



UNIVERSITY OF
DELAWARE®



2011 Campus Security and Fire Safety Reports

Department of Public Safety

www.udel.edu/publicsafety

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A Message From the Chief



On behalf of the Department of Public Safety, welcome to the University of Delaware. We hope you find this report helpful as it regards your safety and security on campus.

As a community, we recognize that safety is everyone's responsibility. We appreciate the opportunity to share with you information regarding Public Safety policies, programs, and services; campus crime statistics; and fire safety statistics, education and training, and evacuation policies and procedures.

The safety and well-being of all members of the University of Delaware community—students, faculty, staff and visitors—is of utmost importance to the University and a primary responsibility of the Department of Public Safety. The Department is responsible for the protection of life and property, the enforcement of University policies, the prevention and detection of on-campus crimes and other violations, emergency response management, and fire and other safety services.

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the administrative section of the Department of Public Safety using statistical and other information supplied by Environmental Health and Safety, Newark Police, Wilmington Police, Lewes Police, Department of Natural Resources Police, Campus Life Office and the Office of Residence Life.

Statistics on crimes reported to the University Police for the past three years that occurred on campus, on public property adjacent to the campus and on university property located off campus, as well as arrests for selected offenses can be found at: www.udel.edu/PublicSafety/admin_crimestats.html [Attachments A-D]

Fire safety statistics, in compliance with the Higher Education Opportunity Act of 2008, can be found at: <http://www.udel.edu/ehs/firereport2010.html> [Page 13]

UD's Missing Student Policy [Page 17], in compliance with the Higher Education Opportunity Act of 2008, can be found at: <http://www.udel.edu/PublicSafety>

The University of Delaware is a state-assisted, privately controlled institution of higher education. The main campus is located in Newark, Delaware and there are branch campuses located in Wilmington, Delaware and Lewes, Delaware. Over half of the 14,500 undergraduates live in residence halls on the Newark campus. The University of Delaware community is made up of over 24,000 people.

Thank you for taking the time to review this report. If you have questions or would like further information about safety and security at the University of Delaware please contact the Department of Public Safety at 302-831-1204.

Sincerely,
Chief Patrick A. Ogden
Director of Public Safety

A handwritten signature in black ink that reads "Chief Patrick A. Ogden". The signature is written in a cursive, flowing style.

Section One

Campus Security Report



Department of Public Safety



The main office of the Department of Public Safety is located at 413 Academy Street in Newark, Delaware and is open 24-hours-a day, seven days a week.

The well-being of all who attend, work or visit the University of Delaware is vitally important to the University's Department of Public Safety. While Newark is a relatively safe place, crimes do occur both on and off campus. University Police officers are trained to understand the needs of students, faculty and staff. Equipped with two-way radios, they patrol the campus by vehicle, foot and bicycle. Public Safety security officers and student aides assist the University Police in their preventive patrols. Everyone must do his or her part to maintain a safe environment. All members of the University Community have a responsibility to themselves and to others to use due care for their safety and to comply with all local, state and University regulations. The University Community is encouraged to promptly report crimes to the University and/or local police departments; timely reports of information make it easier for the police to gather critical evidence and increase the odds of recovering stolen property and successfully prosecuting a criminal.

The University Police are law enforcement officers of the State of Delaware and are certified by the Delaware Council on Police Training. They have full investigative and arrest authority on campus, as well as on contiguous streets and highways and elsewhere in the state as provided by law.

A criminal or traffic summons issued by the University Police will be adjudicated by the court system of the City of Newark or the State of Delaware, as appropriate. The University Police work closely with federal, state, county and municipal law enforcement agencies to provide the best possible service.

The University Police work closely with federal, state, county and municipal law enforcement agencies to provide the best possible service. The University of Delaware Police department has working relationships with state and local law enforcement agencies. UDPD also has jurisdictional agreements and or MOU's with several agencies. In addition, Delaware Code outlines mutual aid between law enforcement agencies within the state. All members of the Department of Public Safety are empowered to enforce University rules and regulations.

Reporting of Criminal Actions or Emergencies



Like any other community of its size, the University of Delaware experiences accidents, injuries, crimes and other emergencies. To report a crime or emergency, the Department of Public Safety should be notified at 911 or 831-2222 as soon as possible. These telephone numbers are staffed 24-hours a day by trained telecommunications officers. The University of Delaware does not have a confidential reporting program and all victims are encouraged to report crimes and emergencies to the campus police.

The University of Delaware campuses are equipped with over 100 outdoor emergency telephones. These telephones are programmed to automatically dial the Department of Public Safety when activated. The emergency phones located outdoors are identified by blue lights and are activated by picking up the receiver or pushing a button.

Access to Campus Facilities

The University restricts access to its facilities to members of the academic community and bona fide guests. Access times vary depending on the building and the activity, except for those students, faculty and staff with keys or appropriate access authority.

Entry to Residence halls with central corridors is controlled electronically with card access 24 hours a day. They are equipped with special electronic systems intended to indicate a propped door condition that will sound a local alarm if the alarmed doors are not closed promptly.

All students, faculty and staff are required to possess ID cards and to present them when requested by a University official. Individuals who do not have legitimate reasons for being on campus or in a University building and who refuse to leave may be arrested pursuant to Section 22-39 (Criminal Trespass) of the Code of the City of Newark or Title 11 Section 821 of the Delaware Code.

Maintenance and Security of Campus Facilities

Lighting and landscaping on the University of Delaware campuses are important considerations. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Public Safety officers, paying attention to any burned out lights, check exterior lights periodically.

Deficiencies are reported to the Facilities Division. Members of the campus community are also encouraged to report any exterior lighting deficiencies to the Department of Public Safety at 831-2222 or via email to Fixit@udel.edu.

Each summer the UD police conduct a lighting survey of the main campus in concert with representatives of the Facilities Division, Office of Women's Affairs, and other members of the University Community. Additionally, a campus wide security survey is conducted annually with representatives of the Resident Student Association, Facilities Division and members of the university administration.

Security officers employed by the Department of Public Safety are responsible for patrolling designated areas of the campus on foot and in vehicles, locking and unlocking buildings, providing escorts and transportation to students and staff, reporting security deficiencies and providing courier service to the campus community.



Emergency Response Procedures

The University of Delaware chose an emergency notification vendor, Send Word Now, to implement UD Alert. The University of Delaware's primary emergency notification tool, UD Alert, allows us to send emergency messages to students and staff within minutes. These notices will be sent in a variety of ways: voice messages (to local, cell or home phone), e-mail, and text message (to a pager or cell phone). The University of Delaware will test

its UD Alert System once each semester during the academic year. Information will be posted on UDaily prior to the test so as not to alarm the campus community.

Information on additional methods that may be used to communicate emergency information can be found at:

http://www.udel.edu/emergency/stay_informed.html
[Attachment E]

The University recognizes its responsibility to provide accurate and timely information to the campus community and the public during emergencies. The University also recognizes its responsibility to students, faculty, and staff to respond to concerns about personal safety and security, and to follow university policies concerning the release of personal information. In order to guide this process the Emergency Communications Policy was implemented; for additional information please see the full policy #7-52 [Attachment F]. Please also see #7-06 and #7-51 [Attachments G and H] for details on processes that will be followed when an emergency is declared, and for the persons/positions responsible for carrying out the process.

Security Awareness and Crime Prevention Programs

The following is a listing of the crime prevention programs and projects employed by the University of Delaware.

- **Escort Program:** The Department of Public Safety provides an escort service to the campus community. This service is staffed by student aides who are employed and trained by the department. This free service is available during hours of darkness seven days a week.
- **New Student Orientation:** The UD Police Department participates in new student orientation held each summer; meeting new students and their parents and making available to them printed materials dealing with campus safety.

- **Emergency Telephones:** As previously indicated, exterior emergency telephones linked directly to the Department of Public Safety are located throughout the University's three campuses.



- **Crime Prevention Presentations:** Crime prevention presentations are made to various campus departments, student groups and organizations such as commuter students, international students, resident student association and other recognized student organizations.
- **Electronic Alarm Systems:** The campus wide network of intrusion, duress, elevator and fire alarm systems is monitored by the Public Safety Communications Center.
- **Security Surveys:** Security surveys are conducted for selected campus departments each year.
- **Valuable Property Identification:** The UD Police provides engraving tools for members of the University community to engrave their personal property. In addition, on campus students may register their valuable property [Attachments I and J] with the Department of Public Safety.
- **Bicycle Registration:** Students and staff who bring bicycles to the campus are encouraged to register their bicycles [Attachment K] with the Department of Public Safety. Registration forms are available at the department or electronically through the public safety web page.

Crime Reporting

Programs are in place to advise members of the campus community on a timely basis about campus crime and crime-related problems.

The media used include the following:

- **Daily Crime Report:** A crime report log is prepared daily describing incidents reported to the University Police and reports made. Information contained in the log can be searched at a public computer site in the lobby of the public safety building or via any computer with Internet access.
- **Student Newspaper:** The University of Delaware student newspaper, The Review, has access to all the information contained in the daily crime report log. If a serious or unique crime has occurred, a special article may be printed in the newspaper.
- **UDaily:** The University of Delaware's online news service provides daily e-mail news updates and can be accessed at udel.edu/udaily
- **Timely Alerts:** If circumstances warrant it, special timely crime alerts are prepared and distributed through the UDaily online news reporting service. These alerts advise the community of the situation, steps to take to avoid being victimized and the number to call for more information. The Chief of Police or his designee, with assistance from the Office of Communications and Marketing, is responsible for preparing the alerts for dissemination to the university community.
- **World Wide Web (WWW) Site:** The University maintains its own WWW site (www.udel.edu/) which all University faculty, staff and students, as well as the general public, have access to via their personal or University computers. The Department of Public Safety maintains its own WWW site (www.udel.edu/PublicSafety/) within this system and makes it available to all who have system access.

- **Rape Aggression Defense (R.A.D.) Systems:** RAD is designed to help women learn self-defense. It consists of tactics that help women become more aware of the possible dangers that can develop at any time. It teaches them to be preventive, and to reduce or avoid high-risk situations. RAD classes are conducted throughout the school year and there is no charge for this program



- **Community Policing Program:** The UD police are committed to providing quality service and protection to the students, staff, faculty and visitors of the University of Delaware. The community Policing Program is an integral part of this quality service. It is based upon the concept that police officers and the campus community as a whole can work together in creative ways to solve problems related to crime prevention. The primary focus of community policing is to foster positive interaction between the police, students and staff. Officers have been assigned to specific campus areas and have designated offices in the residence halls to better serve the security needs of the student population.
- **Internet World Wide Web Site:** The Department of Public Safety has developed a web site at www.udel.edu/PublicSafety for quick and up-to-date information on services it provides.
- **Statistics** on crimes reported to the University Police for the past three years that occurred on campus, on public property adjacent to the campus and on university property located off campus, as well as arrests for selected offenses can be found at: www.udel.edu/PublicSafety/admin_crimestats.html [Attachments A-D]

- **Uniform Crime Reports:** The University Police annually contribute crime statistics to the State Bureau of Identification for the state of Delaware to be included in the Uniform Crime Report published yearly by the Federal Bureau of Investigation.

The yearly report provides detailed statistical information and is available at academic and public libraries

Sexual Assault

Sexual assault is any unwanted non-consensual physical contact of a sexual nature, whether by an acquaintance or a stranger. Sexual assault can occur under physical force and/or coercion or when a person is physically or mentally unable to give consent. Sexual assault includes but is not limited to rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, and forcible fondling (i.e., unwanted touching or kissing of a sexual nature). The University of Delaware will not tolerate sexual assault and will adjudicate such acts of violence through the campus judicial system as well as encourage the accuser to pursue criminal and/or civil remedies. Judicial sanctions for violations of the Code of conduct range from deferred suspension to expulsion from the University.

If you are a victim of sexual assault:

Immediately report the assault to the police; call 911. Police cannot investigate the crime unless you file a formal report. Reporting a crime does not necessarily obligate you to follow through with prosecution.

- Go to a hospital emergency room as soon as possible if the assault involved sexual penetration or other physical injuries. (Evidence can be collected several hours after an attack, but its value may be diminished.)
- **Do not** wash, change clothing or otherwise "clean up."

- Bring a full change of clothing because the clothes you were wearing at the time of the attack may be kept as evidence.
- Your follow-up medical care is crucially important. You may need tests for sexually transmitted diseases and pregnancy.
- No matter when or where the assault occurred, support and referral resources are available to help you. Contact at least one of the offices listed below.

Campus

Department of Public Safety: (302) 831-2224

Counseling Center: (302) 831-2141

Campus Life Office: (302) 831-8939

Office of Women's Affairs: (302) 831-8063

Sexual Offense Support Services (S.O.S.):
(302) 831-2226

(The 24-hour S.O.S. provides round-the-clock confidential, immediate personal support on a confidential basis. Members are trained to listen, advise and counsel victims of rape and sexual assault. They can also refer you to other services.)

Community

State of Delaware: (800) 842-8461

Newark Police Department: (800) 842-8461

Wilmington Police Department: (800) 262-9800

Lewes Police Department: (302) 645-6264

Crisis Intervention: (302) 577-2484

Domestic Violence Hotline: (302) 762-6110 or (302) 762-6111 (These numbers also put you in touch with the battered women's shelter)

Rape Crisis Contact: (302) 761-9100

Suicide Hotline: 1-800-652-2929

Victim Crisis Center: 1-800-842-8461

Violent Crimes Compensation Program:
(302) 995-8383

Statement of Victims' Rights

- Victims have the right to choose counseling and medical treatment, and to prosecute and report their case through the University Judicial System and/or the off-campus court system. They also have the right to refuse all these options without reproach from any University personnel.
- Victims have the right to be treated with dignity and seriousness by campus personnel.
- Victims of crimes against an individual have the right to be reasonably free from intimidation and harm.
- University personnel are encouraged to inform all victims that (1) victims are not responsible for crimes committed against them; (2) victims are not negligent toward their own and thus do not assume the risk of crime; and (3) victims should always report their crime, despite the possibility of adverse publicity for the University.
- Victims will be made aware of appropriate student services, including counseling.
- Victims are entitled to the same support opportunities available to the accused in a campus disciplinary proceeding.
- If the accused is prohibited from contacting the victim or entering the victim's residence, the victim will be notified that the ban is in effect.
- Any victim who does not wish to remain in his/her present residence hall or class section may be granted a transfer to any available housing or class section.
- The victim has the right to information regarding the status of his/her case.

Sex Offender Registration in Delaware

In accordance with Title 11, Chapter 41 of the Delaware Code, information regarding registered sex offenders is maintained by the Delaware State Police. The Delaware State Police have created the Sex Offender Central Registry, a searchable database that may be accessed via an internet website. This database located at www.state.de.us/dsp/sexoff/ may be used to locate registered sex offenders by name, address, city, county, or zip code. Convicted sex offenders from out of state must register with the Delaware State Police within 7 business days of establishing permanent or temporary residency within the State of Delaware and all registrants must indicate where they intend to reside, be employed and/or study. A list of registered offenders who have identified the University of Delaware as their place of employment, residence, or study can be found at the above listed website.

Preventing Sexual Assault

Programs in the prevention of sexual assault are offered regularly throughout the year to students, faculty, and staff. Rape Aggression Defense Systems (RAD), a physical defense course for women offered by Public Safety, teaches rape prevention and practical self-defense techniques. Sexual Assault Awareness week, sponsored by a number of campus departments takes place each fall and offers programs on dating violence, acquaintance rape and personal security.

Drug and Alcohol Policies

The abuse of alcohol and the use of illegal drugs by members of the University community are incompatible with the goals of an academic institution. In order to ensure that alcohol and illegal drugs do not interfere with the goals of the University, substance abuse programs have been developed that apply to the University as both an educational institution and a work place.

The student policies of the University of Delaware on alcohol and drugs appear on the World Wide Web in the University of Delaware Student Guide to University Policies <http://www.udel.edu/stuguide/09-10/>. University regulations clearly prohibit the unauthorized possession, use, manufacture, distribution, or sale of alcoholic beverages on University property or in University facilities. In addition, students are prohibited from using drugs, possessing drugs or drug paraphernalia, and from selling or otherwise distributing drugs.

Violations of these policies will result in immediate sanctions within the University's Student Judicial System. Students may receive penalties that include mandatory alcohol and drug evaluations and other sanctions from disciplinary probation to expulsion.

If students are found guilty of violating any local, state or federal laws concerning alcohol and drugs, they will receive significant sanctions. These penalties may include fines and mandatory prison terms. The State of Delaware, in particular, has very strict minimum mandatory sentencing laws for the selling of drugs. State and local laws concerning drugs and alcohol are summarized in the Student Guide to University Policies.

The University of Delaware is committed to educating its students in the areas of drug and alcohol use. The Wellspring Office in Laurel Hall

provides education on substance use and abuse. If students have any questions concerning the health risks associated with the illicit use of drugs and the abuse of alcohol, they should contact Wellspring

The University of Delaware employs licensed psychologists and psychiatrists in the Center for Counseling and Student Development who will assist students having problems with alcohol and drug abuse.

Every student at the University should read and become familiar with the policies on drugs and alcohol use and abuse that are discussed in the Student Guide to University Policies. In addition, more information is available on the health risks associated with drugs at the Wellspring Office in the Student Health Service.

Programs in the prevention of sexual assault are offered regularly throughout the year to students, faculty, and staff. Rape Aggression Defense Systems (RAD), a physical defense course for women offered by Public Safety, teaches rape prevention and practical self-defense techniques. Sexual Assault Awareness week, sponsored by a number of campus departments takes place each fall and offers programs on dating violence, acquaintance rape and personal security.

If you have any questions concerning alcohol and drug regulations or health risks, please feel free to contact the following offices:

Wellspring Office: (302) 831-8992

Campus Life Office: (302) 831-8939

Counseling and Student Development:
(302) 831-2141

Psychiatric Services: (302) 831-8992

Student Health Service: (302) 831-2226

Section Two

Fire Safety Report



University of Delaware 2010 Annual Fire Safety Report



ENVIRONMENTAL
HEALTH &
SAFETY

A Safe and Healthful Campus Environment



Higher Education Opportunity Act Reporting

The **Higher Education Opportunity Act**, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

2010 Fire Statistics for On-Campus Student Housing Facilities

Location	Date/Time	Cause	Injuries	Deaths	Property Damage
Christiana West Tower, Room 1110	1/1/2010 2:44am	Unattended Cooking-Stove	0	0	None
Rodney A, 1 st Floor Lavatory	3/5/2010 4:58am	Malicious Burning	0	0	None
Conover East Apt. 13	8/16/2010 1:00pm	Unattended Cooking-Oven	0	0	\$30.00
Dickinson E Mechanical Room	10/30/2010 2:18pm	Hot Water Circulating Pump Overheated	0	0	\$300.00
Christiana East Tower, Room 1107	11/28/2010 9:52pm	Unattended Cooking-Toaster Oven	0	0	\$50.00

University of Delaware 2010 Annual Fire Safety Report

A. Description of On-Campus Student Housing Fire Safety Systems:

- All On-Campus Student Housing, Graduate Student Housing and On-Campus Fraternity/Sorority Housing is equipped with the following fire safety features:
 - Complete automatic sprinkler system
 - Fire alarm system monitored by the UD Department of Public Safety
 - Smoke alarm in each sleeping room, interconnected within common areas of suites and apartments. Activation is initially local to the room of origin and transmits a fire alarm signal to UD Department of Public Safety. After 15-minutes of local alarm activation, or activation of a second smoke alarm, the alarm will sound a General Fire Alarm within the building. All fire alarm events, troubles and supervisory signals are monitored by UD Department of Public Safety.
 - Egress corridors and stairwells are fire rated
 - Residents with disabilities are accommodated according to their needs
- Each UD Owned Off-Campus Fraternity and Sorority housing facility has the following:
 - Automatic sprinkler system
 - Fire alarm system monitored by the UD Department of Public Safety
 - Smoke alarm in each sleeping room
 - Egress corridors and stairwells are fire rated
 - Residents with disabilities are accommodated according to their needs

B. Number of regular mandatory supervised fire drills:

Each on-campus undergraduate student housing facility has two fire evacuation drills conducted and evaluated by the University Fire Protection Engineer each semester.

C. Policies on portable electrical appliances, smoking and open flames:

On-campus housing facilities have prohibitions against the following activities:

1. Smoking.
2. Using lighted candles or other open flames devices.
3. Cooking in unapproved areas (bedrooms) including use of toaster ovens and appliances with an open heating element. Microwaves are allowed in Student Housing Rooms.
4. Use of space heaters (Except when issued by Residential Facilities for emergency outages of heat).
5. Use of extension cords.
6. Tampering with or blocking any fire protection equipment.
7. Possession of fireworks.
8. Use of halogen lamps or halogen bulbs.

Additional information is available on the following web sites:

Fire Safety Program in Residence Halls: <http://www.udel.edu/reslife/students/rhr.html>

Residential Facilities - Safety and Environment: http://www.udel.edu/reslife/students/sec_fire.html

Facilities Management Guidelines for Student Housing: <http://www.facilities.udel.edu/resfacilitiesmaintenance.aspx>

University of Delaware 2010 Annual Fire Safety Report

D. Fire safety education and training programs for students, faculty and staff:

The Fire Protection Element within the Department of Environmental Health & Safety provides training to housing staff including Resident Assistants, Complex Coordinators, Hall Directors and Greek House Directors. The training includes annual R/A Fire Safety Training. Training provides information on fire protection features of facilities, fire prevention, emergency procedures, and conducting fire safety education sessions for residents, and hands-on fire extinguisher training. Grad Students and staff for Chemical, Engineering and Biology Lab Programs were provided fire safety and hands-on fire extinguisher training.

The Fire Protection Engineering Element is also involved in public education programs like New Student Orientation, AG-Day, Grad Fair, Grad Student Lab Fire Safety, ARAMARK Employee Training; Public Safety In-Service Training, Transportation Bus Drivers and General Population Fire Extinguisher Training. Through a FEMA Fire Prevention and Safety Grant, Web-based Cooking Fire Safety Training program has been developed and is available for all students and staff

<http://www.udel.edu/ehs/firetrain/cookingfiresafety.htm> .

E. Plans for future improvements in fire safety:

UD continually evaluates the fire protection systems within student housing facilities. Evaluations culminate in the incorporation of fire safety upgrades. Such upgrades occur through replacements or building renovations. Current plans include:

- Installation of Carbon Monoxide Alarms in Student Housing with fossil fuel burning heating and hot water appliances.
- Planning and design of Replacement of Student Housing Fire Alarm Receiver.
- Continued development of Fire Safety Training to be made available for all on and off campus residents. Implementation planned for Fall 2011.
- Seeking FEMA Fire Prevention and Safety Grant 2011 for purchase of Safe-T-sensor technology for prevention of nuisance alarms involving microwave ovens.

Access to UD Department of Public Safety Clery Reporting at:

http://www.udel.edu/PublicSafety/admin_cleryact.html

Section Three

Missing Student Policy



Missing Student Policy

(1) The University of Delaware (UD) takes student safety seriously. To this end, and in compliance with the Missing Student Notification Policy and Procedures (Section 488 of the Higher Education Opportunity Act of 2008), the following policy has been developed in order to assist in locating UD students, who, based on the facts and circumstances known to the University, are determined to be missing. It is the policy of UD to actively investigate any report of a missing student. All students will be notified of the missing student policy and the procedures UD would follow in the event that they are reported missing.

(2) Each student will be asked to identify the name and contact number of the individual(s) whom UD will notify within 24 hours of the determination that the student is missing. For any student under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Students' contact information will be registered confidentially, made accessible only to authorized campus officials, and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

(3) If a member of the University community has reason to believe that a student is missing, he or she must report it to the University of Delaware Police Department (UDPD), located at 413 Academy Street, Newark DE 19716. For non-emergencies call 831-2222; for emergencies call 911.

All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, calling the student's cell phone and sending a text message, looking at social networking sites, checking the student's room, interviewing roommates and friends, checking attendance in class, checking ID card access and key fob use, and locating the student's vehicle.

(4) If upon investigation by UDPD, the student is determined missing for at least 24 hours, the Dean of Students will contact the student's designated emergency contact (or custodial parent or legal guardian if the student is under the age of 18 or has failed to designate an emergency contact). UDPD will notify the Newark Police Department within 24 hours of the determination that a student is missing, unless Newark police was the entity that made the determination that the student is missing. UDPD will continue to investigate utilizing established police investigative procedures and in collaboration with staff from the Dean of Students' Office and Residence Life. UDPD will also co-ordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and good police practice.

(5) The Missing Student Policy will be included in the following documentations:

- a. Student Guide to University Policies;
- b. Residence Life Website;
- c. Information provided to students at point they complete emergency contact information (SIS);
- d. Annual email to all students from DoS; and
- e. Annual Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Attachment A

2008-2010 University of Delaware Crime Statistics-Newark Campus

This chart includes offenses that were reported to the University of Delaware Department of Public Safety. These offenses were compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Total Crimes Reported (includes attempts)	Crimes on Campus or in Residence Halls									Non-Campus Building or Property**			Public Property*		
	2008			2009			2010			2008	2009	2010	2008	2009	2010
Offense Type	RH	Other	Total	RH	Other	Total	RH	Other	Total						
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses:															
Rape* **	3	0	3	1	1	2	0	1	1	0	0	0	1	1	0
Other Sex Offenses	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0
Non-Forcible Sex Offenses															
Robbery	2	6	8	0	3	3	0	4	4	0	0	0	4	6	1
Aggravated Assault	1	3	4	2	0	2	2	1	3	0	0	0	4	4	2
Burglary	17	15	32	17	8	25	5	10	15	0	3	0	0	1	0
Motor Vehicle Theft	0	2	2	0	5	5	0	1	1	0	0	0	3	3	0
Arson	1	1	2	0	2	2	1	1	2	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*All reported incidents in 2008 involved acquaintances.

**One rape reported in 2008 occurred in August 2003; one rape reported in 2008 occurred in February 2007.

There were no reportable Hate Crimes reported during the past three years.

Number of Arrests/Student Judicial Referrals for Select Offenses

Offense Type	University of Delaware Campus						Non-Campus Property**			Public Property*		
	2008		2009		2010		2008	2009	2010	2008	2009	2010
	Res.	Other	Res.	Other	Res.	Other						
Liquor Law Violations												
Arrest	31	62	44	150	54	100	3	0	0	41	0	10
Referral	729		903		985		0	0	1	0	0	0
Drug Law Violations												
Arrest	0	16	10	38	22	77	0	0	0	19	0	0
Referral	74		107		114		0	0	0	0	0	0
Illegal Weapons Possession												
Arrest	0	3	0	1	1	3	0	0	0	4	0	0
Referral	1		0		1		0	0	0	0	0	0

*These incidents/arrests occurred on property adjacent to campus and may have been handled by the Newark Police Department.

**Crimes at off-campus student organizations are monitored and recorded by the Newark Police.

Attachment B

2008-2010 University of Delaware Crime Statistics – Lewes Campus

This chart includes offenses that were reported to the University of Delaware Department of Public Safety. These offenses were compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Total Crimes Reported (includes attempts)	Crimes on Campus or in Residence Halls			Non-Campus Building or Property			Public Property*			Totals		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Offense Type												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses:												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0

There were no reportable Hate Crimes reported, nor any other crimes involving bodily injury, during the past three years.

Number of Arrests/Student Judicial Referrals for Select Offenses

Offense Type	University of Delaware Campus			Non-Campus Property			Public Property			Totals		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Liquor Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0

***These incidents/arrests occurred on property adjacent to campus and may have been handled by the Lewes Police Department or the Natural Resources Police.**

Attachment C

2007-2009 University of Delaware Crime Statistics-Wilmington Campus

This chart includes offenses that were reported to the University of Delaware Department of Public Safety. These offenses were compiled using the Uniform Crime Reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Total Crimes Reported (includes attempts)	Crimes on Campus or in Residence Halls			Non-Campus Building or Property			Public Property*			Totals		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Offense Type												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses:												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	1	0	0	0	0	0	0	0	0	1	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0

There were no reportable Hate Crimes, nor any other crimes involving bodily injury, during the past three years.

Number of Arrests/Student Judicial Referrals for Select Offenses

Offense Type	University of Delaware Campus			Non-Campus Property			Public Property*			Totals		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Liquor Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0

***These incidents/arrests occurred on property adjacent to campus and may have been handled by the Wilmington Police Department.**

Attachment D

2008-2010 University of Delaware Crime Statistics

Associate in Arts Program and Georgetown Research & Education Center

The University of Delaware's Associate in Arts Program offers qualified applicants the opportunity to pursue a University of Delaware Associate in Arts (AA) degree by taking UD courses at the UD Academic Centers on the campuses of Delaware Technical & Community College in Wilmington, Dover, and Georgetown. The University provides advisement and academic support services for Associate Degree Program students at all sites at which instruction is provided. The Associate Degree Program is a nonresidential program; campus housing is not provided.

Incidents for this location are compiled by DTCC and their most recent report can be found at:

<http://www.dtcc.edu/publicsafety/right.html>

The University of Delaware's Elbert N. and Ann V. Carvel Research and Education Center in Georgetown is a research and educational facility located in southern Delaware; the 24,000-square-foot facility, adjacent to Lasher Laboratory on the north side of Route 9, serves as the central office building and meeting facility for UD in Georgetown, and also is used by Sussex County Cooperative Extension, 4-H, state Cooperative Extension, Master Gardeners and the Expanded Food and Nutrition Education Program, among other programs. Lasher Lab houses facilities dedicated to poultry health research, weed research and soil and environmental studies.

[There were no incidents to report for this location during 2008-2010.](#)

Attachment E



EMERGENCY PREPAREDNESS

Things to Remember

1. Remain calm, use common sense, and provide aid. Take time to think before acting.
2. Always evacuate the building immediately when you hear an audible alarm or see a visible alarm, when directed by authorities, or when the building becomes life-threatening, e.g., smelling natural gas.
3. Proceed to the emergency gathering point for further instructions.
4. Do not use the telephone for reasons other than emergency purposes.
5. Do not enter elevators during an emergency. If stuck in an elevator do not attempt to force open stalled elevator doors, use the emergency phone to contact Public Safety.
6. Keep a flashlight handy if you are in an area that does not have emergency lighting or natural lighting.
7. Know the location of all marked exits from your working area.

Emergency Reporting

Dial 911 to reach the emergency dispatcher who can summon medical, fire or police response. These individuals can also contact emergency personnel who are not “first responders” but will oftentimes be needed to assist the first responders with incident resolution.

1. If you are in a hazardous situation, don't endanger yourself further. Avoid unstable structures, smoke, electrical hazards, fire, radiation, chemical, or biological exposure, etc. Do not risk your well being to save personal or University property.
2. When you call, give your name, telephone number and location, and the nature and location of the emergency.
3. Don't hang up until the dispatcher ends the conversation.
4. If phone lines are dead, take the message to 413 Academy Street in person or use a cell phone if available and dial 831-2222.



EMERGENCY PREPAREDNESS

Medical Emergencies

1. Summon help by dialing 911 to report the illness or injury.
2. Provide the level of first aid for which you are trained and equipped.
3. Whenever possible, have someone meet the ambulance or Public Safety officer at a clearly visible location to quickly direct them to the injured person.
4. Never put yourself at risk to help the injured or ill person.
5. Whenever possible, have someone accompany the injured or ill person to the emergency care facility.
6. Inform department personnel about the incident to assure proper documentation and investigation of the incident are performed.

Fire Emergencies

1. Be prepared. Practice by holding a fire drill in your building at least once a year.
2. Know where the fire alarm pull stations are and how to activate them.
3. Know your evacuation routes and keep them clear at all times.
4. Know where your emergency telephones are to contact Public Safety.
5. Know where the closest fire extinguishers are and how to use them.
6. Never use the elevator to evacuate.

If Fire or Smoke is Detected

1. Activate the building alarm system.
2. Evacuate the building moving a distance of at least 200 feet from the building. Check your building evacuation plan to determine your gathering point. When outside notify public safety by using a blue light phone or cell phone giving as much information as possible. Persons knowing the reason for the fire should go to the command post established by Public Safety to provide this information.



EMERGENCY PREPAREDNESS

If Fire or Smoke is Detected (continued)

3. If there is no alarm system, notify others as you leave the building by shouting “fire” and knocking on doors.
4. If possible, close doors and windows as you leave to prevent the fire’s spread.
5. If there is smoke in the area, get down on the floor and crawl out of the building.
6. Feel all doors before opening them. If a door is hot, don’t open it. Move to a second exit, or if one is not available, stay there and try to open a window for fresh air.
7. Open doors slowly. If you encounter smoke, close the door quickly and stay in the room. Call 911 and give your location. Try to do something to help identify your location from the outside of the building.
8. Never try to fight a fire alone unless it is required to exit the building.

Your Response in a Shooting

Please note that such incidents are highly unpredictable, and your response will depend on the exact circumstances. If you can do so safely, leave the building or area immediately. Move away from the immediate path of danger, and take the following steps:

1. Notify anyone you may encounter that they should leave the building or area immediately.
2. Get to a safe area away from the danger, and take protective cover. Stay there until assistance arrives.
3. Call 911, providing dispatchers your name, the location of the incident (be as specific as possible), the number of shooters (if known), identification or description of the shooter or shooters, the number of persons who may be involved, your exact location, and information about wounds and injuries to anyone, if known.
4. If you are not immediately affected by the situation, take protective cover, staying away from windows and doors until notified otherwise.



EMERGENCY PREPAREDNESS

If you are directly involved in an incident and cannot leave the building

1. Go to the nearest room or office, close and lock the door, turn off the lights and seek protective cover. If possible barricade the door.
2. Keep quiet, act as if no one is in the room, and do not answer the door.
3. If possible, pull the fire alarm to alert authorities to an emergency situation.
4. If you have a cell phone at hand and if it is safe to do so, notify 911, providing dispatchers with as much pertinent information as possible.
5. Wait for University Police and other police officials to assist you out of the building.

Bomb Threats

1. Take all calls seriously and report them to Public Safety at 911 immediately.
2. Notify your supervisor or the person responsible for the building.
3. Try to obtain as much information from the caller as possible, such as location of the bomb; detonation time; reason for threat; information about the caller, age, affiliation with any organization, etc.
4. Do not try to locate the bomb and never touch suspicious objects.
5. Do not use portable radios in the facility where the bomb is located.

Robbery / Assault

1. Cooperate, giving the person exactly what they are asking for, nothing more.
2. Try to notice distinguishing traits: clothing, race, height, weight, age, eye color, facial hair, or other identifying features such as scars, moles, etc.
3. Pay attention to the type of weapon used, if applicable.
4. Listen carefully to their voice for distinguishing characteristics.
5. Record what direction they go after the confrontation. If they use a vehicle, record the license plate number and make and model of the vehicle.
6. Call Public Safety at 911 immediately following the confrontation.



EMERGENCY PREPAREDNESS

Motor Vehicle Accidents

1. Report all accidents involving University vehicles immediately to Public Safety at 911 and to Transportation Services at 831-1187 regardless of the amount of damage.
2. Collisions that occur after hours are reported to Transportation Services on the next business day.
3. If you collide with a parked vehicle, stop immediately and attempt to locate the owner after notifying Public Safety while on campus. If the collision occurs on the street, notify Newark Police Department.

Severe Weather

1. The Vice President for Administration in consultation with the President decides when to cancel class and dismiss employees from work due to extreme weather. Unit managers are not authorized to make this decision unilaterally.
2. In general, the University will remain open unless the conditions are very severe. However, if an employee believes they are placed in an unnecessary risk by staying at work or coming to work during severe weather they are permitted to take annual leave or leave without pay, whichever is appropriate.
3. Listen to local radio stations for notifications regarding cancellation of campus activities. Other options include checking the University's home page [www.udel.edu] or calling 831-2000.

Utility Failure

When a building loses power, it is no longer considered a controlled environment. Normally emergency power is supplied to buildings to provide for safe evacuation and not for continued occupancy. Except in situations where leaving the building would be more hazardous, take the following steps:



EMERGENCY PREPAREDNESS

Utility Failure (continued)

1. Evacuate laboratory buildings immediately since most fume hoods will not operate when building power ceases.
2. Persons in non-laboratory buildings may occupy for periods up to one hour provided they have a sustainable source of emergency lighting or natural lighting to allow for continued occupancy and safe evacuation. Battery powered emergency lighting generally lasts only 90 minutes.
3. Report the outage to Facilities by calling 831-1141.

More information regarding power outages procedures is found at:

www.udel.edu/OHS/powerout.html.

Fumes, Vapors or Gas Leaks

1. If an odor of gas, toxic or noxious material is detected in your work area, leave the area immediately and call Public Safety at 911.
2. If the hazard is thought to place all occupants at risk, i.e. natural gas, pull the building fire alarm to evacuate the building.
3. Do not re-enter the building until it is determined safe by the emergency responders.

Reporting Unsafe Conditions

The University is committed to maintaining a safe campus environment. To this end, everyone in the campus community is urged to help by reporting conditions that may pose a serious risk of injury or property damage. Do not assume that someone else will report observed concerns. Report them to one of the following departments:

Facilities Management: 831-1141

Public Safety: 831-2222



EMERGENCY PREPAREDNESS

Hazardous Material Spills

1. Report the spill or other incident involving these hazards to Public Safety immediately at 911.
2. Leave the area taking precautions to contain the spill without putting yourself at additional risk if possible and if you know how.
3. Secure the area to prevent others from entering.
4. Remain in a safe area until emergency responders arrive and release you from the scene. Provide all information requested by emergency responders including MSDSs if available. Notify department personnel as appropriate.



What 911 means to the UD student and family:

In a true emergency, we would use every means available to reach students, faculty and staff at all their contact numbers.

Attachment F

Safety and Security Policies

Section: Safety and Security

Policy Number: 7-52

Policy Name: Emergency Communications Policy

Date: April 23, 2008

I. INTRODUCTION

The University recognizes its responsibility to provide accurate and timely information to the campus community and the public during emergencies. The University also recognizes its responsibility to students, faculty, and staff to respond to concerns about personal safety and security, and to follow university policies concerning the release of personal information. In order to guide this process, the following Emergency Communications Plan has been drafted to highlight the policies and procedures we believe best facilitate the communication of critical emergency information. This multi-faceted, redundant communications approach has been designed using the best science and technology available in order to ensure that we can notify both University and other interested parties of an emergency and provide appropriate direction on how to avoid potential harm.

II. PURPOSE

The University of Delaware's approach to crisis incidents follows the Phases of Emergency Management as addressed in the full University Emergency Operations Plan (EOP) and Critical Incident Management Plan (CIMP). This supplemental document builds on the principles found in these documents and should help to ensure a comprehensive, coordinated approach to communications that will:

1. Disseminate clear and accurate information to interested constituencies and the public at large.
2. Assist in the management of crises.
3. Provide direction to faculty, staff, and students.
4. Reduce rumor and uncertainty.
5. Maintain the institution's credibility and minimize damage to its reputation.

III. Definitions

Imminent Threat

Any incident or potential incident judged by the Incident Commander to be 1) ongoing or evolving in a manner that poses a serious and significant risk of harm to the university community; 2) could be reduced by immediate direction, and 3) could become exponentially more detrimental without immediate and decisive actions.

Media Reception Center

Serves as the primary location for informing news and media sources about developments at the university. Will be the primary location for press conferences, and will also be the place where off-site Public Information Officers (PIOs) from all external agencies gather.

University of Delaware Notification System

This multi-faceted, redundant communications approach has been designed using the best science and technology available in order to ensure that we can notify both University and other interested parties of an emergency and provide appropriate direction on how to avoid potential harm.

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IV. Key Actors in the Communications Process

- Incident Commander
 1. *Who fills this role?:* to be filled by Chief/ Director of Public Safety or appropriate alternate as outlined in the Critical Incident Management Plan.
 2. Responsibilities:
 - a. Directing the University's response to the incident
 - b. Determine Incident Level
 - c. If necessary, request activation of the Critical Incident Management Team and keep them informed of response activities
 - d. Assess the need for the emergency notification system
 - e. Request authorization to activate parts or all of the emergency notification system using standard operations, if necessary.
 - f. Authorize the activation of parts or all of the emergency notification system in the case of an imminent threat
 - g. Activate or delegate the activation of UD Alert to a qualified responder
- President of the University

The President, designee, or alternate as outlined in the CIMP may:

 1. Responsibilities:
 - a. Declare a University Emergency
 - b. Approve the activation of UD Alert
 - c. In the case that all authorized UD Alert activation personnel are unavailable, authorize third party vendor activation.
 - d. Provide executive decision making
- The Critical Incident Management Team (CIMT)
 1. Policy Group: The role of the Policy Group is to be a high level decision-making body for the University on issues related to the emergency.
 - a. *Who fills this role?:* Membership includes selected executive level decision makers as defined by the Critical Incident Management Plan

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- The Critical Incident Management Team (CIMT) (continued)
 - b. Responsibilities:
 - i. Define crisis policy
 - ii. Approve overall priorities and strategies
 - iii. Approve activation of parts or all of the emergency notification system
 - iv. Determine class or campus closures and resumption
 - v. Plan and prioritize long term recovery

- 2. Operations Group
 - a. *Who fills this role?: Core Members are defined by Critical Incident Management Plan. Other members may be added at the discretion of the incident commander depending on the need for their resources*
 - b. Responsibilities:
 - i. Work in conjunction with, and in support of, the incident commander
 - ii. Determine the scope and impact of the incident
 - iii. Prioritize emergency actions
 - iv. Deploy and coordinate resources and equipment
 - v. Communicate critical information and instructions
 - vi. Monitor and reevaluate conditions
 - vii. Make recommendations to the Policy Group on University actions and status
 - viii. Coordinate with government and other external agencies

- Key Operations Group Positions/Resources External Communications
 - 1. Public Information Officer (PIO)
 - a. *Who fills this role?:* Qualified representative from the Office of Public Relations with support from a Public Safety representative with intimate knowledge of the incident.
 - b. Responsibilities:
 - i. Assist in the identification of official spokespersons.
 - ii. Coordinate with Public Relations at the media reception center either on campus or off campus.
 - iii. Provide communications and media counsel to the Incident Commander, President, and/or designee, and the Critical Incident Management Team.

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- Key Operations Group Positions/Resources External Communications (continued)
 - iii. Prepare and disseminate statements or information to the campus community, interested constituencies, the media, and other groups as identified.
 - iv. Oversee public inquiries regarding the crisis.
 - v. Respond to media inquiries regarding the crisis.
 - vi. Maintain regular contact with all individuals authorized to speak on behalf of the University in order to coordinate public statements
 - vii. Coordinate communications with officials from other agencies or organizations responding to the emergency
 - viii. Manage the media's presence during the crisis and enforce guidelines for media behavior.
 - ix. Monitor media coverage.
 - x. Provide post-crisis follow-up press releases, as appropriate.

- 2. Liaison Officer
 - a. *Who fills this role?: Qualified Public Safety representative or University Emergency Preparedness Coordinator*
 - b. *Responsibilities:*
 - i. Coordinate the identification and inclusion of University units designated as technical resources.
 - ii. Coordinate representatives of other governmental agencies, non-governmental agencies, and/or the private sector (with no jurisdiction or legal authority) to provide input on their agency's policies, resource availability, and other incident related matters.
 - iii. Coordinate representatives from assisting or cooperating agencies and organizations.
 - iv. Communicate the universities needs to both internal resources and external aid providers.

- 3. Legal Affairs Specialist
 - a. *Who fills the role:* External legal counsel
 - b. *Responsibilities:*

Advise command staff on legal matters, such as implications of emergency proclamations, protection of privacy, legal rights and restrictions pertaining to media access and potential issues of liability.

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4. Office of Public Relations

a. *Responsibilities:*

- i. Assist the incident commander, CIMT, and PIO in all external communications.
- ii. Provide input as the CIMT develops a communications strategy.
- iii. Prepare "talking points" and fact sheets for authorized University representatives.
- iv. Provide text for fliers/posters, e-mail distributions, and postings to the website.
- v. Help the PIO prepare and distribute all news releases to on-campus and off-campus media.
- vi. Serve as the University's conduit/gatekeeper to official spokespersons who can answer media questions.
- vii. Arrange to make key individuals available and accessible to the news media at regular intervals during the crisis for press conferences, interviews, or by telephone as appropriate.
- viii. Respond to the emergency and the needs of the news media.
- ix. Be available to the media until the crisis is over and/or media interest abates.
- x. Delegate information gathering and distribution responsibilities to other University officials as appropriate.
- xi. During Level I or III emergencies, establish a Media Reception Center.
- xii. Anticipate controversial questions and help the CIMT draft a list of responses to these questions to make the spokesperson better prepared for interviews and press briefings.
- xiii. Track media calls and requests in order to enable the University to look for news clippings and eventually evaluate how the crisis was reported.

IV. University of Delaware Emergency Notification System

o Description:

The University of Delaware Emergency Notification System is a multi-faceted, redundant communications approach that has been designed using the best science and technology available to ensure that we can both notify University and other interested parties of an emergency and provide appropriate direction on how to avoid potential harm. During critical incidents, the University will always focus the necessary efforts towards emergency notification before it engages in the more general public information process.

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- Activation Policy

- 1. Standard Procedure

- a. In accordance with the University Critical Incident Management Plan, the Chief of Police/Director of Public Safety should be immediately notified in the case of any campus incident and should begin coordinating the response to the incident as Incident Commander. If the Chief is unavailable, the next ranking officer will assume these responsibilities as outlined in the Critical Incident Management Plan.
 - b. The Incident Commander will gather enough information to assign a threat level in accordance with the Critical Incident Management Plan.
 - c. If the Incident Commander believes it is necessary to activate UD Alert and other emergency notification tools, he/she will contact the President (or appropriate designee as outlined in the Critical Incident Management Plan) and request authorization.
 - d. As he/she is awaiting authorization, the Incident Commander, or his/her designee, will select an appropriate pre-scripted message or draft a new notification message to be distributed through UD Alert and, depending on the severity and immediacy of the communication need, the other established tools as noted below. If time permits, the Incident Commander will coordinate this activity with the Office of Public Relations and the public information officer (PIO).
 - e. The Incident Commander will activate or will delegate the responsibility of activating the Critical Incident Management Team by contacting all members and informing them about:
 - i. Type of event
 - ii. How and when it began
 - iii. Who is involved
 - iv. Current Status
 - v. Any assistance that has been requested

- 2. Procedure for Incidents with an "Imminent Threat"

- a. In accordance with the University Critical Incident Management Plan, the Chief of Police/Director of Public Safety should be immediately notified of any campus incident and should begin coordinating the response to the incident as Incident Commander
 - b. The Incident Commander will gather enough information to assign a threat level in accordance with the Critical Incident Management Plan.
 - c. If the Incident Commander believes that the incident at hand poses an imminent threat which necessitates the activation of UD Alert and other emergency notification tools without administrative delay, in order to preserve the health and safety of the community, he/she is authorized to do so.

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2. Procedure for Incidents with an "Imminent Threat" (continued)
 - d. Immediately after authorizing or activating an "imminent threat" warning, the Incident Commander must contact the President and/or authorized alternate and brief him/her on the situation.
 - e. The Incident Commander will activate, or will delegate the responsibility of activating, the Critical Incident Management Team by contacting all members and informing them about:
 - i. Type of event
 - ii. How and when it began
 - iii. Who is involved
 - iv. Current Status
 - v. Any assistance that has been requested
 - f. The Critical Incident Management Team will immediately convene and begin planning the appropriate course of action.
 - i. A statement for release to the media, based on the information available, will be one of the first priorities
 - ii. A list of talking points to summarize the situation and cover possible media inquiries will be compiled
- o Warning Distribution Methods
 1. UD Alert
 - a. Description:

The core of the University of Delaware Emergency Notification System, UD Alert, will be used as the primary channel for the transmission of brief, urgent information to a large segment of our campus as quickly as possible.
 - b. Process for Activation
 - i. Authorized Persons
 1. Public Safety command staff (3 people)
 2. Office of Public Relations senior staff (3 people)
 - ii. Student information is maintained by the Office of the Registrar utilizing the University's UDSIS system.
 - iii. Faculty and Staff information is maintained by the Office of Human Resources through existing databases.
 - c. Vendor Information: The current vendor for this system is SWN Communications, Incorporated.

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2. Supplemental Warning Methods
 - a. University E-mail - Process for Activation
 1. Activation is completed through the Office of Public Relations
 - b. University Voice Mail - Process for Activation
 1. Activation is completed through a cooperative effort between the Office of Public Relations and Telephone Services
 - c. University Cable Television Emergency Override - Process for Activation
 1. Activation is completed through the Department of Public Safety or the Office of Public Relations.
 2. Public Safety and Public Relations offices each have a Text generator.
 3. This tool cannot be activated remotely. Public Safety/Public Relations officials need to be on campus to activate this system.
 - d. Classroom Audio Visual Takeover - Process for Activation
 1. Activation is initiated through the Department of Public Safety or the Office of Public Relations.
 - e. Classroom VOIP Phones - Process for Activation
 1. These phones have been wired to allow emergency outbound calls to 911. These lines will dial directly into the Department of Public Safety's communications room.
 2. These phone numbers will also be incorporated into the UD Alert system for emergency notification.
 - f. Recorded message on the University's Main Number, 831-2000
Process for Activation
 1. Activation is completed through a cooperative effort between Office of Public Relations and Telephone Services.
 2. A message is drafted by the Office of Public Relations and is sent to the Manager, Information Technologies, Network and System Services. The Manager, Information Technologies, Network and System Services, or other qualified staff member, will record the information on the phone line.
 - g. Recorded message on UD1-HENS - Process for Activation
 1. Activation is completed through the Office of Public Relations
 2. A message is drafted by the Office of Public Relations and put on the hotline by the Editor, Office of Public Relations or other qualified staff member.
 - h. CARILLON System - Process for Activation
 1. Activation is completed through the Department of Public Safety and the Office of Public Relations.
 - i. Fire Alarm Enunciators - Process for Activation
 1. Activation is completed through the Fire Protection Engineer within Occupational Health and Safety.
 - j. WVUD Radio Station - Process for Activation
 1. Activation is completed through a cooperative effort between the Office of Public Relations and Student Centers.

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2. Supplemental Warning Methods (continued)
 - j. WVUD Radio Station - Process for Activation
 1. Activation is completed through a cooperative effort between the Office of Public Relations and Student Centers.
 - k. University Home Page and UDaily web sites - Process for Activation
 - k. Activation is completed through the Office of Public Relations.
 - l. External Radio, Television and Newspaper Press Releases - Process for Activation
 - k. Activation is completed through the Office of Public Relations.
 - m. Variable Message Board at Bob Carpenter Center - Process of Activation
 - k. Activation is completed through the Office of Public Relations. This tool cannot be activated remotely. A representative must come on campus.
 - n. Door to Door Notification

If all the above notification tools are unavailable due to loss of electricity, Public Safety personnel, supplemented by other University employees, will go door to door notifying students, faculty and staff of the emergency and necessary protective actions.
3. Loss of Technical Warning Methods
 - a. Unit Emergency Contacts
 - b. Residence Life Staff (RAs & HDs)
 - c. Public Safety Officers - Process for activation to be developed by Public Safety

○ Pre-Drafted Warning Messages

Pre-drafted messages will be created with the input of Public Safety and Public Relations. Copies of pre-scripted messages will be kept at both Public Safety and Public Relations.

V. Public Information During Critical Incidents

○ Description:

During critical incidents, the University will always focus the initial efforts towards emergency notification before it engages in the public information process. However, this is not meant to minimize the importance of attending to media and the general public. Working quickly and proactively is imperative since journalists tend to report the first information they get. If information is slow in coming, it invites speculative coverage. This plan is intended to facilitate the exchange of information under the assumption that the media should be given as much information as possible.

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VI. Public Information During Critical Incidents

- Description (continued):

When information is withheld, there is a risk of inaccurate reporting, negative editorials, and damage to future media relations. While communication following an incident is reactive by nature, the goal, to the greatest extent possible, is to turn the situation into a proactive communications opportunity.
- Authorized Representatives
 1. University policy requires that only the President, the Executive Vice President, the Assistant to the President/Director of Public Relations, and the Chief of Police may serve as authorized spokespersons for the University during critical incidents. The previously named administrators or the CIMT may designate others as spokespersons based on their technical expertise.
 2. In all critical incidents with more than one authorized spokesperson, it is extremely important that the PIO and Office of Public Relations provide input and coordinate all information disseminated in order to ensure a unified approach to information. Spokespersons should inform these parties before speaking to allow all other authorized representatives to be notified of content and timing.
 3. Whenever possible, the University should identify a single, high level authorized representative to serve as the University's voice.
- Public Information Response Process
 1. In accordance with the University Critical Incident Management Plan, the Chief of Police/Director of Public Safety should be immediately notified in the case of any campus incident and should begin coordinating the response to the incident as Incident Commander. If the Chief is unavailable, the next ranking officer will assume these responsibilities as outlined in the Critical Incident Management Plan.
 2. The Incident Commander will gather enough information to assign a threat level.
 3. After all emergency notification activities have been assigned to other parties or completed, the attention of personnel assigned to communications will shift to the public and media information process.
 4. The Critical Incident Management Team will immediately convene and begin planning on the appropriate course of action. Among other actions:
 - a. The Chief of Police/Director of Public Safety or his/her designee will brief the Policy Group on the scope and anticipated impact of the incident. The Chief of Police/Director of Public Safety recommends the communication response, spokesperson and time of news conference. Plans for informing each of the affected constituencies are discussed. The policy group will begin to:

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- Public Information Response Process (continued)
 - i. Review content of statement for release to the media, based on the information available, as the first priority.
 - ii. Discuss a list of important talking points, a summary of the situation, and input on possible media inquiries
 - iii. Engage in short term critical decision making
 - iv. Designate a single or multiple University "official spokesperson(s)" for the particular event, depending on the severity and nature of the crisis. In general terms, this individual(s) will be the "most knowledgeable" person associated with the event, or the person who has been most actively involved in the event.
- b. At the conclusion of the Policy Group meeting, the Chief of Police/Director of Public Safety, or his/her designee, will update the Operations Group on the decisions of the Policy Group. Meanwhile, the Operations Group will begin to assemble and will:
 - v. Assess the need for additional resources
 - vi. Begin coordination with external agencies
 - vii. Begin the Incident Action Planning Process.
 - viii. Begin planning for Public Information
- 5. PIO and Public Relations review outgoing messages and notify all key groups about their content, time, and method of release.
- 6. Work then begins on additional releases.
 - a. Information Technologies assists the Office of Public Relations in getting statements and directions for faculty, staff and students out via e-mail, voice mail, UD1-HENS and the University's main phone line.
 - b. External statements are disseminated to regional media and external partners, as needed by the appropriate staff person using the following methods:
 - i. University of Delaware web site: www.udel.edu
 - ii. Press releases to local radio, news print and TV stations.
 - c. If deemed necessary, planning for a press conference is begun.
- 7. After the initial incident response, and if the emergency situation appears to be long term, the University Office of Public Relations will continue to work with the Incident Commander and Critical Incident Management Team to provide accurate, updated information to the media as often as needed. The PIO and Office of Public Relations should work together and have immediate, open access to administrators and public safety personnel to discuss the appropriate release of such information. Regular times should be set to acquire and release updated facts.

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- Outline of the Public Information Process in Critical Incidents
The process of getting information to the public and additional stakeholders during an incident is an ongoing cycle that involves four steps:
 1. *Gathering Information* The first step in the process of getting information to the public and additional stakeholders during an incident is information gathering. Information is collected from:
 - a. *On-scene Command:* Primary source of ongoing, official information regarding the response effort.
 - b. *Public Information Officer (PIO):* Report what they are observing and hearing at the incident from the news media, elected officials and their staff, and the public.
 - c. *Media monitoring:* Used to assess the accuracy and content of news media reports. It also helps to identify trends and breaking issues.
 - d. *President and Critical Incident Management Team:* Inquiries from elected officials, community leaders, and the general public point to the specific concerns of those in the affected areas.
 2. *Verifying Information* The next step in the process is to verify the accuracy of the information that has been collected, by consulting:
 - a. *Other PIOs and liaison officers from different agencies:* Comparing notes is one way to verify the accuracy of information.
 - b. *Operations Group sources:* Including section heads, should be asked to confirm information before it is distributed.
 - c. *On-scene PIO:* The presence of a representative from Public Relations can be a valuable source for checking the accuracy of information reported to the Emergency Operations Center with reports from the news media, the concerns of the policy group, and responders on the scene.
 3. *Coordinating Information* The next step in the process is to coordinate with PIOs from other organizations and with authorized representatives of the University in order to ensure the messages sent to the public are accurate and consistent:
 - a. *Establishing key message(s):* After gathering information from all sources, unified messages should be drafted that address all informational needs and are prioritized based on the response/recovery strategy. The overall mission includes getting accurate, consistent information to the right people at the right time so they can make informed decisions.
 - b. *Obtaining approval/clearance from those in authority:* Ensure that the information is consistent, accurate, and accessible. The approval process should be streamlined to ensure that the information is released in a timely manner. All major releases should be verified for accuracy by the Incident Commander and approved for content by the Policy Group.

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- Outline of the Public Information Process in Critical Incidents (continued)
 - 4. *Disseminating Information* The next step in the process is to disseminate the information to the public and additional stakeholders.
 - a. *Using multiple methods:* In an emergency, there may not be many options. Phone calls and interviews might be the primary means of getting information to the news media. Personal visits or meetings may be most effective with the public, elected officials, or other stakeholders. These outreach efforts can be supported by providing talking points and fliers to authorized spokespersons. These talking points should be updated regularly in order to ensure that communication is timely and consistent.
 - b. *Monitoring the media:* Media monitoring is invaluable for ensuring that the message was understood by the news media and reported accurately and completely to the public and other stakeholders. Important inaccuracies should be addressed before they are reported incorrectly a second time.
- Guidance for Release of Sensitive Information
 - 1. Information that is speculative or unverified should never be released to the public. It is extremely important that the University provide up-to-date, credible and reliable information to its stakeholders and the general community. In that spirit, it is University policy to be honest and forthcoming with all information related to critical incidents.
 - 2. In the interest of maintaining credibility and avoiding the production of misinformation and rumor, it is University policy not to release information on, or speculate about, the following pieces of information until proven and verified:
 - a. Number of deaths/injuries
 - b. Estimates concerning the extent of damage in dollars
 - c. Estimates concerning the length of time it will take to put a damaged facility back online
 - d. Speculation on cause and/or blame placed on any individual, agency or piece of equipment
 - e. Estimates of original costs
 - f. Comments on judicial or administrative processes in which findings have not been issued
 - g. Status or length of University closure
 - h. If and how safety rules were violated
 - i. Possible effect on the community
 - j. Events as they transpired

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- Guidance for Release of Sensitive Information (continued)
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 - e. Estimates of original costs
 - f. Comments on judicial or administrative processes in which findings have not been issued
 - g. Status or length of University closure
 - h. If and how safety rules were violated
 - i. Possible effect on the community
 - j. Events as they transpired
 3. Once proven and verified, the university will immediately release information about the following:
 - a. Factual account of events
 - b. Background information on the University and the public version of the Critical Incident Management Plan
 - c. Actual cause of crisis
 - d. University response and planned course of action as long as such information will not impede the safety of responders or the community
 - e. Extent of physical damage
 - f. Updates of events as they unfold
- Special Concerns for the Protection of Privacy and University Liability

The University must strive to balance a student or employee's right to privacy with the need to be cooperative and open with the media. We must remember that the release of information regarding a student is governed by the Family Educational Rights and Privacy Act (FERPA). The following are special circumstances to be aware of:

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- Special Concerns for the Protection of Privacy and University Liability

The University must strive to balance a student or employee's right to privacy with the need to be cooperative and open with the media. We must remember that the release of information regarding a student is governed by the Family Educational Rights and Privacy Act (FERPA). The following are special circumstances to be aware of:

1. *Criminal activity:*

When inquiries are directed to the University concerning a criminal charge or a pending criminal investigation, caution will be exercised in releasing information that could interfere with an investigation or a subsequent legal proceeding. Risk Management and/or external legal counsel will be contacted immediately to provide input into the response

2. *Victim Information*

Identities of victims will not be released without the written consent of the victim, legal guardian or next of kin (if the victim is deceased or no longer competent). Once family members have been contacted, and if the victim, legal guardian or next of kin signs a FERPA consent form, Public Relations will release name, age, title and department or student status, length of service or major, and hometown. The University will not release transcripts except at the written request of the victim, legal guardian, or next of kin. If a student, faculty member or staff victim or his/her legal guardian or next of kin is further willing to have specific members of the University speak on the victim's behalf as part of a news or feature story and signs a consent form stipulating that, Public Relations will arrange for such interviews if sanctioned by the CIMT.

Submitted by: Department of Public Safety

Attachment G

Safety and Security Policies

Section: Safety and Security

Policy Number: 7-06

Policy Name: Emergency Response/Fire--Other Emergencies

Date: November 15, 1978

Revisions: September 26, 2003; June 5, 1989; October 1, 1990; May 1, 1996

I. PURPOSE

To establish uniform procedures throughout the University for the provision of reasonable life safety for employees, students, and guests of the University in case of a fire or other emergencies.

II. POLICY

- A. Evacuate the building. The actions listed below in sections B-1, 2, 3, and 4 should be completed using reasonable judgment and provided no persons are endangered in the process.
- B. An individual who discovers a fire or other emergency, such as abnormal heating of material, hazardous gas leaks, hazardous material or flammable liquid spill, smoke, or burning odor, shall immediately follow these procedures:
 1. Don't risk self - leave the area if unsafe.
 2. Give the alarm by:
 - a. Sounding the building evacuation alarm by pull box or, if not available, orally notifying occupants of the building.
 - b. Notifying Public Safety by University telephone (911) or by an Emergency Phone.
 3. Isolate the area by closing all doors and windows.
 4. Shut down all equipment in the area if possible.
 5. Use a portable fire extinguisher to:
 - a. assist oneself to evacuate,
 - b. assist another to evacuate, or
 - c. control a small fire, if you are properly trained.
- C. When notified of fire or other emergency alarm system or orally, personnel must evacuate the building and move to an area at least 200 feet from the building. Do not reenter the building until advised by the person in charge. Entrances, sidewalks, and driveways shall be kept clear to allow emergency vehicles and personnel access.
 1. Exception #1 to Section IIC. (This exception pertains only to a fire situation)

If a small contained fire is discovered, the following may be done using good judgment:

 - a. Evacuate the immediate area of the fire using verbal instructions.
 - b. Ask for assistance from a person in the immediate area.
 - c. Extinguish the fire with a portable fire extinguisher.
 - d. Contact Public Safety at 911 and wait for their response.
 - e. Contact Occupational Health and Safety immediately even if no appreciable damage results. This will assure that the City Fire Marshal is notified as required by law, that extinguishers are recharged, insurance reports filed, and hazardous conditions corrected to reduce the chance of recurrence.
 - f. Do not allow re-occupancy of the immediate fire area until cleared by Public Safety and/or Occupational Health and Safety.

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Section: Safety and Security

Policy Number: 7-06

Policy Name: Emergency Response/Fire--Other Emergencies

Date: November 15, 1978

Revisions: September 26, 2003; June 5, 1989; October 1, 1990; May 1, 1996

2. Exception #2 to Section IIC. (This exception pertains only to persons with disabilities that would not permit normal evacuation from a facility.) In case of an emergency a person with a disability shall do the following:
 - a. Proceed immediately to an "AREA OF REFUGE."
 - b. If an "AREA OF REFUGE" is not available proceed immediately to the nearest marked exit and wait inside the stair tower landing.
 - c. Alert a responsible person of your intentions.
 - d. Wait for trained emergency responders to rescue you.
3. Faculty and other supervisory personnel who note that individuals who may have been in the building are missing, should immediately inform the Fire Department Officer in charge and/or University Police.
4. Supervisory personnel should assist in the evacuation of persons from the building. In specific, for faculty/supervisors of persons with disabilities, note the area of refuge your student/employee has occupied and communicate this information to Public Safety at the Command Post once outside the building. Remain at the command post to provide additional information as necessary for the Fire Department.
5. Anyone having specific information concerning the nature and/or location of the emergency condition should report this information to the Public Safety Command Post (University Police car with green light). These individuals shall remain at the Command Post until their help is requested by the Fire Department, Fire Marshal, representative of the Department of Occupational Health and Safety, or University Police.

D. Delegation of Authority in Emergency Situations

1. When the Fire Department responds to an emergency situation the Fire Chief or his designee has the ultimate authority for the resolution of the incident.
2. A Fire Marshal may be called to the scene to act as a liaison to the Fire Chief. This individual is responsible for the investigation of the cause and origin of the fire as well as assuring compliance with applicable codes.
3. When an emergency situation involves only the University Police, the Department of Occupational Health and Safety and the building occupants, the Department of Occupational Health and Safety has the ultimate authority to resolve the incident to assure the protection of human health and the environment.
4. The University Police have responsibility for initial response and crowd control as well as enforcing directions given by the Department of Occupational Health and Safety. Building occupants/owners shall comply with directives from the Department of Occupational Health and Safety and University Police.

Submitted by: Occupational Health and Safety

Attachment H

Safety and Security Policies

Section: Safety and Security

Policy Number: 7-51

Policy Name: Emergency Preparedness Policy

Date: June, 2007

I. PURPOSE

The University of Delaware can be threatened by emergency and disaster situations both natural, such as, winter storms, hurricanes, floods, tornadoes and man-made situations such as hazardous materials accidents, biological outbreaks, terroristic threats and criminal activity. When such incidents occur, it is the policy of the University to:

- Protect human life; prevent/minimize personal injury
- Protect the environment
- Prevent/minimize damage to existing structures, research data, laboratories and library collections
- Restore normal operations

II. POLICY

Emergency situations are handled according to their severity and potential impact on campus so that the response is commensurate with the actual conditions. Emergency incidents may require the following response:

1. Canceling Classes:

- It is the President's responsibility, or his or her designee, to determine the need to cancel classes based on notification of an emergent situation. Severe weather, a biological outbreak, a chemical accident and criminal activity are examples of situations that may occasion such a decision.
- The Executive Vice President, the Provost and the Vice President for Administration will notify appropriate offices of the determination to cancel classes and the extent of the cancellation.
- The Public Relations Office will make class cancellation known using University and other media outlets, text messaging and student voice mails. .

2. Closing Campus:

- It is the President's responsibility, or his or her designee, to make determinations concerning incidents requiring campus closure. The President may consult with senior staff concerning the level of the response required by an emergent situation.
- If the situation warrants, the President, or his or her designee, may authorize the evacuation of a University facility and/or the closing of selected parts of the campus.
- Individual colleges and academic departments are not authorized to close buildings and/or cancel classes.
- The Executive Vice President, together with the President, and his or her designee, assembles University's Disaster Planning Group, and manages the response to the emergency. The Chief of Police heads the group.

Safety and Security Policies

Section: Safety and Security

Policy Number: 7-51

Policy Name: Emergency Preparedness Policy

Date: June, 2007

Types of Incidents Requiring Campus Closure

- 1. Minor, localized incident that occurs in a building or affects a small portion of the campus that can be quickly resolved with existing University resources**, e.g., localized chemical spill, plumbing failure in a building, etc. Only a quadrant of the campus may need to be closed and the determination for doing so will be made by the Department of Public Safety, in concert with the President, his or her designee, and the Executive Vice President. The Public Relations Office will provide the University community with information about the incident using the emergency notification systems and local media outlets.
- 2. Major emergency that disrupts a substantial portion of the University community**, e.g., building fire, severe flooding, major chemical spill, terroristic threats, criminal activity, etc. As soon as information becomes available about the severity of the incident the President, or his or her designee, in concert with the Executive Vice President, the Provost, the Chief of Police, and other key members of the University's Disaster Planning Group will evaluate the scope of the incident, coordinate essential services and provide emergency information through the Public Relations Office. Because such incidents escalate quickly and may have serious consequences for critical University functions and/or life safety, the campus may be closed in whole or in part as appropriate.
- 3. Disaster affecting the entire University grounds and surrounding community**, e.g., hurricane, tornado, widespread chemical or biological agent contamination, etc. Disasters of this magnitude require the immediate assembling of the Disaster Planning Group who will work in concert with the President, his or her designee, and surrounding agencies to address the crisis and return University operations to normal as soon as possible. As information is received, emergency conditions may intensify or lessen that will affect the closure of campus facilities. At all times, authorization must be secured from the President, or his or her designee, to close the campus in whole or part.

Emergency Response of the Department of Public Safety

When the determination is made by the President, or his or her designee, to close the campus because of an emergency or disaster, the Chief of Police will authorize the following actions:

- Activate the Emergency Operations Center in the Department of Public Safety.
- Close the Trabant, Perkins and CFA parking garages to incoming vehicles depending on the nature of the emergency.
- Deploy police and security staff and, if possible, enlist the help of custodial personnel to close and lock academic buildings, if it is safe to do so.
- Notify the Vice President for Student Life of the decision to close campus and advise the unit to have students stay in their residence halls until the "all clear" notice is given.
- Activate mutual aid agreements with the City of Newark, New Castle County and Delaware State Police agencies.
- Station police officers at key intersections to direct people off campus.
- Request that message boards at the intersection of Routes 896 and Route 4 indicate that the University is closed.
- Close the streets surrounding the University depending on the nature and severity of the emergency. (see Appendix A – next page).

Safety and Security Policies

Section: Safety and Security

Policy Number: 7-51

Policy Name: Emergency Preparedness Policy

Date: June, 2007

Appendix A

Closing University Campus and Blocking off Surrounding Streets

If the determination is made by the President to close streets surrounding University property, the Department of Public Safety will utilize sworn officers and mutual aid agreements with other police jurisdictions in closing the following intersections:

☐ Laird Campus

- New London Road and Pencader Way (both places where Pencader Way intersects New London Road)
- New London Road and Christiana Drive
- Independence Bridge for Foot Traffic
- Ray Street
 - Prospect Avenue and North College Avenue
 - North Street and North College Avenue
 - Ray Street and Rose Street .

☐ West Campus

- Elkton and Apple Roads
- Apple and Hillside Roads
- West Main Street and Hillside Roads
- Sypherd Drive and Hillside Roads
- Cheltenham and Hillside Roads
- Dallam and Hillside Roads
- Pedestrian underpass off Elkton Road
- English Language Institute
 - Old Oak Road and West Main Street
 - Old Oak Road and Dallam Roads
 - Dallam and Hillside Roads

☐ Central Campus

- ❖ West of South College and South of Main Street
 - South College Avenue and Park Place
 - Academy Street and Park Place
 - Courtney and Manual Streets
 - Lovett Avenue and Haines Street
 - Delaware Avenue and Academy Street
 - Delaware and South College Avenues
 - East Main and Academy Streets
 - North College Avenue and East Main Street (for pedestrian traffic)

Safety and Security Policies

Section: Safety and Security

Policy Number: 7-51

Policy Name: Emergency Preparedness Policy

Date: June, 2007

Appendix A (continued)

Closing University Campus and Blocking off Surrounding Streets

If the determination is made by the President to close streets surrounding University property, the Department of Public Safety will utilize sworn officers and mutual aid agreements with other police jurisdictions in closing the following intersections:

☐ Central Campus

- ❖ East of South College and South of Main Street
 - South College Avenue and Park Place
 - Academy Street and Park Place
 - Courtney and Manual Streets
 - Lovett Avenue and Haines Street
 - Delaware Avenue and Academy Street
 - Delaware and South College Avenues
 - East Main and Academy Streets
 - North College Avenue and East Main Street(for pedestrian traffic)

 - ❖ West of North College Avenue and North of Main Street
 - Main Street and South College Avenue
 - North College and Cleveland Avenue
 - West Main Street and New London Road
 - Hollingsworth Parking Lot (foot patrol officer for pedestrian traffic)

 - ❖ East of North College and North of Main Street
 - Academy and East Main Streets
 - North College and Cleveland Avenues
 - Delaware and South College Avenues
 - Academy Street and Delaware Avenue
 - East side of Frazier Field for pedestrian traffic
 - Newark Parking Authority Lot#3 for pedestrian traffic
- #### ☐ East Campus
- ❖ East of Academy Street
 - Park Place and Academy Street
 - Courtney Road and Manual Street
 - Park Place and Manual Street
 - Wyoming Road and South Chapel Street
 - Chambers and South Chapel Street
 - Lovett Avenue and South Chapel Street
 - Continental Avenue and South Chapel Street
 - Academy Street and Delaware Avenue
 - Delaware Avenue and Haines Street
 - Haines Street and Park Place
 - Park Place and South Chapel Street

Safety and Security Policies

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Date: June, 2007

Appendix A (continued)

Closing University Campus and Blocking off Surrounding Streets

If the determination is made by the President to close streets surrounding University property, the Department of Public Safety will utilize sworn officers and mutual aid agreements with other police jurisdictions in closing the following intersections:

East Campus

❖ Computing Center

- South Chapel Street and Ashley Road
- South Chapel Street and Chambers
- Gilbert Complex and Wyoming Road
- Wyoming Road and Library Avenue

❖ Delaware Technology Park

- Wyoming Road and Route 72
- Wyoming and Marrows Roads

South Campus

- Sincok Lane and Christina Parkway
- Sincok Lane and Old Chapel Road
- Farm Lane and Route 72
- South College Avenue and South Campus Loop near the Bob Carpenter Center
- South College Avenue and Delaware Stadium Entrance
- South College Avenue and Delaware Field House Entrance
- South College Avenue and Fred Rust Ice Arena Entrance
- South College Avenue and South Campus loop near Townsend Hall

Submitted by: Department of Public Safety

Attachment I



Police Services

Valuable Property

During the school year, the University of Delaware Department of Public Safety recovers thousands of dollars' worth of property. Much of the property cannot be returned as the rightful owner cannot be identified. The Crime Prevention Unit is using Operation Identification to help solve this problem. The property owner completes an **Operation Identification Valuable Property Form [Attachment J]** with specific information about the property and forwards it to Public Safety where the information is kept on file. If the property is reported stolen the police will have the needed information to enter it into a nationwide computerized network. When the property is recovered, the recovering police agency will be able to access the owner's information via computer. When engraving an item - DO NOT use your social security number or other personal information. Think of something that will have meaning only to you. If you do not have access to an engraver, the Department of Public Safety will loan you one. The University Police recommend that you register all valuable equipment (computers, stereos, televisions, etc.). Bicycles should also be registered, however, please see the separate **Bicycle registration Form [Attachment K]**.

There is no fee for this service.

If you have questions, comments, or suggestions, please email Public Safety at publicsafety@udel.edu.

Lost and Found

Looking for your backpack, can't find your car keys, found someone's eyeglasses? If so, please contact the Department of Public Safety's Lost and Found unit. Lost and Found can be contacted at 831-2222 at any time. If you have found someone's property please forward it to 413 Academy Street where it will be logged and kept between thirty days and six months, depending on the value of the item. After that time has elapsed items are discarded, given to charitable organizations or sold by the Department (depending on their value). If you are looking for something you have lost please call the Lost and Found Unit and they can determine if your property has been turned in; you can then make arrangements to identify it and pick it up.

Attachment J



Public Safety

Valuable Property Form

Name:	
Permanent Address:	
City/State/Zip code:	
Property type/make/model:	
Owner applied number:	
Additional Information	

Please return completed form to:

University of Delaware Public Safety
Attention: Administration
413 Academy Street
Newark, DE 19716

Attachment K



Public Safety

Bicycle Identification Form

Name:	
Permanent Address:	
City/State/Zip code:	
Serial Number:	
Telephone number:	
Bicycle Information: (Please include make, model, color, style, etc.)	

Please return completed form to:

**University of Delaware Public Safety
Attention: Administration
413 Academy Street
Newark, DE 19716**