



**SAFE AND SECURE ENVIRONMENT
ANNUAL REPORT**

Department of Education requires an annual compliance report under the Clery
And Higher Education Opportunity Act.

**GUIDELINES FOR STAYING SAFE AND SECURE
AT
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY**

**Embry-Riddle Aeronautical University
Prescott Campus, Safety Department**

July 2009

Contents

EMERGENCY NUMBERS	3
SAFETY AND SECURITY ON CAMPUS.....	4
DISCLOSURE STATEMENT.....	4
PERSONAL SAFETY EDUCATIONAL PROGRAMS AND	5
CRIME PREVENTION AT THE UNIVERSITY	5
PROTECTING YOURSELF	5
PROTECT YOUR POSSESSIONS.....	7
PROTECTING YOUR BICYCLE	8
PROTECTION OF YOUR MOTOR VEHICLE.....	8
PROTECTING YOURSELF IN PUBLIC AREAS.....	8
GENERAL CRIME PREVENTION/SAFETY SERVICES INFORMATION	9
BUILDING SECURITY, SAFETY AND ACCESS ISSUES	10
LAW ENFORCEMENT ON CAMPUS.....	10
REPORTING CRIMES ON CAMPUS.....	11
LIMITED CONFIDENTIALITY REPORTING PROCESS.....	11
COUNSELOR OR PASTORAL REPORTING PROCESS	11
DAILY CRIME/FIRE LOG	11
CRIME LOG INFORMATION ONLY	12
MISSING STUDENT PROCESS.....	12
HATE CRIMES REPORTING	12
SEXUAL ASSAULT PREVENTION AND RESPONSE.....	12
CAMPUS SEX CRIMES PREVENTION ACT.....	13
REPORTING OFF CAMPUS CRIME.....	13
TIMELY WARNING PROCESS	13
EMERGENCY NOTIFICATION METHODS.....	14
ACTIONS IN EMERGENCY SITUATIONS.....	14
FIRE SAFETY AND REPORTING.....	14
ALCOHOL POLICIES.....	15
SUBSTANCE ABUSE	15
SUBSTANCE ABUSE EDUCATION	15
CLERY CRIME STATISTICS	16
DRAFT LETTER	17

EMERGENCY NUMBERS

ERAU Safety Department:

Emergency during business hours... 0
Emergency after hours..... 3728
Administrative..... 3738
Chief of Safety..... 3738

Yavapai County Sheriff's Office:

Emergency..... 911
Administrative..... 9-771-3260

Prescott Police Department:

Emergency..... 911
Administrative..... 9-445-3131

Prescott fire Department:

Emergency/Fire & Medicine..... 911
Administrative..... 9-445-5357

Yavapai Regional Medical Center:

Emergency..... 911
Emergency Room..... 9-445-2700
Administrative..... 9-445-2700

Life Line Ambulance Service:

Emergency..... 911/or 445-3811
Administrative..... 9-445-3814

SAFETY AND SECURITY ON CAMPUS

Embry-Riddle Aeronautical University, Prescott campus consists of 1700 students and approximately 350 plus employees. It is not immune from the problems of modern society. Problems of personal safety, thefts and other crimes exist on, as well as off campus. Do not fall into the trap of considering the campus a sanctuary. Students are considered to be mature. They are expected to obey the law and take personal responsibility for their conduct. This pamphlet is intended to heighten your awareness of your responsibilities and to demonstrate how to respond to unusual situations you may encounter. Groups or individuals desiring additional information about safety and security are encouraged to contact the **Embry-Riddle Aeronautical University Safety Department at 928-777-3728**.

Tenants of **Embry-Riddle Aeronautical University** residence halls can contribute greatly to their own safety, the safety of others and the protection of personal and University property. Please take the time to read this Pamphlet and follow its suggestions and directions.

By employing an attitude of personal responsibility, you will enhance the quality of life in your living area. The Safety Department strongly suggests the implementation of these practices for your benefit and that of our community.

It should be stressed that the guidelines that follow are not guaranteed to shield and protect you in all situations. However, if you follow these guidelines you will greatly diminish the probability of being a victim, and substantially increase the possibility that you can handle unanticipated events in a sensible manner. An involved and empathetic citizenry; one in which each individual is willing to accept responsibility for his or her own safety, as well as willing to contribute to the community's well being, is the best guarantee of a safe and secure environment.

DISCLOSURE STATEMENT

The **Embry-Riddle Aeronautical University Safety Department** is required each year to prepare a crime report that list statistical information relating to crime on campus. The **US Department of Education** and the **Clery disclosure Act and the Higher Educational opportunity Act** requires this information be **published by Oct 1** for the prior year for review by the public and campus community. Copies of this annual report may be picked up at the Safety Department or the Dean of Students Office. It is also posted on the Safety Department web site for review. Crime Statistical tables are also attached to this report. **E-mail will be sent to campus community outlining web link to access report before published date of Oct. 1. This report will also be made available to all prospective students and employees through the internet.**

PERSONAL SAFETY EDUCATIONAL PROGRAMS AND CRIME PREVENTION AT THE UNIVERSITY

Embry-Riddle Aeronautical University believes that safety is everyone's responsibility and that "security begins at home." Our programs are designed to interact with all members of the University community at every level. Information and literature on crime prevention and personal safety is available at the **Safety Department Office, located in building 17B.**

The parent and student orientation programs include informational sessions on crime prevention and safety services at the University. The Safety department offers such services as campus escorts and engravers for the marking of personal property. Additionally, free seminars on personal safety topics are presented each semester and are available to the entire University community. Housing Department Resident Assistants also receive special training in safety, security, and fire prevention.

In addition to our regular program of crime prevention services, the University carefully monitors crimes or other incidents, which are reported within the campus community. Incidents occurring on University property, which suggest a possible special concern for the safety of our community members, will result in a precautionary safety alert distributed to the community.

PROTECTING YOURSELF

Lock the door to your apartment or residence hall room when you are asleep, showering or alone in the room. These are some of your most vulnerable moments; you need the extra protection a locked door will offer.

Don't open your door to strangers. Identify your visitor before allowing access. Report immediately, to the appropriate maintenance source any problems with your door's security devices.

Do not give your name, address or phone number to strangers.

Whether traveling on foot, using public transportation, or operating a personal vehicle, have a friend go with you. It's more fun to travel with company, and there is extra safety in numbers.

When going out, let your roommate, a friend, or a staff member know where you are going and when you expect to return. This is extremely important when planning outdoor activities.

At night, travel in well-lighted areas. Travel on the most direct and highly traveled path. Do not take shortcuts through dark or deserted areas.

Walk and jog facing traffic whenever possible. This increases awareness of potential traffic hazards and also reduces the possibility of being followed unknowingly by someone in a vehicle. Be careful not to get too close to shadowed areas by buildings or shrubbery. Walk in the middle of the sidewalk, out of easy reach of potential attackers.

If you feel threatened, or suspect you are being followed, walk toward lighted areas where there are people. Look over your shoulder frequently. This lets the follower know you are aware of both their presence and your surroundings.

There are emergency phones located throughout this campus. They are designated by the word emergency and they have a blue light at the top of the call box. The phone has an emergency and non-emergency button that you can push. The phone call goes directly into our dispatch center and they in turn notify the Officer on duty. Use these phones to contact the Safety Department for any reason. If it is an emergency, **state the call box number that is assigned to the phone you are using**, and an Officer will respond immediately.

When riding in a car, keep the doors locked. Park in a well lighted areas. When you approach your car, have your keys ready. Look into the back and front seats to make sure the car is empty before you get in.

When traveling any considerable distance, put together a survival kit. Remember that Prescott is a mountainous region in which the weather can change rapidly. Rapid temperature changes and spontaneous storms do occur

In periods of heavy rain, stay away from areas of known flash flooding or identified as flash flood areas. The currents created by the floods can sweep a vehicle away.

Be aware that this University has numerous types of insects and wild life that make this campus their home. Be careful and don't assume that they are all harmless.

Don't pick up hitchhikers and don't hitchhike!

If anything makes you look twice or feel uncomfortable, call the Safety Department. Report any suspicious activity to the Safety Department.

Keep in mind that when you become intoxicated you are letting down your protective guard to have a good time. Keep in mind thieves look for the easiest target, which often is someone who is intoxicated. **If you must drink, do so responsibly.**

PROTECT YOUR POSSESSIONS

Lock the door when you are away from your room or apartment. Most burglaries in student housing units occur in unlocked, unoccupied rooms or apartments. Lock your door to remove the easy opportunity for thieves. This applies even if you are just down the hall. Remember that it takes less than thirty seconds to burglarize your room.

Keep windows closed and locked when away from your room. This protects your belongings from both theft and surprise inclement weather.

Engrave all Personal items of value with your social security number or some other identifying number. Engraving tends to deter theft and assists in identifying possessions should they be stolen. **An engraver is available through the Safety Department.**

Keep a record of the serial numbers of all the belongings. Items of value that do not have serial numbers should be photographed. Clothing can be marked on the inside label with an indelible laundry marker.

Don't advertise your valuables. Keep them out of sight. Arrange your room so those high-risk items such as cameras, stereos, and televisions are not visible from the outside when the door is open or from ground level windows.

Items of high monetary value and minimal use at a university environment (such as expensive jewelry) should be left at home. Very expensive items should be stored in a safety deposit box.

Do not keep large sums of cash in your room. A checking account is safer. Remember to keep your checks in a secure place. Do not talk indiscriminately about receiving money. There is no need to advertise to potential thieves.

Insurance in housing units operated by Student Housing covers the institution's property only. Residents are encouraged to provide their own insurance against loss of or damage to personal possessions. If your family has homeowners insurance, check with your family's agent about coverage.

PROTECTING YOUR BICYCLE

Never leave your bicycle unlocked and unattended. Bicycles are to be secured to designated bicycle racks.

Engrave your bicycle with your name or Student identification number and keep a record of it with a description/picture of the bicycle and the bicycle serial number.

PROTECTION OF YOUR MOTOR VEHICLE

Lock your motor vehicle and take the keys. Many car burglaries and car thefts occur because the owner did not take the time to secure the car. Do not make your car a target of opportunity by leaving it open to all who care to enter.

Do not park in isolated, dark places if these areas can be avoided. Park where there are people and where the car will be well lit.

Do not leave items of value unattended in your car. Expensive cameras, stereo equipment, textbooks and clothing left on the seat of an unattended car are invitations to theft. If you must leave items in your car, store them in a locked trunk.

Specific parking areas are dedicated to residents at Student residence halls. Familiarize yourself with parking rules for these areas and obey them. The Safety Department will issue citations, boot vehicles and tow vehicles when appropriate.

PROTECTING YOURSELF IN PUBLIC AREAS

Do not leave your belongings unattended in public areas such as restrooms, hallways, laundry rooms, and dining rooms. If you want to keep it, keep it with you.

Do not carry more cash with you than you anticipated needing in one trip. Also do not flash large amounts of cash in public.

Do not carry your identification cards and your checks in the same wallet. Keep them separate: I.D. in your billfold in one pocket and checkbook in another pocket. If either are lost or stolen, the finder will not have access to your checking account.

Carry your purse or backpack close to your body and keep a tight grip on it.

Mark items you regularly take to class such as books, backpacks, and calculators. Persons in laboratory classes should also mark all of their personal supplies with their name or some other identifying number.

Make a list of your credit cards, identification cards, and checking account numbers and keep the list in a safe place. If your purse or wallet is lost or stolen, you will then have a list of numbers to use when notifying the proper authorities. Remember you will need to contact not only the police, but also all credit card companies and banks with which you do business. Make these notifications immediately.

GENERAL CRIME PREVENTION/SAFETY SERVICES INFORMATION

The following is a partial list of special services offered by the Safety Dept.

Escort: Campus safety escort services are available on campus to everyone.

Access: Access will be given to facilities for those individuals who are properly authorized. If a resident of a University managed housing facility is locked out of their room, they should first seek assistance from a member of the Housing staff. If they are not available, Safety personnel will be happy to assist you.

Extra

Watches: If you need to leave your vehicle on campus overnight or for extended periods of time, call the Safety Department and we will suggest the best place to leave it. The University cannot assume liability for loss or damage, but we will provide special attention for your vehicle.

Special

Events: We will provide and/or coordinate security for special events on University property.

“Operation ID”: Engravers and personal registration cards are available for students to mark personal items and log serial numbers for their private records.

Shuttle Service: Campus provides a shuttle service from campus Housing to the flight line, during normal business hours, evenings and weekends.

Lost and Found: Lost and found is located in the **Safety Department in building 17B**. Property is held for 30 days and then processed for disposal.

Silent Witness: Persons are encouraged to report all crimes to campus Safety. Persons can call ext. 3738 or use ERAU PO BOX 7000 to report under the silent witness programs.

Persons reporting a crime will be given a four digit number to protect their identifying. Rewards may be offered in some cases.

Handicap / injured person transport: The Safety Department will try to accommodate any person that is injured if manpower is available. Request must come from Health Services Department.

BUILDING SECURITY, SAFETY AND ACCESS ISSUES

If you notice a condition that you consider being a hazardous circumstance in your apartment, dorm or campus area, please notify the University Student Housing Staff or Resident Advisor. You may also report a hazardous situation to the **Safety Department at Ext 3728**.

Because of concerns for personal safety and the protection of property, University facilities are locked and alarmed after business hours according to established schedules set by Campus Safety and the University department which controls the location. Any entry into a secured area after hours requires written approval from the controlling department head and notification to the Safety Department. Students, faculty, and staff shall carry their University identification with them at all times.

University housing facilities are restricted to residents and invited guests. R.A.'s check for propped open doors and remind residents of the importance to keep doors locked to help prevent crime. Residents are strongly encouraged to keep their individual doors and windows locked at all times.

The University is committed to providing a safe and secure environment throughout its facilities. The campus is patrolled by Safety Officers on a regular basis and officers pay close attention to maintaining the physical security of the University. Students, faculty, and staff are encouraged to report lock problems, lighting problems, security concerns, unauthorized persons, or suspicious conditions to the Safety Department as soon as possible.

LAW ENFORCEMENT ON CAMPUS

Safety officers are responsible for maintaining a safe and secure environment throughout the University. They enforce University rules and regulations, patrol campus grounds, respond to emergencies, provide routine and specialized security service, investigate incidents, and facilitate the response of community emergency services as required. While Safety Officers are not certified law enforcement officers with arrest powers, they do receive training in various aspects of campus safety, with special training in campus and police relations. The Safety Department works closely with the Prescott Police Department and will notify them in the case of a police emergency.

REPORTING CRIMES ON CAMPUS

Embry-Riddle Aeronautical University encourages all members of the University community to report crimes or suspicious conditions as soon as possible. The prompt and accurate reporting of such conditions will help the Safety Department investigate the incident, and initiate appropriate actions, including notification and coordination with the police department and other community agencies as appropriate.

Safety Officers assist in facilitating police service for individuals on campus as appropriate. The University encourages all victims of crimes to report the incident to the Safety Department and the Police Department as soon as possible. A Safety Officer will be happy to assist you through this process. **To report a crime on campus, call ext-3728.**

LIMITED CONFIDENTIALITY REPORTING PROCESS

The campus Safety Department encourages anyone who is a victim of a crime or a witness to a crime to report the incident. Because our incident reports are public record under Arizona state law the campus Safety Department cannot withhold reports. Confidential reports may be made through our Silent Witness reporting process. **If you wish confidentially you can call ext. 3738 or use the Safety Department's Po Box 7000.**

COUNSELOR OR PASTORAL REPORTING PROCESS

The campus does not require counselors or pastors to report crimes to the Safety Department. We do encourage our counseling professionals to inform their clients of the procedure to report a crime to the campus Safety Department. **For further information as to services and educational material provided, please contact the Health & Wellness Center.**

DAILY CRIME/FIRE LOG

The Campus Safety Department is responsible for maintaining a daily crime/fire log. This log can be viewed upon request. The log should list the crimes and fires that occurred for the past 60 days. The Safety Department uses ARMS for its record management system. The ARMS SYSTEM logs cases by type of crime, date of report, case number, and location only. **The Safety department also maintains a second daily crime/fire log for Clery purposes. This**

log includes Clery reportable crimes/fires. Information includes crime type, date reported, date of incident, times, location and disposition/nature.

CRIME LOG INFORMATION ONLY

Crimes are listed on this log once a report is given in good faith and it meets the definition of the Clery Crime. Crime/fires must be listed on log within two business days once reported. Once a crime is listed on the daily crime log, disposition can only be changed to unfounded by Prescott Police Department. If the Campus Safety Department investigates the case and believes the case is a false report or unfounded the Campus Safety Department will contact the Prescott Police Department to review disposition. If the case is judged unfounded by the Prescott Police Department it will be documented on the original case report. **(This evaluation is only required for reportable crimes under the Clery Act, not fires.)**

MISSING STUDENT PROCESS

The Higher Education Opportunity Act requires this university to make a policy statement on the campus missing student policy. The policy as stated originates from the Dean of Students office, but is also listed within the Housing Department policies and on the Safety Department web site as compliance to the annual campus security report. A copy of this policy may be obtained from the Dean of Students office or on the Campus Safety Department web site. **To review the Missing Student Policy and Procedure please contact the Dean of Students Office.**

HATE CRIMES REPORTING

This University takes hate crimes very seriously and encourages the campus community to report any incident that may fall into this category. Reportable hate crimes apply to all Clery reportable crimes under the Clery Act. The Higher Education opportunity Act added four additional crime area that should be reported under the Clery Act. The new crimes are Larceny-theft, Simple Assault, Intimidation and Vandalism.

SEXUAL ASSAULT PREVENTION AND RESPONSE

Sexual assault is unacceptable and will not be tolerated. It is a criminal act under Arizona State Law and will be treated as such. The University urges an individual who has been sexually assaulted, to make an official report. We encourage any member of the campus community

that has information about a sexual assault to report the incident to the Campus Safety Department. the Campus Safety Department will encourage anyone reporting a crime to also report it the Prescott Police Department. Information on the prevention and response to a sexual assault on campus can be found in the students hand book under the students rights and responsibilities section. **To review the policies and procedures please go to the Student Hand Book.**

CAMPUS SEX CRIMES PREVENTION ACT

This notice is posted in compliance with federal requirements pursuant to the Campus Sex Crimes Act.

Any person desiring information regarding the location or status of a registered sex offender in the State of Arizona, including Yavapai County, is directed to this web site: www.azsexoffender.com This web site is updated by the Arizona Department of Public Safety and contains the most current information regarding registered sex offenders.

REPORTING OFF CAMPUS CRIME

The Safety Department encourages all students and all other members of the campus community to report off campus crimes to the Prescott Police Department. We encourage all victims to report crimes to the Prescott Police Department.

Persons can **call 911 if it is an emergency and 928-445-3131 for non-emergency situations.**

TIMELY WARNING PROCESS

The Clery disclosure Act and the **Higher Education Opportunity Act** requires a timely warning policy. The purpose is to notify the campus community in a timely manner when a possible threat may exist on university property and it is considered an ongoing threat. The Safety Department will determine if the situation at hand is a reportable Clery Crime and requires a timely warning and then will be responsible for notification. Anyone with information that may warrant community notification and a timely warning is encouraged to call the **Safety Department at 928-777-3738**

EMERGENCY NOTIFICATION METHODS

Notification can be accomplished by the following methods, reserve 911 (Code Red), e-mail, newspaper, posted notices, emergency siren and big voice outdoor intercom system and alarms.

ACTIONS IN EMERGENCY SITUATIONS

The following outline consists of emergency conditions that can occur on campus. Every type of emergency condition cannot be covered, but the following can be used on any similar emergency or hazardous event. Please familiarize yourself to be prepared in the event of an emergency.

FIRE ALARM- When you hear a fire alarm, **you are required leave the building** in an orderly fashion **immediately**. Cooperation is imperative with all staff members and other authorities. Permission will be given when the building is safe to reenter.

MEDICAL EMERGENCIES- For any situation requiring emergency medical assistance on campus calls ERAU Safety Department at ext-3728 or 911. Both numbers will result in an ambulance response if the emergency warrants.

HOSTILE INTRUDER ON CAMPUS- How you respond to a hostile intruder or an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one person involved in the same situation. If you find yourself involved in an incident try to maintain calm. You are encouraged to review the PDF file **How to survive an active shooter** on the Safety Department web site. **You are also encouraged to review the Shots Fire video on the University Safety /Risk Management web site.**

FIRE SAFETY AND REPORTING

The **Higher Education Opportunity Act** requires that the University to report annually on fire safety issues. The report is the responsibility of the **Housing Department** on campus to generate. This report must be made available to the campus community, prospective students and employees. The report must list all policies and procedure for fire safety, fire systems, evacuation, training, drills and reporting requirements. The HEOA also requires annual

statistics be published annually. The statistics must include number of fires, **number of injuries, number of deaths, and value of property damage**. A fire log must also be maintained. The Daily fire log must list, date, time, location and nature of the fire. This information must be posted on the log within two **business days**. The log must list events for the last **60** days. The campus Safety Department is responsible for investigating any fire on campus and will generate an incident on all events. The **Safety Department** will also maintain the daily log in the **Safety Department**. **To review fire safety policy and procedure please go to the Housing Department web site: _**

ALCOHOL POLICIES

The University has established policies regarding the use and abuse of alcohol on the campus. This information is in the Student Handbook and the Housing Handbook. It is available at the Dean of Students Office, Student Activities, Housing Department and the Safety Office. **To review policies and procedures please go to the Student Hand Book.**

SUBSTANCE ABUSE

It is the policy of the University to maintain a work and educational environment that is safe for our employees and students and conducive to high work standards. The University complies with the Drug Free Workplace Act of 1988, the Drug free Schools & communities Act Amendments of 1989, all University drug policies, and all other pertinent federal, state, and local regulations regarding drug and alcohol use and abuse. Embry-Riddle Aeronautical University will provide education for students, faculty, and staff through program development and literature distribution. Enforcement of state and federal drug laws may be referred to police agencies having jurisdiction. **To review policy and procedures please go to the Student Hand Book.**

SUBSTANCE ABUSE EDUCATION

The University promotes substance abuse awareness by sponsoring educational programs and distributing literature on the subject. The University is additionally committed to assisting students in the resolution of problems associated with substance abuse. We encourage students to seek additional help through referrals from University Health Services and or counseling at **ext 3771**. Programming and literature is provided by the Housing Department at **ext 3747** and Health Services at **ext 6653**. Information on substance abuse information is also covered in the Students Rights and Responsibility section of the student hand book. **To review policy and procedures please go to the Student Hand Book.**

CLERY CRIME STATISTICS

Embry- Riddle Aeronautical University collects crime information annually and reports these statistics by **Oct 1**, the following year. Prior to reporting to the **US Department of Education** the Safety Department reviews all incident reports and confirms proper classification has taken place by Sept 1 of each year. The Safety Department also contacts each department with reporting responsibilities and all safety / security officers designated on this campus. They are requested to provide any information that may apply to the **Clery Act or the HEOA** .The Safety Department also contacts the **Prescott Police Department** each year to determine if there are any reportable Clery crimes that should be documented on the Clery annual report . **The City of Prescott Police Department does not report crimes under UCR by geographical areas.** Crimes are reported city wide only and there is no way they can confirm crimes that occurred within our reporting area. The annual crime statistics are kept for seven years. **Persons can see the Clery Crime statistical report for the last three years on the Safety Department web site.**

DRAFT LETTER

To: Prescott Police Records Department

From: Harry G. Boden, Chief of Safety and Security

Subject: Clery Crime reporting requirements by the US Department of Education

Date: Aug 1, _____

Each year **Embry-Riddle Aeronautical University** is required to request information on **Clery** related crimes that have occurred adjacent to or on University property . This includes any Clery crime that has occurred on the sidewalks or Willow Creek Road in front of the University. We are aware that the City of Prescott does not break crimes down by Geographical areas under your UCR reporting standards and you cannot retrieve information as requested. Clery requires that I at least make a good faith contact with the Prescott Police Department each year and request this information.

Consider this a formal request for **Clery** reportable crime information as part of my compliance requirements.

You are not required to provide requested information or respond to this request. If there is no response within 10 business days of this request, we can assume there is no reportable crimes.

In the event that the City of Prescott starts breaking crimes down crimes by geographical areas under UCR and it is possible to get Clery reportable Crimes adjacent to or on university property , please advise the Campus Safety Department.

If you have any questions about this request , please contact me at **928-777-3738**

Harry G. Boden
Chief of Campus Safety