

Published: September 30, 2011

University Police Department California State University, Fresno 2011 Annual Safety and Security/Fire Safety Report

The 2011 Annual Safety and Security/Fire Safety Report is provided in compliance with the 1998 Jeanne Clery Disclosure Act, and California Education Code section 67380. The report informs the campus community about important procedures, policies, crime prevention programs, and campus crime statistics. A notice is mailed annually to students and employees advising them that the report can be accessed on the Department website at: <http://www.csufresno.edu/police/clery>. Hard copies of the report may also be obtained from the University Police Department or printed from the website via Adobe Acrobat Reader. Prospective employees and students are afforded the same information at the time they obtain an application for employment or admission. Any person may have access to the report.

Compilation of information for the report as well as criminal statistical data as required by the Act is accomplished through cooperative efforts with Student Affairs, Human Resources, Resident Housing, Judicial Affairs, Deans, the Athletic Director, team coaches, and Advisors to student organizations. Physicians and counselors from University Health and Psychological Services Center encourage victims of criminal offenses to report their circumstance to the University Police. Crimes may be reported to any of the departments mentioned above.

Criminal statistics for off-campus properties owned or controlled by the University or recognized student organizations, and public property immediately adjacent to the campus are obtained from the local law enforcement agencies.

If you have questions regarding the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Jeanne Clery Act), please contact the University Police Department, 559.278-8400.

University Police Department

The California State University, Fresno Police Department (University Police) is located at 2311 East Barstow (the southeast corner of Barstow and Jackson Avenues). The University Police Department is operational 24 hours a day, year round, and exists to provide safety and security for students, staff, faculty, and visitors. Our law enforcement responsibilities govern University property and officers have full peace officer powers, including arrest per California Penal Code Section 830.2. Per state statute, our authority extends one mile beyond any university boundary and officers are afforded peace officers privileges throughout the State. University Police Officers comply with peace officer standards set forth by the California Peace Officer Standards and Training (P.O.S.T.) Commission. The University Police Department is staffed with twenty-one (21) full-time peace officers and a communications center with seven (7) full-time dispatchers. Emergency assistance is available 24 hours a day, seven days a week.

The University Police Department works closely with the Fresno Police Department, Fresno Sheriff's Department, Clovis Police Department, and California Highway Patrol. The Fresno Police Department responds to the campus when immediate support is needed because the campus is within the City of Fresno. All of the aforementioned law enforcement agencies generously provide assistance upon request to include patrol responses, canines, horses, helicopter, dignitary protection, crowd control at scheduled events, and other law enforcement needs. The university annually reviews a memorandum of understanding with the Fresno Police Department regarding mutual assistance pursuant to the Kristen Smart Act for Uniform Crime Report Part I crimes.

Student Affairs maintains contact with recognized fraternity and sorority organizations through the efforts of the Greek Affairs Advisor. University Police members do not provide law enforcement service to off-campus residences of recognized fraternity and sorority organizations nor are activities off-campus recognized by university authority. Criminal activity at recognized fraternity and sororities residences is monitored and recorded by the Fresno Police Department's Northeast Policing District. Student Affairs and University Police members enjoy a close working relationship with the Northeast Policing District's Problem Oriented Policing, and Tactical teams when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

Reporting Crimes and Requesting Police Assistance

The reporting of crimes is vital in achieving the goal of providing a safe learning environment for the campus community. All persons who are victims or witnesses of a crime should promptly report the occurrence to the University Police Department. Reporting of such offenses by victims or witnesses may be done voluntarily. At times, sensitive situations may arise and University Police officers cooperate with individuals on a confidential basis. Privileges of confidentiality in criminal matters that are referred for prosecution in a court of law may be subject to exposure. University Police officers work closely with prosecutors and investigators with the Fresno County District Attorney's Office in these matters and the welfare of the victim or witness is of primary concern.

Residents in the University Courtyard may also contact the University Police Department for response by an on-duty officer. To report a crime, please call dispatch at 559.278-8400 and for emergencies, call **911** from any campus phone.

The University Police Department dispatch center is the public safety answering point for **911** emergency calls on university property and all police dispatch lines are recorded. **If you are making an emergency call from a cell phone, it is advisable to call 559.278-8400 rather than 911.** Emergency **911** calls from cell phones are answered by the California Highway Patrol. The Highway Patrol dispatcher must be advised that your call is from the University and your specific location must be provided. The Highway Patrol dispatcher should connect the caller to the University Police Department. Accessing a yellow or blue emergency phone located throughout campus will directly connect to the police dispatcher. Upon calling, please provide the following:

1. Name, telephone number, and location.
2. Describe the incident clearly and accurately.
3. Do not hang up! Let the person providing assistance end the call. More information may be requested.

Anonymous Reporting of Crime or Information

The University Police Department has an anonymous tip line for reporting a crime or providing information anonymously.

- Text or call to leave a voicemail: 559.664-3204
- Email or picture messages: fresnostate@tipnow.org

Your tip will be forwarded anonymously to the University Police Department for investigation or other appropriate actions.

Timely Warning

Code of Federal Regulations 668.46(e)

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of University Police or his designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The "Timely Warning" bulletins must be related to a crime that is reportable under the Clery Act or that represents a threat to the campus community, i.e. Murder, Manslaughter, Rape, Arson and Robbery.

The "Timely Warning" bulletins will be emailed to the campus community, posted on the University Police Department website, posted on exterior doors of campus buildings, including residence halls, and a copy will be given to the Greek Affairs Advisor.

Anyone with information warranting a timely warning should report the circumstances to the University Police Department, 2311 East Barstow Ave. The Chief of University Police or his/her designee prior to posting will approve all "Timely Warnings."

Emergency Notification

The Chief of the Fresno State Police Department, or his designee, will implement notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, unless the notification at that time will compromise efforts to contain the emergency. Fresno State Police Department upon report of an emergency will immediately disseminate emergency information to the campus community through the following methods of notification which may include but are not limited to outdoor speakers, voice over IP messages to campus phones, emergency radio station, emergency hotline, building safety coordinators, campus email system for faculty, staff and students, campus websites, and/or portable electronic signboards. Testing of these systems is performed at least on an annual basis.

Specific information regarding evacuations can be found at www.csufresno.edu/emergency. Assembly points are designated for each building, as well as for a campus evacuation. Evacuation drills are completed at least on an annual basis.

Access to Buildings/Facilities

Access to campus buildings is limited on evenings and weekends and only authorized individuals are granted admittance. University Police members are prepared to assist those needing access to a building. University identification must be provided upon request and authorization to enter a building must be documented and on file in the police dispatch area before admittance is granted. Generally, buildings are open Monday through Friday from 7 a.m. until 11 p.m. and closed on the weekends unless classes or other authorized functions are being held. Keys are provided through Key Control located in the Plant Operations Building (2351 E Barstow Ave), 559.278.2172. Access to buildings controlled by keyless entry via the University Key Card is also administered through Key Control. Persons in unauthorized possession of University keys are in violation of the California Penal Code.

Alcohol Use Policy

The University is committed to creating a safe and healthy learning environment for all members of the campus community. The University disapproves of alcohol abuse, intoxication, and any resulting unacceptable conduct. The legal drinking age is 21 years and on-campus use of alcohol is limited to certain approved events and locations. Abuse of alcohol in any context will not be tolerated. Violations of state laws pertaining to the possession, use, and sale of alcoholic beverages, including underage violators, are enforced on campus.

See Also:

The Policy On Campus Use of Alcoholic Beverages for California State University Fresno can be viewed at <http://www.csufresno.edu/aps/documents/apm/646.pdf>. Contact can be made with Student Affairs for a copy of the policy.

University Health and Psychological Services Website can be viewed at <http://www.csufresno.edu/health> for resources and services

Statement for students related to the Drug Free Schools and Communities Act <http://www.csufresno.edu/judicialaffairs/other/drugfree.shtml> (Student Affairs Website).

Drug-Free Workplace Policy

The California State University, Fresno policy on a drug-free workplace sets forth the following guidelines for all students:

1. It is the intent and obligation of the University to provide a drug-free, healthful, safe, and secure learning environment.
2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the campus or while attending an official University function off-campus is absolutely prohibited and subject to disciplinary action.
3. The on-campus use of alcohol is previously mentioned.
4. The University recognizes drug/alcohol/chemical dependency as an illness and a major health problem. Students needing help in dealing with such problems are encouraged to utilize the service of University Health and Psychological Services, 559.278-2734. It has staff specially trained to assist students in dealing with chemical dependency.
5. The University Student Conduct Code stipulates that students found in possession of dangerous drugs, restricted drugs, or narcotics, either for un-prescribed use or for sale, are subject to expulsion, suspension, probation or a lesser sanction as determined by the disciplinary hearing process. The code governing student conduct may be found in the schedule of courses, the general catalog, and the Student Affairs Website: <http://www.csufresno.edu/judicialaffairs/home/title5.shtml>.

Questions regarding this policy can be directed to the Office of the Vice President for Student Affairs, Joyal Administration Building, Room 262, or by calling 559.278-2541.

University police members enforce all federal and state laws pertaining to violations of drug manufacturing, distribution, dispensation, possession, or use.

The use of alcohol and drugs can result in the following:

Alcohol

- Decreased performance and absenteeism
- Drowsiness and mood swings
- Poor judgment and coordination/tremors
- Lower morale/self esteem and increase in conflict with others
- More accidents
- Frequent "flu-like" symptoms

Marijuana

- Disruption of space and distance judgment
- Slower physical reflexes and poor coordination; dilated pupils
- Forgetfulness and diminishing mental powers
- Drowsiness and mood swings

Cocaine/Crack

- Shortened attention span
- Mood swings, euphoria, irritability, depression
- Impairment of judgment and decision-making ability
- Stealing to cover cost of drug
- Lack of dependability
- Runny nose and excessive sweating

Opiates (Heroin, pain pills, Codeine, Darvon, Vicodin, Percodan)

- Impaired judgment and lowered efficiency
- Crime (stealing to cover cost of drug)
- Drowsiness and mood swings
- Constricted pupils, impaired reflexes
- Disinterest in workplace safety

Hallucinogens (PCP, LSD, MDMA (Ecstasy), Designer Drugs)

- Loss of memory and concentration
- Pupil changes, may be dilated/constricted
- Visual and auditory hallucinations
- Sudden bizarre changes in behavior
- Moodiness and interpersonal conflict

Amphetamines (Benzedrine, Dexedrine - cross tops, whites, uppers; Methamphetamines - crank,crystal)

- Dilated pupils
- Increased accidents
- Impaired reflexes
- Impaired judgment and decision-making
- Hyperactivity, irritability, anxiety, depression
- Decreased appetite, weight loss, tremors

Sedatives (Barbiturates; tranquilizers - Valium,Xanax; Seconal, Tuinal - reds, downers)

- Slowed reflexes and lower productivity
- Memory loss
- Slowed mental processes and depression
- Slurred speech

For Assistance

Physicians and counselors at University Health and Psychological Services (<http://www.csufresno.edu/health>) will provide an assessment for a student and refer them for assistance. Assistance needed for alcohol and drug dependencies are referred to the Fresno New Connection (formerly the Alcoholism and Drug Abuse Council) at 559.248-1548. Other treatment programs may include: Alcohol Treatment Center 24 Hour Help Line at 800.711-6375, Alcoholics Anonymous at 559.221-6907, or Narcotics Anonymous at 559.255-5881.

Faculty and staff may contact the Employee Assistance and Wellness, 559.278-4357, for confidential consultation regarding 'substance abuse' or other personal problems at no cost to the employee or member of their immediate family. A careful assessment of the situation will be made and alternatives will be offered which are both appropriate and affordable.

Community agencies are available to address drug and alcohol problems. Most of the various drug treatment programs offer no-cost assessment. They can be located in the Yellow Pages of the phone book under "Drug Abuse & Addiction Information & Treatment Centers" for those who prefer to seek help on their own.

Prevention and Education Efforts

University efforts to educate campus community members concerning alcohol consists of the Alcohol 101 program that is readily accessible throughout campus; classroom presentations by counseling staff; presentations at University 1; articles in the Student Body newsletter; presentations at the Campus Health Fair; distribution of printed pamphlets; and periodic articles in the Daily Collegian (campus newspaper), University Journal, and Infomail (through the campus computer network).

Drug Free Workplace Awareness workshops and seminars are sponsored by Human Resources and EA&D offices. Programs are offered throughout the year. University Police and members of the University Health and Psychological Services (<http://www.csufresno.edu/health>) offer presentation opportunities to students.

Weapons Policy

The unauthorized possession, use or sale of firearms, ammunition, fireworks, explosives, or any dangerous weapons are forbidden and are subject to university discipline and/or criminal prosecution. Approval for possession is by exception only and granted only by the Chief of Police or as specified in the California Penal Code. It is unlawful for on-campus residents to possess in their dorms, or on their person, any weapons. Weapons may be stored for safekeeping only at the University Police Department and access is available with advanced notification and appointment.

Hate Incidents

Incidents involving the degradation of any race, religion, creed or life orientation will not be tolerated. Incidents of a criminal nature shall be submitted for prosecution.

Workplace Violence Policy

California State University, Fresno is concerned about the personal safety and security of its students, employees and guests. University policy does not tolerate violence, threats of violence or acts of aggression against members of the university community or visitors. It is the responsibility of our faculty, staff and students to report acts or threats of violence to the university police department and/or to appropriate supervisory personnel. Any student, faculty or staff who engages in behavior which violates this policy will be subject to appropriate university disciplinary actions, and may be subject to applicable civil or criminal legal action as well.

Discipline

Students who violate University policy, code of conduct or criminal laws may be expelled, suspended, placed on probation and/or subject to other disciplinary action. Procedures for addressing matters related to student conduct are available in the Student Affairs Office and through the Student Affairs website at <http://www.csufresno.edu/judicialaffairs/home/title5.shtml>. Students violating criminal offenses may be subject to prosecution at the Fresno County Courthouse for local or state violations or Federal Court for federal violations. In compliance with federal and state laws and regulations, victims of violent crimes, including sexual assault, are to be informed whenever information regarding disciplinary action taken by the university is included in a student's file. Within three days victims are informed of the results of the disciplinary action and any appeal. The victim is required to keep the results of the disciplinary action and appeal confidential. For further information, contact the Judicial Affairs Officer, 559.278-2541.

Employees who violate University policies or criminal laws may be subject to administrative review or criminal investigations. State employees, other than academic personnel, fall under the purview of the Director of Human Resources. Academic personnel fall under the purview of the Provost. An employee who violates federal, state, or local statutes may be subject to criminal prosecution at the Fresno County Courthouse or Federal Court.

Sexual Assault Policy

Read below, or request the *Sexual Assault and Domestic Violence Handbook: A Guide for Survivors and Helpers* from the Women's Resource Center, in the Thomas Administration Building, Room 110, or call 559.278.4435. This handbook was developed by a workgroup of students, staff, faculty and administrators from Fresno State, and staff from Rape Counseling and the Marjaree Mason Center.

Reporting Sexual Assault

Members of the University community are acutely aware that the victim of a sexual assault may be physically and emotionally traumatized by an attack and each occurrence requires prompt and immediate attention. Sexual assaults will not be tolerated and each incident will be investigated with appropriate disciplinary, criminal, or legal action with the consent from the victim.

If you are a victim of a sexual assault, please do the following:

- Go to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Contact the University Police Department as soon as possible by calling **911** for an emergency or 559.278-8400 for assistance from an officer. If the attack did not occur on campus then call the law enforcement agency having jurisdiction where the assault occurred. University Police members will assist you in notifying the appropriate law enforcement agency.
- Get medical attention. University police officers will assist, when called, with medical attention that will include collecting any type of evidence.
- Talk with a counselor. University police officers will assist you in contacting a trained professional whether you want to pursue legal action or not. Victims have the right to have an advocate and support person present at the hospital for examination.
- Contact someone you trust.

Victims may choose to contact any of the following for assistance:

On Campus

University Police Department: 559.278-8400

University Health and Psychological Services: 559.278-2734

<http://www.csufresno.edu/health/>

Women's Resource Center: 559.278-4435

Judicial Affairs: 559.278-2541

Vice President for Student Affairs and Dean of Students: 559.278-2541

Off Campus

Resource Center for Survivors of Sexual Assault and Family Violence: 559.222-7273

Marjaree Mason Center: 559.237-4706

Assistance for Victims of Sexual Assault

With the approval of the victim, University Police members will assist in contacting support services for victims of sexual assault. Such services include:

- Notifying the Vice President for Student Affairs and Dean of Students, Judicial Affairs, Women's Resource Center, Rape Counseling Center, Marjaree Mason Center, family members, etc.
- Confidentiality, medical attention, and physical protection.
- Academic and Student Affairs intervention, including changing the academic situation of the victim upon request when reasonable accommodations can be made.
- Relocation of victim and/or alleged perpetrator if both are on-campus residents. Other restrictions may be placed upon the alleged perpetrator.

If the victim does not wish to initiate legal action, this will be noted. In any event, general medical care may be provided. The victim has the right to press charges at a later date if desired. Members of the University Police Department are committed to assist victims in any way possible.

The victim's written consent is required for the release of any public information regarding the assault.

An alternative to remaining silent about a sexual assault is the Third-Party Rape Report. The victim maintains anonymity and the incident, time, place, and descriptions of the suspects are relayed to peace officers for preventative action.

University Police Department and Women's Resource Center have a close working relationship. University Police Department provides a liaison officer to the Women's Resource Center. The liaison officer has received specialized training in sexual assault investigations.

The Women's Resource Center provides services to enhance the learning and working experiences of women in the university community. Men are encouraged to participate in the center's activities, to support organizational goals, and to promote among their peers recognition of sexism, racism, and other forms of discrimination against women. The center provides a place where women can share and support one another; participate in discussion groups about sexual abuse and other topics; peer counseling and referral services for coping with personal transitions, crises, or other life experiences needing guidance and support; training and presentations with the local rape crisis center for those interested in becoming advocates for victims of sexual assault; receive informational literature concerning rape, spousal abuse, date rape, substance abuse and sexual assault, etc.

Rape Aggression Defense (RAD) system is a program designed to develop and enhance the options of self defense for women. The training program consists of classroom lectures on sexual assault, risk reduction factors, patterns of the date rape encounter, the continuum of survival, the decision to resist, and basic principles of self-defense. The second segment of the program is a hands-on approach to self-defense. Students learn offensive and defensive postures and a variety of tactics to ward off an attacker. The university police department has several certified RAD instructors and provides programs to campus members.

Disciplinary Action for Sexual Assault

Rape, acquaintance rape, and other forcible or non-forcible sex offenses are crimes and may subject students and student organizations to expulsion, suspension, probation, or criminal sanctions. All University efforts involving students are coordinated through Student Affairs, 559.278-2541. Criminal sanctions are coordinated with the Fresno County District Attorney's Office.

The accuser and accused are entitled to have others present during any disciplinary proceeding. Both parties shall be informed of the outcome including the university's final determination and any sanction against the accused.

Health and Psychological Services

University Health and Psychological Services provides outpatient clinical medical care and, separately, psychological counseling services to university students. Physicians and professional counselors work with University Police officers and encourage victims to report crimes on a voluntary and confidential basis. Counselors do not disclose information to the university police unless authorized by the victim.

University Police Crime Prevention, Safety, and Service Programs

The University Police Department offers the following crime prevention, safety, and service programs to provide a safer learning environment for the campus community. Suggestions and improvements are requested and welcome.

Car Battery Assistance

Police department personnel can assist the campus community regarding vehicles disabled by a dead battery. Police personnel will respond to the location and attempt to jump-start the car. If the car will not start, officers will call someone to assist the party and stay with them until additional help arrives.

Closed Circuit Television Camera (CCTV)

CCTV cameras operate around the campus to provide a watchful eye on many parking facilities and areas of traffic and/or transportation. UPD staff monitors the cameras in the police dispatch center in an effort to prevent or detect criminal activity. Whenever possible, the camera operator may capture visual contact before an officer arrives. However, the cameras are no substitute for sound judgment. When in doubt regarding safety, utilize an emergency phone.

University Courtyard (Residential Housing)

Students residing on campus at the University Courtyard have eight (8) Public Safety Assistants dedicated to safety and assistance. Public Safety Assistants are trained in conjunction with the Residential Housing Staff in radio protocols and activity procedures.

Emergency Telephone System

Emergency phones are located in parking lots, buildings (classrooms, offices, and elevators), and grounds for safety and prevention of criminal activity. Classroom and office phones may be used to dial **911** or **88400** for direct police assistance. Parking lot and grounds phones are yellow or are clearly marked with blue lights, and are linked directly to the police department for quick response.

Safety Escort Services

Radio-equipped, uniformed, and trained safety escort officers will accompany persons to their destinations on campus 24 hours a day. If a safety escort officer is unavailable, a police officer will provide this service. Call 559.278-8400 or locate an emergency phone to request a safety escort officer.

Directed Patrol

Special attention is directed towards any campus activity that generates a large number of participants, i.e. students, staff, faculty or the community.

Facility Survey

Crime prevention officers will evaluate any university facility and make recommendations to increase personal safety and strengthen crime prevention. Call University Police (559.278-8400) to arrange for a safety survey.

Fraternity Liaison

A liaison officer maintains contact with fraternity and sorority members, the Greek Affairs Office, and the Fresno Police Department. They will train fraternity members on topics such as rape awareness, drug and alcohol abuse, and other issues. Call University Police (559.278-8400) for more information.

Lighting and Landscape Safety

University Police members work with Plant Operations personnel regarding lighting and landscaping maintenance to enhance safety and crime prevention. Police employees notify Plant Operations personnel in the event that a light is not functioning or if physical facilities need to be addressed.

Lost and Found

The University Police Department is the central repository of all found property. If an item has been lost or misplaced, immediately contact the University Police, 559.278-2958, Monday-Friday between 7 a.m. and 5 p.m.

University Police Department (UPD) Traffic Operations

Traffic Operations is located in the Police Department at 2311 E. Barstow Ave, and is open Monday through Friday, 7 a.m. to 5 p.m.

Traffic Operations provides the following services:

- Alternative Transportation Programs
- Red Bike Program
- Parking Information
- Parking Permit Sales
- Parking Enforcement
- Lost and Found

Property and Evidence

Property related to a crime or non-evidentiary property which is in the custody of the Department for temporary protection on behalf of the owner may be retrieved by contacting the Police Department's Detective Monday through Friday from 8 a.m. to 5 p.m., 559.278-8400.

Megan's Law

Megan's law permits law enforcement agencies to advise the public about registered sex offenders from whom they may be at risk. Megan's Law information is available for viewing at the University Police Department and can be seen by appointment with the Department Detective and pursuant to California State Penal Code sections 290 and 290.4.

The California Department of Justice, Office of the Attorney General's website, dedicated to Megan's Law, is also available for searching: <http://www.meganslaw.ca.gov/>.

RAD/Personal Safety/Self-Defense Classes

The University Police Department is staffed with certified instructors in self-defense and Rape Aggression Defense (RAD). Contact the University Police, 559.278-8400, for information, or email rad@csufresno.edu.

Presentations and Publications

University police members are pleased to present information on crime prevention and safety and are active participants at orientation programs for new students and employees and campus events such as Welcome Week. Crime prevention and safety brochures on topics, not inclusive, such as campus safety, self-protection for women, sexual harassment on campus, personal safety, campus theft and emergency preparedness are available at no cost from the University Police Department.

Ride-Along

The Department has an open door policy to anyone 18 years of age or older, interested in riding with a patrol officer during their shift. This is an opportunity for students, faculty, staff, or others to observe the services provided by the University Police Department. An individual may participate in a ride-along up to two times per calendar year.

CRIME CODE DEFINITIONS

The Clery Act, formally known as the Campus Crime and Security Act, mandates the reporting of certain offenses. The following definitions are in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder (criminal homicide), robbery, aggravated assault, burglary, motor vehicle theft, arson, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook. The definition of hate crimes is excerpted from The Handbook for Campus Crime Reporting.

Crime Definitions from the Uniform Crime Reporting Handbook

Criminal Homicide

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

An incident must meet three conditions to be classified as a burglary.

1. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
3. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned--including joyriding.)

Arson

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

Illegal Weapons Possession

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

Drug Law Violations

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Liquor Law Violations

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

SEX OFFENSE DEFINITIONS

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses—Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- A. Forcible Rape--The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- B. Forcible Sodomy--Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- C. Sexual Assault With An Object--The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- D. Forcible Fondling--The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-Forcible

Unlawful, non-forcible sexual intercourse.

- A. Incest--Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. Statutory Rape--Nonforcible sexual intercourse with a person who is under the statutory age of consent.

HATE CRIME DEFINITION

Hate Crime Definition from The Handbook for Campus Crime Reporting

Hate Crime

Any of the aforementioned crimes, and any other crime involving bodily injury, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property reported, in which there is evidence that the victim was intentionally selected because of the perpetrator's bias in any of the following areas: race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

**University Police Department
California State University, Fresno
2011 Annual Safety & Security/Fire Safety Report**

CRIME STATISTICS

The following crime statistic tables reflect the mandatory reporting offenses as specified in the Jeanne Clery Act. The tables display crime data over the past three calendar years and are separated by crimes occurring on university property (crimes occurring at student housing are also included in the University Property chart), crimes occurring off university property at recognized organizations, and crimes occurring on the bordering streets of the university. The Disciplinary Referrals table specifies the number of referrals to the Judicial Affairs Officer and number of incidents adjudicated by the Director of Student Housing. The following reported numbers may be duplicated in more than one reporting area.

Students attending classes applicable to the following locations can obtain the crime report on each locations' webpage:

College of Sequoias, Visalia: http://www.cos.edu/view_page.asp?nodeid=5442&parentid=965&moduleid=1

West Hills Junior College, Lemoore: <http://www.westhillscollge.com/lemoore/about/campus-safety/index.asp>

California State University, Bakersfield: http://www.csub.edu/bas/police/documents/AnnualCrimeDisclosure2010_002.pdf

Crime	On Campus			Residential / Student Housing			Student Organizations Non Campus			Public Property Bordering Campus		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	4	1	0	2	0	0	1	3	0	1	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	2	1	2	0	1	0	2	0	0	4	0	0
Aggravated Assault	2	2	0	1	0	0	2	0	1	2	0	0
Burglary	76	44	12	3	3	3	4	6	9	0	0	0
Motor Vehicle Theft	13	18	11	0	0	0	1	1	0	18	1	1
Arson	0	6	0	0	0	0	0	0	0	0	0	0
Arrests	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Illegal Weapons Possession	0	6	6	0	2	0	1	2	1	2	3	1
Drug Law Violations	12	23	43	5	10	10	1	19	2	54	34	22
Liquor Law Violations	3	15	0	1	9	0	8	32	2	11	19	2
Disciplinary Referral	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Illegal Weapons Possession	2	0	0	*	*	*	0	0	0	0	0	0
Drug Law Violations	16	49	47	*	*	*	0	0	0	0	0	0
Liquor Law Violations	88	147	154	*	*	*	0	0	1	0	0	2

*Disciplinary Referral statistics under "Student Housing" are included in the "University Property-On Campus" category.

Due to staffing reductions Fresno Police Department was unable to provide statistics for public property bordering campus, which explains the extreme drop in number of reported crimes for the category.

HATE CRIMES

1 Hate Crime in 2010 was reported On-Campus for vandalism against a race.

1 Hate Crime in 2009 was reported in Student Housing/On-Campus for vandalism against sexual orientation.

0 Hate Crimes in 2008

FIRE SAFETY IN UNIVERSITY COURTYARD STUDENT HOUSING

ON-CAMPUS STUDENT HOUSING AND FIRE SAFETY SYSTEMS

California State University, Fresno in conjunction with University Courtyard has a total of 768 units and 1150 bed spaces available for on-campus housing. Each unit is equipped with fire detection systems, including smoke detectors and pull stations. Additionally, there is an evacuation and annunciation system on each building.

MANDATORY FIRE DRILLS AND PROCEDURES FOR EVACUATION

Fire drills in University Courtyard are conducted each semester during the academic year and during the summer (3 times a year). In 2010, fire drills were conducted on January 22-28th, May 27th and September 7-10th. All residents must evacuate their room, suite and building area immediately during the sounding of a fire alarm or upon the direction of a University Courtyard staff member. The University Courtyard evacuation assembly point is in Parking Lot G. Attempting to re-enter a building area without permission from University or Housing staff is prohibited. Referral to the University Courtyard conduct system or to University Police for criminal/legal action may also be some of the consequences for failing to comply with the evacuation policy.

Date	Type	Location
January 22, 2010	Fire Drill-Unannounced	Birch Hall
January 25, 2010	Fire Drill-Unannounced	Aspen/Ponderosa Halls
January 26, 2010	Fire Drill-Unannounced	Graves/Sycamore Halls
January 27, 2010	Fire Drill-Unannounced	Homan/Cedar/Sequoia Halls
January 28, 2010	Fire Drill-Unannounced	Atrium/Baker Halls
May 27, 2010	Fire Drill-Unannounced	Cedar/Sequoia Halls
September 7, 2010	Fire Drill-Unannounced	Graves/Aspen/Ponderosa Halls
September 8, 2010	Fire Drill-Unannounced	Birch/Homan Halls
September 9, 2010	Fire Drill-Unannounced	Atrium/Sycamore Hall
September 10, 2010	Fire Drill-Unannounced	Baker/Cedar/Sequoia Halls

HOUSING POLICIES

University Courtyard has policies and regulations that give clear direction to residents who live on campus. A portion of the policies pay particular attention to fire and life safety issues. The policies are outlined below:

CANDLES/INCENSE/OPEN FLAMES: Because of fire marshal regulations, candles in any form are prohibited in University Courtyard. Open fires, including burning candles and activities potentially dangerous to property or disruptive to the community, such as incense and aromatic oils are also prohibited within University Courtyard. All items (including candles) will be confiscated and violators of any of these policies are subject to disciplinary and/or legal action.

COOKING: Fire regulations require that certain cooking appliances not be permitted in rooms or suites except for the microfridge provided by University Courtyard. For safety reasons, any resident found using any prohibited cooking items will have the item(s) confiscated and returned at check-out. Please consult the Facilities policies (appliances) for a list of approved appliances.

EVACUATIONS: In the event of an evacuation of any building(s), residents are to exit the building immediately per directions of staff. Staff may knock and then key in to each room to be sure all residents have exited the building. In the event of any emergency, be alert and responsive to instructions from staff.

EXPLOSIVES/FIREWORKS: Discharging firecrackers, fireworks, projectiles or any explosive device. Violations of this include, but are not limited to, discharging or in anyway attempting to discharge types of manufactured or homemade fireworks or flaming projectiles including cannons or bottle rockets inside or adjacent to University Courtyard. The size of the explosive is irrelevant. Violations of this policy may result in the termination of your housing license upon the first offense.

FACILITY POLICIES:

- **APPLIANCES:** Electrical devices such as stereos, TVs, hair dryers, coffee pots, air popcorn poppers, blenders, radios and personal computers are permitted, if they are UL approved and portable. Space heaters and cooking appliances (examples: hot plates, toasters, rice cookers) are NOT permitted!
- **BALCONIES/PATIOS: NO SMOKING!** No personal items, trash, or bikes may be kept on the balconies. No BBQs are permitted on the balconies, sidewalks or grass. Anyone in violation of these policies will have the bike, furniture or BBQ confiscated and returned at check-out. Lawn furniture may be brought onto the patios.
- **CEILING:** You may not display any type of wall hangings, flags or posters on the ceiling. This is a fire hazard. During health and safety inspections you will be required to remove them. If not removed by resident in the time stipulated, Housing reserves the right to remove them.
- **FIRE EQUIPMENT:** Tampering with fire equipment, e.g. fire alarms, extinguishers and smoke detectors is a violation of University Courtyard policies. Violations of this include, but are not limited to, removing a fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, tampering with smoke alarms located in public areas, taping smoke alarms in bedrooms, setting off false fire alarms, or removing or damaging exit lights and starting fires. Violations of this policy may result in the termination of your housing license upon the first offense.

FIRE ALARMS/DRILLS: Fire drills will be held periodically. Please note that all rooms are checked as a standard evacuation procedure and that all University policies are enforced during this time. You are **REQUIRED** to leave the building whenever the fire alarm is sounded. Residents with disabilities are cleared from their room first. Staff is directed to knock on the door first, then key into every room. Failure to evacuate may subject you to criminal prosecutions, fines and/ or disciplinary action.

In the event of a fire alarm/drill, residents are required to report to the following sections of Lot G:

Lot G North

- Baker
- Ponderosa
- Aspen
- Sycamore

Lot G Middle

- Atrium
- Graves
- Cedar
- Sequoia

Lot G South

- Homan
- Birch

It is important for all residents and staff to evacuate immediately to designated areas in order for Residence Life Staff and emergency personnel to be able to determine if halls have been evacuated.

FIRE EXTINGUISHERS AND EQUIPMENT: All residence halls are equipped with fire extinguishers which are to be used in the event that a minor fire should occur. If you find a fire extinguisher that is not in its proper place, please notify a member of the Residential Life Staff. Tampering with extinguishers is a \$50 fine. False alarms, removal or unnecessary discharge of fire extinguishers, propping doors and removal of exit signs compromise the safety of the residence halls. Residents found engaging in the above listed activities may be dismissed from the residence halls. Other fire safety violations will be dealt with through the disciplinary process. Whenever a smoke detector alarm sounds, it is important to determine whether or not a fire emergency exists. If one does, or if it cannot be determined because the door to the room is locked, then immediately pull a fire alarm located in the center and at the end of every hallway. An alarm will sound throughout the building and the University Police will be notified automatically. Smoke detector alarms sound only in the room where they are activated, so you must pull a fire alarm to notify the University Police and the hall residents if there is a fire. Fire alarm pull boxes are located throughout the complex. You should become familiar with their locations. Once a fire alarm is pulled, it is the responsibility of each resident to evacuate their residence hall when the alarm sounds or be subject to criminal prosecution, fine and/or Residence Hall disciplinary action. Tampering with a smoke detector or a fire alarm is a \$100 fine.

Certain items are not allowed on University Courtyard premises because of the fire hazard they pose to residents. For a list of prohibited items, please see inside front cover.

FIRE SAFETY: It's up to you to keep your living areas safe and prevent fire hazards. Always use a surge protector when plugging in multiple cords, especially computers or laptops. Use caution when cooking or utilizing the kitchens located in the community style halls.

HOOKAH: Because of the potential fire hazard, hookahs are not allowed in University Courtyard and will be confiscated if found.

SMOKE DETECTORS: All resident rooms are equipped with smoke detectors. If your smoke detector needs maintenance, notify staff immediately by filling out a Facility Service Request at the Atrium Desk. If a smoke detector emits a low battery beep, fill out a Facility Service Request form at the Atrium Customer Service Desk so the battery can be replaced.

SMOKING AND TOBACCO POLICY: As of April 1, 2003, California State University, Fresno adopted a smoke-free campus policy and allotted for designated smoking areas on campus. This policy applies to all University facilities, owned or leased, regardless of location, athletic facilities, the amphitheater, and all state and auxiliary vehicles. This policy pertains to students, faculty, staff, administrators, visitors and the general public attending campus events. University Courtyard, in conjunction with the University, has designated five (5) areas of University Courtyard where smoking (including electric cigarettes) is permitted. They are: Atrium Patio designated uncovered areas only; table located outside on the north side of the Atrium; table located outside to the south of Birch and north of Cedar; tables located outside between Graves and Homan next to the BBQs; red wooden bench outside on the east main lobby of Baker near the bike racks. Students found smoking in other areas may be subject to disciplinary action. Because of the potential fire hazards of smoking tobacco in pipes and hookahs, they are not allowed in University Courtyard and will be confiscated.

TRAINING

University Courtyard conducts training for the Resident Advisors (RAs), Public Safety Assistants (PSAs), Assistant Resident Directors (ARDs) and Resident Directors (RDs), as well as other housing staff members.

Yearly staff training covers:

- Fire extinguisher training
- Fire alarm evacuation procedures
- Fire alarm reset procedures
- Business Continuity Plan (BCP) procedures

CONTACT INFORMATION FOR REPORTING A FIRE

University Police: (559) 278-8400

University Courtyard Housing Office: (559) 278-2677

FUTURE IMPROVEMENT OF FIRE SAFETY

University Courtyard will make improvements to on-campus student housing fire safety systems when necessary.

MISSING STUDENT NOTIFICATION

Policy on Missing Students in University Courtyard

For purposes of this policy, a resident may be considered a “missing person” if the resident’s absence is suspiciously different to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence.

Each student living on-campus has the options to register a confidential contact person (on the Emergency Contact card) to be notified in the event that the student is determined to be missing. Any missing person under the age of 18 that are not emancipated will have their parent or guardian notified as well. Only authorized campus officials and law enforcement persons in furtherance of a missing person investigation may have access to this information.

In the event of a missing student, University Courtyard will (1) conduct a health and safety check of the resident’s room, (2) attempt to contact the student via cell phone, email or other means, and (3) identify other students who may be aware of the missing person’s whereabouts (i.e. roommate, friends, classmates, other residents, etc). If University Courtyard is unable to make contact with the potential missing student they will contact University Police Department at 559-278-8400 and the Dean of Students. University Courtyard officials will assist UPD and the University in the investigation of any missing student.

How to Report a Missing Person

To report a missing person contact University Courtyard, 559.278-2677, or University Police Department, 559.278-8400 or 911 (from any campus phone).

FIRE SAFETY IN AGRICULTURAL OPERATIONS LIVING QUARTERS

California State University, Fresno in conjunction with Agricultural Operations has a total of eight (8) units and eight (8) bed spaces available for Ag Operations’ Living Quarters.

SMOKE DETECTORS: All Living Quarters are equipped with smoke detectors. If your smoke detector needs maintenance, or emits a low battery beep, notify Ag Operations staff immediately by calling 278-2011.

Whenever a smoke detector alarm sounds, it is important to determine whether or not a fire emergency exists. If one does, or if it cannot be determined because the door to the room is locked, contact University Police at 278-8400. Smoke detector alarms sound only in the room where they are activated, so you must notify the University Police if there is a fire. It is the responsibility of each resident to evacuate their Living Quarters when the alarm sounds or be subject to criminal prosecution, fine. Tampering with a smoke detector or a fire alarm is a \$100 fine.

FIRE EXTINGUISHERS: All Living Quarters are equipped with fire extinguishers which are to be used in the event that a minor fire should occur. If you find a fire extinguisher that is not in its proper place, please notify a staff at Agricultural Operations. Tampering with extinguishers is a \$50 fine. False alarms, removal or unnecessary discharge of fire extinguishers, propping doors and removal of exit signs compromise the safety of the Living Quarters. Residents found engaging in the above listed activities may be dismissed from the Living Quarters. Other fire safety violations will be dealt with through the disciplinary process.

SMOKE DETECTOR AND FIRE EXTINGUISHER CHECKS:

Smoke detector checks are conducted each semester during the academic year and during the summer (3 times a year). Fire Extinguisher checks are conducted annually each January by Jorgensen and Co. and organized thru Plant Operations. In addition to the regularly scheduled checks, Ag Operations Maintenance Technicians periodically check the smoke detectors and fire extinguishers during routine maintenance checks.

In the upcoming year, Ag Operations will prepare a scheduled timetable for Smoke Detector and Fire Extinguisher checks.

Date	Type	Location
3 x year	Smoke Detector Check	Beef Unit Living Quarters
3 x year	Smoke Detector Check	Dairy Unit Living Quarters #1
3 x year	Smoke Detector Check	Dairy Unit Living Quarters #1
3 x year	Smoke Detector Check	Horse Unit Living Quarters
3 x year	Smoke Detector Check	Calf Barn Living Quarters #1
3 x year	Smoke Detector Check	Calf Barn Living Quarters #1
3 x year	Smoke Detector Check	Sheep Unit Living Quarters
3 x year	Smoke Detector Check	Swine Unit Living Quarters
Annually, first of January	Fire Extinguisher Check	Beef Unit Living Quarters
Annually, first of January	Fire Extinguisher Check	Dairy Unit Living Quarters #1
Annually, first of January	Fire Extinguisher Check	Dairy Unit Living Quarters #1
Annually, first of January	Fire Extinguisher Check	Horse Unit Living Quarters
Annually, first of January	Fire Extinguisher Check	Calf Barn Living Quarters #1
Annually, first of January	Fire Extinguisher Check	Calf Barn Living Quarters #1
Annually, first of January	Fire Extinguisher Check	Sheep Unit Living Quarters
Annually, first of January	Fire Extinguisher Check	Swine Unit Living Quarters

FIRE DRILLS: Ag Operations does not conduct fire drills for the eight (8) Living Quarters. The Living Quarters are single units, and residents have been instructed on emergencies and the evacuation assembly point location is nearby at O’Neill Park.

LIVING QUARTERS POLICIES

Ag Operations has policies and regulations that give clear direction to residents who live in the Living Quarters. A portion of the policies pay particular attention to fire and life safety issues. The policies are outlined below:

CANDLES/INCENSE/OPEN FLAMES: Because of fire marshal regulations, candles in any form are prohibited in Living Quarters. Open fires, including burning candles and activities potentially dangerous to property or disruptive to the community, such as incense and aromatic oils are also prohibited within Living Quarters. All items (including candles) will be confiscated and violators of any of these policies are subject to disciplinary and/or legal action.

EVACUATIONS: In the event of an evacuation of any building(s), residents are to exit the building immediately per directions of staff. Staff may knock and then key in to each room to be sure all residents have exited the building. In the event of any emergency, be alert and responsive to instructions from staff.

EXPLOSIVES/FIREWORKS: Discharging firecrackers, fireworks, projectiles or any explosive device. Violations of this include, but are not limited to, discharging or in anyway attempting to discharge types of manufactured or homemade fireworks or flaming projectiles including cannons or bottle rockets inside or adjacent to Living Quarters. The size of the explosive is irrelevant. Violations of this policy may result in the termination of your housing license upon the first offense.

FACILITY POLICIES:

- **APPLIANCES:** Electrical devices such as stereos, TVs, hair dryers, coffee pots, air popcorn poppers, blenders, radios and personal computers are permitted, if they are UL approved and portable. Space heaters are NOT permitted!
- **NO SMOKING!** Smoking is prohibited in and around all buildings except where designated. As of April 1, 2003, California State University, Fresno adopted a smoke-free campus policy and allotted for designated smoking areas on campus. This policy applies to all University facilities, owned or leased, regardless of location, athletic facilities, the amphitheater, and all state and auxiliary vehicles. This policy pertains to students, faculty, staff, administrators, visitors and the general public attending campus events.
- **CEILINGS:** You may not display any type of wall hangings, flags or posters on the ceiling. This is a fire hazard. During health and safety inspections you will be required to remove them. If not removed by resident in the time stipulated, Ag Operations reserves the right to remove them.
- **FIRE EQUIPMENT:** Tampering with fire equipment, e.g. fire alarms, extinguishers and smoke detectors is a violation of Ag Operations policies. Violations of this include, but are not limited to, removing a fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, tampering with smoke alarms located in public areas, taping smoke alarms in bedrooms, setting off false fire alarms, or removing or damaging exit lights and starting fires. Violations of this policy may result in the termination of your housing license upon the first offense. Do not block firefighting equipment, fire doors, or exits with any material or equipment.
- **HOUSEKEEPING:** Keep your environment clean and tidy at all times. Do not place items in aisles, corridors, in front of emergency exits, or electrical control panels. Tools, equipment and chemicals shall be stored in designated spaces when not in use. Do not place or stack material or equipment in such a manner that it constitutes a falling hazard. If anything is spilled in the area, it should be cleaned up as soon as possible after it has been determined if the spilled substance is not hazardous. If it is hazardous call Agricultural Operations, 559-278-2011 or University Police, 559-278-8400. Pick up litter. Don't let tripping hazards exist. Install cables and extension cords so they don't trip you.

FIRE SAFETY: It's up to you to keep your living areas safe and prevent fire hazards.

1. Always use a surge protector when plugging in multiple cords, especially computers or laptops.
2. Use caution when cooking or utilizing the kitchen.
3. Firefighting equipment and emergency exits must be kept clear and ready for immediate use. Do not block them with equipment or material. All personnel should be familiar with the position of firefighting equipment.
4. Know where your primary exit route is, and what alternative emergency routes are available. Always use the closest emergency door to exit when evacuating the building.
5. Make sure flammable liquids and vapors are not exposed to ignition sources. All flammable liquids must be dispensed from and transported in approved containers. Glass containers are expressly forbidden.
6. Report all fires, no matter how small to University Police – 278-8400.

7. Immediate response to small fires is essential. If a fire occurs, the first consideration must be the safety of personnel. All employees must be evacuated in the immediate area before attention can be given to the saving of property. Notify your Supervisor and the University Police as soon as possible.
8. Learn how to use the extinguisher in your area (frequently read the instructions label on extinguisher) and know where they are located. If you are not sure, ask Ag Operations.

FIRST AID AND MEDICAL: Report all accidents and injuries to your supervisor regardless of whether anyone is injured and take steps to correct the factors that contribute to the accident. If you injure yourself in any way, seek first aid treatment. Seek treatment for all injuries, even small cuts, scratches or burns to prevent infection and need for further medical care. An accident report must be completed by your supervisor even if you do not require medical care. For assistance, contact University Police, 559-278-8400.

There were no fires in University Courtyard Student Housing or Agricultural Operations Living Quarters during the calendar year 2010.