As an accredited law enforcement agency in the State of Florida, the University of South Florida Police Department meets or exceeds over 200 standards set by the Commission for Law Enforcement Accreditation. USF is one of over 100 law enforcement agencies in the state to meet these strict standards. What this means for the community we serve here at USF is they have a professional, value based law enforcement agency working for them.

The USF Police Department employs only sworn and non-sworn professionals willing to carry out the agency’s mission:

To protect life and property, to understand and serve the needs of you and all persons within the university community, to actively seek to identify community problems and solutions to those problems, to identify and prevent any criminal activity which may occur, and to improve the quality of life in this community.

By having a mission statement, we are committed to ensuring a safe environment in which to learn and work. My role as Police Chief is to provide the tools and professional growth needed to fulfill this mission. We train many of our officers to provide crime prevention advice and training to the community. Some of these programs include Rape Aggression Defense, Burglary and Theft Prevention, Date/Acquaintance Rape, Office Safety and Security, and Alcohol Awareness to mention a few.

The USF Police Department also provides a full range of police services. Routine patrol of the campus and residential areas, traffic law enforcement, accident investigation, criminal investigations, dignitary protection and crowd control at special events are some of the services the USF Police Department provides.

As in any community, a safe environment is dependent upon the partnering of the community and law enforcement agency of jurisdiction. It is with this in mind that I encourage you to contact the USF Police Department whenever you need to report a crime, want crime prevention programming or have a suggestion as to how we can work together to make the University of South Florida a better place to learn and work.

Sincerely,

Thomas G. Longo, JD
Chief of Police
The University of South Florida is a comprehensive research university with campuses in four locations including the following: Tampa, St. Petersburg, Sarasota, and Lakeland. Specific information for each campus is available.

The University Police Department

On the Tampa Campus the University Police Department is located at the corner of Fletcher Avenue and Maple Drive. The University of South Florida provides a range of public safety services to the community 24 hours a day every day.

Procedures to Report Criminal Acts or Emergencies on Campus
Any emergency situation involving a threat to life or property should be immediately reported to the University Police. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. Emergency police, fire or medical assistance can be obtained by calling 9-1-1. All campus phones, including pay phones, may be used to dial 9-1-1 at no charge. All other business can be conducted by calling 813-262-2628.

Emergency Blue Light Phones are located throughout the campus and are equipped with automatic location indicators and have indication for the hearing and speech impaired.

Campus Sexual Assault Policy

The USF Police Department is responsible for the University Police Department's efforts in the investigation of criminal acts occurring at off-campus student housing. The information contained in this document is provided to the USF Police Department and internal and local law enforcement agencies.

Employee Assistance Program
The USF Police Department submits semi-annually to the Florida Department of Law Enforcement website at www.fdle.state.fl.us/ the Campus Crime Statistics. Crime statistics reported for the Pasco/Hernando Community College website is:

USF Sarasota-Manatee
USF Sarasota-Manatee conducts classes at the Sarasota Campus. The New College of Florida Police Department provides all law enforcement services for USF Sarasota-Manatee as well as New College of Florida, including the investigation of criminal acts. Information about crime referred to the New College of Florida Police Department for the Sarasota Campus can be obtained by visiting their website at: www.newcollege.edu/police/or by calling (941) 487-4210.

USF St. Petersburg
The USF Tampa Campus conducts classes on the campus of St. Petersburg. The University of South Florida Police Department provides law enforcement services, including the investigation of criminal acts, for the USF St. Petersburg Campus. Information about crime referred to the USF St. Petersburg Police Department can be obtained by calling (727) 874-4140.

Pasco-Hernando Campus
USF conducts classes on the campuses of the Pasco-Hernando Community College. Law enforcement services are provided on a routine basis as follows: on the New Port Richey Campus by the Pasco County Sheriff’s Office; on the Brooksville Campus by the Hernando County Sheriff’s Office; and, on the Dade City Campus by the Dade County Sheriff’s Office. Information about crime referred to the USF St. Petersburg Police Department can be obtained by calling (727) 874-4140.

Preliminary Warnings and Crime Alerts

The University Police Department issues campus crime “Alerts” promptly to the campus community upon the discovery of a crime that is determined to pose a threat to public safety on campus. Crime alerts are provided to the public through the University’s emergency alert system and also by sending email notification to the university community via the “Mobit” messaging system.

Campus Security Act

In 1996, President Bush signed into law the “Student Right to Know and Campus Security Act.” This act requires all postsecondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security.

The Florida Department of Law Enforcement. The Florida Department of Law Enforcement, including the Florida Campus Security Act.

Citizen Complaints

It is important that our community members receive fair and impartial treatment from the employees of the University Police Department. At any time a community member or any campus student, faculty, or employee feels that an employee of the University Police, he or she can speak to a supervisor to discuss that concern. If a community member wishes to file a complaint specific concern to be handled, the employee of the University Police, he or she can obtain a complaint form at the police department or call 813-262-2628.

Security of Campus Facilities/Residence Halls

The University Police Department provides patrol for University facilities and, with the exception of residence halls, is open to the public during the day and evening hours when classes are in session. If an on-campus crime occurs, University buildings are generally locked and only faculty, staff and some students who have keys can enter. The University Police provide regular patrol of University buildings as well as parking lots.

Resident students are issued a key at check-in so they may have access to their housing unit. Students are encouraged to safeguard keys in order to enhance personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision and University Police assistance. The best security system is one in which every member of the community takes personal responsibility for self-protection and the protection of their property.

University Police (UP) officers regularly patrol the residence halls and are readily available to assist on a 24-hour basis. A Resident Assistant or Night Clerk is on duty 24 hours a day in all residential facilities to assist in security purposes. These security measures and personnel are responsive to requests for personal assistance, to protect person and property. Maintenance personnel make sure security inspections and corrections are completed. Students are encouraged to make the police department or the policy department to promptly report security deficiencies. The Physical Plant Division maintains University buildings and, through its facilities department, provides security and all personal and property inspections are routine in nature to ensure that appropriate security and safety standards are maintained. The University Police Department assigns Physical Plant personnel by reporting potential security and safety hazards which include conducting campus lighting surveys and reporting student and faculty members who are required to call Physical Plant to report any safety or security hazards.

A Video Monitoring Team (VMT) is a University Police Department initiative is involved in the review of architectural plans for new facilities or major renovations to existing buildings. Specifically, they are the campus team members responsible for ensuring the security of all facilities before contractors begin working. The Video Monitoring Team (VMT) assists the University Police Department in the development of improved security policies and procedures that will complement the existing University Police Department’s proactive crime prevention program.

Off-Campus Student Residence

Any college student who lives in a privately owned fraternity houses or apartments located near the campus. The local law enforcement agency of jurisdiction is responsible for investigating crimes that occur near the campus. The USF Police Department offers crime prevention programs emphasizing security measures that these residents can take to protect their property.

The University Police initiates regular contact with local law enforcement agencies regarding criminal activity occurring off-campus. Student living arrangements will vary. The University Police Department meets regularly with the managers of off-campus housing complexes to discuss specific concerns and recommendations for improving security precautions.

The University Police Department provides the Student Government sponsored Off-Campus Housing Office with a brochure which assists students in evaluating the security of off-campus housing. This brochure identifies security features that should be available in off-campus complexes, steps for forming a crime alert watch group and other basic prevention precautions.

Suzanne’s Law

This federal law is named after Suzanne Lyell, a State University of New York at Albany student who has been missing since 1996. It requires local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 years of age is reported missing. The University Police Department complies with this Federal Law.

USF Sarasota-Manatee

USF Sarasota-Manatee conducts classes at the Sarasota Campus. The New College of Florida Police Department provides all law enforcement services for USF Sarasota-Manatee as well as New College of Florida, including the investigation of criminal acts. Information about crime referred to the New College of Florida Police Department for the Sarasota Campus can be obtained by visiting their website at: www.newcollege.edu/police/or by calling (941) 487-4210.

USF St. Petersburg

The USF Tampa Campus conducts classes on the campus of St. Petersburg. The University of South Florida Police Department provides all law enforcement services, including the investigation of criminal acts, for the USF St. Petersburg Campus. Information about crime referred to the USF St. Petersburg Police Department can be obtained by calling (727) 874-4140.

Pasco-Hernando Campus
USF conducts classes on the campuses of the Pasco-Hernando Community College. Law enforcement services are provided on a routine basis as follows: on the New Port Richey Campus by the Pasco County Sheriff’s Office; on the Brooksville Campus by the Hernando County Sheriff’s Office; and, on the Dade City Campus by the Dade County Sheriff’s Office. Information about crime referred to the USF St. Petersburg Police Department can be obtained by calling (727) 874-4140.

Preliminary Warnings and Crime Alerts

The University of South Florida Police Department advertises any crime or potential threat to community safety. Crime alerts are provided on a routine basis as follows: on the New Port Richey Campus by the Pasco County Sheriff’s Office; on the Brooksville Campus by the Hernando County Sheriff’s Office; and, on the Dade City Campus by the Dade County Sheriff’s Office. Information about crime referred to the USF St. Petersburg Police Department can be obtained by calling (727) 874-4140.

Preliminary Warnings and Crime Alerts

The University of South Florida Police Department advertises any crime or potential threat to community safety. Crime alerts are provided on a routine basis as follows: on the New Port Richey Campus by the Pasco County Sheriff’s Office; on the Brooksville Campus by the Hernando County Sheriff’s Office; and, on the Dade City Campus by the Dade County Sheriff’s Office. Information about crime referred to the USF St. Petersburg Police Department can be obtained by calling (727) 874-4140.

Pasco-Hernando Campus
USF conducts classes on the campuses of the Pasco-Hernando Community College. Law enforcement services are provided on a routine basis as follows: on the New Port Richey Campus by the Pasco County Sheriff’s Office; on the Brooksville Campus by the Hernando County Sheriff’s Office; and, on the Dade City Campus by the Dade County Sheriff’s Office. Information about crime referred to the USF St. Petersburg Police Department can be obtained by calling (727) 874-4140.

Preliminary Warnings and Crime Alerts

The University of South Florida Police Department advertises any crime or potential threat to community safety. Crime alerts are provided on a routine basis as follows: on the New Port Richey Campus by the Pasco County Sheriff’s Office; on the Brooksville Campus by the Hernando County Sheriff’s Office; and, on the Dade City Campus by the Dade County Sheriff’s Office. Information about crime referred to the USF St. Petersburg Police Department can be obtained by calling (727) 874-4140.

Preliminary Warnings and Crime Alerts

The University of South Florida Police Department advertises any crime or potential threat to community safety. Crime alerts are provided on a routine basis as follows: on the New Port Richey Campus by the Pasco County Sheriff’s Office; on the Brooksville Campus by the Hernando County Sheriff’s Office; and, on the Dade City Campus by the Dade County Sheriff’s Office. Information about crime referred to the USF St. Petersburg Police Department can be obtained by calling (727) 874-4140.
Crime Prevention Programs
The University Police Department encourages all students and members of the faculty and staff to be involved in campus crime prevention. Information on safety and security concerns and precautions are provided to students, faculty, and staff members regularly through seminars, films, bulletins, crime alerts, posters, brochures and university staff and student newspapers. In an on-going effort to facilitate this process, University Police officers provide crime prevention programs each semester on the following topics:

- Date/Acquaintance Rape Programs for both Men and Women
- Rape Aggression Defense (RAD) [Self-Defense for Women]
- Personal Safety – Reducing Your Risks
- Drinking and Driving – DUI Information
- Drugs – Health Risks, Liabilities
- Burglary and Theft Prevention
- Operation ID – Engraving
- USF Police Department – Who we are and What we do
- Bike Engraving and Theft Prevention
- Cash Handling and Robbery Precautions
- Child Safety Programs
- Violence in the Workplace
- Alcohol Programs

Additional programs are provided by the University to include:

- All incoming first-year students learn how alcohol use impacts academic and personal success through an online education program, AlcoholEd for College. During orientation, all students are exposed to information about the USF alcohol policy, crime prevention, and safety awareness.
- Wellness USF (www.wellness.usf.edu) offers a variety of education, prevention and awareness programs including the following:
  - Awareness Events and Campaigns
  - Workshops and Presentations
  - Consultations on safer sexual behavior and sexually transmitted infections
  - Distribution of free condoms
  - Social Media blogs on wellness and safety
- Center for Victim Advocacy & Violence Prevention (www.sa.usf.edu/advocacy) offers education and prevention programs on a variety of topics, including:
  - Sexual violence
  - Relationship/domestic violence
  - Stalking
  - Cybercrimes, identity theft, & cyber-stalking
- REAL (Relationship Equality & Anti-Violence League) is a men’s peer education program teaching bystander intervention techniques to prevent sexual and relationship violence (www.facebook.com/LetsBeREAL)

USF’s Drug Free Schools and Community Program
The University of South Florida is committed to providing an orderly and safe environment for all students, faculty and employees. To this end, the University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on its premises. Any violation may be cause for disciplinary action and criminal prosecution.

The use of alcoholic beverages by members of the University Community is at all times subject to the alcoholic beverage laws of the State of Florida and USF Alcohol Policy and Guidelines. Specifically, it is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years-of-age or to consume said beverages on licensed premises. It is also unlawful for a person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve or permit to be served alcoholic beverage to a person under 21 years-of-age. A violation of the proceeding may be cause for disciplinary action and criminal prosecution.

Please refer to the following policies for more detail:

- USF’s Alcohol Policy: generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf
- Student Code of Conduct: generalcounsel.usf.edu/regulations/pdfs/regulation-usf.0021.pdf

Drug and Alcohol Counseling

- The Center for Addictions and Substance Abuse (CASA), housed in the Counseling Center, offers free assessment and brief treatment for student who may have alcohol and substance abuse problems. Students may be self-referred or referred by the Office of Student Rights and Responsibilities or other campus departments. CASA also offers group counseling. Students need more intensive help will be referred to community providers. For more information, see usfweb2.usf.edu/counsel/Addiction_and_Substance_Abuse/index.asp
- Alcohol Anonymous groups are offered on campus
- The Employee Assistance Program (EAP), under the direction of the Department of Human Resources, offers free substance abuse screening, assessment, and referral to employees who self-refer or who are directed by their supervisor. For more information, see usfweb2.usf.edu/human-resources/eap/index.asp

Weapons
Florida State Statute 790.06(12) and USF Policy forbid any person from carrying a firearm on a university campus. Firearms are not allowed in USF housing facilities. To assist persons who may desire to have access to firearms for recreational purposes, the University Police Department provides weapon(s) storage.
PROTECT YOURSELF

BIKE SAFELY

- Wear a Helmet - Nearly 75% of all bicycle-related deaths are the result of head injuries. Children under age 16 are required to wear helmets. The University Police encourage all riders of motorcycles, bicycles, and scooters to wear a helmet.
- Make Yourself Visible – Night Riding – Nearly 60% of all fatal bicycle accidents in Florida occur during nighttime and nighttime hours (roughly 7 PM to 7 AM). Bicyclists are more visible to a driver when they have lights, reflective strips, or clothing.

Wear a Helmet

- Make Yourself Visible

Many students initiate heavy drinking during these early days of college, the potential exists for excessive alcohol consumption to interfere with successful adaptation to campus life. The transition to college is often so difficult to negotiate that about one-third of first-year students fail to enroll for their second year.

In addition to trying to negotiate that about one-third of first-year students fail to enroll for their second year.

- State of Florida statutes dictate that it is unlawful for a person under 21 years of age in possession or consumption of alcoholic beverages. Consequently, anyone under the legal drinking age may not consume, distribute, or possess alcohol on University properties or as part of any University Activity.

- It is unlawful to sell, give, serve or permit alcoholic beverages to be served to anyone under 21 years of age.

- Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.

- It is unlawful to be under the influence of, use, possess, distribute, sell or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescriptions or law.

- Violations of these laws are dealt with in both criminal prosecution and with administrative sanctions, including permanent expulsion from the University of South Florida.

- Note: The Student Handbook should be consult for further information. View it online at www.sas.usf.edu/stlpage.asp?id=88.

THEFT TIPS

- Theft is the biggest crime problem facing the university community. Most thefts can be prevented or made less likely to occur if attention is paid to the following:
  - Unlocked doors are a thief’s best friend. Even if you are going out for only a few minutes …Lock Your Door!
  - At night – all office equipment – both personal and the University’s should be placed in a locked desk or cabinet whenever possible. Items such as computers should be bolted to desks. Money and stamps should be stored in a locked cash box which is kept inside a locked cabinet or desk.
  - Each office should have an inventory of both the University’s and personal effects that are kept on the premises. Serial numbers and USF I.D. numbers should be recorded because they make recovery and identification of stolen items easier. An up-to-date record of all equipment out on repair, out on loan, or replaced should be kept.
  - When in libraries or other public places (dining halls, University Center and the like), backpacks, books, purses and wallets should not be left unattended, even for a few minutes. In the time it takes to get a book or a meal, a purse or wallet can be stolen easily. Faculty and staff members should lock purses and other valuables in their desks. Valuable items should never be left out in the open.

- The USPD Crime Prevention Unit will gladly assist with engraving your bike, and choose the right lock. All of these services are FREE. For an appointment call, 974-2089.

ROAD SAFETY

We need your help!

A majority of the crashes on roads are caused by driver error. Below, you will find some useful tips that can help make your trip pleasant and safe. Please observe these traffic tips and help us prevent crashes.

- Always use your seat belt, make sure everyone else is buckled up.
- Don’t drink and drive.
- Use a designated driver.
- Drive defensively.
- Avoid rear-end collisions.
- Check brake lights often, signal before turning or changing lanes.
- Follow at a safe distance.

Please Drive Safely…

- Cross streets at crosswalks.
- Walk on sidewalks.
- If there are no sidewalks, walk on shoulder facing traffic.
- Watch out for all moving vehicles.
- See and Be Seen.

Please Walk Safely…

- Watch out for all moving vehicles.
- Wear a Helmet – Nearly 75% of all bicycle-related deaths are the result of head injuries. Children under age 16 are required to wear helmets. The University Police encourage all riders of motorcycles, bicycles, and scooters to wear a helmet.

The University of South Florida has established standards of conduct concerning the possession, sale, serving and consumption of alcoholic beverages and drugs on the University of South Florida campus. These policies and rules reflect a concern for the health and safety of South Florida campus. These policies and rules are critical to first-year student success.

- The Student Handbook should be consulted for further information. View it online at www.sas.usf.edu/stlpage.asp?id=88.

- It is unlawful to be under the influence of, use, possess, distribute, sell or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescriptions or law.

- Violations of these laws are dealt with in both criminal prosecution and with administrative sanctions, including permanent expulsion from the University of South Florida.

- Note: The Student Handbook should be consulted for further information. View it online at www.sas.usf.edu/stlpage.asp?id=88.

- It is unlawful to sell, give, serve or permit alcoholic beverages to be served to anyone under 21 years of age.
Don’t Become the Victim of Identity Theft & Fraud!

Identity theft and fraud is when someone wrongfully obtains and uses another person’s data in some way that involves fraud or uses another person’s data in someone’s wallet or purse.

Things to be careful of:
- Make sure someone is not “shoulder surfing” by watching you carry or use your wallet or purse.
- Never provide personal information over the telephone unless you are familiar with the business.
- Do not put checks in the mail from home. Use a U.S. Mailbox or Post Office.
- Do not put your telephone number on your checks.
- Review your bank statements as soon as you receive them. Notify the bank when discrepancies are found.
- Obtain a copy of your credit report once a year to check for errors. Additional information can be obtained by calling 974-2859.

R.A.D. Objectives

“To develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked.”

RAD: Basic Physical Defense

What is R.A.D.? The Rape Aggression Defense System is a program of realistic self-defense tactics and techniques. It is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance while progressing to the basics of hands-on defense training. R.A.D. is not a martial arts program. Members of the University Police Department are currently teaching the RAD System of Physical Defense at the University of South Florida.

The RAD System is dedicated to teaching women defensive concepts and techniques against various types of assault by utilizing easy, effective and proven self-defense tactics. Our system of realistic defense will provide a woman with the knowledge to make an educated decision about resistance.

Safety and survival in today’s world require a definite course of action. We provide effective options by teaching women to take an active role in their own self-defense and psychological well-being.

**USFPD offers R.A.D. as a 12-hour basic self-defense course or as a 2-hour credited semester course through the Physical Education Department at USF. For information and class registration, contact Sgt. Charlotte Domingo: 974-2859 or cdomingo@admin.usf.edu.**

Avoid carrying blank checks. Only carry what you might need.
Do not have your social security number printed on your checks or carry the card in your wallet or purse.
Never provide personal information over the telephone unless you are familiar with the business.
Do not put checks in the mail from home. Use a U.S. Mailbox or Post Office.
Do not put your telephone number on your checks.
Review your bank statements as soon as you receive them. Notify the bank when discrepancies are found.
Obtain a copy of your credit report once a year to check for errors. Additional information can be obtained by calling 974-2859.

Missing Student Policy

I. INTRODUCTION (Purpose and Intent)
To establish policy and procedures for the University of South Florida System (USF System) regarding the reporting, investigation and required emergency notification when a student is deemed to be missing.

While the scope of policy and procedures is directed primarily to the staffs of the Division of Student Affairs and the USF System Police Departments, all members of the academic community, students, faculty, staff, and administrators share the responsibility of reporting to designated USF System officials when they believe that a student is missing.

II. STATEMENT OF POLICY
If any member of the USF System community has reason to believe that a student is missing, they must be directed to file a report with the USF Police Department or the Department vested with law enforcement authority at the institution or campus in question (herein “Designated Police Department”). In collaboration with the Dean for Students office and/or the Department of Housing and Residential Education (if the missing student is a resident student) or the office designated with student affairs oversight, all efforts will be made immediately to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the student’s residence hall room, class schedule, friends, and ID card access; locating the resident’s vehicle; reviewing e-mail contacts; calling a cell phone number and contacting the Dean of the Graduate or Undergraduate Schools and the Dean of the College, if applicable.

For additional information, see “USF System Missing Student Policy 30-025” at http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-025.pdf.

III. DEFINITIONS
A. Student – For purposes of this policy, any student who is currently enrolled.
B. Resident Student – For purposes of this policy, a student who resides in on-campus housing under a housing contract and is currently enrolled.
C. Missing – For purposes of this policy, a student is presumed missing if he or she is overdue in reaching home, campus, or another specific location past his/her expected arrival for more than 24 hours, or additional factors lead USF System staff to believe he or she is missing.

D. On-Campus Housing – For the purposes of this Policy, any student housing facility that is owned or controlled by the USF System, or is located on property that is owned or controlled by the USF System, and is within the reasonably contiguous geographic area that makes up USF System campuses, is considered an on-campus student housing facility.

IV. NOTIFICATION AND INVESTIGATION PROCEDURES
Any USF System employee or student who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the designated Police Department, Dean for Students Office, or the Office of Housing and Residential Education. Missing Student Policy is the missing student is a resident student.

When the student is an on-campus resident, the designated Police Department will open an official investigation and retain status as the primary investigative unit.

When the student is an off-campus resident, appropriate family members and/or associates will be encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The designated Police Department will cooperate, aid and assist the primary investigative agency in all ways prescribed by law.

If the student is not located, notification to the student’s emergency contact (parent or guardian) — indicated in the Banner system, and/or Housing Emergency Contact Information — will be made within 24 hours of the designated Police Department’s receipt of the initial report. In addition, if the student is under 18 years of age and not emancipated, notification will also be made to the custodial parent or guardian.

V. STUDENT EMERGENCY CONTACT INFORMATION
Students may update their emergency contact information through the University’s Student Information System (OASIS) at any time. The OASIS Terms of Usage, which must be accepted by students every 180 days, informs that while students may receive written notification from the University, all students are responsible for regularly monitoring and maintaining information in their records, including detailed emergency contact information. Emergency contact information registered with the University is confidential and will not be released—except in the event of any emergency to individuals that are legally authorized to obtain it.
The Annual Fire Safety report has eight (8) reporting requirements that consist of the following:

1. **Fire Statistics.** The USF Department of Housing and Education (Housing) has developed the Building Alarms and Fire Reports to compile and track HEA/HEOA-required fire log statistics for the three most recent calendar years for which data are available. A flow chart outlining the process of handling fire alarm activations in Housing buildings is provided on the next page.

2. **Building Fire Safety Systems.** Housing has developed the Building Fire Systems and Components Report document that lists the fire safety systems devices in each housing building.

3. **Fire Drills.** The first reporting year is calendar year 2009 and will report from there on. The law requires reporting of a three year period, beginning with calendar year 2009. USF Fire and Emergency Drill Policy number 6-025 addresses procedures and responsibilities.

4. **Policies on Open Flames, Portable Electrical Appliances.** The Housing and Residential Education website, Resident Hall Policies page, contains this information. Additionally the Resident Handbook (www.housing.usf.edu/forms/1011handbook.pdf) contains this information. The University has a Non-Smoking Areas Policy (number 0-606).

5. **Procedures for Fire Evacuation.** The Resident Handbook (www.housing.usf.edu/forms/1011handbook.pdf) contains this information. Additionally the USF Fire and Emergency Evacuation Drill Policy (number 6-025) addresses procedures and responsibilities.

6. **Policies on Fire Safety Education and Training.** The Resident Handbook (www.housing.usf.edu/forms/1011handbook.pdf) contains this information. Additionally the USF Fire and Emergency Evacuation Drill Policy (number 6-025) addresses procedures and responsibilities.

7. **Fire Reporting.** To reduce the response time to a fire incident, USF requires students and employees to telephone 911 to report all fires. The University Police Department (UPD) will investigate and take appropriate action.

8. **Future Fire Safety Improvements.** The upgrading of fire alarm systems and devices is priority in Housing buildings as well as increasing the fire safety training of Resident Assistants and Resident Life Coordinators.

### ROLES AND RESPONSIBILITIES

Environmental Health and Safety
- Coordinates University system compliance efforts and reporting requirements.
- Assists Housing and UPD with annual reporting of fire safety statistics.
- Reviews policies and rules regarding fire safety in Housing buildings and provide recommendations for compliance.
- Reviews fire statistics for annual fire safety report.
- Investigates fire causes and origin in Housing buildings and act as liaison with State Fire Marshal Office and Fire Rescue agencies.
- Serves as university system resource for fire safety procedures and policy development.
- Provides fire safety education and training to students and employees.

Housing
- Maintains and updates the Building Alarms and Fire Report document.
- Maintains and updates the Building Fire System and Component document.
- Maintains policies in Resident Housing Publication that address open flames, smoking and electrical appliances.
- Maintains policies in Resident Housing Publication that address procedures that students should follow in case of fire.
- Compiles fire statistics annually from Building Alarms and Fire Report and submit to EHS and UPD for reporting in October.

University Police
- Receives and records fire alarm activity in Housing buildings.
- Dispatches officer(s) to investigate all fire alarm activations.
- Determines if emergency forces are required and makes contact with emergency forces (Fire Rescue) as needed.
- Maintains reporting format of Annual Fire Safety Report (same as Cleary Report).
- Submits Annual Fire Safety Report along with Cleary Report as one report for compliance to HEOA/Campus Right to Know.

HEOA CAMPUS RIGHT TO KNOW FIRE REPORTING FLOWCHART

| Fire alarm activates in Housing |
| UPD receives and records alarm and then dispatches officer to building |
| Is there a fire? |
| NO |
| UPD informs Housing of alarm and cause |
| YES |
| Fire Department extinguishes fire and determines cause; coordinate with SFM and EHS |
| Fire Department provides cause information to USF |
| Housing compiles reporting information, i.e. alarm, cause, injuries, death and cost of damages |
| October of each year, Housing compiles fire data for annual report and submits to EHS for review and then UPD |
| UPD reports fire statistics and crime statistics in same format in one report for HEOA compliance |

The Higher Education Opportunity Act (34 CFR, 668.49) also known as Campus Right to Know, published October 29, 2009 and effective July 1, 2010, requires all Universities that maintain on campus student housing to develop and publish an Annual Fire Safety Report. Only campuses within the University system that have student housing must publish an Annual Fire Safety Report. This document outlines the University compliance efforts to HEOA Campus Right to Know requirements.
<table>
<thead>
<tr>
<th>Housing &amp; Residential Education Building</th>
<th>Address</th>
<th>Building Floors</th>
<th>Sq. Ft.</th>
<th>Wet Pipe Sprinkler System</th>
<th>Dry Standpipes</th>
<th>Wet Standpipes</th>
<th>Manual Standpipes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andros Center/ Caffe</td>
<td>4207 USF Mulberry Ln</td>
<td>1</td>
<td>30250</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Argos Center/ Caffe</td>
<td>12402 USF Myrtle Dr</td>
<td>1</td>
<td>25933</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Beta Hall</td>
<td>12470 USF Maple Dr</td>
<td>5</td>
<td>57776</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Castor Hall</td>
<td>4111 Cedar Circle Dr</td>
<td>5</td>
<td>78350</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cypress A Suites</td>
<td>4302 USF Holly Dr</td>
<td>5</td>
<td>42415</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cypress B Suites</td>
<td>4304 USF Holly Dr</td>
<td>5</td>
<td>41645</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cypress C Suites</td>
<td>4303 USF Dogwood Dr</td>
<td>4</td>
<td>59142</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cypress D Suites</td>
<td>4301 USF Dogwood Dr</td>
<td>4</td>
<td>59142</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Delta/Iota Hall</td>
<td>Delta - 4215 USF Ash Ln</td>
<td>6</td>
<td>64717</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Epsilon/Elta Zeta Hall</td>
<td>Epsilon - 4203 USF Ash Ln</td>
<td>7</td>
<td>71085</td>
<td>1</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Greek House 1/2</td>
<td>4721 USF Birch Dr</td>
<td>3</td>
<td>15632</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Greek House 3/4</td>
<td>4725 USF Birch Dr</td>
<td>3</td>
<td>15632</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Greek House 5/6</td>
<td>4729 USF Birch Dr</td>
<td>2</td>
<td>11872</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Greek House 7/8</td>
<td>4743 USF Birch Dr</td>
<td>3</td>
<td>16638</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Greek House 9/10</td>
<td>4741 USF Oak Ln</td>
<td>2</td>
<td>11872</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Greek House 11/12</td>
<td>4737 USF Oak Ln</td>
<td>2</td>
<td>12878</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Greek House 13/14</td>
<td>4713 USF Birch Ln</td>
<td>3</td>
<td>16960</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Greek Mailroom/ Office/Apt.</td>
<td>4802 USF Birch Dr</td>
<td>1</td>
<td>785</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holly Apts. A</td>
<td>4230 USF Holly Drive</td>
<td>3</td>
<td>28455</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holly Apts. B</td>
<td>4236 USF Holly Drive</td>
<td>3</td>
<td>37940</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holly Apts. C</td>
<td>4242 USF Holly Drive</td>
<td>4</td>
<td>33196</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holly Apts. D</td>
<td>4231 USF Holly Drive</td>
<td>4</td>
<td>33196</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holly Apts. E</td>
<td>4235 USF Holly Drive</td>
<td>4</td>
<td>28455</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holly Apts. F</td>
<td>4237 USF Holly Drive</td>
<td>4</td>
<td>37940</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holly Apts. G</td>
<td>4241 USF Holly Drive</td>
<td>4</td>
<td>37940</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Housing &amp; Residential Education Building</td>
<td>Address</td>
<td>Building Floors</td>
<td>Sq. Ft.</td>
<td>Wet Pipe Sprinkler System</td>
<td>Wet Standpipes</td>
<td>Dry Standpipes</td>
<td>Manual Standpipes</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------------</td>
<td>----------------</td>
<td>--------</td>
<td>---------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Juniper Poplar Suites/Café</td>
<td>12030 USF Beard Dr</td>
<td>7</td>
<td>360718</td>
<td>1</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Kappa/Theta Hall</td>
<td>4223 USF Mulberry Ln</td>
<td>5</td>
<td>59113</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Kosove Hall</td>
<td>12410 USF Myrtle Dr</td>
<td>5</td>
<td>79390</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Magnolia A Apts.</td>
<td>3704 USF Alumni Dr</td>
<td>3</td>
<td>21942</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Magnolia B Apts.</td>
<td>3710 USF Alumni Dr</td>
<td>3</td>
<td>21825</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Magnolia C Apts.</td>
<td>3701 USF Beech Ln</td>
<td>4</td>
<td>27314</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Magnolia D Apts.</td>
<td>3705 USF Beech Ln</td>
<td>4</td>
<td>28052</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Magnolia E Apts.</td>
<td>3707 USF Beech Ln</td>
<td>4</td>
<td>28052</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Magnolia F Apts.</td>
<td>3711 USF Beech Ln</td>
<td>4</td>
<td>27314</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Magnolia G Apts.</td>
<td>3702 USF Beech Ln</td>
<td>3</td>
<td>13659</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maple A Suites</td>
<td>12480 USF Maple Dr</td>
<td>4</td>
<td>30122</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maple B Suites</td>
<td>4303 USF Holly Dr</td>
<td>4</td>
<td>30701</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mu/Lambda Hall</td>
<td>4223 Dogwood Drive</td>
<td>5</td>
<td>59113</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire System Panel</th>
<th>Pull Stations</th>
<th>Smoke Detectors</th>
<th>Heat Detectors</th>
<th>Duct Detectors</th>
<th>Notification Horns</th>
<th>Notification Speakers</th>
<th>Notification Strobes</th>
<th>Notification Horn/ Strobes</th>
<th>Notification Sounder Bases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notifier NFS-2-3030</td>
<td>65</td>
<td>827</td>
<td>4</td>
<td>8</td>
<td>0</td>
<td>313</td>
<td>86</td>
<td>0</td>
<td>544</td>
</tr>
<tr>
<td>Notifier NFS-2-3030</td>
<td>15</td>
<td>306</td>
<td>37</td>
<td>10</td>
<td>27</td>
<td>0</td>
<td>27</td>
<td>0</td>
<td>284</td>
</tr>
<tr>
<td>Notifier AFP-400</td>
<td>34</td>
<td>154</td>
<td>0</td>
<td>12</td>
<td>118</td>
<td>0</td>
<td>148</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Notifier AFP-200</td>
<td>2</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>39</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Notifier AFP-200</td>
<td>2</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>42</td>
<td>0</td>
<td>42</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Notifier AFP-200</td>
<td>2</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>51</td>
<td>0</td>
<td>66</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Notifier AFP-200</td>
<td>2</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>52</td>
<td>0</td>
<td>52</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Notifier AFP-200</td>
<td>2</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>52</td>
<td>0</td>
<td>52</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Notifier AFP-200</td>
<td>2</td>
<td>47</td>
<td>0</td>
<td>0</td>
<td>53</td>
<td>0</td>
<td>65</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Notifier AFP-200</td>
<td>3</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>33</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Notifier AFP-200</td>
<td>1</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>52</td>
<td>28</td>
<td>28</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Notifier NFS-2-3030</td>
<td>15</td>
<td>306</td>
<td>37</td>
<td>10</td>
<td>27</td>
<td>0</td>
<td>27</td>
<td>0</td>
<td>27</td>
</tr>
</tbody>
</table>
Emergency Response and Evacuation Procedures

1. Emergency response and notification procedures are contained within the USF Emergency Operations Plan (EOP), which details the process USF will use to confirm an emergency or dangerous situation; determine the appropriate segment(s) of the campus community to be notified; determine the content of the notification, and initiate the notification system (e.g., MoBill, sirens systems, email blast, etc.), unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. For more details, please consult the USF EOP for the Tampa Campus, available online at: www.usf.edu/pdf/eusf/EUSF-Emergency-Operations-Plan.pdf. Briefly, the USF EOP outlines our adherence to planning standards such as the National Incident Management System (NIMS), and related guidance on the use of the Incident Command System (ICS). ICS provides for the effective and efficient management of domestic incidents and events by integrating a combination of facilities, equipment, personnel, procedures and communications into a common organizational structure.

2. The EOP lists standing priorities for all Incident Commanders (ICs). Life safety is the primary responsibility, followed by incident stabilization and property preservation. The EOP clearly indicates that nothing shall inhibit or create a delay in saving lives, and that immediate warnings shall be issued for all incidents that pose an immediate threat to public safety.

3. The USF Emergency Operations Plan delineates internal communication notification procedures and the individuals responsible for initiating the notification.

4. The EOP lists USF officials authorized to activate the emergency notification systems during emergency or dangerous situations, as well as officials responsible for preparedness and planning, including but not limited to the following individuals: USF Emergency Operations Manager (EOM); Executive Policy Group (EPG); Critical Incident Planning Group (CIPG); and Incident Commander (IC), who manages response stage activities at or near the scene of the incident/event. USF tests its emergency warning and notification system at least annually. The Emergency Notification System was sounded in response to a real event on March 30, 2011, as 9 tornadoes moved through the Greater Tampa Bay area, and was then again tested on August 12, 2011. A mobile component of the Emergency Notification System, MoBill, was activated in response to bomb threats received at the USF Polytechnic campus on June 20th, July 20th and 28th. MoBill was also tested to support a building evacuation drill conducted at the USF St. Petersburg campus on September 30, 2011.

5. The EOP lists the responsible parties and the general processes they utilize to disseminate emergency information to the USF community and the larger external community.

6. USF System Policy 6-025 addresses Fire and Emergency Evacuation plans. An annual testing of its emergency response and evacuation procedures on at least an annual basis, and is available at the following USF web site: www.generalcounsel.usf.edu/policeandprocedures/pdf/policy6-025.pdf. The University of South Florida conducted the following three exercises to evaluate emergency response and evacuation procedures, each of which was announced:

   a. Building upon current training and public awareness campaigns surrounding an active-shooter on campus threat, University Police, Emergency Management, and student volunteers participated in a functional exercise on December 17, 2010. The training and exercise demonstrated USF Police Tactical Response Team capability in response to an active-shooter on campus scenario.

   b. On June 27, 2011, members of the USF Critical Incident Planning Group participated in an active-shooter seminar. Focusing primarily on the immediate response and post-incident recovery activities associated with an active-shooter situation, information shared and lessons learned were included in the Emergency Operations Plan.

   c. Members from the Executive Policy Group and Critical Incident Planning Group participated in a tabletop exercise on August 12, 2011. This exercise engaged executive leaders in discussions associated with the immediate response to an active-shooter on campus scenario. The exercise involved the activation of a remote Emergency Operations Center to support emergency response. Outcomes of this exercise were used to enhance the USF Active-Shooter Scenario plan.

7. The USF Division of Public Safety, Emergency Management, and University Police have been engaged in presenting campus shooter scenario protective actions awareness training since April 2010. The training involves a presentation of the “Shots Fired on Campus” video with an open discussion of protective actions, an overview of emergency management programs and initiatives, and a description of the USF Emergency Notification System. An online version of the video was provided to all students, faculty, and staff with valid USF credentials to watch. A total of 3,773 viewed the online version. Approximately 9,000 new freshman students and 517 new employees received hazard-awareness training during orientation. An additional 368 personnel received training through classroom presentations and public forums.

8. Working with USF Student Affairs, University Police and Emergency Management assisted in the development of a computer-based training module to raise safety and hazard awareness for newly arriving students. The training is provided to new students as part of their orientation. It includes information regarding USF’s emergency notification system, University Police, and hazards which are more commonly experienced on and around campus. The module also includes information on the safety precautions and preparedness activities that students can personally employ to help stay safe.

9. The USF Division of Public Safety and USF Emergency Management have ongoing public education campaigns to increase awareness and understanding of the University Police’s campus-wide emergency notification system “MoBill,” Guardian911, and Smart911 public safety tools. During the 2011 Fall Semester, USF launched an additional mobile feature called “EyeWitness.” Geared towards the testing generation, the additional mobile tool allows the campus population to report crimes to the University Police anonymously, in lieu of placing a 911 phone call.
USF Parking & Transportation Services offers the USF community a FARE-FREE, year-round transit service on the Tampa Campus. See our website (www.usf.edu/bullrunner) for more information or call (813) 974-6902.

SAFE Team

The SAFE Team is an on-campus escort program that provides members of the USF community a safer option for getting to their car or residence hall after class or heading to or from the library to study. SAFE Team patrols the campus at night and provides assistance to students in a variety of ways. SAFE Team’s first priority is to reduce students’ risk when they are most vulnerable—while walking by themselves or waiting for someone to pick them up. The SAFE Team (in one of their golf carts) can provide a safe escort for these students. In addition, as SAFE Team patrols the campus, their presence deters criminals from having an opportunity to commit a crime without being observed. All suspicious activities are reported to the University Police. Finally, SAFE Team creates awareness around campus about how to avoid violent crimes and ensures your personal safety while on-campus through programs and showcases. If you feel uncomfortable walking alone at night while on campus call 974-SAFE (7233) for a safe escort to your destination.

Ride the Bull Runner!

View the BullTracker™ online or from your hand-held mobile device at: www.usfbullrunner.com