

2017 - 2018



student
handbook

Student Life and Residence Hall Resource

Contents

Student Life Staff	4
General Information	5
Mission	6
Honor Code	6
Authority, Scope & Interpretation	7
Honor Board	7
Violations	7
Definitions	8
Conduct Rules & Regulations	11
Policies & Procedures	14
Amnesty	14
Discipline	14
Disciplinary Measures	15
Individual Sanctions	16
Grievances, Complaints & Concerns	17
Purpose	17
Policy	17
Steps	18
Student Conduct and Disciplinary Appeals Process	19
Process for Appeals	19
Residential Life	20
Housing Staff	21
Housing Status	21
On Campus Housing Requirements	21
Married Housing	22
Off Campus Housing Request	22
Early Move-In Policy	23
Room Assignments	23
Changing Housing Status during a Semester	23
Appealing Housing Status	23
Grounds for Evictions form On Campus Apartments	23
Removal from University Housing	24
Babysitting	24
Lobby Rules	24
Visitation Guidelines	24
Room Deposit	24
Housing Agreement	24
Dormitory Keys	25
Co-Habitation	25
Overnight Guests	25
Visitors	25
Noise	26
Quiet Hours	26
Pets	26
Dorm/Hall Meetings	26
Cleanliness and Room Checks	26

Personalizing Rooms	27
Laundry Facilities Area	27
Kitchens	27
Custodial/Maintenance Services	27
Property Protection	28
Check In Procedures & Check Out Procedures	28
Alcohol, Drugs & Tobacco Policy	29
Consequences for Alcohol Policy Violations	29
Student Organizations and Activities	30
Student Government Association	30
EN*ACT*US	30
Mustang Ambassadors	30
Campus Ministry	30
Fellowship of Christian Athletes	30
Intramural Athletics	31
Student Organizations	31
Special Interest Groups	31
Sigma Tau Delta	31
Alpha Chi	31
Jack Maddox Distinguished Lecture Series	31
The Hatton W. Sumners Speaker Series	31
Cultural Events	31
Social Life	32
Student Services	32
Virtual Bookstore	32
Book Buy Back	32
Book Return Policy	32
Food Services	32
Mail Service	33
Packages	33
Student Success Office	33
Campus Security	34
Additional University Policies	34
Hazing	34
Sexual Harassment/Sexual Assault Policy	35
Unusual Absences	36
Internet Usage Policy	36
USW Graduate Assistant Position Policy	37
Emergency Evacuation Procedures	37
Fire Evacuation Procedure	37
Fire Drills	37
Tornado Alert Procedures	38
Tornado Shelter/Safety	38
Appendix A Breach in Honor Code Agreement	39
Emergency Team/Plan	41

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General Information

Our History

The story begins, so it is told, in the early half of the 20th century when “a young man on horseback scaled the heights near Cloudcroft and climbed the Wofford fire lookout tower to gain a panoramic view of ‘The Land of Enchantment.’ In prayerful meditation, while aloft, the youth was inspired to beseech God to give him New Mexico for Christian education.” Through the intervening years, we are told, “God made this young man ready to help answer his own prayer.”

That young man was B. Clarence Evans, and he was the founder and first president of what was to eventually become University of the Southwest.

And so, after many prayers and dreams and plans, Clarence Evans finally saw his “College for Christian education” become a reality. In facilities rented from the Hardin Hotel at 111 North Dalmont in downtown Hobbs, Hobbs Baptist College was chartered as a two-year junior University in 1956, and changed to New Mexico Baptist College when the school became a four-year University in 1958.

Within a few years, however, it became apparent that the College had grown beyond the original design, and the move to a larger, permanent location became a motivating force. By 1961, the present site north of Hobbs on the Lovington highway was obtained.

In 1962, to reflect the expanded vision of the entire community that had now embraced this fledgling institution as their own, College of the Southwest was founded as an independent, non-denominational, four- year liberal arts college to serve the southeastern New Mexico and West Texas region, an approximately 21,000 square-mile service area.

Of the changes, Dr. Nell McLeroy, president from 1960-1964, stated, “This marks a milestone in the realization of our aspirations to attain an expanded program and build a college to properly serve the vital need for higher education for this section of the Southwest. We shall plan a program and curriculum for all prospective students, regardless of color, creed, or faith. We shall maintain a true Christian college and recognize that our University was originally founded by a Christian leader on a faith that we shall carry on.” Under the leadership of President Gary

Dr. Quint Thurman, the University President, has begun the transformation from a commuter college of primarily non-traditional students to a residential campus that will eventually house approximately 50% of the student population. University of the Southwest currently serves a student population of approximately 550 students, with plans in progress to grow to an approximately 1000 student campus.

Our Mission

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged;
- At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Honor Code

Members of our community are encouraged and expected to live by standards which uphold an honorable lifestyle. In our attempt to encourage each student to understand and experience a community that honors the Christ-centered principles upon which University of the Southwest was founded, the faculty, staff and administration at USW will mentor all students to live a virtuous life. Though we are not all members of established congregations, as a community we work to hold each other accountable as we follow the teachings of Christ.

The values that guide the USW community are listed:

- Faith
- Initiative
- Responsibility
- Exercising Servant Leadership

Authority, Scope, and Interpretation of the Honor Code

The Honor Code is established under the authority of the Office of the President at USW, in conjunction with the staff in the Offices of Student Life and Housing. Generally, the Code governs and regulates Student conduct that occurs on the University's campus or any building or property owned or used by the University in connection with its educational and other programs; or student conduct that occurs

off-campus that is disruptive, harmful, poses a reasonable concern for the safety and well-being of students, faculty and/or staff, or that otherwise is harmful to the University's purposes, mission and objectives.

The Student Honor Code regulates off-campus Student conduct to promote and reinforce the following values and University goals:

1. To prevent and reduce behavior that undermines Student academic success and that negatively detracts from the educational mission of the University;
2. To promote and protect the health and safety of Students and other University community members;
3. To provide timely intervention, support, and resources to those who may be struggling with substance abuse/addiction or other psychological issues; and
4. To address student conduct and activities that clearly conflict with the University's interests and mission.

The Provost and the members of the Honor Board, with the assistance of the Director of Student Life, if needed, will determine if an off-campus incident involves student conduct that falls within the scope of the Honor Code.

The Provost and the Honor Board have the responsibility and authority to interpret the Honor Code, with the assistance of the Director Student Life, as needed.

Honor Board

The Honor Board is comprised of members of the USW community tasked with interpreting and upholding the Honor Code. The Honor Board is comprised of three staff or faculty members, the president of the Student Government Association, and one at- large student member selected by the student body. The Honor Board works in conjunction with the Provost, the Director of Student Life, and the Director of Housing to insure campus community standards are maintained.

Violations of the Law and Code

Violations of University policy, rules or regulations, or federal, state, or local laws may result in a violation of the Honor Code. Student Conduct Proceedings will generally proceed even if the conduct also results in action initiated by federal, state, or local law enforcement officials, or a private party, based on the same conduct, and the resolution of Student Conduct Proceedings will not be delayed or be dependent upon the outcome of any other criminal or civil proceeding.

Definitions

When used in the Honor Code of Student Conduct, the terms below will be defined as follows:

1. “Administration” means the staff in the Office of Student Life responsible for the adjudication of a Student Conduct Proceeding that has been referred by the Honor Board for any reason. Adjudication of a Student Conduct Proceeding at this level will normally be handled by the Provost, unless a designee is appointed to handle the adjudication of the Student Conduct Proceeding.
2. “Bullying” means any written, electronic, or verbal communication, behavior, gesture, or any physical act that is threatening or intimidating which takes place on University premises, online, in person, or at campus sponsored events and which (1) places a person in actual or reasonable fear of harm to her person or damage to her property or (2) creates a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits, or a student employee or leader’s ability to perform essential functions of her job or position.
3. “Bullying” means any written, electronic, or verbal communication, behavior, gesture, or any physical act that is threatening or intimidating which takes place on University premises, online, in person, or at campus sponsored events and which (1) places a person in actual or reasonable fear of harm to her person or damage to her property or (2) creates a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits, or a student employee or leader’s ability to perform essential functions of her job or position.
4. “Code” means the University of the Southwest Honor Code.
5. “University” means University of the Southwest.
6. With respect to sexual behavior, “Consent” is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed and freely and actively given. The lack of a negative response is not Consent. An individual who is incapacitated by alcohol and/or drugs, either voluntarily or involuntarily consumed, may not give Consent. Past Consent for sexual activity does not imply or constitute ongoing future Consent.
7. “University Official” means any person employed by the University or serving in a student leadership position in which that person is authorized by the University to perform administrative or professional duties. Examples of University Officials are Honor Board members and Resident Assistants.
8. “University Premises” means all buildings, facilities, or grounds owned, leased, operated, controlled, or supervised by the University of the Southwest, including adjacent streets and sidewalks.
9. “Controlled Substance” means any drug, chemical, or substance whose possession and use is defined as a “Controlled Substance” under either state or federal law. Prescription medications may constitute a Controlled Substance under this Code if inappropriately possessed, used, or distributed.
10. “Discrimination” means the unequal and unlawful treatment of another based on or because of the person’s race, color, creed, religion, gender, age, national origin, disability, military status, or sexual orientation.
11. “Drug Paraphernalia” means all equipment, products, and materials of any kind which are either designed for use or which are intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, strength testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting substance.

12. "Guest" means anyone who is not a student who is present on University Premises at the invitation and/or hosting of a Student. Non-residential Students who are visiting a residential Student in a residence hall shall also be considered a Guest.
13. "Harassment" means physical or verbal conduct relating to an individual's race, religion, national origin, or disability when the conduct creates an intimidating, hostile, or offensive working or educational environment; or substantially or unreasonably interferes with an individual's education or work environment; or otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the University's education program.
14. "Hate Crime" means (i) a criminal act committed against a person or his property with the specific intent of instilling fear or intimidation in the individual against whom the act is perpetrated because of race, religion, ethnic origin or sexual orientation or that is committed for the purpose of restraining that person from exercising his rights under the Constitution or laws of the state of New Mexico or of the United States, (ii) any illegal act directed against any persons or their property.
15. "Hazing" means an act which endangers the health or safety of a student or students or which inflicts bodily injury on a student or students or which destroys, damages, or removes public or private property with or as a condition for the purpose of initiation, admission into, affiliation with, or continued membership in a student group or organization regardless of whether the student or students so endangered or injured participated voluntarily in the activity. Apathy and acquiescence in the presence of Hazing are not neutral acts and may be violations of the Code.
16. "HB" refers to the "Honor Board" and means a committee comprised of three staff or faculty members, the president of the Student Government Association or his/her designee, and one at-large student member appointed by the student body and which exists to educate students about the Honor sections of the Code, to investigate related alleged violations, and to determine if Student violations of the Honor Code have occurred and, if so, to impose sanctions.
17. "Hostile Educational or Employment Environment" means one in which a person is subjected to harassment that is sufficiently serious as to limit an individual's employment opportunities or that limits a student's ability to participate in or benefit from the University's educational program are other than suspension and dismissal.
18. "Nonconsensual Sexual Contact" (either direct or indirect) means engaging in any physical contact of a sexual nature, not otherwise described or included in the definition of Sexual Assault, which is performed without a person's consent. Examples of Nonconsensual Sexual Contact include but are not limited to the intentional touching without consent of another's genitalia, groin area, breast, buttocks, or clothing covering them, or forcing an unwilling person to touch another's intimate parts as listed above.
19. "Party" means a Student or Student Group, Club or Organization alleged to have violated the Code.
20. "Self-defense" is the legal right to use reasonable force to protect oneself or members of one's family from bodily harm, or to a lesser extent one's property, from the attack of an aggressor if the defender has reason to believe the danger of bodily harm is imminent and

that force is necessary to avoid this danger. Self- defense is a defense to a criminal charge or to tort liability; however, it is not an acceptable justification for violent behavior on campus or typically a defense to a charge under this Code.

21. "Separation of the Student from the University" means the Student may not be present on University Premises, attend or participate in classes, manipulate any website or other material residing on the University's web server, access the University's email services, enter or use any University service or facility, or participate in any Student Club, Group, Organization or other University sponsored programs, activities, or related events.
22. "Serious Violation" means a violation of the Code for which the possible sanctions include suspension or dismissal.
23. "Sexual Assault" or "Sexual Battery" means engaging in vaginal, oral, or anal penetration or intercourse without a person's consent.
24. "Sexual Exploitation" means taking nonconsensual, unjust, or abusive sexual advantage of another for one's own advantage or benefit; or to benefit anyone other than the one being exploited; and behavior that does not otherwise constitute Sexual Assault or Sexual Harassment. Examples of Sexual Exploitation include, but are not limited to, prostituting another student, nonconsensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as letting friends watch you have consensual sex, or unauthorized distribution of photos or videos of a sexual nature), engaging in voyeurism, and inducing incapacitation with the intent to rape or sexually assault another person or create an opportunity for a third party to do so.
25. "Sexual Harassment" means unwelcome verbal or physical conduct of a sexual nature that is so severe, persistent, or pervasive that it negatively affects the victim's activities or creates an intimidating, threatening, abusive, or Hostile Educational or Employment Environment
26. "Stalking" means severe intrusions on the victim's personal privacy and autonomy with the purpose of annoying or harassing the victim and includes, but is not limited to, a pattern of following, observing, or monitoring the victim, or committing violent or intimidating threats or acts against the victim.
27. "Student" or "student" means a person who is enrolled in a schedule of undergraduate or graduate courses at the University, a person attending classes at or through the University, or a person participating in orientation programs on the University premises. The term Student includes those who are full-time, part- time, commuters, residential, in online programs, and studying abroad.
28. "Student Conduct Proceeding" means a proceeding initiated to investigate an alleged Student violation of the Code, to determine if a violation has occurred and, if so, the sanction to be imposed for such a violation.
29. "Violent Behavior" means conduct and/or behavior, verbal and non-verbal, including but not limited to, verbal and/or physical aggression, attack, threats, harassment, intimidation and other disruptive behavior in any form, or by any media, which causes or could cause a reasonable person to fear physical harm by any individual(s) or group(s) against any person(s) or property.

30. "Weapon" means any instrument that is designed or used for inflicting bodily harm, injury or death to another.

Conduct Rules and Regulations

The following conduct, or an attempt to engage in any of the following conduct, is prohibited and shall be subject to a referral to the Honor Board:

1. Honor Code violation
 - a. Plagiarism
 - b. Lying
 - c. Cheating
 - d. Confidentiality
2. Use of inappropriately profane and abusive language or behavior
3. Conduct or behavior that violates local, state or federal law, regardless of whether such conduct or behavior otherwise constitutes a specific violation of this Code.
4. Violation of the physical space of others
5. Damage or misuse of the University's name, image or property, or the property of a member of the College community, including but not limited to:
 - a. Attempted or actual vandalism
 - b. Attempted or actual theft
 - c. Attempted or actual littering
6. Failure or refusal to comply with the directions of a University Official acting in the capacity of his/her role at the University, or a law enforcement officer, and/or failure to identify oneself to any of these persons when requested to do so
7. Conduct that endangers the safety and welfare of any member of the University community, including one's self, and includes, but is not limited to, physical abuse/attack, assault, suicidal behavior, self-mutilation, etc.
8. Bullying
9. Stalking
10. Disruption or obstruction of teaching, research, administration, or other University activities
11. Participation in a demonstration which disrupts the normal operations of the University or infringes on the rights of other members of the University community, or leading or inciting others to disrupt scheduled and/or normal activities on University Premises or any conduct that obstructs or interferes with the freedom of pedestrian or vehicular movement on University Premises.
12. Discrimination or Harassment

13. Hazing
14. Unauthorized possession, duplication, loan, or use of keys or ID Cards to access University Premises or property, or the unauthorized/uninvited entry to or use of University Premises or property
15. Visitation Policies
 - a. Failure to properly sign in or out a Guest
 - b. Failure to abide by residence hall specific visitation hours or other policy.
 - c. Any violation of the Code by a Guest
16. Prohibited Conduct relating to Alcohol, Drugs and/or Controlled Substances
 - a. Possession or consumption of alcohol
 - b. Possession or consumption of alcohol by a Student who is under 21 years of age
 - c. Furnishing or selling alcohol to any person who is under 21 years of age
 - d. Possession and/or use of kegs, party balls, or other common source containers used for the delivery of alcohol
 - e. Engaging in any behaviors, engaging in any games or using any devices designed or intended to facilitate rapid or mass consumption of alcohol, including but not limited to beer funnels/bongs, keg stands, shotgunning/chugging, flip cup, beer pong, quarters, etc.
 - f. Possession, use, sale, distribution, or manufacture of false identification cards
 - g. Driving with an open container of alcohol in the vehicle
 - h. Operating a motor vehicle under the influence or while impaired by the consumption of alcohol or other Controlled Substances
 - i. Public consumption, use, or intoxication by alcohol, marijuana, or any other Controlled Substance. Public places include, but are not limited to, residential hallways, elevators, stairwells, residential lounges, etc.
 - j. Possession, consumption, purchase, and/or distribution of any drug and/or Controlled Substance
 - k. Possession or use of drug paraphernalia. This includes possession of drug paraphernalia that has never been actually used for drug consumption or use.
 - l. Possession with intent to manufacture, distribute, and/or sell any drug or other Controlled Substance
 - m. Misuse or abuse of consumer products (ex. medications, bath salts, etc.)
17. Use of tobacco products on campus.
18. Violation of Fire Safety regulations including, but not limited to:
 - a. Destruction or misuse of any fire alarm or equipment (ex. extinguisher or pull station)
 - b. Intentionally triggering a false alarm
 - c. Failure to properly evacuate during a fire alarm
 - d. Unauthorized setting of a fire on College Premises

19. Violation of Quiet Hours

a. Regularly defined Quiet Hours

Quiet Hours are as follows:

Sunday-Thursday from 11 pm-8am

Friday and Saturday from 12am-9am

Noise levels should be kept to a minimum as to not disturb others during these times.

b. Courtesy Quiet/Study Hours

Monday Thursday 1 pm-4pm; excessive levels of noise that disrupts others is not acceptable at any time.

c. Exam week Quiet Hours

During exam week Quiet Hours are in effect 9am – 10pm throughout the entire week to promote a studious environment.

20. Violation of Pet Policy. Presence of a pet inside a residence hall.

21. Illegal or unauthorized possession or use of harmful or dangerous items, including but not limited to:

a. Possession of a firearm

b. Possession of weapons or explosives, even if intended for decoration (ex. martial arts equipment, brass knuckles, etc.)

c. Possession or use of dangerous chemicals or explosive materials (ex. pepper spray)

22. Disorderly, lewd, or indecent conduct, or a breach of peace

23. Aiding, abetting, or facilitating any conduct prohibited by this Code.

24. Sexual misconduct, including but not limited to:

a. Sexual Assault or Sexual Battery

b. Nonconsensual Sexual Contact

c. Sexual Exploitation

d. Sexual Harassment

25. Hate Crime

26. Harassment

27. Violation of any rule, regulation, policy, procedure or standard adopted and published by the University, including but not limited to:

a. Residence Life policies

b. Academic or administrative office policies

28. Abuse of the Code, including, but not limited to:

a. Failure to obey the summons of a Honor Board or University official

b. Falsification, distortion, or misrepresentation of information before a Hearing Body

c. Disruption or interference with the orderly conduct of an appeal

d. Making false, frivolous, or misleading charges of Code violations

- e. Attempting to discourage a person's participation in Hearing proceedings outlined in this Code
- f. Attempting to influence the impartiality of a member of the Honor Board prior to, and/or during the course of, Student Conduct Proceedings
- g. Harassment, intimidation, and/or retaliation towards a member of the Honor Board, complainant, respondent or witness at any time
- h. Failure to comply with sanction(s) imposed under this Code
- i. Influencing or attempting to influence another person to commit an abuse of this Code

Policies and Procedures

Amnesty Policy

The amnesty policy allows students who are struggling in areas that may violate the values and principles of the University of the Southwest and the Honor Code to receive support and spiritual guidance through the Campus Ministry or Student Life departments by requesting amnesty and seeking restoration. The amnesty and restoration policy does not exempt students from the policies of the university, nor does it condone behavior that is immoral, criminal, or unethical.

Discipline Policy

Establishing autonomy and making decisions that reflect Christian character is a difficult and crucial part of each student's development process. Just as God disciplines those that He loves, the discipline process is designed to demonstrate love to students when they make choices that violate the Honor Code.

The discipline process at USW is a redemptive and restorative model. The purpose of discipline in the lives of students at USW is to help restore students to the community and provide accountability for individuals as they make future decisions. Student judicial issues are referred to USW's Honor Board consisting of staff, faculty, and students. The Honor's Board is charged with determining outcomes associated with student discipline.

The Director of Student Life, Director of Housing, and Residence Directors, are responsible for the administration of appropriate disciplinary measures, the administration of official grievances and complaints, and may counsel students about behavior and attitudes. The Breach in Honor Code Sheet may be obtained from the Office of Student Life and is posted on the bulletin board outside the office. Variations from the list may be made based on the combination of multiple violations and/or special circumstances.

The University of the Southwest reserves the right to dismiss any student whose conduct or academic standing is regarded as undesirable. In such cases, the fees and tuition that are due

or have been paid in advance to the University will not be remitted or refunded in whole or in part. Neither the University nor its officers shall be under any liability for such dismissal. Any student under disciplinary suspension shall relinquish all rights and privileges as a student at USW and his or her campus visitation rights may be restricted.

Anyone affiliated with the University may refer a student or student group or organization suspected of violating the Code to the Director of Student Life by submitting an incident report or contacting their Resident Assistant, Residence Director, Director of Housing, or Director of Student Life. A referral should be made as soon as possible after the alleged incident.

Upon receipt of an incident report, the Director of Student Life will contact the student(s) in question. The student(s) will receive written notification of the infraction and sign an acknowledgement stating the nature of the infraction. Depending upon the severity of the infraction, the Director of Student Life will issue a warning and counsel the student(s) involved or refer the incident report to the Honor Board. In the case of a repeated minor infraction, the Director of Student Life will refer the incident to the Honor Board. **The Honor Board reserves the right to forward any case to Administration's Judicial Committee, regardless of severity of alleged offense.** Any change that may result in University Suspension or University Dismissal, or which alleges any form of sexual misconduct, shall be automatically referred to Administration for adjudication.

Within thirty (30) days of receipt of a referral, the Honor Board will communicate to the Director of Student Life the results of the Honor Board's decision and any sanctions imposed. The Director of Student Life will communicate the decision of the Honor Board to the student(s) involved in writing. The thirty (30) day period for initiating a Student Conduct Proceeding shall not be jurisdictional and, if reasonable under the circumstances, a reasonable extension of the thirty (30) day time limit shall be permissible.

The student has the right to appeal the decision of the Honor Board as outlined in the Student Conduct/Disciplinary Appeals Process.

Disciplinary Measures

The following measures may be used to assist the Office of Student Life with disciplinary actions as deemed necessary. This list is not a hierarchy of discipline; therefore, a student could be subject to any of the following actions at any time. These are in line with the Discipline Guide Sheet, found in Appendix A.

University of the Southwest recognizes the need for consistency and fairness in its disciplinary procedures. Understanding that certain members of our community find themselves at varied stages of personal development and maturity, we reserve the right to consider the flagrancy of the offense in determining the appropriate disciplinary response. Behavioral expectations and policies apply both on and off campus.

NOTE: Possession as referenced in the following baseline responses is defined as anything from actual physical possession, to having these substances present in one's room, car, etc., to being part of any scenario which is not in compliance with student conduct expectations.

Having alcohol containers (empty or full) on one's person, in a residence, car, etc. is considered possession.

Individual Sanctions

If the Honor Board or Administration determines that a Student has violated this Code and a sanction is imposed, regardless of severity, a letter will be placed in the Student's permanent file describing the violation, finding and sanction. Multiple factors may affect the severity of a sanction including but not limited to the Student's demeanor, acceptance of responsibility, and level of cooperativeness during the Student Conduct Proceeding; the past conduct record of the Student; the nature and seriousness of the incident; and the severity of the damage, injury, or harm resulting from the incident. One or more of the following sanctions may be imposed upon a Student for a violation of the Code.

1. Minor Violation Sanctions

- a. **WARNING:** A notice to the Student that the Student is violating or has violated the Code. The Warning notice will state that future incidents of a similar nature will result in a more severe sanction.
- b. **DISCIPLINARY PROBATION:** A written reprimand for a violation of the Code with continued permission to remain enrolled in the University but under prescribed conditions during a probationary period. Disciplinary Probation is for a designated period of time and includes the possibility of the imposition of more severe disciplinary sanctions if the student is found to have committed any additional Code violations during the probationary period. Disciplinary Probation is typically thought of as a period of reflection during which the student should avoid future violations.
- c. **LOSS OF PRIVILEGES:** Denial of specified privileges for a designated period of time, which may include the ability to participate in sporting events, campus activities, etc.
- d. **FINANCIAL SANCTIONS:** Sanction resulting in the payment of money by the student to the College or an effected party.
 - i. **Administrative Costs-** The Student may be assessed a fine that relates to the actual costs incurred by the University to resolve or address the alleged violation (for example, such as the cost of employee wages for relocating furniture that was moved from a lobby or to remove people from a building during a false fire alarm).
 - ii. **Restitution-** The Student may be required to pay restitution which serves as compensation for loss, damage, or injury. Restitution may take the form of appropriate services and/or monetary or material replacement.

- e. DISCRETIONARY SANCTIONS: Work assignments, service to the University, community service, or related discretionary assignments.
- f. EDUCATIONAL SANCTIONS: Participate in a specific program, complete a specific project, or complete a research assignment/paper.
- g. RESIDENCE HALL RELOCATION: Relocation of the Student from their current residence hall to another residence hall.
- h. RESIDENCE HALL SUSPENSION: Separation of the Student from the residence halls for a specified amount of time, after which the Student is eligible to return. Conditions for return may be specified.
- i. RESIDENCE HALL DISMISSAL: Permanent separation of the Student from all University housing.

2. Serious Violation Sanctions

In addition to the following sanctions, Serious Violations may result in the imposition of Minor Violation sanctions listed above as well as:

- a. UNIVERSITY SUSPENSION: Separation of the Student from the University for a specified period of time, after which the Student is eligible for readmission. The University may impose conditions for readmission which the Student must satisfy.
- b. UNIVERSITY DISMISSAL: Permanent Separation of the Student from the University.

Repeated violations will result in additional sanctions with the possible end result of dismissal from campus.

Grievances, Complaints, and Concerns

Purpose

The purpose of this policy is to provide a safe and organized way for students to voice complaints that they have. It is important that students have a wide-spread understanding of how to rectify situations that pertain to their experience at USW. When practiced well, the ability to biblically and respectfully resolve conflict is a restorative process for the individuals involved.

Policy

The University of the Southwest values the process of resolving complaints that may arise. Seeking resolution is the conscientious response to a grievance that one may have within any community.

Conflict resolution is often the necessary element to bring health back to a community. Complaints commenced through this process may bring about an inquiry and/or disciplinary action involving another member of the University community (student, faculty or staff). Student Life is committed to keeping a confidential and professional process that facilitates resolution within a safe environment, guarding against retaliation.

Steps

1. Initially, complaints should be resolved respectfully following the biblical model of addressing the person or department responsible for resolving your complaint. If you are unsure who that person is, please contact the Office of Student Life to get appropriate direction.
2. If step 1 is not successful in resolving your complaint, formal complaints may be registered with the Office of Student Life. Formal complaints may be registered by downloading the complaint form located on the student life link. Please complete this form and turn it in to the Office of Student Life for the Director of Student Life. This form will be kept confidential.
3. The Office of Student Life will act as a mediator between the student and party or parties named in the complaint. After your complaint is reviewed, you will receive a letter documenting the receipt and appraisal of your grievance from the office who is named in the document within ten days of receiving the complaint.
4. If the complaint is not resolved in steps 1-3, the Director of Student Life will determine if any further actions are required from the University in order for resolution to be made.

*Please note that the same complaint form may be used to report any exemplary service or experience that occurs on campus. That person or office will be notified of your comments.

Student Conduct and Disciplinary Appeals Process

Any student charged with a violation of the Honor Code has the right to appeal if at least one of the following conditions are met:

- The disciplinary actions are arbitrary or unjustified and the student can provide reasonable evidence to substantiate that claim.
- There was substantially prejudicial failure to follow written procedures.

Appeals not following the proper steps and procedures will not be recognized. For students who are 18 years or older, it is the policy of the University of the Southwest to address all issues with the student first in an effort to treat the student as an adult. It is up to the discretion of the Honor Board as the appellate body to grant a meeting with parents or guardians who request a meeting. Such meeting will not serve as a negotiation. Rather, any conference grants will focus on how to best facilitate restoration for the student into the USW community.

The focus of a Student Conduct Proceeding is to determine whether the accused Student has engaged in conduct that violates the Honor Code. Student Conduct Proceedings will not be governed by legal rules of evidence and deviations from the procedures prescribed in the Honor Code will not invalidate any sanction decision or outcome, unless the deviation results in significant prejudice to the Student's right to receive reasonable notice of the charges against the student and the right to respond to the charges.

Process for Appeal

Please note: The Honor Board serves as the appellate body in the appeals process. If any of five members of the Honor Board are unavailable due to scheduling conflicts, the Honor Board may convene for the purposes of an appeal hearing with a minimum of three members or with designees for the absent members.

1. A student must submit his or her appeal in writing to the Director of Student Life. The grounds for appeal must be clearly stated and will be reviewed by the Chairperson for the Honor Board. This appeal must be made within ten (10) calendar days of the original discipline decision.
2. If the appeal is deemed legitimate, the Honor Board will convene to hear the student's appeal. If the student is unavailable or chooses not to attend the meeting, the Honor Board may rule without the student present. If the grounds for the appeal are deemed insufficient, the chair of the Honor Board will notify the student of the decision.
3. All materials to be present at the appeal must be submitted to the Director of Student Life twenty-four (24) hours in advance of the appeal meeting. Each Honor Board member will receive a copy of all material to be considered.

4. All appeals beyond the Honor Board must be made within seventy-two (72) hours of the decision initial response to the appeal.
- The Honor Board serves as the official appellate body for all disciplinary action. The committee consists of three faculty/staff members, the President or Vice President of the Student Government Association, and one student-at-large elected by the student body. The Chair of the committee will be one of the three faculty/staff members as appointed by the Administrative Team. In all cases of disciplinary action, those who have directly participated in the disciplinary situation, including the Director of Student Life, may participate in committee discussion but may not act as a voting member. If an appeal is made in between semesters, the Provost and his appointed representatives will serve as the appellate body.
 - The Judiciary Committee consists of the Administrative Team members and serves as the final appellate body of disciplinary actions. Appeals to Judiciary Committee must be made within 72 hours of the decision made by the Honor Board. The Judiciary Committee will meet with the student at their discretion.

Please note: It is inappropriate for students appealing decisions to approach members of appellate (Honor Board or Judiciary) committees regarding the conduct issue in question.

- Provost and the Director of Student Life have the authority to administer all disciplinary measures to students.
- Housing Director and Residence Directors have the authority to administer most disciplinary measures to students.

Residential Life

Located on the south side of the USW campus, the residence halls provide housing for many of the traditional students of the USW Community. The residence area consists of three residence halls, East, West, and South Dorms. The East & West dorm suites contain four-five bedrooms, 2 with single occupancy, 2-3 with double occupancy and two bathrooms. The South dorm suites contain 2 bedrooms, 1 with single occupancy, 1 with double occupancy, a common living area, and one bathroom.

Student Life personnel reserve the right to enter any room or suite without prior notice or consent. Staff and Resident Assistants will knock and announce prior to entry. Student Life personnel reserve the right to inspect or search any room or cube without prior notice or consent with probable cause. If evidence of activity that violates any school policy is found, members of the Student Life Staff have the right to remove and retain it for further investigation. Routine health and safety inspections will be carried out to ensure the welfare and safety of our campus community.

Housing Staff

Director of Housing

The Housing Director, in conjunction with the Director of Student Life, oversees all areas of residence life. Including housing applications, room assignments, honor code violations, housing violations, visitors and reporting dorm maintenance. The Housing Director resides in the South dorms in the room labeled Director of Housing that is accessible via the lobby.

Residence Directors (RD)

To assist in campus living, the University employs two Residence Directors who live on campus. Each RD is able to offer guidance to student residents. The Men's Residence Director resides on the 1st floor of the West dorms in the room labeled Residence Director. The Women's Residence Director resides on the 1st floor of the East dorm in the room labeled Residence Director. They both assist in the management of the residence area and report to the Director of Student Life.

Resident Assistants (RA)

RAs are students, selected by the Residence Directors, who serve with Student Life in the management of the residence halls. RAs perform various duties including: curfew checks, safety patrols, room cleaning inspections, desk duty, orientation, check in and check out at the beginning and end of semesters, leadership by example, documentation of all incidents, and enforcement of policies equally for all residents of USW.

Housing Status

Individuals granted enrollment at USW are students and thereby agree to support and abide by the USW honor code of conduct and the policies and procedures of USW Housing, whether their physical presence is on or off campus.

On Campus Housing Requirements

On campus housing opportunities may be provided for all full-time students who are enrolled for 12 or more hours in the fall or spring terms. Students who wish to receive consideration to reside in one of the on campus residence halls must complete a Residence Life Housing Application and comply with all housing application requirements and enrollment procedures prior to being granted the opportunity of residing in an on campus residence hall.

All full-time students (enrolled for 12 or more hours in fall or spring terms) under the age of 21, and hold freshman or sophomore standing, are required to live in a university supervised housing facility. Requests for exceptions to this rule must be presented in writing to the Director of Housing and Director of Student Life.

Exceptions may be granted for the following:

- Students who wish to live with a parent or guardian designated as such by Internal Revenue Service documents; or with a responsible older sibling who is at least 21 years of age.

- International students who wish to live with an approved host family.
- Married students. Must present official copy of Marriage license. . Students of independent financial status, as defined by the Office of Financial Aid.
- Students enrolled in 100% online programs.
- Students involved in a student teaching semester.
- Students who do not qualify for federal financial aid, as defined by the Office of Financial Aid, may choose to move off campus after one semester.

The maximum age for housing residents is 25 years old. Any student who is 25 years or older, who desires to live on campus, must be granted that permission from the Housing Director, the Campus Steward, and the Provost.

Procedure to request on campus housing above the age of 25 is as follows: Submit a Housing Application and appropriate deposit.

1. Complete an essay of no less than 500 words fully explaining the situation and why the student needs to live on campus.
2. Meet with the Housing Director, the Campus Steward and/or the Provost prior to moving onto campus.

Married Housing

Married students who wish to live on campus may apply for available housing opportunities with rental units within the Adams Apartment Complex which is located on the northeast corner of the USW campus. Married students who wish to receive consideration to reside in one of the on campus apartment units must:

- Complete an Apartment Housing Application and comply with all Apartment Housing Application requirements and procedures prior to being granted the opportunity of residing in an on campus apartment unit. Married on campus student residents who reside in the Adams Apartment Complex are required to be in compliance with all pertinent residence life rules and regulations as stipulated in the Student Handbook as well as any policies regarding the Adams Apartment Rental Agreement. In accordance with the designated policies, rules and regulations stated in the Student Handbook and within the Apartment Rental Agreement, married on campus

Student residents who fail to abide in these pertinent residence life policies, rules and regulations as well as those stipulated policies within the Apartment Rental Agreement may lose their on campus housing privileges and face eviction from the apartment unit. USW does not discriminate on the basis of race, color, sex, and age or national/ethnic origin.

Off Campus Housing Request

A student who meets at least one of the above criteria may complete the following to request exception from the above housing policy:

- **Letter of Petition:** Students who do not comply with this requirement will be fined \$100 and be required to move back on campus.
- **Recommendations:** Three character references from persons verifying lifestyles consistent with USW's model are required as part of the petition form. Candidates presently living on campus need to include a reference from their Resident Director. Other acceptable references are work supervisors, academic advisors, and University administrators, staff, and faculty.
- **Decision Process:** The Housing Committee (comprised of the Director of Student Life, Director of Housing, and the Resident Directors), considers

each petition individually and is the final authority of the approval or denial and classification status of each student.

- **Renewal:** All approvals must be renewed annually.

Early Move-In Policy

If a student chooses to move-in before the designated move-in date set by the University of the Southwest a charge of \$30.00 a day must be paid prior to moving in and permission granted by the Housing Director. No student will be permitted to arrive on campus more than 48 hours in advance of the designated move in date without express written permission from the Housing Director that must be received and adjudicated, no less than 72 hours prior to the requested early arrival date. All early move in requests will be considered on a case by case basis.

Room Assignments

All students are required to fill out a housing application each year. The housing application is due by March 1st for returning fall semester students, and July 1st for new fall semester students. If a student starts their enrollment at USW during the Spring term their application is due by December 10. Rooms are assigned by team cohesion first, date stamp of housing deposit for singles and then doubles. Every effort is made to honor roommate and dorm type request, but room assignments are never guaranteed. Only roommate requests made during the application process will be considered. Students are allowed to request room transfers mid-semester, but only for situations that cannot be resolved by mediation or room-mate agreements.

Changing Housing Status during a Semester

If a student requests to cancel a housing contract and move off campus, the student must submit a request to the Director of Housing. If the request is granted, the student's bill for Room and Board will be prorated based on the student's move-out date. If a student would like to move on campus during a semester, the student must submit a request to the Housing Appeals Committee. If the request is granted, the student will be allowed to move on campus and charged a prorated rate for both Room and Board from the move-in date.

- A student who changes their housing status during the semester without written approval from the Housing Appeals Committee will be charged Room and Board for the entire semester.

Appealing Housing Status

A student may choose to appeal his or her housing status. Appeals should be made to the Housing Appeals Committee.

Please note: Students will not be granted off-campus housing status due to a signed lease.

Grounds for Evictions from On-Campus Apartments

Students may be evicted for any of the following reasons:

- Failure to pay rent by designated due date
- Violation of the Honor Code or a USW policy
- Repeated Cleaning Inspection failure
- At the discretion of the Housing Director and/or Campus Steward with appropriate documentation of the infractions or disciplinary proceedings.

Removal from University Housing

Under specific circumstances, the University reserves the right to remove a student from University housing for disruptive, rude or threatening behavior, or destruction of community/University property. Access to other University-owned facilities can also be restricted. The parents or legal guardians of the student will be notified of the student's status.

Babysitting

Out of the best interest of the children and students, babysitting is not permitted in the residence area. Any student who chooses to babysit in the residence halls will be subject to disciplinary action.

Lobby Rules

Students must act respectful to each other, to personal and university property at all times.

- Language must be kept clean and non-offensive.
- The lobby area must be kept clean for all guests; students are required to clean each area they utilize before leaving.
- Music and TV volumes must be kept at a reasonable level, especially during quiet hours.

Visitation Guidelines

The residence halls are divided into two distinct sections according to gender. The men live in the West dorms and the women live in the East dorms. The South dorms are divided with men residing on the east side of unit and the women reside on the west side of the unit. Students and/or visitors are not permitted in the dorms of the opposite sex except for immediate family members.

Members of the opposite sex can be in the lobby areas of each dorm. At no time, are members of the opposite sex or individuals who identify as couples permitted in the individual suites. The only exceptions will be during room checks, maintenance issues, or emergency procedures.

There will be no dorms open during Thanksgiving Break, Christmas Break, and Spring Break, or the summer.

Room Deposit

Students who live in the residence halls are charged a room deposit of \$350.00. This deposit is to secure a room in the dormitories and is refundable after proper check out of the dorm has been established by the Housing Director. A \$25 cleaning fee will be charged to all students each semester.

Housing Agreement

Before moving in, students must sign a housing agreement. Students residing in the residence halls are considered residents for the full semester. Once a student has moved into the dorms, he or she is expected to stay in the residence hall for the entire semester. Students may not move out in the middle of the semester without written approval from the Housing Director.

Dormitory Keys and/or Fobs

Each student is issued a key and/or fob to his/her dorm room. Students who lose their key and/or fob are to report the loss to housing or security immediately. There is a \$100.00 charge for the replacement of a lost key or if the key is not returned upon checkout and a \$20.00 charge for the replacement of a lost fob or if the fob is not returned upon checkout. Students must be able to produce both pieces of a broken key at the request of the Housing Director.

- Duplicating a room key is strictly prohibited.
- Personal locks are not permitted on bedroom and/or suite doors without the approval of the Housing Director.

Co-Habitation

Couples are not permitted to reside in USW residence halls. Married couples are required to reside in campus apartments.

Overnight Guests

Anyone not assigned to a specific room in campus housing will be considered a Guest. The Housing Director must be given at least a 72 hour notice of request for approval of reservations for all overnight guests. Guests must check in with security, the Student Life Office and Housing Director, upon their arrival, where the host student will obtain a Guest Pass. All Guests are subject to all University regulations. Any violation of the USW Honor Code by any guests will result in disciplinary action against the host.

Guests may not stay more than 3 nights per month.

- All roommates must agree to have the guest stay overnight.
- The guest must be at least 18 years of age and the same gender as the host.
- A limit of three (3) nights per visit is allowed per guest. Any special exceptions regarding the three night limit must be approved through the Housing Director before the guest arrives. The hosting student will be charged for guests staying on campus for more than three nights.
- No overnight guests will be permitted during Finals Week.
- If unauthorized guests are found staying in a student's suite, a fine of \$300.00 per night will be charged to the student. The student and the guest may also lose guest privileges on campus for a specified length of time. If no single student claims responsibility for the unauthorized guest, the entire suite will be charged the fine.

Visitors

Off-campus students or visitors who come to the campus are responsible for abiding by the campus guidelines and the USW Honor Code. Any violation of the USW Honor Code by the guest could result in disciplinary action against the host.

- Children under 12 years old must be supervised at all times while on campus.
- There will be no selling and soliciting in residence halls is prohibited without permission from the Housing Director. This includes various types of demonstration parties.

Students may come and go as they please into their assigned dorm area during normal dorm hours. If a student wants to visit another dorm during visiting hours they must first check-in with the RA working the lobby. Visitors must sign-in and leave their state issued driver's license with the RA on duty. When the visitor wishes to leave, or when visiting hours are over, they must sign-out and will then have their ID returned to them. If a non-USW student wishes to

visit during visiting hours, the same rules apply but they must leave a government issued photo ID card. Students must meet their guests in the lobby during visitor check-in. No visitors of the opposite sex, or those who identify as a couple, will be allowed past the lobby of the dormitory.

Noise

At all times, sound equipment such as radios, televisions, etc.; are to be kept at room level (not heard outside the dorm or in any adjoining room). Musical instruments may not be played in the residence area. Practice rooms are provided in the Auditorium. Physical noise such as loud talking and boisterous activity will be kept under control at all times.

Quiet Hours

Quiet hours are set out of respect for students who may be studying.

- Monday – Thursday, 1:00 p.m. until 4:00 p.m.,
Students are to refrain from excessive noise in the residence area.
- Sunday- Friday, 11:00 p.m. until 8:00 a.m.
Students are to refrain from excessive noise in the Residence area.
- Saturday to Sunday Morning, 12:00 a.m. to 9:00 a.m.
Students are to refrain from excessive noise in the residence area.

Pets

Pets are not allowed on the USW campus.

Service or Support Animal Damages

We will honor all Service or Support Animals. If a Service or Support Animal damages the assigned residence hall room or other University property, the cost of the damage will be assessed and assigned to the student's account. The owner is responsible for ensuring cleanliness inside and outside living areas. The owner will also provide proper care and treatment of the animal and its environment.

Dorm/Hall Meetings

Dorm and hall meetings are held at the discretion of the Resident Assistants, Resident Directors and Housing Director. All students will be notified within 48 hours of a meeting, unless an emergency situation prevents otherwise. All students are required to attend all dorm and hall meetings. If a student is unable to make a meeting due to athletic commitments, work or class schedule; the student is responsible for notifying their RA or RD and must request approval to miss the meeting prior to the meeting start time. Failure to attend a meeting without approval may result in disciplinary action. If a student misses a meeting they are responsible for setting up a meeting with their RA to go over the missed information.

Cleanliness and Room Checks

Each student must respect the rights of others with regard to cleanliness of the residence hall facilities. Residents should take personal responsibility for the cleaning of their rooms and cooperate in preserving the orderliness of the public areas of the residence halls. Personal items

are not to be left in community lounges, study areas or kitchens. If they are found, they may be removed and/or discarded and/or fines may be assessed. Residence Life staff may make weekly room checks for cleanliness and damage. Room checks are scheduled at the discretion of the residence life staff. Rooms should be vacuumed, trash should be emptied, and desks and dressers cleared of clutter and dusted. Vacuums may be checked out from an RA, or housing director, however, students are to provide cleansers and other chemicals for the upkeep of their rooms. All residents are responsible for the cleaning of their own bathrooms. Trash must be placed in trash dumpsters located outside residence halls and apartments.

Personalizing Rooms

University of the Southwest wishes to extend the privilege of personalizing individual rooms according to guidelines and procedures, which enhance an enjoyable living environment for students consistent with the philosophy of the University community.

- Occupants are expected to keep their rooms clean and tidy.
 - Any items used to decorate rooms should be in good taste and reflect Christ-centered values. Posters, calendars and other decorations are subject to review by members of the residence life staff. Material which promotes or portrays violence, alcohol and drug related paraphernalia, sexuality/sexual activity, or occult activity are examples of inappropriate room décor.
 - Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the walls or surface may not be used. White “Sticki-Tak” or another type of non-marking adhesive should be used to hang all wall decorations. Small tacks are also permitted.
 - Incense, open flames, or Halogen lamps are never permitted due to fire safety regulations.
 - Do not tamper with electrical wiring, switches, outlets, or fixtures.
 - Furniture must remain in the room at all times and not moved from room to room within the suite or out of the suite.
 - Sports, play, and/or athletic equipment including dartboards are not to be used in the residence halls. Considerable damage or injury can occur as a result of playing games with various types of balls, etc.
-

Laundry Facilities Area

Each residence hall is equipped with coin operated washers and dryers that students may use in their laundry room which is open during regular dorm hours. If there is a problem with the washers or dryers please contact the RD immediately. Attempting to obtain free laundry by using any device to “activate or fool” the laundry machines, will constitute a violation of the honor code. These washers and dryers are contracted and any theft will be reported to appropriate authorities by the contractor.

Kitchens

Students are expected to clean up after themselves, washing utensils, appliances, and the sink of a shared kitchen.

Custodial/Maintenance Services

Light bulb replacement, plumbing repairs or emergencies, heating/ cooling problems, and housekeeping inquiries should be directed to the attention of the Housing Director for referral. Thermostats must be set to 72 degrees. Setting thermostats at a lower degree setting will result in damage to air conditioners. Any suite where the thermostat is set below 72 degrees, is subject to a fine or disciplinary action.

Property Protection

USW cannot be responsible for lost or stolen items. Personal goods should be protected by individual renters, or family homeowner's, insurance. The following suggestions are made for your protection:

- Insure and mark all valuables.
- Always lock your room and secure your window.
- Report all losses or thefts to the Housing Director via your RA and RD.
- Respect University property as you would respect your own belongings.
- Borrow property only with permission, and return borrowed property on time and in the same condition as when you borrowed it.
- Think before you act. Having fun should not be at the expense of another person or of the University.
- If you notice something happening that seems suspicious, report the matter to your RA, RD, or campus security at once. In case of emergencies or serious danger, please contact the Hobbs Police Department as well. Your involvement will make University of the Southwest a safe and enjoyable community.

As a result of safety issues with devices listed below and concerns raised by the

Consumer Product Safety Commission, USW will allow only devices approved by CPSC effective immediately.

Hover boards, also known as self-balancing scooters, will be permitted on campus provided they are approved as stated above. The following restrictions are effective immediately (revised 1.11.16).

Check In and Check Out Procedures

All students living in residence halls are required to complete a Room Inspection Inventory Form when they check in to housing. This form will indicate any preexisting damages and will account for all furniture items provided by the University and their condition of the furniture.

At checkout, students will be required to complete the checkout process to assess any damage or losses that have occurred during the student's time of residency. The checkout form will be cross-examined with the check in form from the students file to ensure accuracy.

Any student wishing to change rooms during the school year will have to check out of the old room and check in to their new room, following approval of the Housing Director.

Improper check out will result in a \$200.00 fine due before the following semester. Any damages or destruction of University property will result in the loss of security deposit and a monetary fine. Fines accrued at the time of check out must be paid before the student will be allowed to move into the residence halls the following semester.

Instructions for properly cleaning and checking out of your room will be posted in each suite.

Students must properly check out and vacate their rooms by the Sunday after graduation by 6:00 p.m. Personal belongings that are left in the dorms after check out will be discarded. Students may leave their possessions, excluding perishable items, in their rooms between the Fall and Spring semesters if they will be living in that room during the Spring Semester. The University of the Southwest is not liable for loss of personal property left in the residence halls.

Alcohol, Drugs, and Tobacco Policy

The possession, distribution, and/or use of alcoholic beverages, any controlled substance or illicit drug, or tobacco product, while a student at the University of the Southwest, is prohibited. In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendment of 1989, students in possession of, or exhibiting the effects of alcohol, illegal drugs, and/or tobacco products will be subject to disciplinary action.

In addition to the use of the above products, USW regards the display of paraphernalia representing alcohol, drugs, and/or tobacco as incongruent with the University's policy. Any student who chooses to engage in the use of alcohol, tobacco, or illegal drugs is subject to disciplinary action. This policy applies to a student's conduct both on and off campus during any period of enrollment.

Consequences for Alcohol Policy Violations

In accordance with the Student Life Values of the University of the Southwest, we strive to deal with violations to this policy in a restorative and redemptive manner as detailed in the Honor Code Agreement. All students residing in the resident halls are required to sign and a drug and alcohol agreement.

The use of alcohol by a USW student is a Level 3 violation of the Honor Code Agreement. The Department of Student Life will use the sanctions detailed below as a guide for responding to violations of the Alcohol Policy; however, any student who violates this policy may be subject to dismissal.

- Initial assessment with a member of the Student Life Staff.
- Written notification will be sent to parents if the student is under 21 years of age.
- Student will be responsible for an educational, accountability project that will correlate to the type of violation.
- Twelve hours community service at one of the locations that has been designated by the Department of Student Life. The service must directly relate to the offense. The student is responsible for the arrangements of this community service and completing this community service within thirty days of their initial meeting with a Student Life Staff Member.
- 15-30 days curfew and/or 15-30 days probation.
- Follow-up meeting with a member of the Student Life Staff thirty days after the initial assessment.

Any additional violations of this policy will result in further consequences to the student. These further consequences will utilize the Breach in Honor Code Agreement as a guide. Failure to complete any sanctions associated with a violation of USW's Alcohol Policy may prohibit a student from enrolling for the following semester.

The Department of Student Life reserves the right to change the repercussion at any time based on the specific violation.

Student Organizations and Activities

Student Government Association

The USW Student Government Association (SGA) consists of a Student Body President, Vice President of Spiritual Life, Vice President of Intramurals, Vice President of Campus Activities and Secretary/ Treasurer. The mission of SGA is to be a body of student leaders who serve the USW community through special events, campus improvements, student representation, and community service.

SGA operates under a specific constitution devised and adopted by the students of USW. For more information, stop by the SGA Office located in the Student Services Suite in Scarborough Memorial Library Intercollegiate Athletics

USW participates in intercollegiate athletic programs with competition for men in baseball, basketball, soccer, tennis, cross country, and track and field. Women compete in basketball, soccer, softball, tennis, volleyball, cross country, track and field. USW is a member of the National Association of Intercollegiate Athletics (NAIA).

EN*ACT*US

A community of student, academic and business leaders committed to using the power of entrepreneurial action to transform lives and shape a better more sustainable world.

Entrepreneurial-having the perspective to see an opportunity and the talent to create value from that opportunity.

Action, the willingness to do something and the commitment to see it through even when the outcome is not guaranteed.

Us - group of people who see themselves connected in some important way; individuals that are part of a greater whole.

Mustang Ambassadors

Ambassadors play a crucial part in campus life at USW. Ambassadors assist with recruiting efforts, campus tours, on-campus and community events and creating school spirit. Mustang Ambassadors is open to all USW students who wish to participate.

Campus Ministry

University of the Southwest offers several opportunities on campus for our students to develop their spiritual lives. Each week of the Fall and Spring Semesters, our campus pastor works with student ministry teams to coordinate our L.I.F.E. Mid- Week Chapel Service. Our student-athletes can participate in weekly meetings and Bible studies as part of our chapter of the Fellowship of Christian Athletes and anyone interested in learning more about the Catholic faith can participate in our Catholic Student Association.

Fellowship of Christian Athletes

FCA is the largest Christian sports organization in America and focuses on serving the community by equipping, empowering and encouraging people to make a difference for Christ.

Intramural Athletics

Both men and women have the opportunity to participate in intramural athletics. Physical development is a part of the curricular and co-curricular programs of USW. Intramural sports include basketball, softball, flag football, volleyball, racquetball, soccer and other games and activities.

Student Organizations

USW facilitates a scheduled orientation time for all students prior to the start of the fall semester. Students, staff, and faculty join together to help new students learn what USW is all about. Student Orientation comes out of the Student Life Office and is required for all new students.

Special Interest Groups

Interest groups may develop from semester to semester with the possibility of official recognition and a permanent place among student organizations on campus. A faculty advisor is necessary for official recognition.

Sigma Tau Delta National English Honor Society

USW's chapter of the International English Honor Society, Sigma Tau Delta, is one of the most active special interest group on campus. Sigma Tau Deltans sponsor a number of events including the J.L. Burke Literary Tea and poetry readings. For information contact Barbara McGrath in the Fadke Arts & Sciences Center.

Alpha Chi National Honor Society

A national scholarship organization, this society strives for academic excellence and is restricted to the top 10% of the junior and senior classes. Lecture and Speaker Series Special activities are offered regularly and include speakers, concerts, films, and productions.

Jack Maddox Distinguished Lecture Series

In which nationally prominent speakers are invited to the campus to visit informally with students and faculty members. These speakers then deliver a formal presentation to the area public free of charge. Some of our most recent speakers have included Laura Bush, Jo Frost, Dr. Robert Ballard, Jean Chatzky, Captain Chesley "Sully" Sullenberger and Peyton Manning. This year's speaker will be Condoleezza Rice, former Secretary of State and National Security Advisor.

The Hatton W. Sumners Speaker Series (Free Enterprise Dinner)

Provides USW students, staff, and the surrounding communities the opportunity to better understand the principles of American democratic self-government and fosters leadership in preserving our heritage of personal freedom and responsibility. Some of our most recent speakers have included Erin Gruwell, Tom Sullivan, Captain Scott O'Grady, and Jeffrey Zaslow.

Cultural Events

The Hobbs community provides a number of events for participation and enjoyment which include: music, drama, art, theatre, and other types of programs. The Lea County Event Center, the Lea County Commission for the Arts, the Western Heritage Museum, and other organizations bring

several additional cultural attractions to the community. Opportunities are available for selected students to be involved in theatre, symphony orchestra, and musical groups in the community.

Social Life

There is a wide range of activities sponsored by SGA, Student Life office and other organizations on campus. Some of these activities include the Skate Night, Leadership Retreat, Athletic Awards, and various Homecoming activities. Additional features such as films, musical groups, and other events are also held throughout the year.

Students Services

Virtual Bookstore

University of the Southwest has partnered with MBS Direct to provide online textbook service to all students. A link to the virtual bookstore is in the student portal. Students will be able to buy books 24/7 visiting bookstore.mbsdirect.net/usw.htm or using the MBS Direct toll free number, 800-325-3252 or by fax, 800-499-0143.

Multiple forms of payment will be accepted including credit and debit cards, personal checks, and USW book vouchers. A UPS shipping charge equaling 10% of the total purchase will be charged for each shipment. For this reason, students are encouraged to order all textbooks at one time. Book vouchers will be sent to your USW email. For information on how to access your USW email, please visit the student portal.

Book Buy Back

Students may sell textbooks back to MBS Direct. All shipping charges are paid by MBS.

Book Return Policy

MBS Direct guarantees your satisfaction with a 100% return policy. If you should need to return your books, you can do so within 14 days after the start of class or the date your order was placed; whichever is later. For more information visit the company website. Counseling Services

Student life personnel are available to assist students with problems and concerns. In addition, USW faculty and staff are concerned about students and are willing to assist them. Students are encouraged to seek guidance from their advisers or other faculty members with whom they feel comfortable. A student may be referred to off-campus professional counselors for additional help when needed.

Food Services

Located in the Bill Daniels Campus Center, the USW Dining Hall offers an all-you-can eat venue for those students with campus meal plans. No food is to be removed from the Dining Hall without permission from the Food Service Manager.

Breakfast

Mon. - Fri. 7:00 am - 8:30 am (hot breakfast)

Mon. - Fri. 8:30 am - 9:00 am (continental breakfast)

Lunch

Mon. - Fri. 11:00 am - 1:00 pm

Saturday 11:00 am - 1:00 pm (brunch) Sunday 1 1:30 am - 1:15pm

Dinner

Mon. - Fri. 5:30 pm - 7:30 pm Sat. - Sun. 5:00 pm - 7:00 pm

Mail Service

All incoming and outgoing mail and parcels are handled through the University Mailroom located at the west entrance to the Bill Daniels Campus Center. Students can anticipate that U.S. Postal Service mail for the campus will be distributed by 12:30 pm Monday through Friday. United Parcel Service (UPS) and FedEx will pick up and deliver Monday through Friday. Stamps and U.S. Postal Service shipping are available through the University Mailroom.

Mailboxes for students living on campus are located at the west entrance to the Bill Daniels Campus Center. PLEASE remember that mailboxes will not be opened for the student. You must retrieve your own mail by using the combination assigned to you.

Packages

When a student receives parcels too large to fit in the mailbox, the student will be notified to stop in at the Mailroom window for his/her package. Students may present their package notification slip and sign for his/her package. Packages not claimed after ten working days will be returned to sender. Parcels may be picked up any time during University Mailroom hours.

Student Success Office

Located in the Library, this key student resource center offers much more than its name might seem to imply. For some time now, the Student Success Office has been offering tutoring and career assistance. The goal is for the Student Success Office to be the central place on campus where any student can go to obtain a quick and reliable answer to any academic question. Some of the services the Student Success Office offers include the following:

- Career Assistance Students wishing to obtain employment during school may visit the Student Success Office for job-postings and other career-related resources.
- Tutoring-The free tutoring program is designed to help students who need special assistance with course-related work. Appointments can be made with tutors who specialize in specific content areas. Library-The library staff work closely with students in providing reference help, bibliographic instruction, and meeting class assignment needs. Library Hours Monday thru Thursday 8:00 a.m. to 9:00 p.m. Friday 8:00 a.m. to 5:00 p.m. Saturday 12:00 noon to 4:00 p.m. Sunday 2:00 p.m. to 6:00 p.m. CLOSED ON ALL HOLIDAYS Schedules will be posted for USW Breaks. Summer

Hours: Mon-Fri 8:00am-5:00pm Veterans USW has been approved for veteran's benefits administered by the Veteran's Administration. Further information concerning these educational benefits may be secured in the Office of the Registrar.

Campus Security

The Campus Security Office is located in Scarborough Memorial Library. Security may be contacted by calling 575-942-5902. The campus security officers are employed by the University to safeguard students, staff, and visitors. The officers represent the University and have the authority to reasonably carry out their duties, including inspecting facilities, preventing disorderly behavior, and controlling traffic. Students and visitors are expected to cooperate with campus security. To report a crime or an emergency, dial 911. For a non-emergency situation or to get assistance entering a building, please locate a security officer.

Additional University Policies

Hazing

What is Hazing?

Simply put, hazing can be described as any incident or activity that may or may not cause mental or physical harm to a student looking to join an organization. Informal and unofficial acts of initiation are strictly prohibited. Hazing is not about “earning your way in” or “building loyalty and teamwork.” It is about exerting control over another human being.

Coercing another, including the victim, to do any act of initiation into, or as a condition of participation in, a student organization, fraternity or sorority, or activity that causes or creates a substantial risk of causing physical or mental harm to any person is prohibited. Examples of prohibited behavior include forced drinking of alcohol or water, paddling, creation of fatigue, physical shocks, degrading or humiliating games, physical harassment, branding, public stunts, and forced tattoos. Those found hazing will face strict disciplinary action that may result in expulsion from University of the Southwest.

Sexual Harassment Policy

University of the Southwest strives to recognize human dignity and therefore DOES NOT tolerate sexual harassment. Harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. Consequently, the University is committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass. Sexual harassment is any threatening, demeaning, or offensive conduct or situation that interferes with a person’s ability to perform his/her work or educational pursuit and is based upon the sex of that person. Sexual harassment is any gender-related conduct that makes it more difficult for a person to do his or her job or receive his or her education. Harassment includes but is not limited to:

- Requests for dates with a student by faculty/staff.
- Persistent requests for dates.
- Unwelcome requests for sexual favors.
- Continued expression of sexual interest after being informed that the interest is unwelcome.
- Non-consensual or unwelcome physical conduct.
- Comments that are demeaning, humiliating, suggestive, insulting, vulgar, or lewd.
- Retaliation and/or retribution in any way for refusal to comply with requests for sexual favors.

- Preferential treatment or promise of preferential treatment for submitting to sexual contact.

Sexual harassment has no place at University of the Southwest. Accordingly, the person who engages in such conduct will bear full responsibility for such unlawful acts. In the event that a determination of sexual harassment is made, discipline will be dealt with in accordance with the Honor Code and Honor Board.

Should you feel sexually harassed, you are urged to report your concerns to the Director of Student Life, Campus Security, and/or your RD. An investigation into the charge will be conducted. Confidentiality shall be maintained to the greatest extent possible.

Sexual Assault Policy

A goal of University of the Southwest is to create a campus community free from interpersonal abuse including sexual assault. Further, USW adopts the principle that all members of the USW community shall be able to pursue his/her interests free from nonconsensual sexual contact. USW is committed to the following twofold process: 1) to provide crisis intervention and a judicial/disciplinary response for victims and alleged offenders, and 2) to educate and promote discussion on interpersonal abuse and violence.

For the purpose of this policy, sexual assault is any sexual behavior or physical contact of a sexual nature between two or more people to which one person does not or cannot consent. USW prohibits sexual acts or contacts with others which can involve compelling a victim to submit to sexual acts or contacts by force or threat of force, use of intoxicants to substantially impair the victim's power to give consent, engaging in such acts when there is reasonable cause to believe the victim suffers from a mental state which renders him or her incapable of understanding the nature of the contact or where the victim is a minor under New Mexico law. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. In addition, USW provides direct medical treatment and counseling to support the individual. Examples of prohibited behavior include but are not limited to the following: 1) acquaintance or date rape; 2) stranger rape; 3) indecent exposure; or 4) attempted sexual acts by use of verbal or non-verbal threats.

USW considers both physical surroundings and educational programming in addressing prevention of campus sexual assault. USW examines such factors as campus signs, lighting, and locking procedures to foster security and safety. For further safety information, contact USW Campus Security.

USW actively supports sexual assault victims. All members of the University community are encouraged to take every measure available to eliminate sexual assault on this campus. In addition to campus educational efforts, peer influence will be central to protecting members of the community from assault. Any student aware of a sexual assault on or off campus is encouraged to contact Campus Security, the Dean of Students or one of the senior administrators on the campus. All reports of sexual assault are treated with respect to the privacy of the involved individuals. Incidents are reported to appropriate departments and agencies in consideration of safety concerns and investigative needs. If deemed necessary, a warning will be issued to the campus community.

USW imposes appropriate sanctions upon violators of this sexual assault policy. These sanctions may include, but are not limited to, suspension and expulsion. In addition, an individual charged with a sexual assault may be subject to prosecution under state or federal law.

Unusual Absences

Out of concern for the safety of our students, roommates/suitemates/ friends are requested to report unexplained or unusual absences to the RDs as soon as possible.

Internet Usage Policy

Access to the internet is provided to authorize users for educational purposes. Personal use is permitted and is subject to the same standards of conduct described in the USW Student Handbook. Visiting internet sites that involve pornography or other types of content that would conflict with University of the Southwest's mission as a Christ-centered institution is strictly forbidden. Students should understand that all traffic on the internet on campus is capable of being viewed, monitored, and logged by USW. Any student who attempts to circumvent security protocols to view pornography or other inappropriate material and/or is involved in illegal peer to peer file sharing of copyrighted material from their computer is subject to disciplinary action. The following discipline will take place:

First Offense - internet disconnected for the remainder of the semester/ accountability and mentoring required.

Second Offense - internet disconnected for the remainder of the semester/\$50 fine/accountability and mentoring required.

Third Offense - internet disconnected for the remainder of the semester/\$100 fine/accountability and mentoring required/ suspension from school 48-72 hours.

Fourth Offense - dismissal from school

Peer to Peer file sharing of copyrighted material is not allowed. You are allowed to connect one computer per port. Connecting hubs, switches, servers, wireless access points or any other port expanding equipment is expressly forbidden.

NOTE: Students are responsible for maintaining their computers so as to comply with University policy.

USW Graduate Assistant Position Policy

USW Graduate Assistant Position students are enrolled in at least half-time graduate studies per term in a USW Graduate School Program and assigned to learn from and assist with activities coordinated by a University employee in their assigned work area within the designated department. This position is only available for the Fall and Spring terms. Graduate Assistants are expected to review, sign, and follow the USW's Sexual Harassment Policy which is attached. **Failure to comply with USW's Sexual Harassment Policy may result in serious consequences including loss of stipend and/or termination.**

USW Graduate Assistant Positions are classified as Graduate Work Study positions. Funding for approved stipend awards for these positions is supplied from the institutional aid fund for work study. USW Graduate Assistant Positions will receive a Graduate School Tuition Waiver for the number of credit hours enrolled and a \$5,500 work stipend (pending funding availability) for a 10 month period from August 1st-May 31st of each academic year. USW Graduate Assistants may not exceed 20 hours of compensated work each week during their time of service in this role.

The rate of pay for approved USW Graduate Assistants will be \$8.00 per hour. Graduate Assistants will not be allowed to work more than twenty (20) hours per week. Each Graduate Assistant will be required to submit work study timesheets to the Director of Payroll for payment. Tuition waived in these cases should not likely result in any taxable benefits and those Graduate Students within this program will not be permitted to acquire more aid from the institution and other sources than exceeds their financial need as determined by the Financial Aid Office. Selected candidates will be required to have earned an undergraduate degree from an accredited four year University or College, have gained admittance into a USW Graduate School Program and enroll in a minimum of 3 USW Graduate School credit hours per term. Candidates must maintain a 3.0 GPA in order to receive the Graduate School Tuition Waiver and/or work stipend.

Each department hiring a GA must transfer funds (\$5500) to Financial Aid to offset institutional work study for each position approved. Each GA must maintain required satisfactory academic progress as defined in Federal Financial Aid regulations to remain eligible as a GA.

All awards in total cannot exceed the cost of attendance, so once the stipend is added, the amount of loans the student qualifies for may have to be reduced.

Emergency Evacuation Procedures

Fire Evacuation Procedure

When a fire alarm sounds:

- Close room window.
- Stay low to the ground and calmly proceed to the nearest exit. . Move to a safe distance away from the evacuated building (directly to the designated meeting spot).
- If your door is hot, do not open the door. Instead, follow this procedure:
- Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
- Hang a sheet out the window to signal rescuers.
- Open the windows slightly to let fresh air in and smoke out of the room.
- Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crouching position. Heat and smoke rise, and dangerous gases settle near the floor.

Fire Drills

We will schedule periodic fire drills in each residence hall throughout the year. Comply with directions given during drills and display a responsive attitude. Do not remain in the hall when a general alarm sounds; to do so violates expected conduct and subjects you to disciplinary action.

Tornado Alert Procedures

TORNADO WATCH means there is a possibility of one or more tornadoes in our area. Continue normal activity but “be on the watch.” TORNADO WARNING means a tornado has been sighted or detected by radar, and may be approaching. The civil service siren will sound with a single continual signal. When you hear this, seek shelter immediately.

Tornado Shelter/Safety

Move to an inner room or hallway on the lowest level of the building you are in, stay away from windows, and cover yourself with a blanket or other object if possible. Stay in the safety area until the tornado warning is lifted. When possible, Resident Assistants are to help the Resident Directors move everyone into a safe area.

Appendix A. Breach in Honor Code Agreement

LEVEL I: Reprimands, fines up to \$50 and/or 0-30 Hours of Community Service

Reprimands generally provide a stated period of time during which the accused is on notice that any further violations of the Housing Code of Conduct will result in a more severe sanction. Reprimands are the usual action taken for Level I violations although other actions, such as fines or restrictions, may be added with whatever content the Director of Housing deems appropriate.

Level I Violations include but are not limited to:

- A. Disorderly conduct, excessive noise, irrational or disruptive behavior, indecent or obscene conduct or language;
- B. Continued violation of courtesy or quiet hours;
- C. Improper use of fire (including the burning of candles, incense, etc.);
- D. First offense possession of a pet other than a fish. *Note: Tank size should be no larger than 1 gallon;
*Note: 50\$ per pet
- E. Unauthorized visitation, which includes unauthorized overnight guests or unescorted guests;
- F. The display of signs, clocks, stickers, posters, or other objects relating to alcoholic beverages, drugs, drug paraphernalia, or obscene materials; nude, partially nude, sexually provocative pictures or other objects;
- G. Wearing of apparel or buttons that display or primarily promote alcoholic beverages or drugs or that are obscene in nature;
- H. Gambling;
- I. First offense possession or use of alcohol;
- J. First offense of smoking/tobacco use;
- K. Aiding and/or abetting in the violation of any of the provisions of this Code of Conduct.

LEVEL II: Restrictions, fines up to \$75 and/or 20-40 Hours of Community Service

Restrictions designate a period of time when certain requirements are placed upon the one being disciplined (attending counseling sessions, volunteer work for community agencies, campus clean-up, etc.). Failure to comply with conditions of campus restrictions may result in removal from housing.

Level II Violations include but are not limited to:

- A. Property damage or theft less than \$500.00 (reimbursement for damages will always be required in addition to the stated fine and/or sanction);
- B. Refusal or failure to respond to a request to report to or cooperate with a University official (including Public Safety Officers, Residence Life Coordinators, and Resident Assistants), deceiving a University official; or failure to comply with previously assigned sanctions.
- C. Second offense - visitation violation;
- D. Storing, possessing, or use of firecrackers, fireworks, or weapon-like object(s);
- E. Invasion of privacy by trespassing or being present in another person's residence hall, or area without authorization, unauthorized use of or entry into a residence hall; Violations of University key and/or access control systems by physical and/or digital manipulation;
- F. Tampering with a witness before or intimidating a witness after a judicial hearing, failure to cooperate with the Director of Housing or designees;
- G. Pranks of any form;
- H. Second offense of alcohol possession or use;
- I. Second offense of smoking/tobacco use.

LEVEL III: Probated Suspension/Suspension, fines up to \$100 and/or 30-70 Hours of Community

Service Violations at Level III may result in probated suspension/suspension from the University, although other disciplinary actions, such as loss of residential living privileges, may be considered as well. Students can be dismissed from residence halls. Suspension is a separation from the University for a specified period of time. During a University suspension, a student is excluded from classes and all other University privileges or activities. Often the student is prohibited from the campus as well.

Level III Violations include but are not limited to:

- A. Property damages or theft of more than \$500.00 (reimbursement for damages will always be required in addition to the stated fine)
- B. Tampering with fire equipment, setting off a false fire alarm
- C. Third offense of alcohol possession or use
- D. Third offense of smoking/tobacco use

LEVEL IV: Probated Expulsion/Expulsion

A level IV violation may result in expulsion from the University, which means permanent dismissal from the University. However, a Level IV violation may result in whatever sanction the Provost, Honors Board and/or designee deems appropriate. Students will be dismissed from residence halls.

Level IV Violations include, but are not limited to, the following:

- A. Vandalism in excess of \$500.00 (reimbursement for damages will always be required in addition to the stated fine);
- B. Reckless endangerment of life, including violent, abusive, disruptive, or destructive behavior;
- C. Physical misconduct or mental abuse of any student, staff, or guest;
- D. Bullying, hazing, harassing, threatening or other conduct jeopardizing the health, safety, or civil rights of any student, staff, or guest (includes sexual, mental, or physical harassment whether by an individual or group); generally, harassment on the basis of religion, disability, race, or gender including conduct that has the purpose, or has the reasonably foreseeable effect, of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities, including any activity that creates an intimidating, hostile, or demeaning environment;
- E. Sexual violence, sexual assault, rape, attempted sexual assault, or attempted rape;
- F. Use, storing or possession of weapons or firearms of any kind (with or without permit);
- G. Use or possession of illegal drugs (violation of state or federal laws).

****This sheet serves as a guide. The Director of Student Life and the Honor Board have the right to change the repercussion at any time based on the specific violation****

****Any required counseling will be paid for by the student****

****Community service assignments are designated at the discretion of the Honor Board and the Student life Director ****

UNIVERSITY OF THE SOUTHWEST EMERGENCY TEAM/PLAN

Residence Life Staff

Jessica Becker	South Hall Director of Housing	jbecker@usw.edu	575-973-7377
Asrelle Anderson	East Hall Resident Director	aanderson@usw.edu	512-680-6607
Jacob Jarreau	West Hall Resident Director		727-254-9154
Victor Hawkins	Director of Campus Security	vhawkins@usw.edu	575-942-5902
Shelbie Faught	Director of Student Life	sfaught@usw.edu	575-492-2121
Dr. Jenelle Job	Title IX Director	jjob@usw.edu	575-492-2134
Brian Arnold	University Counselor	barnold@usw.edu	575-492-2104
Dr. Larry Guerrero	Provost	lguerrero@usw.edu	575-492-2159

University of the Southwest provides full-time security service seven days a week. Dial 575-942-5902 to reach Victor Hawkins at the security office. Jessica Becker, Director of Housing, can be reached Monday through Friday from 8 a.m. to 5 p.m. at 575-973-7377. Lost and found items are located in the Scarborough Memorial Library.

USW uses Blackboard Connect to communicate campus emergencies and other events in the following ways:

- Voice messages to home phones, work phones, cell phones, and even e-mail addresses;
- Text messages to cell phones, PDAs, networked digital signage, and other text-based devices;
- Text messages to e-mail accounts; and
- Messages to TTY/TDD receiving devices for the hearing impaired.

Blackboard Connect enables campus leaders to schedule, send, and track personalized voice messages for up to six phone numbers and two e-mail addresses per student and staff member. Blackboard Connect automatically integrates with our student and staff records databases to load student and staff contact information, thus eliminating the need for a sign-up period.

First Responder and/or Physical Threat

Victor Hawkins will serve as First Responder for any emergency pertaining to an on campus shooter or any physical threat. Based on the emergency, he will determine whether 911 is called. In all cases, the Housing Director, Residence Directors, and Provost will be contacted.

Local Emergency Information 911

State Emergency Information 505-476-9600

Lea County Emergency Mgt; Lorenzo Velasquez 575-391-2983 Lea County Sheriff 575-396-8201

FBI; Robin Smith Special Agent 575-622-6001

Army National Guard Hobbs 575-392-7557

State Police Hobbs 575-392-5580

Hobbs City Police 575-397-9265

Hobbs Fire Department 575-397-9308

Children, Youth, and Families Department 800-610-7610 Health Department 888-827-0329

Transportation Department 800-432-4269

Hobbs Chamber of Commerce 575-397-3202

Lea County Event Center 575-391-2900; Ralph Nall 575-399-3247

Lea Regional Hospital 575-492-5000

Hobbs Disaster Preparedness Center 575-397-9200 Hobbs Library 575-397-9328

Hobbs City Hall 575-397-9200

Hobbs Municipal Schools 575-433-0128

Hobbs Airport 575-391-2934

Cable 575-393-3131

Electricity 800-895-4999

Gas 575-392-4277

Telephone 877-520-5220 Water 575-

397-9216

Red Cross 432-563-2267

Emergency Phone Numbers

In case of an emergency:

- Identify the problem
- Notify the appropriate agencies:
- Off-campus emergency—911
- On-campus emergency notify Vice President for Academics at 575-492-2159 or 806-773-7153 or Shelbie Faught --- 575-492-2121
- Head of Campus Security (Victor Hawkins)—575-942-5902
- Notify the President's office—575-492-2123
- Refer all requests for information to the Office of the President—575-492-2123

After-hours numbers:

- Security - (Cell) 575-942-5902
- President - Dr. Quint Thurman (Cell) 432-386-2356
- Vice President for Academics - Dr. Larry Guerrero (Cell) 405-923-3819
- Executive Assistant to VP for Academic - Andrea Dodson (Cell) 575-441-4078
- Vice President for Administrative Services/CFO - Ron McBee (Cell) 830-446-1610
- Physical Plant Supervisor - Lonnie Harrison (Cell) 575-441-2680
- Housing Director and South Hall Director - Jessica Becker (Cell) 575-492-2138
- East Hall Resident Director - Arselle Anderson (Cell) 512-680-6607
- West Hall Resident Director - Jacob Jarreau (Cell) 727-254-9154
- Campus Security - Victor Hawkins (Cell) 575-942-5902
- Campus Pastor - Danny Kirkpatrick (Cell) 575-704-0775

Phone Cluster Contact Personnel

Contact #1 Burke Administration Building 575-492-2107

Contact Person: Andrea Dodson

Contact #2 Education Building 575- 492-2186

Contact Person: Erin Rosine

Contact #3 Tucker Business Building 575-492-2163

Contact Person: Brianna Lopez

Contact #4 Mabee Fitness Center 512-680-6607

Contact Person: Arselle Anderson

Contact #5 Residence Halls 575-973-7377

Contact Person: Jessica Becker

Contact #6 Webber Hall 575-492-2108

Contact Person: Katherine Eades

Contact #7 Library 575-492-2141

Contact Person: John McCance

Contact #8 Maintenance 575-441-2680

Contact Person: Lonnie Harrison

Contact #9 Daniels Student Center 575-492-2121

Contact Person: Shelbie Faught

Contact #11 Maddox Student Life Center 575-973-7377

Contact Person: Jessica Becker

Contact #12 Fadke Arts & Sciences 575-492-2152

Contact Person: Lauren Shields

Executive Summary

University of the Southwest (USW) is committed to providing a safe environment for all visitors, staff, Faculty, and students. This Emergency Management Plan is intended to highlight potential areas of risk and vulnerability to campus personnel and facilities. The purpose of the plan is to enable all persons who might be present at USW during an emergency to remain calm and to render aid if needed based on known facts. In addition, USW will:

- Continually identify potential building and equipment areas of risks
- Analyze those risks
- Eliminate or minimize the risk
- Actively plan and prepare to respond to emergencies
- Train response teams
- Prepare vital services restoration in cases of emergencies

The following assumptions pertain to this plan:

- A disaster may occur with little or no warning and may escalate far more than the ability of any single local response organization to handle
- Most students, faculty, staff, and visitors will have a basic awareness of disaster preparedness and seek additional information when disaster threatens
 - The Hobbs Fire Department will be available for a campus emergency
 - The Lea County Sheriff's Department will be available for a campus emergency
 - The Hobbs Police Department will be available for a campus Emergency
 - USW's phone systems will be operative in most emergencies
 - e2Campus will also be operative in most emergencies

A. Purpose

The plan establishes a framework for an effective system of emergency management. The purpose of the Plan is to:

1. Reduce the vulnerability of students, faculty, visitors, and staff at USW to damage, injury, and loss of life and property resulting from natural, technological, or man-made emergencies, catastrophes, or hostile acts or actions.
2. Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies.
3. Respond to emergencies using all systems, plans, and resources available to preserve the health, safety, and welfare of persons affected by the emergency.
4. Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by the emergency.
5. Provide an emergency management system embodying all aspects of pre-emergency preparedness and post-emergency response, recovery, and mitigation.

B. Scope

1. The plan establishes fundamental policies, program strategies, and assumptions.

2. The plan establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
3. The plan defines an interagency coordination mechanism to facilitate direction, control of response, and recovery assistance from other governmental and volunteer entities.
4. The plan assigns specific functional responsibilities to key personnel.
5. The plan addresses the various types of emergencies which are likely to occur, including minor, major, and catastrophic disasters.
6. For each magnitude of event, the plan identifies actions that response and recovery organizations will undertake in coordination with state and federal counterparts as appropriate.

C. Methodology

The USW Emergency Management Committee uses generally accepted management Principles and practices for emergency management initially developed and updated from San Juan College and NMJC. The plan incorporates formatting and planning elements derived from Federal Emergency Management Agency documents. The plan will be offered for review to University of the Southwest's Board of Trustees, Lea County Sheriff's Office, Hobbs Fire Department, City of Hobbs Police Department, and New Mexico State Police.

EMERGENCY MANAGEMENT ELEMENTS

Emergency management is the process of preparing for, mitigating, responding to, and Recovering from an emergency. Emergency management is a dynamic process. Planning, training, conducting drills, testing equipment, and coordinating activities within the college community are critical elements of the plan.

A. USW Emergency Management Policy

University of the Southwest will comply with all applicable federal, state, and community safety/hazard prevention practices and materials. USW will continually assess and identify potential safety hazards or areas of possible loss/damage. USW will actively participate with insurers and other risk management agencies regarding protection of the University's property and personnel. USW's policy will be to quickly correct any hazards, safety violations, or related problems found.

B. Emergency Management Key Personnel; Campus Emergency Management Committee

The President of University of the Southwest has appointed the Vice President for Academics as the person in charge during any emergency situation. The Vice President for Academics is designated the Emergency Coordinator and Chair of the Emergency Management Committee. The Dean of Student Life is responsible to the Vice President for Academics for the proper planning, preparation, coordination, and execution of this plan.

The core committee consists of the following individuals:

1. President of the University
2. Vice President for Academics – (Chair)
3. Campus Steward
4. Supervisor of Physical Plant
5. Dean of Student Life
6. Director of Communications

7. Student Government President

The committee will review the Emergency Management Plan for accuracy as well as assist with response team planning, campus readiness preparation, and staff responsiveness. The committee will also determine the appropriate course of action for specific emergencies. The committee will direct the Communications Director to place pertinent information on the USW's web site during an emergency situation.

Depending on the emergency discussed, representatives from community support agencies, such as the Sheriff's, Police, and Fire Departments may be invited to sit on the committee. Other USW personnel may be invited depending on specific circumstances.

The University's response teams, consisting mainly of Campus Security and Physical Plant staff, As well as housing supervisory personnel will be trained, equipped, and prepared to respond to campus emergencies. These teams will be organized to respond and assist the Vice President for Academics or his/her designee for each specific emergency situation.

CAMPUS SECURITY

A. Emergency Coordinator

The Vice President for Academics is designated as the Emergency Coordinator and has ultimate responsibility for Campus Security. The Dean of Student Life is responsible to the Vice President for Academics for the proper planning, preparation, coordination, and execution of Campus Security.

B. Security Office

The Campus Security Office is located in Scarborough Memorial Library (Contact # 575-318 1196; 492-2209).

C. The Dean of Student Life functions as the head of Campus Security and oversees all aspects of campus law enforcement and has the responsibility of maintaining and submitting all required reports that fall within the enforcement authority of security.

D. Campus Security Officers are employed by the University to safe-guard students, faculty, staff, and visitors. They will be especially mindful of crimes involving bodily injury to any person in which the victim is intentionally selected. The actual or perceived crime will be reported to select law enforcement agencies immediately.

The officers represent the University and have authority to reasonably carry out their assigned duties. Campus Security is responsible for a variety of duties including but not limited to the following:

- Conducting security patrols on campus when school is in session.
- Monitoring the vehicle traffic on campus and writing administrative citations for improper driving or parking.
- Serve as an enforcer of USW's rules or policies violations relating to but not limited to: Alcoholic violation
- Drug-related violation
- Weapon possession

- Destruction, damage or vandalism of property
- Simple assault
- Intimidation
- Aggravated assault
- Robbery / burglary / larceny-theft
- Motor vehicle theft
- Arson
- Disorderly actions
- Sex offenses, forcible or non-forcible
- Death / murder / manslaughter
- Any other written USW rule or policy
- Documenting and submitting written reports of rules violations and other incidents to the Head of Security and the Vice President for Academics
- Maintaining building and property security
- Assisting with investigations of personal injury incidents occurring on campus
- Assisting with property thefts occurring on campus
- Assisting with motor vehicle accidents occurring on campus
- Working closely with law enforcements agencies on issues that are criminal in nature
- Identifying and reporting unsafe conditions on campus for immediate repair
- Assisting visitors and students while on campus
- Monitoring inclement weather and notifies the University when required
- Providing security for special events occurring on campus
- Assisting with evacuation or notification of serious incidents affecting the safety of persons on the campus
- Serving as the primary oversight agency on campus to carry out the directives of the Vice President for Academics in emergency situations
- Working closely with all State and local law enforcement agencies and defer to agencies for the investigation of alleged criminal offenses

E. University Faculty and Staff

The faculty, their supervisors, and staff of the University are expected to verbally report unsafe practices or facilities to the Campus Steward. If the unsafe practice, facility, or

Equipment is a hazard to employees or students on campus, the faculty and staff shall take steps to ensure proper care is exercised to prevent injury. The Campus Steward will determine action needed to rectify the situation in consultation with the Supervisor of the Physical Plant.

The faculty and staff bear responsibility for preventing accidents or incidents within their area. The prevention of accidents or incidents may also occur through proper education of students and visitors who may be on campus.

The faculty and staff have an obligation to attend safety training when such training is scheduled. The Dean of Student Life will document this safety training and document the students or visitor's knowledge in some fashion. The results of the knowledge assessments shall be sent to the Vice President for Academics for record keeping.

Resources <http://www.cdc.gov/communication/emergencyleaders.pdf>

CAMPUS EMERGENCY RESPONSE

The following information constitutes the USW policy for emergency response and evacuation Procedures. The emergency Response procedures will be reviewed, disseminated and tested annually.

A. Evacuation Plan during Daytime Operations, 8:00 a.m.—5:00 p.m.

In the event evacuation of the campus becomes necessary due to an emergency, the **Vice President For Academics** will activate the campus evacuation plan by:

- Notifying the Emergency Management Committee
- Notifying the Campus Steward
- Notifying of security personnel and the Supervisor of the Physical Plant of the emergency and determining if evacuation is pending or to be enacted.
- Determining the route of evacuation.
- Determining if the safe haven for residential students is the Lea County Event Center

[(Office 575-39 1 2900 or Ralph Nall Mobile 575-399-3247)] or the National Guard Armory (575-392-7557).

B. In the event of evacuation the following will take place:

1. USW Security, Dean of Students, Housing Personnel and Building contact personnel will:

LI evacuate the campus as directed by the Vice President for Academics and according to campus policies and procedures. Every effort will be made to ensure the entire campus has been evacuated. No force shall be used to remove any student or USW employee who refuses to leave. In such cases, the Vice President for Academics will be notified immediately.

LI notify the switchboard operator and the Director of Communications to implement the campus evacuation plan. Notification will be given regarding the type of evacuation, route of evacuation, and the location of the safe haven.

LI Security will then notify 911 that USW is being evacuated and request assistance as needed.

LI Security will then begin the evacuation of the campus to make sure an orderly process follows. If communications are interrupted and the phone system is inoperable, the Vice President for Academics or designated agents will notify areas to be evacuated.

2. The Supervisor of the Physical Plant and designated agents will:

LI notify personnel in each campus location to implement their action plan for evacuation of the campus.

3. After contact by USW security, the switchboard operator will:

LI contact various telephone clusters and designated contact personnel at the other phone clusters to implement the campus evacuation plan.

LI contact housing supervisors individually. If the operator is unable to contact a phone cluster contact or the housing supervisor, USW security shall be immediately contacted. Security will proceed to such building or residence halls and initiate the plan as outlined.

The switchboard operator will place the security number on the campus-recording message indicating the number to call before evacuating her position.

4. Building monitors will:

LI walk through their building when the evacuation plan is implemented and announce to all areas of their building to evacuate the building and the campus in an orderly fashion and to follow all traffic rules and regulations during the evacuation procedure.

- Call Security at (318-1196) to let them know their building is evacuated after verifying all people are out of the building. Monitors **should not** attempt to physically force any student, visitor, or employee to evacuate the building. Security should be contacted if anyone refuses to evacuate the building.

5. The Dean of Student Life will instruct the Director of Housing and / or Housing Supervisors to:

- Check each room by knocking on the door and announcing all buildings are to be evacuated. Resident Directors (RD's) or Resident Advisors (RA's) should be aware some students may be in the shower or listening to loud music and may not hear the announcement. Every effort must be made to ensure that all students residing in or visiting campus residence halls are notified of the evacuation.
- Instruct students who have their own transportation, they may drive to the safe haven.
- Contact the Director of Transportation and / Athletics to dispatch a van with drivers to the residence halls for students' transportation. (Ron Landschoot; 492-2156; (call) 575-3 18-3901)
- Contact USW Administration in the event temporary housing is required for students through the City of Hobbs Disaster Preparedness Office or the Red Cross will be contacted for assistance by USW administration. Call (397-9200) and ask the city switchboard for the Disaster Preparedness Office or call the Red Cross at (393-7516).
- Contact the Director of Communications in order to notify media outlets for parents or relatives to call for information regarding student's location and status. Information detailing the student's whereabouts and contact information will be distributed for publication and notification.

6. Director of Communications will:

- Supply information to concerned parents or relatives to include contact and status information about their students
- Make the announcements in the various media outlets and man notification locations for contact purposes
- Upon determination of the Vice President for Academics, broadcast the appropriate information regarding safe

- Return to campus; notify the appropriate media; and, contact outside evacuation areas

C. Evacuation Procedures during Evening Operations: (5:00 p.m.—10:30 p.m.)

1. The Vice President for Academics will:

- Initiate the evacuation plan by notifying the Dean of Student Life who will notify Campus Security.
- Notify the Emergency Management Committee.
- Provide information regarding the type of evacuation, route of evacuation, and location of the safe haven.

2. The Dean of Student Life and / Security will:

- Coordinate the notification of faculty, staff, and students who may be located in each building including the dorms.
- Make every effort to ensure the entire campus has been evacuated as required. Force shall not be used to remove any student or University employee who refuses to vacate the campus.
- Contact the Vice President for Academics immediately called to handle such refusals.
- Shall contact the Supervisor of Physical Plant to activate transportation for the residential students

3. Housing Supervisors will:

- Follow their listed responsibilities

4. Director of Communications will:

- Follow their listed responsibilities

D. Evacuation Procedures While Classroom Operations Are Closed

In the event evacuation of the campus becomes necessary due to an emergency, the **Vice President for Academics** will activate the campus evacuation plan by:

- Notifying of security personnel and the Supervisor of the Physical Plant of the emergency and determining if evacuation is pending or to be enacted.
- Determining the route of evacuation.
- Determining if the safe haven for residential students is the Lea County Event Center [(Office 575-39 1 2900 or Ralph Nall Mobile 575-399-3247)] or the National Guard Armory (575-392-7557).

1. Security will:

- Follow their listed responsibilities

2. Housing Supervisors will:

- Follow their listed responsibilities

3. Director of Communications will:

- Follow their listed responsibilities

TRAINING, COMMUNICATION, AND FOLLOW-UP

A. Training

Training is vital to the successful implementation of this plan. Each member of the Emergency Management Committee will receive training in the particular skills required, and all staff will receive

orientation on the emergency procedures. **Security** will receive training in the proper way to make notifications and conduct practice drills as directed by the Vice President for Academics. Drills may be announced or unannounced for training purposes.

B. Communication

The Dean of Student Life, as Head of Security, will ensure all staff mobile phones, radios, and pagers are operative. These numbers will be available to the Campus Emergency Management Committee and security employees. Employees assigned a cell phone or pager by the University are required to notify Head of Security with the number for the phone or pager promptly after receipt of the phone or pager. These individuals will also contact the Head of Security if the phone or pager is no longer used or assigned to a different employee.

C. Evaluation and Follow Up 1. The Campus Emergency

Management Committee shall:

- Review the situation following a campus emergency and file an evaluation report on the emergency actions.
- Review each emergency drill and file an evaluation report on each drill. The drills shall be used to discover mistakes that may be made and to perfect the process. Recommendations will be made and implemented to correct any deficiencies.

SPECIFIC EMERGENCY/DISASTER

PROCEDURES A. General Principles

Each emergency situation is different and general procedures and guidelines will be established to provide a response to all emergencies. The procedures set forth in the following pages will be followed in all instances.

1. Protection of lives is the highest priority in any emergency. Common sense and safety of persons involved should always prevail.
2. Once the safety of persons has been ascertained, the protection of property will be assessed.
3. The information needs or demands of those who will converge on campus as a result of an emergency or disaster will be recognized and responded to in a timely fashion to control rumors which may develop.
4. Communications and the release of information to personnel on campus will be handled before communication to external sources.
5. Only the President or the designee will handle communication to all media. Staff should refer all inquiries to the President or designee.
6. All errors in communication will be corrected, rumors challenged, and misperceptions addressed by the President. Legal questions will be directed to legal counsel.

B. Bomb Threat

1. Bomb threat calls may come to any office on campus. All such calls must be considered real until proven otherwise. The most important elements in a bomb threat situation are information and communication. Secure as much information from the caller as possible.

Everyone should assist the Security Office when a bomb threat is made. This can be done by:

Make note of the following:

- Exact time of the call
- Exact words used
- Sound of the caller's voice—sex, age, speech pattern, accent, volume, excited/calm, angry/sad, slurred/clear speech.
- Caller reading from a note?
- Was there any indication why the bomb threat was given?
- Any background noise? Music, cars, other people?
- Ask where the bomb is located

2. Immediately after the call, notify Security. At that time, security shall notify the President of the University. The President or the Vice President for Academics will specify the proper course of action. Security will notify local law enforcement and the Hobbs Fire Department.

3. If an evacuation is ordered, the Evacuation Plan will be implemented.

- a. The decision to evacuate the entire campus or just a specific building shall rest with the Vice President for Academics, or the President of the University.
- b. The switchboard operator will be notified if during normal hours of operation.
- c. He/she shall contact the other phone clusters to implement the Evacuation Plan or a limited evacuation plan.

4. Employees are not to touch, handle, move, or otherwise disturb any unusual container, box, package, or any article unfamiliar to them or suspicious in nature. Security will make sure all individuals understand this and ensure the compliance is followed.

5. If the caller indicates there is some time before the bomb will explode, law enforcement will take charge of the situation and may search the area.

6. Doors to campus building shall be left open and unlocked. Security will caution persons evacuating USW to pay particular attention to emergency vehicles entering the campus.

C. Civil Unrest

The rise in recent years of riots and disturbances on university campuses demands quick, efficient, decision making and action. This leadership falls on the Emergency Management

Committee when a situation of civil unrest arises. The Emergency Management Committee will meet to begin the process of investigation and develop an action plan. The following steps should be considered.

- Analyze reports of prior incidents on campus. Ask questions of all involved parties to determine the real issues at the root of the disturbance. Involve minority community leaders if appropriate.
- Care should be exercised not to say or do anything to make the incident too difficult to achieve a sense of community. Appeal to the reasonable majority.
- Don't make promises we are unable or don't intend to keep.

- Senior administrators need to be visible on campus. Forums are good avenues for discussion of relevant issues.
- Actions should be consistent with promises. The President will assign an arbitrator if necessary.
- Law enforcement will be called immediately if violence occurs or appears imminent. Negotiations may begin after violence ends.
- Any student's use of violence toward another student or staff member will be prosecuted to the fullest extent of the law.
- Videotape is crucial for future use if possible. Care should be exercised by the person videotaping to avoid conflict with participants in the unrest.

D. Death /Suicide/ Murder on Campus

Death can occur unexpectedly and in various manners. If a death occurs on campus, the following process will be implemented to insure proper procedure is followed for an investigation:

- Upon discovery of any death on campus, immediately call (911) and advise authorities of the death. Take all precautions to preserve the immediate area around the body. Limit any entry into the site unless providing life-saving functions.
- Immediately call Security. Security will secure the scene, and no unauthorized personnel will be allowed into the area. Security will maintain the scene until law enforcement arrives at which time the investigation will be turned over to proper authorities
- Any death occurring on campus will be considered a homicide until the investigation reveals otherwise; this necessitates the preservation of the physical evidence left at the scene.
- Security will notify the President of the University, the Vice President for Academics, the Dean of Student Life, and the Student Success Coordinator as quickly as possible. Other officials of the University will be notified at the President's request.
- The Student Success Coordinator will immediately notify the Mental Health Crisis Team and the Campus Minister to schedule a campus-wide Critical Incident Debriefing.
- In the event death occurs in the residence dorms, the Director of Housing will be notified.
- The crime scene is to remain as undisturbed as possible, and Security is responsible for any crowd control. Witnesses will be asked to remain on site to assist with the investigation.
- The Dean of Student Life and / or the Campus Minister will coordinate any efforts needed to notify parents, family, roommates, co-workers, etc. Coordination with law enforcement in the notification process is stressed.
- The Director of Communications will work with the Vice President for Academics and the Dean of Student Life to coordinate all information with the media after approval by the President.
- The Vice President for Academics will contact the Director of Housing, Registrar and the CFO to ensure all paperwork normally sent to the student's residence or family is stopped until authorization from the President's Office.

E. Earthquake

Earthquakes occur without warning, and employees should leave all structures and move to outside areas.

- If you are inside, duck or drop down to the floor and take cover under a sturdy desk, table, or other furniture. Hold onto the furniture and be prepared to move if the furniture slides. Remain in your location until the ground stops shaking and you feel safe to move.

- If outside, move to open areas away from buildings. Stay away from overhead power lines or poles. Caution should be exercised as glass may fall from elevated windows
- If driving, stop where safe and remain in your car away from bridges, overpasses, and tunnels. Move your car as far out of the normal traffic pattern as possible and avoid trees, light poles, power lines, or large signs.
- As the shaking stops, the Vice President for Academics will determine the proper course of action. The Evacuation Plan will be implemented if needed.
- Security and emergency personnel will begin immediately searching for injured or trapped individuals.
- Check for fire hazards immediately after the earthquake. Gas leaks are possible immediately after the quake. Maintenance will shut off the main gas valve only if a leak is suspected or identified. The Gas Company will turn the gas on once damage is repaired.
- Stay away from downed power lines even if power appears to be shut off.
- Remember displaced objects may fall when you open the door.
- Check to make sure your telephone is on the receiver as phones off the hook will tie up the network unnecessarily.
- Any suspected hazardous material leaks or spills should be cleaned up by trained and protected individuals.

Note: After-shocks could be as dangerous as the initial quake; therefore, keep non-emergency personnel out of structures until damage has been thoroughly evaluated.

F. Explosion

Whether an explosion is the result of an industrial accident, sabotage, or reaction to a preceding disaster, University staff should be prepared to deal with the danger and property loss expected as a consequence. In the event of an explosion, whether deliberate or accidental please follow these procedures.

- University staff calls (911) and Security immediately.
- Assist medical response teams with survivors as needed.
- Security and emergency personnel will begin immediately searching for injured people and those who may have been trapped by the debris. They must be aware some buildings or structures may have become weakened from the explosion. Additional hazards for the potential rescuer could exist.
- There is additional risk of electrocution and fires and other explosions from ruptured gas mains or downed electrical lines.
- In the event an evacuation is ordered, the Evacuation Plan will be implemented. The decision to evacuate the entire campus or just a specific building shall rest with the Vice President for Academics or the designee. The switchboard operator will be notified during work hours and will contact other buildings to implement the plan. The Emergency Phone Warning System will also be utilized for communication purposes.
- Special care should be undertaken to prevent unauthorized personnel from entering the explosion site.
- The President or the designee will facilitate communication with the media. Staff should refer all inquiries to the President or the designee.
- Any errors in communication will be corrected, rumors challenged, and misperceptions addressed by the President. Legal questions will be referred to legal counsel.
- Immediately after the crisis, the Emergency Management Committee will initiate an evaluation process of the situation and the University's response to the emergency. Recommendations will be made and implemented to correct deficiencies.

G. Fire

Staff should know the location of fire extinguishers, fire exits, and alarm systems in each area of the campus. Faculty should address emergency procedures through their syllabi. Please note:

- If smoke or flames are visible, activate the nearest fire alarm. Call the Fire Department at (911) and Security at (318-1196).

- Wall-mounted fire extinguishers are available in campus buildings for small, isolated fires. Do not use water for electrical, chemical, or metal fires.
- Proceed calmly to the nearest EXIT to evacuate the building. **DO NOT LOCK ANY DOORS.**
- Able-bodied persons are to assist any person with disabilities to exit the building.
- Faculty will monitor the evacuation of their class. After evacuating the building, faculty will lead students to safe areas outside the buildings. If evacuation is required, Security will direct the order of the evacuation.
- If a door feels warm to the touch, **DO NOT OPEN THE DOOR.** In the event of heavy smoke, stay near the floor and breathe through a piece of clothing. Smoke is the greatest danger in a fire, so stay near the floor where the air is less polluted.
- When outside buildings, maintain a distance of at least 200 feet from the building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by Security.
- Due to our location, grass fires are likely at times. Call (911) and Security in these instances.

H. Firearms on Campus

University of the Southwest policy states no firearms or ammunition are allowed on the campus. Campus includes the academic, administrative, and housing buildings of University of the Southwest as well as vehicles parked at/or traveling to USW. Students have been informed that firearms on campus are prohibited.

The exception to this policy will include commissioned law enforcement officers on campus in the course of their duty or attending classes and special events.

In the event of a critical incident on the campus of University of the Southwest concerning the possibility of a firearm on campus, the following guidelines will be used:

- If anyone notices a person with the firearm, first determine if the person is posing a threat or merely in possession. If questionable situations occur, the reporting person shall notify University of the Southwest Security who will make the determination.
- If no threat exists, Security will contact the person and advise them of the campus policy concerning firearms on USW property. If access to the firearms is not restricted, the firearms will be confiscated by Security and delivered to the Vice President for Academics. Security may also escort the individual off campus and submit a written report to the Head of Security and the Associate Vice President for Academics for Student Live. If the individual refuses to exit campus, Security shall call law enforcement and maintain sight of the individual until law enforcement arrives to secure the situation.
- In the event the firearm is used in a threatening or potentially threatening manner, the observer shall immediately call local law enforcement via (911) and campus lockdown will be enforced.
- The campus emergency phone system shall be activated. Employees will be asked to stay inside their offices and lock their doors. Instructors occupying classrooms shall be informed to shut and lock the classroom doors until they are notified it is safe to exit the building.
- Under no circumstances should an untrained person attempt to diffuse a potentially deadly situation. The role of USW faculty, staff, and students will be to report any incident to the proper authorities.

I. Hazardous Spill/accident

Once determination a hazardous spill has taken place, the University will use the following procedure:

On Campus

- Remove all personnel from the immediate area. **DO NOT TOUCH THE SPILL.**
- Contact Security who will contain the area. Security will also notify the appropriate Responders (law enforcement, fire, medical, and USW maintenance).
- Security will implement steps to prevent employees or visitors on campus from coming into contact with the spilled hazardous chemical or fumes or vapors.
- Security shall use extreme caution when working near the area of a hazardous chemical spill. The safety of employees and visitors is paramount and shall be the highest priority over equipment or buildings.
- Security will also contact the Head of Security and the President of the University or designee. Either the President or designee will determine if buildings or a campus-wide evacuation is deemed necessary, the campus evacuation plan will be implemented.
- If necessary, maintenance workers will close all ventilation to buildings.

Off-Campus

When informed of potential hazardous spills off-campus impacting the safety and security of students, faculty, and staff, the President of the University or the Vice President for Academics will meet and decide on a course of action. Should evacuation become necessary, the campus evacuation plan will be implemented.

J. Heart Attack

Heart attacks are difficult to determine. Due to the critical nature of a heart attack, quick action is vital to survival and the quality of recovery. Seek medical care immediately if you suspect a heart attack for any reason.

Possible symptoms include:

- Uncomfortable pressure, fullness, squeezing, pain in the center of your chest lasting more than a few minutes, or pain receding and then reoccurring.
- Pain spreading to the shoulders, neck, and arms.
- Chest discomfort with light-headedness, fainting, sweating, nausea, or shortness of breath.

Not all of these warnings signs occur in every heart attack. Many victims will deny they might be experiencing something as serious as a heart attack.

- Do not take no for an answer. Delay can seriously increase the risk of major damage. Insist on quick action.

What to do:

- Call (911) and then Security so we can coordinate the arrival of the ambulance and secure the area.

For the Conscious Victim:

- Monitor the victim's airway, breathing, and circulation.
- Help the victim to the least painful position (usually sitting with legs up and bent at the knees).
- Loosen clothing around the neck and midriff.
- Determine victim's coronary history and medication history.
- Remain calm and reassuring.

Unresponsive Victim

- Monitor the airway, breathing, and circulation.
- Give CPR if you are properly trained.

K. Hostage

In the case of a hostage situation on the University of the Southwest campus, the person first aware of the event shall call (911), and if possible, call Security. Possibly, this person initiating the call will remain on the phone with the dispatcher. Notify the President of the University and the Vice President for Academics. Lockdown will be initiated.

- The Vice President for Academics, Head of Security, or the President will assign a University employee to be stationed at the entrance to USW and prohibit any vehicles other than law enforcement personnel from entering the campus.
- The emergency phone warning system will be initiated. Employees will be told there is a hostage situation on campus and instructed to stay inside their offices or classroom. Office and classroom doors should be locked until notified a safe environment exists on campus.
- No communication will occur between any University employee and the media or any outside agency without prior approval of the Vice President for Academics, President of the University, or Director of Communications. Exceptions to these individuals will be law enforcement officials assigned to the hostage situation.

L. Missing Person Procedure

- All students must be given the opportunity to provide confidential contact information for person to be notified in the event the student is officially reported as missing.
- Any person may file a missing student report with Campus Security.
- If Campus Security officials determine that a student for whom a missing report has been filed has been missing for 24 hours, they must immediately notify the Vice President for Academics, Housing Director, and local law enforcement personnel.
- The Vice President for Academics will immediately notify the individual identified by the student to be contacted in the case circumstance. In the student is less than 18 years old, the parent or guardian will be notified.

M. Incapacitating Injury or Other Life Threatening Injury

- Call (911) first and then call Security to coordinate the arrival of the ambulance and secure the area.
- If trained, provide life-saving efforts until law enforcement or ambulance personnel arrive.

N. Inclement Weather

From time to time, inclement weather can pose problems for students and others using the University's central campus. Traveling conditions may vary considerably depending on the individual's home location in relation to USW. No student or staff member is encouraged to travel when conditions are considered dangerous.

In the event of inclement weather, the following procedure will be followed:

- When conditions appear to warrant closing, postponing, or restricting University activities, the Vice President for Academics or his/her designee will make the decision on a course of action.
- When a decision is made to cancel, postpone, or otherwise modify a campus or outreach schedule, the Vice President for Academics or his/her designee shall notify the Communications Office. The appropriate radio and television stations will be contacted using a prepared, written statement. Information will also be posted on University of the Southwest web site.

- Normally, decisions to postpone, cancel, or otherwise restrict University classes or activities will be made by 6:00 a.m. for day activities and by 1:00 p.m. for evening activities. Changes in weather conditions during the day may necessitate campus updates for cancellations.

Each supervisor is responsible for notifying staff of any change in schedule.

O. Irrational but Not Violent Behavior

Immediately notify Security and the Student Success Coordinator and apprise them of the situation. Based on appraisal, ambulance or law enforcement could be called. The Student Success Coordinator will notify the Mental Health Team and allow them to assess the behavior and take appropriate action if necessary. The individual should be encouraged to talk to a counselor on campus or call a crisis line (Guidance Center Crisis Line: 575-393-6633 or AGORA Crisis Line: 1-866-435-7166).

P. Suicide Risk/Attempt

- Recognize warning signs: behaviors, statements.
- Isolate student from other students.
- Do not leave the student alone.
- Obtain verbal agreement from the student not to harm self.
- Obtain agreement for the student to speak with someone about the situation.
- Contact the Student Success Coordinator, who will immediately arrange a meeting with a counselor on campus.
- Accompany student to the Student Success Coordinator.

Q. Medical or Personal Injury

- If a medical or personal injury occurs, contact Security. Call (911) and advise the dispatcher of personal injury conditions if an ambulance is required.
- The Vice President for Academics and Head of Security should be notified immediately anytime a medical or personal injury incident occurs on campus.
- When an individual is convulsing or seizing, make the room as safe as possible for the individual. Remove any object or furniture dangerous to the person having the seizure. Check for sharp or blunt objects that might cause lacerations or concussions. Do not attempt to restrain the victim or place anything in his/her mouth during the convulsion.
- Ask if anyone present has knowledge of the injured party's family or name. If the victim is a University employee, contact the Personnel Office for information. Ask the individuals present to remain until Security arrives.
- University staff is not to assume responsibility on the University's behalf for any accident or incident. Do not make an offer of payment or settlement and make no admissions of guilt on behalf of the University. Don't tell the injured party the University will pay for or reimburse any medical treatment they might be required to undergo.

R. Person Fainting or Unconscious

Call 911, Security, and Athletic Trainer to coordinate the arrival of the ambulance and secure the area. If the victim is unconscious:

- Monitor airways, breathing, and circulation.
- Give CPR if necessary and if you are trained.

S. Physical or Sexual Assault

University of the Southwest officials will not tolerate sexual assault activities of any type, either by staff or students. All steps will be undertaken to support the criminal prosecution of persons involved.

- The individual first receiving the report of physical or sexual assault is to contact the Security Office who will contact law enforcement. Security will take immediate steps to preserve the crime scene until law enforcement arrives on the campus.
- Notification of the incident will then be made to the President, Vice President for Academics, and the Student Success Coordinator. The Student Success Coordinator will inform the Mental Health Team of the situation. The Dean of Student Life will coordinate any efforts needed to contact the victim's parents, family, spouse, roommate, etc.
- The President will stay in close contact with community leaders to protect the overall integrity of the institution and to enhance efforts in the investigation and possible arrest.
- The community's needs and concerns regarding a violent crime will need to be addressed.
- The victim will be encouraged to meet with a counselor on campus.
- The President and the Dean of Student Life will coordinate communications with faculty, staff, and students about the incident regarding efforts to apprehend the attacker. All rumors and incorrect information shall be addressed immediately.
- The President or designee shall make any statements to the media concerning incidents of this nature.

T. Rape

University of the Southwest officials will not tolerate sexual assault activities of any type, either by staff or students. All steps will be undertaken to support the criminal prosecution of persons involved.

Call (911) immediately. Contact Security to secure the crime scene until law enforcement arrives. Security will contact the Head of Security, the Vice President for Academics, and the Student Success Coordinator. The Student Success Coordinator will inform the Mental Health Team of the situation.

Employees must understand the importance of the following:

- Do not disturb the crime scene. Evidence is fragile and will be collected by trained persons associated with law enforcement.
- Make attempts to be sure the victim does not change clothing, bathe, or shower following the attack. These circumstances result in lost valuable evidence.
- Encourage the victim to speak with a counselor on campus.
- University of the Southwest will make every reasonable effort to accommodate a change in academic or living arrangements if requested by the victim.

U. Robbery

If robbery occurs, the person in charge of the individual office, or department robbed should immediately call Security. After contacting the President, Vice President for Academics, and Security will be responsible for protecting the crime scene and assisting emergency personnel upon arrival.

Employees working in the robbery area will do the following:

- Make no attempt to follow the robber.
- Make no attempt to fight or argue with the robber. Give them what they ask for.
- Try to remember as much about the person as possible.
- Height

- Sex
- Weight and hair color
- Clothing style and color
- Special demeanor (stutter, limp, etc.)
- Visible scars, marks, or tattoo
- Direction taken after robbery
- If possible, write down what you remember immediately after the robbery. Don't touch anything.

V. Prison Escape from any Lea County Correctional Facility

1. Daytime

The Housing Director and Campus Security are the main contact points in the event of an escape, and The GEO Group's computerized notification system will place a call to the cell phone of our Security Office. Should escape occur, numerous people will be notified.

Information provided will consist of the following:

- Name of escapee
- Description of escapee
- Last known direction of travel
- Any weapons in possession
- Vehicle information

Campus Security will pass pertinent information to the campus staff and ensure security posts are established at each residential facility. The Head of Campus Security will designate appropriate individuals to man posts at each residence facility. Our agreement allows USW the option to request additional officers on short notice. If such assistance is unavailable, certain staff members will be commissioned to man such posts. The following procedures are listed for this emergency:

- After notification of the escape, Security will contact the Head of Security and the President's Office with the pertinent information.
- Security shall then start the chain of notification. Immediately, additional security employees will be called to assist with campus Security.
- Each building shall be assigned a contact person, and Security will attempt to contact the recommended persons. If the recommended person is not available, Security will contact another person and not leave voice mail under any circumstances.

At this time, the following are recommended points of contact and will notify all persons in their buildings:

- In the event USW employees observe an escaped felon, the role would be to notify the proper law enforcement authorities by calling 911. Employees will cooperate with law enforcement by maintaining visual contact at a safe distance and guiding authorities to the location for safe apprehension.
- A USW employee requesting assistance in this process will notify Campus Security who will contact Law Enforcement authorities. University of the Southwest does not expect the staff to react in any fashion uncomfortable to the employee. The only expectation of the employee is to be a good witness.
- When classes are in session, the contact person will notify the faculty members conducting classes.

2. Escape After Working Hours, Impacting Night Classes

- As Security receives the call of notification, the Head of Campus Security and the Vice President for Academics or the designee will be contacted.
- Security will start the chain of notification and immediately request additional officers to assist in guarding the campus.
- For escapes after normal work hours, Security has the responsibility to contact classes in session and to make every effort to alert these classes

3. Impact on Residential Students

- Housing supervisors will be notified regardless of the hour and immediately make sure the housing doors are secured. Any students outside or in the vicinity of the dorms will be advised of the situation. All students will be advised to return to their rooms until information has been received the danger has passed.
- Campus Security employees will be posted outside each residence hall to assure safety of the student population.
- If necessary, the campus evacuation plan will be implemented.
- The Vice President for Academics or designee will determine the proper course of action for the residential students.

4. Faculty Responsibilities

Campus Security and designated contact persons will notify faculty members conducting classes.

Administration	Linda Woodfin
Education Building	Erin Rosine
Jack and Mabel Maddox Student Life Facility	Jessica Becker
Mabee Fitness Center	Lonnie Harrison
Academic Building	Lauren Shields
Library	John McCance
Campus Center	Shelbie Faught
Residence Halls	Jessica Becker
Heritage Center	Danny Kirkpatrick

- Faculty members will not deny any student the opportunity to leave campus.
- Security will monitor the campus student population (not in classes) and give appropriate warnings.
- Safety of the students and staff are the first priority. Advise anyone not to pick up hitchhikers in the area and to lock vehicles at all times, even while driving.

W. Tornado

Staff and students are responsible for knowing the location of safe areas in each USW building. Directional signs are posted in each building. Faculty shall address emergency procedures through their syllabi. (See following)

- Once a NOAA Weather Alert detailing a tornado warning has been received:
- Tornado Warning—means a tornado has been spotted or indicated on radar.
- Staff will be alerted utilizing the emergency telephone network – e2campus.
- If classes are in session, Security and designated contact persons will notify all faculty, dorm supervisors, and staff of the tornado warning.

- Building monitors or Security for evening classes will notify all rooms within a building of the impending danger.
- All persons on campus will move to safe areas posted in each building. The best protection during a tornado is an interior room on the lowest level.
- Instructional staff should caution students and recommend against students' proceeding outside after a tornado warning has been issued. USW employees **cannot** restrain students or visitors on campus to prevent exiting the building after the warning.
 - a. The following building safe zones have been designated:
 - Administrative Building—Bathrooms or Coffee Area
 - Webber Offices---Interior Hallways
 - Education Building—Bathrooms or Interior Hallway
 - Apartments—Bathrooms or Interior Hallway
 - Gym—Locker Room, Bathroom, or Training Room
 - Academic Lab Building—Bathroom or Office Hallway
 - Academic Classroom Building—Bathroom or Interior Hallway
 - Student Life Facility – Bathrooms or Interior Hallway
 - Library—Bathroom or Student Life Office Suite
 - Heritage Center—Basement, Bathrooms, or Interior Hallway
 - Maintenance Building—Offices
 - Residence Halls-Bathrooms of lower level suites
 - b. Some danger signs for tornados may include:
 - Approaching cloud of debris
 - Electrical arcs caused by lines knocked down or together, especially during nighttime hours.
 - Wind may die down and no air movement
 - Tornados are usually preceded by large, damaging hail
 - Tornados generally occur near the trailing edge of a thunderstorm.

X. Violent Behavior

Persons or situations appearing out of control or approaching out-of-control behavior should be reported immediately to (911) or Security. Security will immediately inform the Vice President for Academics. If no weapons are present, security will appraise the situation. Security will file a report with the Dean of Student Life, who will administer any disciplinary action and inform the Student Success Coordinator for report to the Mental Health Team. Based on the Mental Health Team's assessment of the behavior, part of the disciplinary action could involve meeting with a counselor on campus.

Occasionally, situations occur in the classroom, which cause the disruption of other students. The following procedures are recommended for these situations:

- Notify the student(s) their actions are not appropriate and are disrupting class.
- Ask such student(s) to leave the classroom
- If the student leaves, have another student call Security
- Security will file a report and contact any witnesses. A copy of this report will be sent to the Vice President for Academics.
- If the student refuses to leave the classroom
- Ask a member of class to notify Security
- Do not argue with the student or leave the classroom unattended.

- Security will escort the student from the campus and gather information necessary to file a report with the Vice President for Academics.
- Faculty, staff, and employees of the University should not become physical with any student or visitor on campus. Exceptions to this policy are emergency situations where an employee defends him/herself from a violent attack.
- Security will conduct monitoring of the classroom and instructor's offices until notified otherwise.

Y. Terrorist Activity

Recent events have demanded colleges adopt policies to deal with the possibility of terrorist's Threats or actions on campus. Campus should remain current and proactive in anticipating possible activities or solutions to terrorist's activities. University of the Southwest should gather as much information as possible from various sources to evaluate our exposure and the likelihood of terrorist's activity. The following procedures should be followed if terrorist's activity occurs:

- Contact 911
- Immediately notify Security and local law enforcement. At that time, security shall notify the President of the University. The President, Vice President for Academics, or Head of Campus Security will specify the proper course of action.
- If an evacuation is ordered, the Evacuation Plan will be implemented. The decision to evacuate the entire campus or just a specific building shall rest with the President or the Vice President for Academics. The switchboard operator will be notified during normal business hours.

He or she will contact the other phone clusters to implement the Evacuation Plan. Any suspicious articles or individuals should be reported to the Security or Vice President for Academics immediately.

Each situation might require different actions to deal with the perceived threat. Employees should use extreme caution if contact with the terrorists occurs. Please remain as calm as possible and know the University of the Southwest has begun the process to respond to the treat. Employees and students evacuated shall proceed to the National Guard Armory or the Lea County Event Center. Doors to the buildings should be left unlocked and open. Please caution persons evacuating to pay particular Attention to emergency vehicles entering the campus.

Z. Pandemic Influenza / Transmittable / Communicable Diseases

In the event of an influenza pandemic, several entities will play an integral role in protecting the Health and safety of students, employees, and their families.

1. Planning and Coordination

The Vice President for Academics will:

- Serve the campus as the **Pandemic Coordinator** assisted by the community health Services, mental health staff, Director of Student Housing, Director of Security, academic staff and student representatives. Each of these entities will have defined roles and responsibilities for preparedness, response, and recovery planning.
- Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Stakeholders will develop a plan that includes timelines, deliverables, and performance measures.
- Work with state and local public health authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as:
 - Cancellation of classes, sporting events and/or other public events;
 - Closure of campus, student housing, and/or public transportation;

- Assessment of the suitability of student housing for quarantine of exposed and/or ill students
- Contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home);
- Stockpiling non-perishable food and equipment that may be needed in case of an influenza pandemic.
- Work with state and local public health authorities to review the legal responsibilities for executing infection control measures, including case identification, the reporting of ill students and employees, isolation, movement restriction, and provision of Healthcare on campus.
- Work with state and local public health authorities to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the university and community during and after a pandemic.
- Establish an emergency communication plan and revise on a regular basis. This plan will identify key contacts with state and local public health officials.
- Implement an exercise/drill to test the plan and revise as needed.
- Facilitate the university's participation in the community's pandemic plan. In addition he/she will develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption).

2. Continuity of Student Learning and Operations

The Vice President for Academics will:

- Insure that all methods of instructional delivery are used to insure the continuity of instruction.

The Emergency Management Committee will develop a continuity of operations plan for maintaining the essential operations of the university including payroll; ongoing communication with employees, students and families; security; maintenance; as well as housekeeping and food service for student housing.

3. Infection Control Policies and Procedures

The Vice President for Academics and the Emergency Management Committee will:

- Insure that infection control policies and procedures that limit the spread of influenza on campus. (e.g., hand hygiene, cough/sneeze etiquette) are encouraged. Encourage students and employees to get the flu vaccine.

The **Emergency Management Committee** oversee the procurement and storage of infection prevention supplies (e.g. soap alcohol-based hygiene products, tissues and receptacles for their disposal).

The **Emergency Management Committee** will review the sick leave policy for employees and students in view of pandemic influenza.

USW will adopt CDC travel recommendations (www.cdc.gov/travel/) during an influenza pandemic and be able to support voluntary and mandatory restrictions.

AA. Campus Emergency Recovery Steps

As an emergency winds down, the emphasis shifts from the immediate protection of life and property to the assessment of damage to buildings and rapid restoration of services. The

University will make every effort to resume normal operations following an emergency or disaster.

1. Damage Assessment

The Emergency Response Team composed of selected members of the Physical

Plant Department will evaluate the incident site or disaster area as soon as it is safe for inspection. Initial assessments will determine which buildings and services can be restored immediately and provide information on allocation of resources.

2. Containment, Clean-Up, and Disposal

The President or the designee will designate the priority of damage to be contained, buildings and equipment to be cleaned, and materials and debris to be cleared and disposed of. Working parties, under the direction of the Supervisor of Physical Plant, will provide clean up and disposal services.

3. Incident Documentation and Follow-up

The Emergency Management Committee will review all incident reports and documentation. The purpose of the follow-up evaluation is improvement of the emergency management and response capabilities of University of the Southwest. A report detailing the investigation after the incident will be submitted to the President no later than five days or as soon as possible following the emergency.

Prepared Statement to be Read Over the Phone System

This is an emergency response announcement. Please listen to all instructions before undertaking any action. An emergency has occurred requiring the following action:

(If the Evacuation Requires Vacating the Campus, Read the Following :) “The Campus is to be evacuated in an orderly fashion. The route of evacuation is: Please follow all traffic rules and regulations or any directions received by Security, Police, or emergency response personnel. The designated safe haven for dormitory Students is -----
You may now evacuate the campus.

Building monitors please walk through your building and announce the evacuation of the campus to all classes and staff members.”

(If the emergency dictates remaining at your current location, read the following :)

“Please remain in your present location. Be alert for further announcements. At the current time, the best alternative is to remain at your present location. If the decision is made to evacuate the campus, you will be notified. Thank you for your cooperation.

Building monitors, please notify all classes and staff in your building to remain in their present location if the decision is made to evacuate the campus, they will be notified. Thank you.”