ANNUAL SECURITY AND
FIRE SAFETY REPORT
2020

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Mission Statement

The mission of the Notre Dame de Namur University Department of Public Safety is the protection of life and property by providing a safe and secure living, learning and working environment for students, staff, faculty and visitors. The Department of Public Safety will achieve this through the enforcement of Notre Dame de Namur University policies, procedures and regulations as well as local, state and federal laws.

Message from the Director of Public Safety

Thank you for taking the time to read the annual security report. Whether you are faculty, staff, student, or visitor, the Public Safety Department is here to provide you with a safe and secure environment and to meet the educational goals of this institution. We serve the community by providing professional security services seven days a week. The Department is committed to providing the campus and professional safety services that are courteous and service-driven. It is my expectation that the professionally-trained members of our department will continually be guided by the core values and hallmarks of a Notre Dame de Namur learning community.

The Department of Public Safety

The Department of Public Safety provides safety and security services 7 days a week. The 50-acre campus and affiliated locations are patrolled on foot and by vehicle. Staff, full-time and Public Safety department reports directly to Executive Director of Human Resources. The Department of Public Safety office is located in St. Mary's Hall, Rooms 108 and 111, and has a customer service window in the central lobby.

A safe NDNU community begins with each individual. We encourage you to take responsibility for yourself and those around you by becoming familiar with policies and procedures, staying alert and maintaining situational awareness as you move around the campus. We also want you to share any concerns you may have with appropriate staff, use common sense, and care with personal belongings, keys, valuables, and ID cards.

NDNU Public Safety Officers are not sworn peace officers. All full-time Public Safety Officers are registered with the California Department of Justice, Bureau of Security and Investigative Services and maintain Security Guard licensure. Part-time Public Safety Officers also maintain Security Guard licensure. All Public Safety Officers receive training in patrol procedures, investigations, interviewing, report writing, first aid, CPR, Automatic External Defibrillators (AED), use of handcuffs, and are certified in the use of a Baton and OC Spray (Pepper Spray). All of these devices are deployed for the protection of students, staff, visitors, and Public Safety Officers. Public Safety Officers are authorized to make a citizen’s arrest (CA PC 834/837) of any and all persons creating disturbances against the general peace, interfering with the security of campus facilities or grounds, or interfering with or disturbing the safety and the general welfare of the university community. When such a citizen’s arrest is necessary, the Department of Public Safety shall, as promptly as possible, notify the Belmont Police Department to come and render assistance as needed and necessary.

The Department of Public Safety maintains a Memorandum of Understanding with the Belmont Police Department and Tracy Police Department establishes and maintains cooperative working and information sharing relationships with campus, local, state, and federal law enforcement/public safety agencies. We also maintain individual and institutional memberships in associations and organizations related to the campus safety and security field.
Reporting Emergencies

What is an Emergency?

911-emergency is any situation in which immediate police, fire, or medical response is required to preserve life or property, such as:
- an assault or immediate danger of assault
- chemical spill
- someone choking
- crime in progress
- drowning
- fight
- fire
- serious injury or illness
- situation involving weapons
- sounding of an emergency whistle

If calling from a non-campus phone
For immediate police, fire, or medical response, dial 911 from a cell phone or any non-university phone. Belmont Police Department dispatch can also be reached directly at 650-595-7400.

The “Jeanne Clery Act”

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was initiated by Howard & Connie Clery after their daughter Jeanne was raped and murdered at Lehigh University in 1986. The Clery’s also founded the non-profit Clery Center for Security on Campus (formerly Security On Campus, Inc.) in 1987. Amendments to the Act in 1998 renamed it in memory of their daughter Jeanne. The complete text of the Clery Act and U.S. Department of Education regulations are available on the Clery Center for Security on Campus web site at http://clerycenter.org/.

Policy Statement Addressing Campus Law Enforcement

Notre Dame de Namur University Public Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at NDNU. NDNU Public Safety Officers have the authority to issue parking citations, which are billed to financial accounts of students, faculty and staff. Public Safety Officers do not possess arrest powers. However, California penal code section 837PC permit a private person to arrest another under certain prescribed conditions. This is the authority by which NDNU public safety officers may conduct an arrest on campus. The Public Safety Office at NDNU maintains a highly professional working relationship with the Belmont Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the NDNU Public Safety and Belmont Police Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure crime statistics.

Policy Statement on Preparation and Disclosure of Crime Statistics

The NDNU Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at: https://www.ndnu.edu/campus-life/public-safety/crime-statistics/. You will also be able to connect to our site via the NDNU home page at https://www.ndnu.edu/. This report is prepared in cooperation with the Belmont and Redwood City...
Police Departments surrounding our main campus and non-campus sites, Housing & Residence Life, the and the Division of Student Success. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the NDNU Department of Public Safety, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Counseling and Health Services) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Counseling and Health Services staff informs their clients of the procedures to report crime to the Department of Public Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an email notification is sent to all enrolled students, current staff and faculty that provides the web site to access this report. Copies of the report may also be obtained at the Department of Public Safety located in St. Mary’s Hall rooms 108/111 or by calling (650) 504-0656. All prospective employees may obtain a copy from Human Resources located in Toso Namur or by calling (650) 508-3651. To request a copy be mailed to you, contact the Department of Public Safety at (650) 508-3505 or via email at security@ndnu.edu.

Policy Statement on Accurate and Prompt Crime Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the NDNU Department of Public Safety in a timely manner. This publication focuses on the Department of Public Safety because it patrols the NDNU campus.

To report a crime or an emergency to the NDNU campus during normal business hours, call the Department of Public Safety at (650) 504-0656.

All Department of Public Safety incident reports are forwarded to the Associate Dean of Students for review and potential action. Public Safety Officers will investigate a report when it is deemed appropriate. Additional information obtained during the investigation will also be forwarded to the Associate Dean of Students.

If assistance is required from the Belmont Police Department, they will be contacted by the Department of Public Safety. If a sexual assault should occur, staff on the scene, including the Department of Public Safety, will offer the complainant a wide variety of assistance and services.

The Department of Public Safety has publications that contain information about on campus and off campus resources. That information is made available to provide NDNU community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" are provided only to offer assistance to NDNU students, faculty and staff.

Crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the San Mateo Rape Crisis Center would not be included in the annual crime statistics.

Policy Statement on Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the University email system to students, staff, faculty, and the campus newsletter.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to individuals and the NDNU community, the Director of Public Safety may also send a notice on the campus.
Policy Statement on Security and Access

During business hours, the university (excluding certain housing facilities) will be open to university students, parents, employees, contractors, guests and invitees. During non-business hours’ access to all university facilities is by key, if issued, or by admittance via the Department of Public Safety or Housing & Residence Life staff. In the case of periods of extended breaks, the university will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Gleason Center and Gellert Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted by the Department of Public Safety. Administrators from the Student Success Office, Residence Life and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Additionally, during the academic year, the directors of Facilities, Housing & Residence Life, Department of Public Safety and Custodial will meet to discuss issues of concern.

Policy Statement on Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Public Safety or a designee can file a report on the details of the incident and only those individuals with a need to know will be given the details or information. This is to ensure the future safety of you and other community members. With such information, the university can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the university’s annual crimes statistics.

Policy Statement on Limited Voluntary Confidential Reporting

The Department of Public Safety encourages anyone who is the victim or witness to any crime to promptly report the incident to Department of Public Safety or Belmont Police Department. Because police reports are public records under state law, the Belmont Police Department cannot hold reports of crime in confidence.

Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities (CSAs), as identified below. Confidential reports of crime may also be made to security@ndnu.edu or (650) 504-0656.

CSAs, as defined by the Clery Act, include:

- Campus Police/Campus Security Officers
- Deans (or other senior student administrative personnel)
- Advisors
- Faculty advisors to student clubs and organizations

wide emergency text alert system providing the university community with more immediate notification. In such instances, a copy of the notice will be posted in each residence hall, public bulletin board and throughout the campus where students, staff and faculty congregate. Follow up information may also be posted on the Emergency Information section of the Department of Public website located at: https://www.ndnu.edu/emergency/. Anyone with information warranting a timely warning should report the circumstances to the NDNU Department of Public Safety Office, by phone (650) 504-0656 or in person at the office located in the main lobby of St. Mary’s Hall room 108/111.
Other campus officials who have “significant responsibility for student and campus activities” such as:

- Student discipline
- Campus judicial hearing officials

**Policy Statement Addressing Counselors**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), giving clarification to those considered to be campus security authorities (CSAs). Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such are not considered to be a CSA and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. All personal information is strictly confidential. The rule making committee defines counselors as:

**Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

**Policy Statement on Sexual Misconduct**
Violence Against Women Reauthorization Act

Purpose
The Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. L. 113-4), which, among other provisions, amended section 485(f) of the HEA, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security related requirements as a condition of their participation in the Title IV, HEA programs. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. VAWA amends section 668.46 of title 34 of the Code of Federal Regulations (CFR) to implement these statutory changes. Additionally, this updated section incorporates provisions added to the Clery Act by the Higher Education Opportunity Act, enacted in 2008.

Policy Statement on Missing Person Notification and Procedures

Public Communication
Notre Dame de Namur University, Student Handbook
Notre Dame de Namur University Website
Notre Dame de Namur University, Division of Student Affairs, Crisis Protocols

- Academic Conduct
- Behavioral Conduct

Policy Statement on Megan’s Law
Section 290 of the California Penal Code requires people convicted of certain sexual offenses to register with the local law enforcement agency responsible for the jurisdiction in which they reside within five working days of their birthday, and within five working days of changing their address. This is a lifetime requirement. Law enforcement cannot dictate where an offender lives, as long as the offender registers his/her residence with the appropriate jurisdiction. (Complete requirements are listed in Section 290 of the California Penal Code at: https://meganslaw.ca.gov/

Policy Statement on Drug and Alcohol Abuse Prevention Programs

Effectiveness of the Program:
One way in which the programs were measured for effectiveness was by directly assessing the student learning after each program. Students were assessed in the online program Alcohol Wise for all incoming freshmen. These sanctioned online programs for alcohol or marijuana were also stressed during the “Under the Influence” and “Marijuana 101” from 3rd Millennium Classrooms respectively.
Table 1: Results of Alcohol Assessment for the Different Programs Offered in 2018

The percentage of students who demonstrated they had acquired at least baseline knowledge of alcohol facts is shown for the programs which were assessed this past year.

<table>
<thead>
<tr>
<th>Alcohol Education Event</th>
<th>Fall Alcohol Education Workshop</th>
<th>Sanctioned Marijuana Online Course</th>
<th>Sanctioned Alcohol Course</th>
<th>Online Alcohol Course For Freshmen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Who Passed the Alcohol Assessment</td>
<td>100%</td>
<td>90%</td>
<td>90%</td>
<td>99.4%</td>
</tr>
</tbody>
</table>

Another way in which the program’s effectiveness was measured is through analyzing the number of alcohol and drug related incidents on campus (Table 2). This past year there was a decrease in alcohol-related incidents on campus from previous years. There was a decrease in the drug-related incidents. Most of the drug-related incidents involved marijuana.

Table 2: The Number of Alcohol and Drug Related Incidents on Campus

The number of alcohol and drug related incidents occurring on campus dropped relative to previous years.

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol-related incidents</td>
<td>84</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Drug-related incidents</td>
<td>77</td>
<td>15</td>
<td>2</td>
</tr>
</tbody>
</table>

Implementing Needed Changes:

During the past academic year, it was rare to encounter a student who was unaware of NDNU’s Alcohol Policy. In the next academic year, programming efforts will continue. Where possible, the incorporation of motivational interview style techniques will be used in these workshops to encourage students to make better choices.

Determines the number of drug and alcohol-related violations and fatalities that occur on the institution’s campus or as part of the institution’s activities, and are reported to campus officials

There were no drug or alcohol related fatalities in the 2019 academic year.
Policy Statement on Student Alcohol & Other Drugs

Parental Notification Policy for Alcohol and Other Drug Policy Violations

The NDNU Division of Student Success is committed to the development of a personal and community experience which significantly contributes to the intellectual, spiritual, and psychological education and development of students. The University’s Parental Notification Policy for Alcohol and Other Drug Violations is aligned with the Higher Education Amendments of 1998 which permits an educational institution to disclose to the parents or legal guardians of a student information regarding these student’s violation of any federal, state, or local law or any rule or policy of an institution governing the use or possession of alcohol or a controlled substance, if the student is under age 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession. The 1998 amendment further provides that this determination is not impingent upon a conduct hearing or process. Whenever possible, students will be notified in advance that his/her parent(s) or guardian(s) are to be contacted. NDNU may exercise this right under any of the following circumstances:

A student is transported to a medical facility for treatment related to alcohol or drug use.

A student causes harm to him/herself or another while under the influence of alcohol or illicit drugs.

A student is arrested or taken into police custody while under the influence of alcohol or illicit drugs.

A student is responsible for vandalism or other destruction of property while under the influence of alcohol or illicit drugs.

A student operates a vehicle while under the influence of alcohol or illicit drugs.

A student disrupts teaching, disciplinary procedures, classroom learning or other University activities while under the influence of alcohol or illicit drugs.

Information regarding a student is needed from a parent or guardian in connection with an emergency to protect the health and safety of the student or another individual.

A student shows a pattern of alcohol violations within an academic semester.

Other circumstances as determined by the Dean of Students, or his or her designee, to be appropriate (i.e. life threatening situations, mental illness, etc.).

Counseling Services: A Commitment to Help

A problem exists when one's use of alcohol or illicit drugs causes physical or emotional harm, impairs one's judgment, infringes upon the rights of others, or interferes with one's work, relationships, or daily life. NDNU regards an alcohol or other drug problem as it does other behavioral/medical ones, and does not attach a moral or social stigma to such personal difficulties. Alcohol and other chemical dependency problems can be treated successfully if they are identified as early as possible and if appropriate treatment programs are promptly instituted. NDNU is committed to providing resources for prevention programs and referral for treatment as needed. Specifically, workshops, counseling sessions, and referrals are available. For more information, contact Counseling & Health Services at (650) 508-3578.
Alcohol Education and Prevention Websites:

The following websites contain information regarding alcohol and other drug education and prevention:

Al-Anon offers support to friends and family members of problem drinkers.

http://www.al-anon.alateen.org/

Alcoholics Anonymous gives information and support to people questioning or struggling with alcohol addiction.

https://www.aa.org/

American Psychological Association offers self-help brochures on mental health and psychological issues, including drug and alcohol abuse.

https://www.apa.org/

Go Ask Alice provides answers to many questions regarding alcohol and drug use, sexuality, emotional health, and relationships.

https://goaskalice.columbia.edu/

Half of Us is a website that de-stigmatizes mental health and encourages young people to seek out ways to improve their state of mind. There are sections on alcohol, depression, suicide, eating disorders, anxiety, and stress.

http://www.halfofus.com/

Mental Health Screening offers free, online, and confidential self-assessment screenings for alcohol abuse, depression, anxiety, eating disorders, and more.

https://www.mentalhealthscreening.org/

National Institute on Alcohol Abuse and Alcoholism provides comprehensive information and resources on alcohol and health.

https://www.niaaa.nih.gov/

National Institute on Drug Abuse provides comprehensive information on illicit drugs.

http://www.drugabuse.gov/

The Partnership at Drugfree.Org has information and resources for people who need help with or need to know more about alcohol and illicit drugs.

http://www.drugfree.org/
Health Risks

Emergency Information Regarding Alcohol and Illicit Drugs:

When Alcohol Use Is Involved, Why Call?

Students may be impaired or intoxicated by alcohol or drug use. Serious medical consequences can occur when well-meaning friends of an intoxicated or impaired student risk a student’s physical well-being by taking care of the student themselves. Not every person knows if they have had too much to drink and there is a chance that you may be with another person whose drinking is at a dangerous level. Dangerous impairment by drugs may also not be immediately recognizable. Even a person who has consumed only a small amount of alcohol may be experiencing a dangerous interaction with illegal or prescription drugs or may have other complicating health conditions. In these rare circumstances, the University’s priority is the preservation of life. A Student should not hesitate to contact Public Safety or Residential Life Professional Staff or Resident Assistants in these circumstances. Many symptoms and factors can contribute to medical emergencies such as alcohol poisoning, drug impairment, other specific medical conditions, or interactions between all three, and serious consequences can result.

Public Safety Cell Phones: (650) 504-0656

Housing & Residence Life Pro Staff Office No: (650) 703-2051

When Alcohol Is Not Involved, Why Call?

You may be faced with a medical emergency when alcohol use is not involved.

For students with a medical emergency resulting from ailments such as asthma, diabetes, allergic reactions, epilepsy or other conditions who appear to need help, please contact the Department of Public Safety or 911. Sometimes a person in medical distress needs YOU to make the call. If you are unsure if a person’s life is in danger, but you think it might be, make the call. You may need to ignore statements by the student in distress regarding whether or not they want you to call for help. Remember, their judgment maybe impaired by their medical condition. Immediately contact the Department of Public Safety or call 911

How to Recognize a Medical Emergency?

Dangerous medical situations involving alcohol or drugs, or other dangerous medical conditions can come in many shapes and forms. You may not recognize the signs of an emergency because you have become accustomed to behaviors that may look normal when you or others are under the influence of drugs or alcohol. It is important to be aware and understand that a person, whether under the influence of alcohol or drugs, or not, who is unable to perform normal functions may be in a dangerous situation and need medical help immediately. Contact the Department of Public Safety or 911 when a person:
Is passed out and cannot be roused or awakened or cannot stay awake or is unconscious; has difficulty speaking coherently or comprehending others or the situation around them; has difficulty sitting, standing or walking or cannot do this without assistance; is vomiting.

Dangerous medical situations may result in falling, becoming unconscious or choking on vomit. Even if a person appears to be “sleeping it off,” they may still have alcohol or drugs in their system that may still present a danger.

Policy Statement on Emergency Preparedness, Response & Resources

The health and safety of the NDNU community is our top priority. NDNU is committed toward our Emergency Preparedness Program.

While it is inevitable that natural or human-caused events will negatively affect us in our homes, schools and businesses, careful planning and preparation can reduce or minimize the impact of such incidents. Whether we experience an earthquake, wildfire, power outage or other emergency situation, each of us can take steps now that can help us successfully overcome the crisis. Please follow these links for more information on personal and family preparedness: Governor's Office of Emergency Services and Ready.gov.

During an emergency that impacts the NDNU campus, the Department of Public Safety takes immediate actions to minimize injury, loss of life and property damage. NDNU works in close coordination with local, county, and state emergency services personnel. The NDNU Emergency Response Guide can be found online at:


Policy Statement on Fire Safety

It is the policy of NDNU to provide students, staff, faculty, and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University’s Fire Prevention Program is to recognize hazardous condition and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all university buildings; (2) increase the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third party fire safety audits via our insurance consortia. Regarding Fire Safety Inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local authority having jurisdiction such as Belmont Fire Department.

Basic fire safety instructions will be provided during new employee orientation. Additional training is available by request form a department or group of employees. Fire exits drills will be conducted as follows: (1) Administrative buildings one/year, (2) Academic buildings one/year, (3) Resident halls twice/year. The NDNU Department of Public Safety will coordinate with the Belmont Police and Belmont Fire Department in the investigation of each fire incident.

To minimize the potential for fires at NDNU, it is the policy of the University to prohibit open burning and the use of combustible decorations at all times. Open burning as defined by the university is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbeque grills (except for those permanently installed and portables at least 50 feet from any building) and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics.
All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguisher, sprinkler heads and piping, smoke detectors, fire alarms pull boxes, etc.) on or near exits, on or near emergency lights, on or near any other protective or operating features provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Removal of all decorations, ornaments and displays are required immediately after the event. Decorative light including holidays light as well as flood lights extension cords or electrically operated ornaments must be U.L. rated and approved for use.

Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce electric shock. Only heavy-duty extension cords and decorative lights in good conditions (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.) on or near exits, on or near exit or emergency lights on or near any other protective or operating feature provided by the University, or in any manner that would present a fall or trip hazard, that would impede egress. Extension cords or decorating light may not be routed under rug or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress. It is the policy of the University that only artificial holiday trees will be used and should be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic, do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinklers heads and piping, fire alarm pull boxes, smoke detectors, etc.) or places in any manner that could present a fall or trip hazard, or impede egress.

Holiday tree lights must be unplugged at the end of each day, and removed after the event or holiday season. Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and or clinical settings. Avoid spraying around exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinklers heads and piping, fire alarm pull boxes, smoke detectors, etc.).

The following is the list of room regulations every resident must follow. The list is posted in every residence hall room.

Smoke detectors are located in all residence hall sleeping rooms as a source of early warning in case of fire. To ensure it is working properly, test your smoke detector monthly. Smoke detectors can be tested by pushing the test button on the bottom of the detector. If a loud shrill alarm is produced by the detector, it is working properly. If the detector fails to sound an alarm or if it emits a short beep intermittently, the battery in the detectors must be replaced. Contact Public Safety and/or the Facilities Department for replacement.

All extension cords must be three-wire, three prong type, and must be constructed with a minimum of 16-gauge wire. (Gauge numbers vary inversely with capacity). Cords must be well-maintained, with no breaks in the insulation.

Light-construction, multiple-outlet devices (cube taps) that plug directly into outlets are not authorized. Heavy-duty, multiple-outlet devices equipped with internal breaker protection, three-wire, three prong ground protection, and 16 gauge or heavier wires is authorized. Authorized extension cords may be equipped with multiple outlets, as long as the outlet fitting is a single-piece, fused-rubber type that is an integral component of the extension cord.
Not more than one high-wattage appliance such as a hair dryer, water warmer, etc., may be connected to a single wall outlet at one time.

All appliances must be sufficiently protected from shock hazards and must be maintained in good repair, with no insulation damage or exposed wires.

Electrical cooking equipment such as fry pans, toasters, hot oil popcorn poppers, hot plates, personal microwaves, etc., are not authorized for use in student rooms. Well maintained hot air popcorn poppers, coffee pots, bread making machines, and water warmers are allowed only if they are placed on a non-combustible surface such as ceramic or insulated metal.

Electrical cords must not be crushed, compressed, constricted, or coiled in a manner that may cause breakdown of insulation, cause heat, or cause an induced current to appear in adjacent metal objects. Modification of electrical wiring is not permitted. Electrical cords shall not run through walls, ceilings, floors, doorways or windows, or across exits.

Portable space heaters are not allowed.

Draperies, tapestries, blankets, or posters that are displayed on walls and doors in a manner which would facilitate ignition, block exits or fire detection units, or present overhead fire hazards are not authorized.

Student-constructed furniture, posters, papers, and combustible decorations may not be present in sufficient amounts to constitute an excessive combustible fire load nor can fire safety devices be obstructed.

**Decisions concerning fire load violations will be rendered in accordance with the judgment of the inspector and the following inspection guidelines:**

Combustible wall paneling is prohibited.

Not more than 50\% of room wall space may be covered with combustible decorations. Full floor carpeting is allowed only on the original floor. (No carpet on walls, doors, ceilings, etc.) Student-made bunk constructions, shelves, or tables are allowed within a 100 board-foot maximum limit per room, as long as all exposed wood is treated with a minimum of three coats of approved flame retardant paint. Bunk constructions, including mattresses, can be no more than 72 inches above room floor level. It is strongly recommended that residents utilize noncombustible materials whenever possible student-made construction to limit fire load. Furthermore, all installations are subject to approval as to structural integrity and safety by representatives of Housing & Residential Life following installation.

Anything which hinders quick exit from a room (e.g. messy room, furniture, etc.) is prohibited and must be corrected.

Life safety signs on the inside of each residence room door shall be visible at all times. If the placard has been torn or defaced, a new placard shall be obtained from Housing Services and placed over the existing placard.
Decorations must be non-combustible or flame proofed. Paper and streamers attached to ceilings are not allowed. All decorations must be removed no later than three days following a holiday; Christmas/Chanukah/Kwanza/Ramadan decorations must be removed before semester break. Christmas trees and decorations are prohibited in hallways and elevator rooms. Flame resistant artificial trees are permitted in rooms and lounges only. Decorative lighting must be well maintained and bear the—UL label. Lights must be unplugged when unattended.

Special permission from Public Safety and the Housing Office is required if decorative lights are to be used anywhere other than on Christmas trees (i.e. around one’s room and in doorway is prohibited).

Decorations in hallways are limited to room doors.

**NDNU Fire Safety Guidelines EMERGENCY EXITS**

Do not prop open, hold open, or obstruct designated fire doors.

Do not lock or otherwise close a fire door or exit door to prevent or impede exit.

Remove all obstruction from emergency exits and corridors.

Report blocked or locked fire exits to The Public Safety and Housing Offices.

Do not obstruct fire alarm boxes, fire hoses, fire standpipes, fire extinguishers, fire sprinkler heads, fire/ smoke detectors, or any other fire protection equipment. NOTE: Each sprinkler head must have a minimum of 18 inches of clearance.
### Crime Statistics

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<th>Total Occurrences</th>
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## Hate Crime Statistics

### Occurrences of Hate Crimes on Campus

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<td>Destruction/Damage/Vandalism</td>
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### Occurrences of Hate Crimes on Public Property

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### Hate Crime Statistics

#### Occurrences of Hate Crimes on Public Property

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<th>Gender Identity</th>
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#### Occurrences of Hate Crimes on Public Property

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<td>Dating Violence</td>
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## Arrest Statistics

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<th>Number of Arrests</th>
<th>On Campus Student Housing Facilities</th>
<th>Number of Arrests</th>
<th>Non campus</th>
<th>Number of Arrests</th>
<th>On Public Property</th>
<th>Number of Arrests</th>
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<tbody>
<tr>
<td>Drug abuse violations</td>
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</tbody>
</table>

- **On Campus**
  - **Weapons:** 0 1 0
  - **Drug abuse violations:** 1 2 0
  - **Liquor law violations:** 3 8 0

- **On Campus Student Housing Facilities**
  - **Weapons:** 0 0 0
  - **Drug abuse violations:** 0 6 0
  - **Liquor law violations:** 1 7 5

- **Non campus**
  - **Weapons:** 0 0 0
  - **Drug abuse violations:** 0 0 0
  - **Liquor law violations:** 0 0 0

- **On Public Property**
  - **Weapons:** 0 0 0
  - **Drug abuse violations:** 0 0 0
  - **Liquor law violations:** 0 0 0
## Disciplinary Action Statistics

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<th>Number of Persons Referred for Disciplinary Action</th>
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<th>On Campus Student Housing Facilities</th>
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<th>Non campus</th>
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<td>Weapons: carrying, possessing, etc.</td>
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<th>Public Property</th>
<th>Number of Persons Referred for Disciplinary Action</th>
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<tr>
<td>Weapons: carrying, possessing, etc.</td>
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CAMPUS MAPS:

BELMONT CAMPUS
TRACY CAMPUS
Public Safety

Laptop Computer Registration Form

**STUDENT NAME:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>M.I</th>
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**STUDENT ID #**

**YEAR OF GRADUATION**

**PHONE #**

| Cell- | HM- |

**EMAIL ADDRESS**

**LAPTOP MANUFACTURER**

**MODEL**

**SERIAL NUMBER**

*Turn in completed form to Department of Public Safety to complete registration*
Shuttle Service

NDNU offers a free shuttle service around campus Monday-Thursday from 5:00PM to 10:30PM. The shuttle will leave campus 25 minutes after each hour to make a stop at Cal-train. See following map for shuttle stop locations: