0	0	0	0
Statutory Rape	2021	0	0	0	0
Rape	2020	0	0	0	0
Fondling	2020	0	0	0	0
Incest	2020	0	0	0	0
Statutory Rape	2020	0	0	0	0

		London Centre Geographic Location			
Offense	Year	On Campus Property	On-Campus Student Housing	Noncampus Property	Public Property
Domestic Violence	2022	0	0	0	0
Dating Violence	2022	0	0	0	0
Stalking	2022	0	0	0	0
Domestic Violence	2021	0	0	0	0
Dating Violence	2021	0	0	0	0
Stalking	2021	0	0	0	0
Domestic Violence	2020	0	0	0	0
Dating Violence	2020	0	0	0	0
Stalking	2020	0	0	0	0



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## Appendix A

# Lawrence University London Safety Guide 2022-2023

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Introduction

This guide provides up to date, relevant information about safety and security at the London Center, rented from Florida State University. This guide is updated annually and is produced in accordance with the Federal Jeanne Clery Act of 1990.

Safety and security in London are always uppermost in our minds as we strive to provide all students with the best possible international education. Studying abroad is all about experiencing new cultures and learning new perspectives, by living outside of what is familiar. Study abroad also has additional difficulties to consider due to unfamiliar laws and customs of the host country. Our goal is to enable our students to experience all the benefits of studying abroad and to equip them to handle the challenges as safely as possible.

The current world climate makes the goals of studying abroad—becoming better educated world citizens—seem more relevant and immediate. We have always given students and faculty instructions on what to do in a crisis. We closely follow the advice of the State Department, US Embassy and London Metropolitan Police in formulating our security procedures.

After reading this guide one should have knowledge of London Centre’s policies and procedures regarding safety and security. Specifically, knowledge of how to make educated/thoughtful decisions about personal safety in London, what to do if they become a victim of crime, and what to do in an emergency.

Important meetings and documents

In addition to the Safety Guide the following meetings and documents also pertain to student safety in London and form an integral part of our safety procedures:

Welcome Reception

On the day of arrival, safety and security are reviewed with students. This includes fire safety and emergency procedures. London Centre has comprehensive emergency procedures set in place should an incident occur, such as an act of terrorism, fire or public emergency.

Student Orientation

There are mandatory orientation sessions starting the day after arrival in London. It is vital that all students attend these sessions, which cover essential information for their stay in London, including crime prevention and personal safety.

Student Handbook

Students receive a Student Welcome Pack upon arrival in London. This document details the rules and regulations that students should be aware of whilst at London Centre. It also



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contains many useful information about the local area and services available to students, including important safety advice.

### **Emergency contact cards**

All students and overseas faculty receive a wallet-sized emergency contact information card, which should be carried. It contains the emergency cell phone numbers for members of the London Centre administrative staff, specifically the contact information for the resident Program Assistants. Students should feel free to call staff on these numbers at any hour if their safety is at risk. It also contains the contact numbers for emergency services, the local US Embassy, and the International Programs office.

### Safety on Campus

London Centre is in Bloomsbury, a safe and desirable neighborhood of central London. However, as we are located in the very center of London, we have taken various precautions to ensure safety.

### Swipe cards

There is a swipe card entry system and CCTV cameras are located around the study centre buildings. Swipe cards should be carried when you are in the building. If you do not carry your card, you may be challenged by members of staff, or other students, and asked to leave the building. This is a security measure, to ensure we know that everyone who is in the building is meant to be there. We instruct everyone to be particularly careful of people trying to walk in behind them as the door closes and feel free to ask to see their card. If a swipe card is lost/misplaced it should be reported to reception immediately so that it can be deactivated.

### Visitor Policy

No visitors are allowed to the building presently except for contractors to carry out essential services. This will be reviewed regularly. If this policy is lifted, visitors are required to sign in at the reception desk. Visiting hours are between 8am – 11pm. Anyone who hosts a visitor between 11pm and 8am will be subject to disciplinary action, which may include a fine and can lead to dismissal from the program. London Centre staff are very strict about after-hours guests as allowing non-program individuals in the building after-hours provides the potential for serious incidents that could compromise student safety and security. A list of local accommodation options for guests can be found in the Administration office. If a guest is brought into London Centre, the student assumes responsibility for their actions/damage to property during their time at the Centre.

### Staff

Staff are available at the reception desk 24 hours a day. Between the hours of 5pm and 8am a security guard is present. If there is an emergency and need for assistance, please contact



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the guard or one of the Program Assistants living on site. If the emergency services need to be called out (police, fire, or ambulance) a member of staff must be notified. Sometimes staff will need to access the flats for cleaning or maintenance work. These staff members will always have a swipe card and will usually be wearing London Centre uniforms. Staff will provide ID should there be any question about their identity.

### Reporting a Crime

If you are a victim of crime, you should call the police at 999. Please report the incident to the administrative staff as soon as possible so that we can provide assistance. We are here to assist and provide support. A crime report will need to be filled out for statistical purposes, but if preferred, this report can be anonymous. Occasionally, Administrative staff may notify all students of an incident, via memos on social media or email, in order to warn people to be vigilant. If the incident involved a current student, this process will not be carried out unless the victim provides their consent.

### Crime Alerts

If a crime has occurred, which requires notifying the student body, an email and social media message will be sent to give students instructions and emergency information. If deemed necessary, telephone calls are made to student mobiles by admin staff.

### The Bloomsbury Safer Neighborhood Team

Bloomsbury Ward has a dedicated team of local police officers and Police Community Support Officers who are committed to making our area a safe and pleasant place to live. If you have a concern about issues such as vandalism or aggressive begging, you can contact the community team directly 020 8721 2693 or [Bloomsbury.SNT@met.police.uk](mailto:Bloomsbury.SNT@met.police.uk).

### Secure your belongings

There is a common safe available through the London Centre Administration to keep valuables in. We do not recommend bringing priceless items (such as family heirlooms) to London.

Above all, we highlight the importance of closing and locking the flat doors. If an intruder did gain entry to the building (by following someone in, for example) they would look for open doors and could have access to valuable belongings.

### Fire Safety

The U.K. has strict fire codes to which any institution must adhere. We at the Study Centre follow both U.K. law and FSU requirements in this regard.

When the fire alarm rings, everyone must exit the building immediately and by the most direct route. Do not ignore the fire alarm! The Study Centre is a historic building, and a fire would spread quickly. Use the stairs to evacuate unless they are blocked, in which case follow signs to an alternative exit route. If a fire door is locked do not hesitate to break the glass panel of the emergency door release to exit the building.

The assembly point is Dyott Street along the east side of the Trade Union Congress (TUC), the building directly across the street from London Centre. One must remain out of the





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building and across the street until the London Centre designated fire warden has indicated that it is safe to go back inside the building.

The roof must only be accessed in case of a fire that blocks the stairs. Any other use of the building's roof, including in the courtyard, will be subject to disciplinary action.

In accordance with UK law, there is a strict non-smoking policy in the Study Centre. Smoking is not permitted anywhere on the premises.

Our fire safety equipment is inspected and tested regularly. The fire extinguishers are checked weekly by our in-house maintenance staff and if any irregularities in pressure are reported, our fire extinguisher company is called out to replace the extinguisher. They also conduct regular monitoring of all fire extinguishers. A "bell test" of the alarms is conducted weekly. Any faults that occur (either in these tests, or that are observed by in-house security and maintenance staff) are reported without delay, and the engineers are called out immediately. Our alarm company comes in quarterly for in-depth inspection and maintenance of the entire system (detectors, sounders, and panel).

We hold at least one fire drill a term, conducted and monitored by London Centre maintenance and administrative staff.

If a student has chosen independent housing, it is their responsibility to familiarize themselves with the fire procedures of their housing.

### Building Alarms

Many of the doors to the building are alarmed for security reasons. They are on a timer and must be closed at certain times of day. Other doors are alarmed if they are left open too long, to alert the security staff to close them. There should be no potential confusion between the door alarms and the fire alarm – they sound very different, and the fire alarm is much louder.

### Safety off Campus

London is a relatively safe city with a low violent crime rate compared to US cities of an equivalent size. However, petty theft such as pick pocketing and bag snatching is common, be aware and look after belongings when out in the city. As in any large city, be street wise and be alert to dangerous places or situations.

Students are advised to register any valuables (iPads, cell phones, etc.) on [www.immobilise.com](http://www.immobilise.com). This website is an online database used by police. Registered items have a higher chance of being recovered once lost or stolen and aiding in the prosecution of the thief.

Tips to avoid becoming a victim of crime:

Do not carry your wallet or phone in your back pocket.

Do not keep valuables in a backpack – or take them off and hold them in busy areas.

Make sure you fasten your purse and wear it across your body if it has a strap, so that it is not easily accessible.



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Do not leave your belongings on the floor in a pub, restaurant, shop, theatre or movie theatre. Use the handbag clips available in many pubs or loop the strap around your ankle or under a chair leg.

Be aware of people trying to distract your attention.

Cover your PIN number at cash points.

Don't use an ATM if it looks strange or is in a non-descript area- if possible, use an ATM located inside of a bank.

Do not carry your passport with you, except when traveling out of the country.

Make copies of all your important documents and credit card numbers, including the numbers to call to cancel your cards and have them replaced. Keep these copies locked in your safe.

Be conscious of your belongings in busy places and tourist spots like the tube, bus stops, McDonalds, Starbucks, Leicester Square, Oxford Street, and so on.

Think about what you need to take with you – do you really need all your credit cards and all your cash?

Remember that alcohol consumption impairs your judgment.

Set aside some money separate from your wallet, so you can always get home.

Do not walk alone at night – take a licensed cab or use transportation Apps such as Gett . Uber is not recommended.

Never accept a ride from someone offering you a taxi – a Metropolitan Police campaign against unlicensed taxis has highlighted the dangers involved in accepting such rides. For safety, hail a black cab or book a minicab through a firm licensed by Transport for London. We do not recommend Uber.

Avoid dark streets and alleyways – use busy, well-lit streets, even if you must take the long way around.

Use your sixth sense – avoid dangerous looking people and situations, even if it means turning around or crossing the street.

If you think someone is suspicious – make momentary eye contact, so they know you can identify them to the police.

Make sure you know where you are going – study the map or directions to the location before going out.

If you are attacked or have your belongings stolen:

Give up your belongings to avoid being hurt.

Scream and shout to attract attention.

Consider purchasing a personal alarm – the noise can startle and throw an attacker off-guard.

Pretend to throw up – the person's instinct will be to move away.

Report it to the police by calling 999.



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Report it to a member of staff (you can contact admin staff members and Program Assistants using the telephone numbers on the emergency card). An example of the form used for gathering information about the crime is included at the end of this document.

Cancel credit cards.

Counselling can be arranged should you need it.

UK law regarding self-defense and illegal weapons

You have the legal right to defend yourself if you are being attacked or think you may be attacked. Be aware that you may only use force that is “reasonable and necessary”. If possible, it is best to avoid altogether any situation which may turn violent.

You should be aware that all dangerous weapons, including firearms, knives and mace/pepper spray are illegal in this country.

In accordance with UK law and FSU regulations, students are prohibited from keeping or using firearms, fireworks, explosives, knives, and other weapons (including pellet, air guns, and paintball guns), or other dangerous articles or substances in University housing.

### Security Alerts

London’s emergency services are very well-trained and well-equipped to deal with these types of crises. London Centre also has emergency plans in place in the event of a major security alert in London, ready to implement it if necessary. Like all Londoners, we are as prepared as we can be, and we carry on with life as usual.

Please consult the handout, *FSU Incident Response*, which is in your Welcome Pack, for more detailed information, such as directions to our meeting points.

Common sense precautions

Use the “Buddy System” – always tell your roommates where you are going (even if it is just to the supermarket) and when you expect to be back.

Fill out a Travel Form if you are going to be spending the night away from the study centre.

Travel forms are an essential way for us to account for everyone in the event of a crisis. The online form is located at the top right corner of either of these websites:

<http://international.fsu.edu/> or <https://international.fsu.edu/london/>

Register your cell phone number with the administration office, so we can contact you in an emergency (we will not use it for any other purpose). We will ask for mobile numbers at the start of the semester.

Always carry your FSU Emergency Contact card with you.

Always carry some form of ID with you. A Driver’s License is recommended and widely accepted.

Never leave belongings unattended in any public place, even including the student centre, and especially on public transportation.

Be vigilant if you see an unattended bag anywhere – report it immediately to a member of staff or call the police.

What to do in the event of a security alert



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Stay calm and follow the instructions of law enforcement officers and emergency services personnel.

Make your way to the London Centre Study Centre (our primary meeting point) – on foot - do not use public transportation.

If you cannot get to the Study Centre you should immediately call or text a member of the admin staff (using the contact numbers on your emergency card) to let us know where you are.

If the phone lines are down, you should email us: - [LondonPA@admin.fsu.edu](mailto:LondonPA@admin.fsu.edu).

If the Study Centre is inaccessible for any reason (if it is blocked off, or Great Russell Street is blocked off) students and staff should proceed to the secondary meeting point as described in the London Centre Student Guide given upon check-in and as discussed in the mandatory orientation.

Follow the London Centre staff's advice.

Call or message family/friends as soon as possible to check in.

### Drugs and Alcohol

#### Illegal Substances

Drugs that are illegal in the UK include, but are not limited to, the following: cannabis (marijuana, dope, grass, hash, pot), heroin, sedatives (unless prescribed by a doctor), hallucinogens (LSD, acid, magic mushrooms,) cocaine, crack, and amphetamines (speed, ecstasy). Drug laws in the UK and other countries you may visit are different, and often much less tolerant than US laws. Local police notify the foreign embassy of anyone who has been arrested and deportation can be the penalty for drug convictions. London Centre will cooperate with police and will not circumvent the civil authorities.

#### University policy on illegal drugs

The unlawful possession, use or distribution of drugs will not be tolerated on university premises. Upon finding evidence of drug use, possession or distribution by any student, staff or faculty member, the university will take appropriate action, including dismissal from the program. Faculty, staff, and students should be aware that, in addition to university sanctions, they may be subject to criminal prosecution under British laws that specify fines or imprisonment for drug-related offences.

#### Alcohol

In the UK, alcohol is often a large part of the social scene. Pubs are a common social meeting place and are central to British culture. Pubs are fun, easily accessible, and inexpensive. London Centre wishes to promote responsible decision-making. We require that those students who choose to drink alcohol do so responsibly and legally. The legal drinking age is 18 in the UK, and this may mean that this is the first-time students can drink legally. You should be aware that alcohol consumption is a responsibility and take the following precautions:



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Accept that you do not know your own limit. The alcohol percentage (beer especially) in Great Britain is of a higher content than any similar alcoholic drink you may have had in the US. Also, every person's tolerance for alcohol is in constant flux, therefore an individual may not be able to know with certainty their own intoxication level.

If you decide to go out for a night of drinking, ensure a friend or trusted individual accompanies. Do not venture out on your own without people you know.

When purchasing a beverage, ensure that it is not left unaccompanied at any time when it could be tampered with.

Know where you are going before you start drinking. Do not let people talk you into going far away from London Centre into an area where you have never been before, as you may not be able to find your way home on your own. And especially do not do it alone!

Carry the address of London Centre with you so that if you are unable to return using public transport, you can show the address to a licensed cab that can get you home.

Take along an emergency cash fund of at least £20. Keep it on your person separate from the rest of your money so that you can pay for a cab home.

University policy on alcohol consumption

In all circumstances, London Centre staff expect its students and their guests to behave responsibly, both individually and collectively. Illegal, abusive, or excessive consumption of alcohol resulting in interference with the rights of other persons, personal injury or damage to property will result in disciplinary action, beginning with conduct probation, up to and including being sent home from the program.

Possession or consumption of alcohol when under 18, the age permitted by the government of the United Kingdom, is prohibited.

Providing alcoholic beverages to an individual who is under the age permitted by the United Kingdom is prohibited. Other violations are listed in the FSU Alcohol Policy.

Students who behave inappropriately or who require staff assistance due to their consumption of alcohol could be subject to the student conduct process.

Alcohol displays, e.g., bottles, cans, bottle caps, visible political banners, or identifiers, are not permitted at London Centre.

Kegs, beer balls, funnels, bongos, and other devices promoting irresponsible drinking are not permitted in housing or in organization of or participation in drinking games.

Support services in London for drugs and alcohol

Drinkline: 0300 123 1110

Advice and information for people with alcohol problems or anyone concerned about alcohol misuse. Advice on sensible drinking and information on services to help people cut down their drinking.



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Alcoholics Anonymous: 0800 9177 650 or [help@aamail.org](mailto:help@aamail.org) [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

National helpline for those who want to stop drinking and remain abstinent; will refer callers to local contact groups. There are some 600 in the Greater London area.

Talk to Frank: 0300 123 6600

[www.talktofrank.com](http://www.talktofrank.com)

Helpline for anyone concerned about drug or solvent misuse. Advice and information for drug users, their families, friends, carers and professionals.

UK Narcotics Anonymous: 0300 999 1212

[www.ukna.org](http://www.ukna.org)

Helpline and regular self-help meetings for people needing support and advice about the nature of drug addiction.

FSU services for drugs and alcohol

Even though students are not on the main campus, they have access to many resources should they encounter issues while abroad. Program staff members are available to support students in many ways, including connecting students with other professionals locally and/or on the main campus.

University Counseling Center

<https://counseling.fsu.edu/>

The Counseling Center is a welcoming and confidential place to discuss questions and concerns such as homesickness, struggles with relationships, sexual identity, cultural issues, and more.

### Sexual Assault

The following precautions may help avoid becoming a victim of a crime of a sexual nature: Read and use the *tips to avoid becoming a victim of crime* above (page 5).

Remember that alcohol consumption impairs judgment.

Refrain from being alone (e.g., in a car, home or unpopulated place) with someone you do not know well, especially if alcohol is a factor.

Keep friends updated with plans along with an expected return time.

Do not leave a drink unattended or accept a drink from strangers.

Never accept a ride from someone offering you a taxi – a recent police campaign against unlicensed taxis has highlighted the dangers involved in accepting such rides. For safety, hail a black cab, call a licensed taxi company, or use a regulated transportation App such as Gett. Remember that cultural norms and expectations are different. Assumptions based on the situation (e.g., conversation, body language, etc.) may be quite different from another person's assumptions.

If you are a victim of rape, sexual assault, or harassment:



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Inform a member of staff immediately. All cases will be treated with privacy and information will only be shared on a need-to-know basis. However, confidential resources will be available.

Call the police at 999.

Do not clean yourself or the crime scene, if possible, as it may affect the ability to prosecute the attacker.

We can help to arrange counselling and aftercare.

### University procedure

The university will take any allegations of rape, sexual assault, or harassment very seriously. Students accused of crimes of a sexual nature will be subject to university judicial procedures. In addition to university sanctions, they may be subject to criminal prosecution under British laws. S.C.C. 1 (e) 1 a-c

### Support services in London for sexual assault

The Havens: 020 3299 6900

<http://www.thehavens.org.uk/>

Nearest Branch: Paddington, St Mary's Hospital, Praed Street, London W2 1NY 020 3312 1101

A comprehensive and completely confidential service, offered to anyone who lives in London, including treatment, advice and counselling following rape or sexual assault.

Rape and Sexual Abuse Support Centre: 0808 802 9999

[www.rasasc.org.uk](http://www.rasasc.org.uk)

National Free phone helpline, providing support and counselling for women who have suffered rape or sexual abuse.

Email [Info@rasasc.org.uk](mailto:Info@rasasc.org.uk)

Survivors UK—London: 0203 598 3898

Email [www.survivorsuk.org](http://www.survivorsuk.org)

Helpline and other support services for men who have suffered rape or sexual abuse. Email [help@survivorsuk.org](mailto:help@survivorsuk.org)

### FSU Support Services for Sexual Assault

Even though students are not on the main campus, they have access to many resources should they encounter issues while abroad. Program staff members are available to support students in a variety of ways, including connecting students with other professionals locally and/or on the main campus.

### Victim Advocate Program

<http://victimadvocate.fsu.edu>.

The University takes very seriously all types of victimization, including sexual violence, relationship violence, and domestic violence. Advocates are available and on-call 24 hours a day to provide confidential support services, even for students who are abroad.



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### University Counseling Center

<https://counseling.fsu.edu/>

The Counseling Center is a welcoming and confidential place to discuss questions and concerns such as homesickness, struggles with relationships, sexual identity, cultural issues, and more.

### Center for Health Advocacy & Wellness

<http://chaw.fsu.edu/>

The Center for Health Advocacy & Wellness encourages students to make healthy lifestyle decisions that facilitate academic success and lead to life-long health and wellness.

#### Safety when travelling

One of the most exciting things about studying in London is our proximity to so many European countries. During break, or on some of the long weekends, students may wish to make plans to explore parts of this fascinating continent. Every travel destination presents its own safety hazards and students are recommended to conduct their research in order to be active participants in their own health, safety and security.

#### Cultural Sensitivity

There are many subtle cultural differences in the way people behave in other countries, including the UK, which one should be sensitive to in order to protect themselves and avoid offending local people. For example, the British tend to talk quietly in public places, such as restaurants and public transportation, and may find loud conversations offensive.

Remember at all times that you are a guest in your host country.

Read the news and be informed about any destination travelled in order to avoid any difficulties. In general, it is best to try not to stand out too much. It is advisable not to discuss politically sensitive issues in public, and not to get involved in any local politics or protests.

Learning a few key phrases of the language is also essential – hello, goodbye, yes, no, please, thank you, I'm sorry, can you help me? do you speak English? – will get you a long way and make your trip more enjoyable too.

#### Travel Forms

Travel forms must be completed if spending the night away from London Centre. The online travel form is located at the top right corner of either of these websites:

<http://international.fsu.edu/> or <https://international.fsu.edu/london/>. It is important to inform roommates of travel plans and expected return times. If there are significant delays, please contact a member of the London Centre staff.

State Department Travel Advice





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You are advised to consult the State Department's website, particularly their Travel Advisories, before you plan your trip. Go to: [www.travel.state.gov](http://www.travel.state.gov).

Center for Disease Control and Prevention Travel Advice

You are advised to consult the CDC website for health information before you plan your trip. Go to: <https://wwwnc.cdc.gov/travel/destinations/list/>

Smart Traveler Enrollments Program (STEP)

This is a free service provided by the US Government to US citizens who are traveling to, or living in, a foreign country. STEP allows the State Department to better assist its citizens in an emergency and to provide them with updates, travel alerts, and other information.

Go to: <https://travelregistration.state.gov>

All students should register for the period that they will be staying in London, as well as any other trips that they take while abroad.

US Embassy Services

The US Embassy in London provides services for US citizens in the UK and can be contacted by calling: 020 7499 9000.

Visit their website for more information, including how to replace a US passport:

<https://uk.usembassy.gov/>