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The **Annual Campus Safety and Fire Report** (ASR) includes safety information for the University of Nebraska Medical Center, including crime & fire statistics for the 2018 calendar year, and the information required by the Drug-Free Schools and Communities Act of 1989. All data is submitted to the U.S. Department of Education according to law.

Department of Public Safety

Welcome!

As the Director of the Department of Public Safety, it is my pleasure to welcome you to the University of Nebraska Medical Center, and to present the 2019 Annual Campus Safety and Fire Report (ASR).

Our Department is committed to the safety of students, faculty, staff, and visitors while on our metropolitan campus. We value you, and are here to provide the best possible service to all.

Our Department is comprised of Police Officers, Security Officers and a host of support staff committed to providing prompt and professional services to the UNMC campus community, and its guests. Our officers patrol campus on foot, on bicycle and in marked vehicles, so don’t be surprised if you see one of them in your area. In fact, feel free to stop and chat.

If you ever need help, or feel unsafe in any way, the Department is here to assist you. We provide many safety related services including escorts between buildings, or to your vehicle if needed. The Department also sponsors many outreach and training programs.

Please visit us on the public safety website [https://www.unmc.edu/aboutus/security/index.html](https://www.unmc.edu/aboutus/security/index.html) or contact us directly for more information regarding these any of these services.

If there is a significant safety related incident on campus, you may receive an alert through email or text messaging. This is our best way of getting information to you as fast as possible. Students are automatically enrolled in the program, but staff and faculty must sign up for the service.

I hope you enjoy your time on our campus; we look forward to seeing you.

Charlotte Evans, MA
Chief of Police
Assistant Vice Chancellor
The Department of Education’s mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. Campus safety is an important consideration when choosing a postsecondary school.

www.ed.gov

Introduction: An Overview of Campus Safety and Security Reporting

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) is a federal law, which requires colleges and universities, participating in federal student aid programs, to release information regarding crime statistics on and near their campus, and enact certain policies and procedures for handling incidents of sexual violence and emergencies.

Enforced by the United States Department of Education, the Clery Act requires colleges and universities to publish an Annual Security Report (ASR) by October 1. The law also requires that schools notify students, prospective students, and employees of the reports existence and make a copy available to them upon request.

The Act also requires institutions with a security department to maintain and publish a daily crime log to record all criminal incidents and alleged criminal incidents that are reported to the CAMPUS SECURITY. The log also maintains a record of all reported fires that occur in on-campus student housing. The annual ASR also includes statistical information regarding fires that occur in on-campus student housing.

On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14) was signed into law. It requires institutions to disclose additional crime statistics, policies, and programs related to dating violence, domestic violence, sexual assault and stalking. It also included disclosure of statistical information regarding new categories of hate crimes. Additionally, it required disclosure of the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred.

The ASR is made available to all new students and employees. Current students and employees are informed of the report through a mass email on or before October 1st of each year. Prospective students and employees are made aware of the report through the enrollment materials for prospective students and through the application materials for prospective employees.

Crime data for UNMC and other educational agencies is found at http://ope.ed.gov/security/

Crimes are recorded into the Daily Activity Summary Log and can be found at:
https://info.unmc.edu/blog/security/2019-reports/

The “Clery Act” is named in memory of 19 year-old Lehigh University freshman Jeanne Ann Clery, who was raped and murdered on April 5, 1986 while asleep in her dorm room.
Enforced by the United States Department of Education, the Clery Act requires colleges and universities to publish an Annual Security Report (ASR) by October 1. The ASR requires the inclusion of a number of mandatory reporting elements that make up the foundation of the Act.

Elements of the Clery Act

Daily Crime Log
Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Reported incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours, remain open for sixty (60) days, and subsequently be made available within two business days upon request.

Fire Report
Institutions with on-campus housing must report fires that occur in campus housing, generate an annual fire report, and maintain a fire log. Both the report and the log must be accessible to the public. Campus security combines the ASR and the annual fire safety report into one document, the "Annual Campus Security and Fire Safety Report".

Reporting of crime statistics.
Provide to the U.S. Department of Education crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus, and at certain non-campus facilities, including Greek housing and remote classrooms.

The statistics must be gathered from campus police or security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions.

The Clery Act requires your institution to include four general categories of crime statistics:

- Criminal Offenses
- Hate Crimes
- VAWA Offenses
- Arrests and Referrals for Disciplinary Action

Statistics must be disclosed separately for each of these four general categories. This means that when an incident meets definitions in more than one of these categories, it must be reported in each category.

Hate crimes
Crimes motivated by prejudice, including race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and/or disability.

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<td>- Campus Security is responsible for the annual review, preparation, and distribution of the ASR.</td>
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<td>- Document three calendar years of select crime statistics, security policies, and information on the basic rights guaranteed to victims of sexual assault, domestic violence, dating violence and stalking.</td>
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<td>- Campus Security uses its own records and sends out formal requests for crime statistics and other necessary information to Campus Security Authorities and any applicable law enforcement agencies.</td>
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<td>- Records including crime reports, daily incident summaries, referrals for disciplinary action, copies of timely warnings, etc., are maintained by Campus Security.</td>
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<td>- Campus Security is also responsible for uploading statistical data regarding crime and fires to the Department of Education’s website by October 1 of each year.</td>
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Violence against Women Act (VAWA).
Statistics for violent incidents against women must also be reported.

Arrests and Referrals for disciplinary action.
UNMC is required to report arrests or referrals for campus disciplinary action regarding Violation of Weapons, Drug Abuse and Liquor Laws, even if an arrest was not made. This does not include violations of UNMC policies if there was no violation of the law.

Timely Warnings
Timely warnings are limited to those crimes and incidents an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification. However, both systems are in place to safeguard students and campus employees.

Emergency notifications
Institutions are required to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” An emergency notification expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

Missing Students
This policy attempts to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it is believed that student has been missing for 24 hours.

Policies and Programs
The Act requires the University to publish relevant information regarding policies and programs related to Clery Act crimes and reporting, sexual misconduct, crime prevention, security awareness, drugs and alcohol policies, and campus safety.

Campus Security collects Crime Statistics from a variety of reporting sources. Campus Security may receive reports from any or all of these sources in any given reporting period.
- Reports made to Campus Security for investigation.
- Reports made to Campus Security for statistical purposes only.
- Reports from Campus Security Authorities.
- Reports from the Title IX Office.
- Reports from Student Housing and Conduct.
- Reports from other Law Enforcement Agencies.
- Anonymous tip lines.
- Confidential Sources.

The Hierarchy Rule. When more than one Criminal Offense was committed during a single incident, we only count the most serious offense. There are exceptions to using the Hierarchy Rule when counting offenses. They apply to Arson, Sexual Assaults, Hate Crimes and Violence against Women Act Offenses.
The Campus Sexual Violence Elimination (SaVE) Act is an amendment to the Clery Act requiring institutions who receive federal financial aid to implement a number of changes to its reporting procedures. It also attempts to increase transparency about the scope of sexual violence on campus through the collection and reporting of additional statistics.

The SaVE Act

While States have laws that address sexual misconduct, many institutions of higher learning have policies and procedures that govern sexual misconduct on their respective campuses. The SaVE Act clarified the handling of sexual misconduct cases and set minimum standards for how such institutions responded to reports of sexual misconduct. At a very minimum, the Act increased transparency to school’s processes and procedures affording more protection and accountability for both the accuser and the accused.

The Act guarantees victim rights, regardless of whether they choose to pursue a formal complaint or not. Students must be informed of any possible sanctions or protective measures that may result from an institutional disciplinary proceeding.

Certain procedures must be followed upon the report of an incident of sexual violence. Evidence must be preserved for possible criminal proceedings. The AR must clarify to whom incidents can be reported.

Victims options regarding formal complaints, including the right not to file a complaint formally must be explained. Victims must be provided information regarding available services regarding protection orders, counseling, health services, mental health services, victim advocacy, legal assistance, and any other services available on campus or in the community.

Institutions must make changes to the academic, living, transportation, and working situations of any victim, if requested and reasonably available, regardless of whether a formal report is made.

Victims have a right to seek disciplinary action and protection directly from the institution. The institution must adopt and disclose policies that state the standard of evidence required. The institution must complete a “prompt, fair and impartial investigation and resolution”.

Requires officials who conduct proceedings to receive annual sexual violence training, including instruction on the proper conduct of an investigation, to promote the safety of victims and provide accountability.

Requires that both the accuser and accused be entitled to the same opportunities to have an attorney or advisor present at any related meeting or proceeding.

- Require that both the accuser and accused are simultaneously informed in writing of:
- The outcome of any institutional disciplinary proceeding and the appeals process.
- When the results of the proceeding become final and any changes to the results of the proceeding.
- Provide campus wide educational programming regarding prevention.
- The institution has a formal statement that prohibits sexual violence, provide a definition of domestic violence, dating violence, sexual assault, stalking and consent for sexual activity.
- Promote bystander intervention and risk reduction.
- Provide information regarding disciplinary hearings and victim’s rights as required by the act.

![Dating Violence 10 Warning Signs of Abuse](image)
Clery Defined Geography

On-Campus. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On-campus Student Housing Facility. Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Public Property. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus buildings or property. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Note Regarding UNMC Campus Geography for Reporting Purposes
UNMC owns or controls a number of buildings at other sites and/or on campuses of other institutions of higher learning in Omaha, Kearney, Lincoln, Scottsbluff and Norfolk. The University maintains a campus police or security department on the campuses in Omaha, Kearney, and Lincoln. UNMC controls or leases space from an institution of higher learning at each of these campus locations. Each institution completes

The Clery Act requires institutions to disclose statistics for reported crimes based on:
• Where the crimes occurred.
• To whom the crimes were reported.
• The types of crimes that were reported.
• The year in which the crimes were reported.

UNMC must disclose statistics for reported Clery Act crimes that occur:
• On campus.
• On public property within or immediately adjacent to the campus.
• In or on non-campus buildings or property that your institution owns or controls.

Geographic definitions are taken directly from the "The Handbook for Campus Safety and Security Reporting 2016 Edition."

If an institution has more than one campus, each campus must comply independently with all of the Clery Act and the fire and safety related HEA requirements.
its own ASR as required by the Clery Act. Considering the nature of the UNMC utilized space on these campus, each campuses’ reported Clery Crime statistics are included in the parent institution’s crime statistics. A link to each institution’s ASR is included in the crime reporting section of this report.

Lincoln Campus
The Lincoln division of the UNMC College of Nursing is located on the main campus of the University of Nebraska-Lincoln. UNMC’s College of Dentistry is located on UNL’s East Campus. Security is provided by the University Police Department an internationally accredited law enforcement agency through the Commission on Accreditation for Law Enforcement Agencies (CALEA).

Kearney Campus
The Kearney divisions of the UNMC College of Nursing and the UNMC College of Allied Health Professions are located on the University of Nebraska at Kearney campus. The new Health Science Education Complex includes state-of-the-art classrooms, clinical teaching laboratories, clinical simulation facilities, a gross anatomy laboratory, and plentiful student interaction space. Campus safety is coordinated through the University of Nebraska Kearney Police Department. The University of Nebraska Kearney Police Department (UNKPD) is a professional police department that maintains a safe and secure environment on the Kearney campus. The department employs 10 Nebraska certified law enforcement officers, supplemented by security officers & administrative staff.

Norfolk Campus
The campus in Norfolk is within the campus of the Northeast Community College (NCC). NCC’s Norfolk campus encompasses 771 acres with twenty-seven buildings situated at the northeast edge of Norfolk, Nebraska. The campus also includes a farm that consists of 566 acres. NCC contracts with a local security firm to provide campus security.

UNMC Scottsbluff-Gering
The University of Nebraska Medical Center College of Nursing-West Nebraska Division is located in the Harms Technology Center in Scottsbluff. The John N. Harms Advanced Technology Center is located on the Campus of the Western Nebraska Community College. The West Nebraska Division was opened in the fall of 1987 to prepare nurses for a Bachelor of Science in Nursing Degree and a Master of Science in Nursing Degree. WNCC collaborates with local law enforcement and paramedics to ensure proper authorities are always nearby and ready to assist.

In August 2003, the College of Dentistry expanded its dental hygiene program to western Nebraska. Students attend classes at Community Action Partnership of Western Nebraska in Gering and use distance-learning technology to access Lincoln classes.
Crime Reporting for Statistical Purposes and Notifications

The UNMC strives to strike a balance between empowering victims to make a decision about whether and when to report a crime. At a minimum, it is important to report all crimes for statistical purposes and for the purpose of making timely warning reports or emergency notifications, even if the victim does not wish to pursue further action. In most cases, when a victim wishes to remain anonymous, the inclusion of personally identifiable information is not necessary.

To provide the University community with important information and notifications, crime statistics for four general criminal categories are tracked for all required annual reports and Web-based data collection.

- Criminal Offenses
  - Murder, Sexual Assault, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson
- Hate Crimes
  - Any of the above crimes motivated by bias.
- VAWA Offenses
  - Domestic Violence, Dating Violence and Stalking
- Arrests and Referrals for Disciplinary Action
  - Weapons, Drug Abuse and Liquor Laws

Clery Reportable Criminal Offenses

- Criminal Homicide
- Murder & Non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Additional Reportable Hate Crimes

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

VAWA Crimes

- Domestic Violence
- Dating Violence
- Stalking

Arrests and Referral Crimes

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

Students must be notified of Clery Act Crimes which pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community.

For the purposes of counting and disclosing statistics, UNMC must do so based on definitions provided by the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Program.
The University allows victims and witnesses to provide information about a crime on a voluntary, confidential basis if so desired. However, it is important for the safety of other students, as well as for the community as a whole, that any crime is reported so that appropriate measures can be taken. The University understands that people may be concerned about their name becoming public and will protect the privacy of the parties involved and the confidentiality of the information to the extent possible under the law.

**How to Report Crimes and Emergencies**

**UNMC Omaha Campus**

**Emergencies**

Members of the campus community are encouraged to make prompt and accurate reports to the UNMC Security Department and external law enforcement agencies. Emergencies requiring police, fire or medical aid should be reported by calling **Public Safety at 402.559.5555** or **911**.

**Calling 911**

Campus Security dispatch is NOT a 911 center. We can assess a situation and summon additional help. However, in certain situations, for example when callers who are non-English speakers, or those requiring TTY/TDD-capable terminals, calling 911 may be the best option.

Potential criminal actions, sex offenses and other emergencies on campus can be reported directly by any student, faculty member or employee to the **UNMC security department by dialing (402)559-5111**. Upon receipt of the call, UNMC security officers are dispatched to the site of the complaint and, if deemed necessary, will contact the Omaha police.

**U-Tip Text Messaging**

U-Tip is an application of the University of Ne Omaha alert system, but UNMC students, staff and visitors can use the system to report crimes at UNMC as well. Registration with UNO Alert is not required to use the system.

You can use the service to report suspicious activities seen on campus, such as theft, vandalism, drugs, domestic disputes, disorderly sports fans, and more.

U-Tip can be useful in reporting incidents before they escalate. **U-Tip is not anonymous.**

To use U-Tip enter **79516** in the To: field

In the text message field type **UNO911 your message here.**

For example: UNO911 possible car break-in west of DSC

“UNO911” is UNO’s campus identifier. **It is essential that you provide a space between UNO911 and the body of your text message for the message to be routed to UNO Public Safety. If reporting a crime at UNMC, you must include information specifically identifying a UNMC issue.** Your message is sent directly to Public Safety at UNO and appropriate action will be taken.

**Contact Us**

The Security Office can be contacted in the following ways:

- Phone: 402.559.4439 during regular business hours, Monday-Friday 8:00 am - 4:30 pm
- **24 hour emergency call - 402.559.5555**
- **24 hour dispatch - call 402.559.5111**
- Email: [unmcsecoffice@unmc.edu](mailto:unmcsecoffice@unmc.edu)

**Title IX Coordinator**

**Student and Employee Contact:**

Carmen Sirizzotti, MBA  
402-559-2710 | E-mail (csirizzotti@unmc.edu)

**Employee Contact:**

Linda Cunningham  
Division Director, Employee Relations  
402-559-7394 | E-mail (lcunning@unmc.edu)

**UNMC Compliance Hotline 1-866-568-5430**
Blue Light Emergency Phones
Blue Light Phones are available in 33 locations throughout the campus. The phones can be seen on 9 foot poles and building walls, with the word “EMERGENCY” printed on them in large lettering. The phones have a direct line to Security Dispatch. Employees and students are encouraged to use the Emergency Phones for any emergency. This will connect you with a Public Safety dispatcher who will provide assistance.

UNMC Mobile App;
The UNMC mobile app is available for students and staff to download free of charge from the App Store. The app was design by UNMC ITS in collaboration with the Student Senate. Features include:

- **Easy access to emergency numbers and the UNMC Hotline.**
- A link to UNMC news, sortable and searchable by college.
- A campus events calendar, sortable and searchable by college.
- A classified ads board for books, instruments, housing options and other items.
- Easy access to the public directory for students, faculty, staff and administrators.
- A tool to provide feedback on campus activities and issues.
- An interactive campus map.
- Room schedules for the Sorrell Educational Rooms.
- Access to the McGoogan Library's catalog.
- Access to Blackboard Learn material.
- Access to your own student records.
- A link to campus student health services, including phone numbers, hours and other information.
- Access to UNMC videos.
- Easy access to UNMC student and university-wide policies and procedures.
- Links to UNMC social media and UNMC Care (campus records).

**UNMC Dental College Lincoln Campus**

Contact Us
UNMC College of Dentistry
4000 East Campus Loop South
Box 830740
Lincoln, NE 68583-0740 USA
Phone: 402-472-1333
**Emergency after hours: 402-472-7211**

For weather-related clinic closures, call 402-472-1333. Please check www.unl.edu for the most current information.

**UNMC College of Nursing Lincoln Campus**

550 North 19th
Lincoln, NE 68588-0620

Student Services
402-472-3657

College Administration
402-472-3657
Fax: 402-472-7345

The University of Nebraska-Lincoln Police Department is responsible for investigating all crimes and incidents occurring on UNL property. The University strongly encourages victims to report all incidents to UNL Police Department immediately, regardless of their nature.
How to Report a Crime
UNL Police Department and the Lincoln Police Department use the same computer aided dispatch (CAD) system. Regardless of which agency you call, your call is entered into the system which routes your call to the proper agency for dispatching officers to the scene. Crimes occurring on the UNL campus may be reported in person at 300 North 17th Street (17th St Parking Garage) or by calling UNL Police Department at 402-472-2222 any time of day or night.

For crimes occurring off campus, you may also contact the Lincoln Police Department at 402-441-6000.

Reporting Criminal Actions for UNMC Lincoln Sites
College of Dentistry Call (402) 472-3550 — UN-L Campus Police
College of Nursing Call 911 – Lincoln Police Department

Emergency Situations
For emergencies requiring police, fire or medical aid, please call 911. University Police can also be contacted.

Blue Emergency Phones
Blue Emergency Phones are located outside the Nebraska Union on city campus and outside the East Campus Student Union. These may be activated by simply pushing a button. This will connect you with UNL Police Department dispatch in the event you are reporting a crime. Locations of the emergency phones can be found at maps.unl.edu and selecting the emergency phone filter.

Texting
University Police can be texted to 69050, key word UNLPD. To provide the best information in the quickest manner, it is recommended to make reports by phone, but texting is available particularly for those instances where noise or circumstances would dictate text reporting.

Non-Emergency Situations
Non-emergency calls can be reported by calling the University Police at 402-472-2222.

Threat Assessment
University Police leads the campus threat assessment program. Police investigators conduct threat assessments in situations involving University students or employees regardless of location or for situations that could lead to significant disruption of University operations.

Call University Police at 402-472-2222 to report suspicious activities or troubling behaviors that can:
- Cause harm or potential to cause harm, or
- Threat to life safety, or
- Real or potentially serious damage to University property or operations

Documents and electronic information can be delivered to the Threat Assessment team at unlpdthreatassessment@unl.edu or by calling the University Police. By calling attention to these types of behaviors we can help people who are troubled before they could harm themselves or others. The Threat Assessment Partnership is a collaborative effort among the university community. You can read more about the Threat Assessment Partnership in this PDF document.

Campus Security Authority (CSA)
The Clery Act establishes CSAs comprised of faculty and staff members who are unaffiliated with the Police Department. Students who have experienced or witnessed a crime and wish to talk to someone can contact a CSA https://police.unl.edu/campus-security-authorities

When to Report
Crimes in progress and crimes which have just occurred should be reported immediately by dialing 911. Whenever possible, please have the actual victim or witness of the crime call directly. First hand information is always more accurate and complete. Threatening behavior should be reported to UNL Police Department as soon as possible.
You should also, at any time, contact us when you are concerned that someone at the University is exhibiting troubling or threatening behavior that can potentially:

- Cause harm or has the potential to cause harm, or
- Threaten an individual’s life safety, or
- Cause real or potentially serious damage to University property or operations

By calling attention to these types of behaviors the Police Department can do a threat assessment to help people who are troubled before they could harm themselves or others.

**What to Report**

The dispatcher will ask a series of structured questions and have officers responding to the appropriate area. Listen carefully to each question and try to answer it the best you can. Do not hang up until the dispatcher tells you to do so. Information the dispatcher may ask you for includes:

- Where did the incident occur? Include building and room area.
- How long ago did the incident occur?
- Give a brief description of what occurred.
- Did the suspect(s) have any weapons?
- Where and when was the suspect last seen?
- Which direction was the suspect headed?
- Was the suspect on foot or in a car?
- Vehicle description, color, make, model and license plate
- What did the suspect look like:
  - Gender, Race, Age, Height and Weight, Hair Color and Length, Clothing, Glasses/Facial Hair
  - Was the suspect carrying anything?

**Specific Crime Reporting Information**

**Property Theft**

Theft is a crime of opportunity. Help University Police by taking that opportunity away. Most thefts reported to University Police have similar elements which led to the criminal act. The greatest reoccurring element was that of an unattended room. The victim would report they only left the room for a minute with the door left open to walk down the hall. When they returned their wallet, purse, laptop or keys were missing. If the item in your room or office has value to you then it has value to the criminals.

Here are some helpful tips that you may employ to help curb theft.

- Report suspicious person(s) to UNL Police immediately
- Lock your items in your desk
- Secure your doors when you leave the room
- Look out for other floor members if a suspicious person is around their office or room

**Identity Theft**

Identity theft occurs when someone else fraudulently acquires and assumes your identity for financial gain.

**Limiting the Damage**

Cancel your credit cards immediately. The key is having the toll free numbers and your card numbers handy so you know whom to call. Keep those where you can find them easily.

File a police report immediately in the jurisdiction where it was stolen. This proves to the credit providers you were diligent, and is a first step toward an investigation.
Important: Call the three main national credit reporting organizations immediately to place a fraud alert on your name and Social Security number. The alert means any company that checks your credit knows your information was stolen. They will then have to contact you by phone to authorize new credit. Their numbers are below.

Harassing Communications
Harassing phone calls, text messages, and online communication of a disturbing nature could become a more serious and immediate problem if not reported. You should report obscene or annoying phone calls/texts/messaging to the University Police Department at 402-472-2222 and let us help you address the problem.

In any event, you may try some of items listed below to help combat unwanted communications:

- Hang up. As soon as you hear an obscenity, improper questions or no response to your “Hello?” hang up immediately.
- Don’t talk to strangers.
- Don’t play detective. Don’t extend the call trying to figure out who is calling. This or any other type of reaction is exactly what the caller wants and needs.
- Keep cool, don’t let the caller know you are upset or angry.
- Don’t try to be clever. A witty response may be interpreted as a sign of encouragement.
- Don’t be a counselor. The annoyance or obscene caller certainly needs professional help, but he/she will only be encouraged by your concern and will only continue the late night calls.
- Remember, if the caller is a wrong number, they do not need to know your number. Never give you number out to an unknown caller.

Sexual Assault
The University of Nebraska-Lincoln takes sexual assault incidents very seriously. Any UNL student or employee who has been sexually assaulted or physically harmed is strongly encouraged to contact the UNL Police department from the location where the assault occurred or from a safe location. In addition, Title IX applies to all educational programs and all aspects of a school's educational system and ensures that victims of sexual harassment and sexual violence are protected.

Victims are also encouraged to contact a victim advocate at UNL Victim Advocacy at 402-472-3553 or medical or counseling services with the University Health Center at 402-472-5000 or a local hospital or clinic.

Victims may also contact the office of Institutional Equity and Compliance for appropriate action. As a guide University Housing residents should contact any Housing/Residential Life staff.

The following University Offices will act accordingly to aid and assist the victim

Victim Support Advocates or service providers will:
- Maintain the contacts as strictly confidential.
- Provide crisis intervention and advocacy, in some cases including assisting victims in seeking restraining orders.
- Assist and support the victim/survivor in contacting police and/or reporting to other University offices, if the victim consents.
- Assist the victim in obtaining medical assistance and counseling, changing academic programs or housing, etc.

Counseling and health care services will:
- Maintain the contacts as strictly confidential.
- Encourage, assist (as needed) and support the victim in reporting the incident to the police.
- Provide appropriate counseling and medical services.

Campus Police department will:
- The UNL Police Department will contact the University Victim Assistance Program.
- Investigate and gather evidence or recommend processes for obtaining and preserving evidence.
- Refer for prosecution when warranted.
- Gather evidence or recommend processes for obtaining and preserving evidence.
- Obtain a statement to accurately document what occurred.
- Inform the victim of the criminal justice process.
- Provide safety planning for the victim.
- Provide the victim with updates as the investigation progresses.
- Report to office of Institutional Equity and Compliance.
Housing/Residential Life Offices will:

- Contact, or encourage contact with, the local victim service office, and assist in obtaining medical care if needed.
- Encourage the victim to report the incident to the police, and assist in making the report if requested by the victim. Housing/Residential Life may be obligated to report to the police the fact that an assault was reported, but the name of the victim will only be provided with the victim’s consent, except in extenuating circumstances.
- If the person accused is a student, the incident will be reported to the office of Institutional Equity and Compliance and UNLPD.

Office of Institutional Equity and Compliance will:

- Explain reporting and resource options.
- Provide interim measures as needed.
- Encourage the victim to report the incident to the police, and assist in making the report if requested by the victim. IEC may be obligated to report to the police the fact that an assault was reported, but the name of the victim will only be provided with the victim’s consent, except in extenuating circumstances.
- Investigate, and make recommendations for action, as appropriate.
- For more information please visit: http://www.unl.edu/equity/title-ix

Student Affairs will:

- Assist the victim in contacting victim service office if desired.
- Encourage the victim to report the incident to the police, and will assist in making the report if requested by the victim. Student Affairs may be obligated to report to the police the fact that an assault was reported, but the name of the victim will only be provided with the victim’s consent, except in extenuating circumstances.
- Report to the office of Institutional Equity and Compliance.

Child Abuse & Neglect

Nebraska Statute 28-711 requires any person to report child abuse and neglect, including sexual assault, to law enforcement or the Department of Health and Human Services. Law enforcement is required to notify DHHS on incidents reported to them. University employees and students are encouraged to notify the UNL Police Department at 402-472-2222 immediately when these situations are suspected.

This means:

- that if you suspect child abuse or neglect, you must report it
- you should give as much information about the circumstances as possible
- you are immune from liability from any civil or criminal liability if reported in good faith (Nebraska Statute 28-716)
- if you know of abuse but are not reporting it, you are breaking the law (Nebraska Statute 28-717)

UNL Annual Campus Security and Fire Safety Report
UNL Daily Crime & Fire Log

UNMC College of Nursing Kearney
HSEC-CON
2402 University Drive
Kearney, NE 68849-4510  Student Services 308-865-8712
College Administration 308-865-8323 Fax: 308-865-8186

Reporting Criminal Actions UNMC Kearney Sites
College of Nursing and College of Allied Health Professions
UNK Public Safety Call (308) 237-2104 (anytime)
or (308) 865-8517 8-5 M-F
or Call 911 — Kearney Police (for emergency assistance)
UNMC College of Nursing Scottsbluff
UNMC, College of Nursing
WNCC - Harms Building
1601 E. 27th Street
Scottsbluff, NE 69361

Student Services
308-632-0410

College Administration
308-632-0411

Fax: 308-632-0415

Reporting Criminal Actions UNMC Scottsbluff Sites
College of Nursing; School of Allied Health Professions
Call (308) 632-7176 – Security (to report crimes of non-emergent nature)
or 911 — Scottsbluff Police Department (for emergency assistance)

UNMC College of Nursing Norfolk
Where to report sexual misconduct, domestic or dating violence, and stalking:
The College encourages all students and staff to immediately consult with or report incidents of sexual misconduct, domestic or dating violence and/or stalking to the Norfolk Police (911), Sioux City Night Patrol (402-841-5163 or 7777 from a campus phone), or the Title IX Coordinator.

If Using a Campus Phone Dial (9) 841-5163
or Call 911 — Norfolk Police Department (for emergency assistance)

Title IX Coordinator
Craig Garrett, 402-844-7046, craigg@northeast.edu, Norfolk Campus, Maclay Building 110, 801 East Benjamin Ave. Norfolk, NE 68702.

Students may also report incidents of sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to any college administrator, official or staff member, who is then responsible for promptly notifying the Title IX Coordinator of the reported incident. Protection or Restraining Orders: Students who have obtained a Restraining or Protection Order for either a student or non-student should contact the Dean of Student Life and Athletics at 402-844-7722. For violations of the order(s) call 911 or campus security at 402-841-5163.

UNMC, College of Nursing
McIntosh College of Nursing
801 E. Benjamin Ave
Norfolk, NE 68701-1709

Student Services
402-844-7890

College Administration
402-844-7894
Fax: 402-844-7926
Ethics Point
The University of Nebraska is an organization with strong values of responsibility and integrity. Our Code of Ethics contains general guidelines for conducting business with the highest standards of ethics.

The University is committed to providing a safe, secure, and ethical working and learning environment. The University is striving for a community where open, honest communications are the expectation, not the exception. The University relies on you to speak up if you believe you have observed unethical, illegal, or suspicious behavior.

This service is not meant to take the place of established reporting methods, such as communicating with a supervisor, but rather to serve as an additional avenue for individuals to report their concerns. You are encouraged to report any situation that may involve unethical, illegal or otherwise inappropriate activity.

In situations where you prefer to place an anonymous report in confidence, you are encouraged to use this hotline, hosted by a third party hotline provider, EthicsPoint. The information you provide will be sent to us by EthicsPoint on a totally confidential and anonymous basis if you should choose. You have our guarantee that your comments will be addressed.

To make a report go to: https://secure.ethicspoint.com/domain/media/en/gui/52126/index.html

To report by phone by dial toll-free, within the United States: 844-348-9584

After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5-6 business days, use your report key and password to check your report for feedback or questions.

This is not a 911 or emergency reporting site.
Reports submitted through this service may not receive an immediate response. If you require immediate or emergency assistance, please call 911 or contact your University police or campus security office.
UNK (308) 865-8911
UNL (402) 472-2222
UNMC (402) 559-5555
UNO (402) 554-2911

About EthicsPoint
EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to help management and employees work together in addressing fraud, abuse, and other misconduct in the workplace, all while cultivating a positive work environment.

Why do we need a system like EthicsPoint?

• We believe that our employees are our most important asset. By creating open channels of communication, we can promote a positive work environment and maximize productivity.

• An effective reporting system will augment our other efforts to foster a culture of integrity and ethical decision-making.

Reporting – General

May I report using either the Internet or the telephone?

Yes. With EthicsPoint, you have the ability to file a confidential, anonymous report via either the telephone or the Internet.

What type of situations should I report?
The system is designed for employees to report any violation of our stated Code of Ethics, or other concern you may have.
If I see a violation, shouldn’t I just report it to my manager, security, or human resources and let them deal with it?

When you observe some behavior that you believe violates our code of ethics, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager, or other member of our management team. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances that we have partnered with EthicsPoint. We would rather you report anonymously than keep the information to yourself.

Why should I report what I know? What’s in it for me?

We all have the right to work in a positive environment and with that right comes the responsibility of acting in an ethical manner and letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment. Corporate misconduct can threaten the livelihood of the entire University.

Does management really want me to report?

We certainly do. In fact, we need you to report. You know what is going on in our University – both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the company and our people. Also, offering positive input may help identify issues that can improve corporate culture and performance.

Where do these reports go? Who can access them?

Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security. EthicsPoint makes these reports available only to specific individuals within the University who are charged with evaluating the report, based on the type of violation and location of the incident. Each of these report recipients has had training in keeping these reports in the utmost confidence.

Isn’t this system just an example of someone watching over me?

The EthicsPoint system concentrates on being a positive aspect of our overall philosophy, and allows us to assure a safe, secure, and ethical workplace. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical in today’s workplace and this is a great tool to enhance that communication.

We have carefully chosen the best reporting tool to meet our compliance obligations while maintaining a positive reporting environment.

Reporting Security & Confidentiality

It is my understanding that any report I send from a University computer generates a server log that shows every web-site that my PC connects with, and won’t this log identify me as a report originator?

EthicsPoint does not generate or maintain any internal connection logs with IP addresses, so no information linking your PC to EthicsPoint is available. In fact, EthicsPoint is contractually committed not to pursue a reporter’s identity.

If you feel uncomfortable making a report on your work PC, you have the option of using a PC outside our work environment (such as one located at an Internet café, at a friend’s house, etc.) through the EthicsPoint secure website. Many people choose this option, as EthicsPoint’s data shows that fewer than 12% of reports are generated during business hours.

Can I file a report from home and still remain anonymous?

A report from home, a neighbor’s computer, or any Internet portal will remain secure and anonymous. An Internet portal never identifies a visitor by screen name and the EthicsPoint system strips away Internet addresses so that anonymity is totally maintained. Plus, EthicsPoint is contractually committed not to pursue a reporter’s identity.

I am concerned that the information I provide EthicsPoint will ultimately reveal my identity. How can you assure me that will not happen?
The EthicsPoint system is designed to protect your anonymity. However, if you wish to remain anonymous, you - as a reporting party - need to ensure that the body of the report does not reveal your identity by accident. For example, “From my cube next to Jan Smith...” or “In my 33 years...”

Is the telephone toll-free hot line confidential and anonymous too?

Yes. You will be asked to provide the same information that you would provide in an Internet based report and an interviewer will type your responses into the EthicsPoint Web site.

These reports have the same security and confidentiality measures applied to them during delivery.

What if I want to be identified with my report?

There is a section in the report for identifying yourself, if you wish.

Tips & Best Practices

I am aware of some individuals involved with unethical conduct, but it doesn’t affect me. Why should I bother reporting it?

Our University chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts the system and all employees, including you. You only have to consider what happened in recent corporate scandals to see the disastrous effects that a seemingly harmless lapse in ethics can have on an otherwise healthy company. So if you know of any incidents of misconduct or ethical violations, consider it your duty to yourself and your coworkers to report it.

I am not sure if what I have observed or heard is a violation of University policy, or involves unethical conduct, but it just does not look right to me. What should I do?

File a report. EthicsPoint can help you prepare and file your report so it can be properly understood. We’d rather you report a situation that turns out to be harmless than let possible unethical behavior go unchecked because you weren’t sure.

What if my boss or other managers are involved in a violation? Won’t they get the report and start a cover-up?

The EthicsPoint system and report distribution are designed so that implicated parties are not notified or granted access to reports in which they have been named.

What if I remember something important about the incident after I file the report? Or what if the company has further questions for me concerning my report?

When you file a report at the EthicsPoint Web site or through the EthicsPoint Call Center, you receive a unique user name and are asked to choose a password. You can return to the EthicsPoint system again either by Internet or telephone and access the original report to add more detail or answer questions posed by a University representative and add further information that will help resolve open issues. We strongly suggest that you return to the site in the time specified to answer University questions. You and the University now have entered into an “anonymous dialogue,” where situations are not only identified, but can also be resolved, no matter how complex.

Are these follow-ups on reports as secure as the first one?

All EthicsPoint correspondences are held in the same strict confidence as the initial report, continuing under the umbrella of anonymity.

Can I still file a report if I don’t have access to the Internet?

You can file an EthicsPoint report from any computer that can access the Internet. You can file from home. Many public locations, including the public library, have Internet computers. If you don’t have access to or are uncomfortable using a computer, you can call the EthicsPoint toll free hotline, which is available 24 hours a day, 365 days a year.
Campus Security Authorities

Although every institution wants its campus community to report criminal incidents to law enforcement, that this doesn’t always happen. A student who is the victim of a crime may report it to someone other than the campus police. For example, a victim of a sexual offense may turn to a resident advisor for assistance, or a student whose car was stolen may report the theft to the school’s director. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that are considered to be “campus security authorities” under the law.

“Campus security authority” is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any other individual who has responsibility for campus security (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- An individual or organization specified in policy to which students and employees should report criminal offenses.
- A person who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

Reporting Criminal Actions, Sex Offenses and Other Emergencies:

Potential criminal actions, sex offenses and other emergencies on the UNMC campuses and other official campus sites can be reported directly by any student, faculty member or employee to the agencies listed below:

UNMC OMAHA SITES 42nd Street Campus Call (402) 559-5111 — UNMC Campus Security UNMC

LINCOLN SITES College of Dentistry Call (402) 472-3550 — UN-L Campus Police College of Nursing Call 911 — Lincoln Police Department

UNMC KEARNEY SITES College of Nursing and College of Allied Health Professions Call (308) 237-2104 (anytime) or (308) 865-8517 (8 a.m. to 5 p.m. M-F) - UNK Public Safety or Call 911 — Kearney Police (for emergency assistance)

UNMC NORFOLK SITES College of Nursing – Northern Division Call (402) 841-5163 — Security If Using a Campus Phone Dial (9) 841-5163 or Call 911 — Norfolk Police Department (for emergency assistance)

UNMC SCOTTSBLUFF SITES College of Nursing; School of Allied Health Professions Call (308) 632-7176 – Security (to report crimes of non-emergent nature) or 911 — Scottsbluff Police Department (for emergency assistance)

Criminal Activity off Campus: Criminal activity off campus may be monitored and recorded by the Omaha Police Department or other law enforcement agencies.
Campus Security coordinates all functions of campus safety including the enforcement of all University and Nebraska Medicine regulations and works very closely with the Omaha Police Department, county, state and federal authorities. We are responsible for the continuous patrol of campus property and respond to calls for service 24 hours a day in an effort to deter criminal acts.

Law Enforcement on Campus

In August of 2018, Chief Evans was named interim chief of police/director of campus security and public safety for the University of Nebraska at Omaha (UNO) and the University of Nebraska Medical Center (UNMC).

While Chief Evans has supervision over both UNO and UNMC campuses, crime statistics are collected and separate ASR’s are created for each campus. UNMC currently has one sworn investigator assigned to UNMC. Sworn law enforcement officers from the UNO campus are able to patrol UNMC’s main campus as well.

Campus security is coordinated by the UNMC security department. Security officers undergo continuous on-the-job training to upgrade their skills. Members of the UNMC security department are not armed. They conduct foot and vehicular patrols of the campus 24 hours a day in an effort to deter criminal acts. Unsafe conditions noted by UNMC security officers during campus patrol are reported to facilities management and planning.

On campus, the UNMC security department enforces all University regulations. The UNMC security department also works very closely with the Omaha Police Department and county, state and federal authorities. Students, faculty and staff members are encouraged to make accurate and prompt reports to the UNMC security department and external law enforcement agencies. The department may assist students who choose to ask for help in notifying other appropriate authorities of offenses committed.

The Campus Security Business Office is located in Academic and Research Services, southwest entrance. Office hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. Phone: 402-559-4439. Fax: 402-559-8625.

Office Email: unmcsecoffice@unmc.edu

Campus Security maintains a blog containing daily security logs and an intranet site containing security alerts, personal safety videos, personal safety tips, and other security and personal safety related information. Students and employees are encouraged to review the information on a routine basis and contact Campus Security with any questions or concerns.

https://info.unmc.edu/blog/security/
https://info.unmc.edu/safety/campus-security/index.html

- Sworn law enforcement officers have full police and arrest powers.
  - Officers complete certification at the State Law Enforcement Training Center.
  - Commissioned by the State of Nebraska as Special Deputy Sheriffs.
  - Undergo continuous training to upgrade and maintain their professional skills.
  - Have the authority to enforce Omaha city ordinances and state laws within Douglas County.

- Security monitors criminal activity by students at non-campus locations of officially recognized student organizations.

- Primary jurisdiction is property owned by and associated with UNMC.

- Campus Security Officers (CSOs) are unarmed and do not have arrest powers.

- CSOs are trained in first aid, CPR, AED (Automated External Defibrillator), and defensive tactics.

- May undergo other specialized training such as crisis intervention training to enhance their skills.
The Clery Act requires all Criminal Offenses, VAWA Offenses, and arrests and referrals for disciplinary action for Weapons, Drug Abuse and Liquor Law Violations must presented in a table, for the three most recent completed calendar years, for all required geographic locations. Hate crimes may appear in a narrative or descriptive format. It is not necessary for the crime to have been investigated, nor must a finding of guilt or responsibility be made to include the reported crime in the institution’s crime statistics.

### Crime Statistics

<table>
<thead>
<tr>
<th>Crime Offense</th>
<th>On-Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>On-Campus Housing</th>
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<tr>
<td></td>
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<td>Murder, Non-Negligent Manslaughter</td>
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<tr>
<td>Stalking</td>
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</tbody>
</table>

1 Intimidation by Race and 1 intimidation by sexual orientation 2018 no other reported hate crimes for 2016-2018 calendar years

Crime statistics for UNMC satellite campuses are included in the ASR for the facility of higher education that hosts the UNMC program.

Omaha Police Department (OPD) notes to Clery Act Data Request
Prior to 2017 OPD was unable to supply Clery data.

Coding process does not distinguish between murder, non-negligent manslaughter, negligent manslaughter, or between forcible and non-forcible sex offenses. These distinctions are found in the charges filed by prosecutors. Also, the coding systems do not distinguish hate crimes. Under Nebraska statutes, hate/bias charges are filed by the prosecutor in addition to the underlying charges as a sentence enhancement.

Multiple victims/offense, hierarchy etc.

In order to maintain complete and accurate records in the data bases, all files used to compile this report are dynamic. Dynamic files allow continuous data entry, which could result in additions, deletions, and/or modifications at any time. Due to the dynamic nature of the data, number may vary in previous or subsequent reports. Public property burglary does not include private residences.
The HEA fire safety regulations apply only to institutions with on-campus student housing facilities and focus exclusively on those facilities. The regulations do not apply to other buildings on campus or to any non-campus student housing facilities the institution might own or control.

UNMC maintains a log of all reported fires that occur in those on-campus student-housing facilities and such information is included in the daily crime and fire log.

Fire Statistics

University Housing at UNMC is comprised of the following:

- Student Apartments 60 units (602 S. 38th St., 30 units) 608 S. 38th St. 30 units)
- Single-family housing units 3 buildings (3901 Dewey St., 3903 Dewey St., 3905 Dewey St.)
- Duplex 4 buildings (11 units) (3861-3863 Dewey St., 3865-3867 Dewey St., 3869-3871 Dewey St., 3873-3875 Dewey St.)
- 11-plex apartment 1 building (415 S. 41st Street)
- 6-plex apartment 1 building (411 S. 41st St.)
- 10-plex Apartment complex (404 S. 40th St., 406 S. 40th St.)
- International House at 428 S. 38th St.

Report all fires to Public Safety at 402.559.5555 or 911 if an emergency exists.

Student Apartments are equipped with sprinklers and panels, fire and smoke monitors. There are three smoke detectors per floor, and two fire extinguishers per floor. Single family, duplexes, six and eleven-plex apartments are equipped with fire extinguishers in each kitchen and have centrally monitored wireless detection systems. The centrally monitored wireless detection systems connect directly to UNMC Campus Security Dispatch Center. Smoke detectors are installed in each bedroom, hallways and living room areas of the individual units as well as in the common hallways of the six and eleven-plex apartment buildings. Carbon Monoxide detectors are also located in each individual housing unit.

In the 2016 through 2018 calendar years, there have been no reported fires in University owned housing. Due to the nature of university owned housing, there are no regularly conducted fire drills. Persons with fire safety related questions are encouraged to call public safety and they will put you in touch with the appropriate department.
Safety and security information for the University of Nebraska satellite campuses, including crime & fire statistics for the 2018 calendar year, and the information required by the Drug-Free Schools and Communities Act of 1989. All data was submitted to the U.S. Department of Education according to law.

Annual Campus Safety and Fire Reports for Satellite Campuses

Lincoln Campus
The Lincoln division of the UNMC College of Nursing is located on the main campus of the University of Nebraska-Lincoln. UNMC's College of Dentistry is located on UNL's East Campus.

The UNL annual campus security and fire safety Report for 2019 can be found at:

Kearney Campus
The Kearney divisions of the UNMC College of Nursing and the UNMC College of Allied Health Professions are located on the University of Nebraska at Kearney campus.

The UNK annual campus security and fire safety Report for 2019 can be found at:
https://www.unk.edu/bf/_files/p_and_p_linked_files/clery.pdf

Norfolk Campus
The campus in Norfolk is within the campus of the Northeast Community College (NCC). NCC's Norfolk campus encompasses 771 acres with twenty-seven buildings situated at the northeast edge of Norfolk, Nebraska. The campus also includes a farm that consists of 566 acres. NCC contracts with a local security firm to provide campus security.

The NCC annual campus security and fire safety Report for 2019 can be found at:

UNMC Scottsbluff-Gering
The University of Nebraska Medical Center College of Nursing-West Nebraska Division is located in the Harms Technology Center in Scottsbluff. The John N. Harms Advanced Technology Center is located on the Campus of the Western Nebraska Community College.

The WNCC annual campus security and fire safety Report for 2019 can be found at:
Under the Clery Act, for the purposes of counting and disclosing Criminal Offenses, VAWA offenses, Hate Crimes, arrest and disciplinary referral statistics, the institution must do so based on definitions provided by the U.S. Department of Education and the Federal Bureau of Investigation’s Uniform Crime Reporting (UCR) Program.

Department Of Education Clery Definitions

- **Hate Crime.** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

- **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence does not include acts covered under the definition of domestic violence.

- **Domestic Violence.** A felony or misdemeanor crime of violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  - By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for the person’s safety or the safety of others; or
  - Suffer substantial emotional distress.

- **Campus Security Authority.**
  - Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
  - Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

- **Official.** Defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for the person’s safety or the safety of others; or
  - Suffer substantial emotional distress.
The University of Nebraska Omaha will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Emergency Notifications, Timely Warnings, Security Bulletins

The HEA has specific requirements intended to help keep students and employees informed about threats to their safety and health in a manner that allows them to protect themselves.

Campus Security will issue timely alerts in order to keep the campus community informed about safety and security issues on an ongoing basis. Campus Security will alert the campus community of certain crimes in a timely manner to aid in the prevention of similar crimes.

Emergency Notifications

Under the Clery Act, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An “immediate” threat as used here includes an imminent or impending threat.

Timely Warnings

The Clery Act requires UNMC to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Although the Clery Act doesn’t define “timely,” the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves.

This means that a warning should be issued as soon as pertinent information is available. This is critical; even if UNMC doesn’t have all of the facts surrounding a criminal incident that represents a serious and continuing threat to its students and employees UNMC must issue a warning. The warning must contain information about the type of criminal incident that has occurred.

Security Bulletins

Security Bulletins may be issued in situations in which UNMC might choose to alert the campus community. However, the incident does not meet the threshold of a significant emergency or dangerous situation for the purposes of the Clery Act.

The Clery Act requires every Title IV institution, without exception, to:

- Disclose emergency response and evacuation procedures.
- Include a statement of policy regarding your emergency response and evacuation procedures.
- Immediately notify the campus community upon confirmation of a significant emergency or dangerous situation.
- Describe the procedures your institution will use in a significant emergency or a dangerous situation.
- Describe your procedures for both response and evacuation in emergency or dangerous situations.
- Address how the institution will disseminate emergency information to individuals and/or organizations outside of the campus community.
- Test the emergency response and evacuation procedures on at least an annual basis.
- Timely alert the campus community to certain crimes surrounding a criminal incident that represents a serious and continuing threat to its students and employees.
Emergency Notification and Timely Warnings: Sorting Out the Differences.

The Clery Act requires every Title IV institution, without exception, to have and disclose emergency response and evacuation procedures that would be used in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Some other examples of significant emergencies or dangerous situations are:

- Outbreak of disease or other serious illness.
- Approaching tornado, blizzard, flooding or other extreme weather situations.
- Natural gas leak or other biohazard.
- Terrorist incident or active shooter.

Emergency Notification

**Scope:** Wide focus on any significant emergency or dangerous situation (may include Clery Act crimes).

**Why:** Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Initiate emergency notification procedures for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees.

**Where:** Applies to situations that occur on your campus.

**When:** Initiate procedures immediately upon confirmation that a dangerous situation or emergency exists or threatens.

Timely Warning

**Scope:** Narrow focus on Clery Act crimes.

**Why:** Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Issue a timely warning for any Clery Act crime committed on your Clery Act geography that is reported to your campus security authorities or a local law enforcement agency, and that is considered by the institution to represent a serious or continuing threat to students and employees.

**Where:** Applies to crimes that occur anywhere on your Clery Act geography.

**When:** Issue a warning as soon as the pertinent information is available.

After a Clery Act crime is reported UNMC must consider whether your students and employees are at risk of becoming victims of a similar crime.

The institution must consider the potential impact on various law enforcement operations as it issues these warnings.

Institutions cannot outsource the requirement to issue timely warnings to local law enforcement agencies and must not enter into agreements that prohibit the issuance of such warnings.

The warning must be reasonably likely to reach the entire campus community.

UNMC may, in appropriate circumstances, include personally identifiable information in a timely warning. Although personally identifiable information is generally protected from disclosure under FERPA, such information may be released in an emergency situation. The Department’s FERPA regulations, at 34 CFR 99.36, describe the rule relating to the disclosure of information in health and safety emergencies.

This requirement does not apply to emergency situations in or on noncampus buildings or property.

UNMC is not required to provide a timely warning for non-Clery Act crimes or for crimes reported to a pastoral or professional counselor.

While not required by the Clery Act, Campus Security may issue security bulletins to inform the campus community of safety related situations or issues that don’t rise to the level of a timely warning.
UNMC Alert is UNMC's emergency notification system, designed to quickly alert faculty, staff and students should a shooting, tornado, or other life-threatening event occur on campus. The UNMC community is encouraged to subscribe to UNMC Alert, which will send messages via cell phone, landline, email, or pager in case of an extreme emergency on campus.

UNMC Alerts

A number of resources are available for distributing and receiving critical information and instructions during an emergency. In the event of a major emergency affecting the campus, the administration may use one or more of the following means to communicate with the university community.

UNMC students and staff must opt in and register for this free service in order to receive emergency notifications via a text message sent to their cell phone and/or personal email account. This allows individuals to receive a text message from Security Dispatch informing them of an emergency, and the action to be taken.

There are public groups for UNMC – Omaha, UNMC CON – Lincoln, UNMC COD – Lincoln, UNMC Kearney, UNMC – Norfolk, and UNMC – Scottsbluff. The Nebraska Medical Center, Nebraska Medicine – Bellevue, Nebraska Medicine at Mutual, Nebraska Medicine – Village Point. It is also used by Clarkson College.

There are many private groups which user must be added to by the group administrator. These groups are used for Incident Command, Staff Shortages, and other emergency notifications.

Registrants can manage their own account via an Internet browser and make updates to their device or contact information, such as adding a spouse or family contact who also would receive messages should a life-threatening event occur on campus.

The system only will be used in the case of emergencies, not in the distribution of routine campus announcements or advertisements.

If you reply "stop" to any message, you will be removed from all future messages with all your devices. It is very important to make sure you keep your information updated to assure you get future alerts and to assure we are not annoying someone who did not sign up for the service. If you change your cell number, update your information in the system or contact Campus Safety for assistance.

UNMC Alert

UNMC Alert will be the list served used for emergencies that:
- Affect normal business operations
- Could harm students, faculty, or staff; damage university property
- Come under close scrutiny by the media and the public, thereby damaging the university’s reputation

You must subscribe to receive the alerts. Subscribers without an unlimited text plan must pay the cost for a text message should such an event occur, but the cost of the message should only add about 10 cents to your cellular phone bill.

Employees who already are signed up for the E2 campus alerts have been switched to UNMC Alert -- no further action is necessary.

New users -- employees and students -- can register for UNMC Alert, formerly known as "e2Campus" as follows:
- Go to http://unmc.UNMCAlert.net.
- Click on "SIGN UP" in the top right-hand corner.
- Enter your full organizational username with the "@" and the rest of your email address.
- Enter a password, select public groups and enter your devices.
All UNMC Housing facilities are equipped with notification systems that can be initiated by the presence of smoke, or via a manual pull station. The initiation of the alarm notifies residents audibly and visually and notifies a response center that immediately dispatches emergency responders to the location. All Housing facilities have fire extinguishers in compliance with the applicable code.

Fire Safety & Emergency Preparedness

Fire Safety

Emergency Evacuation Procedures
The University’s emergency and evacuation procedures are tailored for each type of building and situation as each one is different. Every campus building has placards that identify evacuation procedures.

Shelter in Place
In cases such as a hostile intruder or external hazardous materials release, where a shelter-in-place strategy is best, the following procedures are to be followed as applicable:
- Remain calm.
- If it is possible to flee the area and avoid danger, do so.
- Notify anyone you encounter to exit the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until help arrives.
- Call Campus Security or 911 with your location if possible.
- If flight is impossible, secure yourself in your space. Barricade doors and block windows. Turn off all the lights, close blinds, close and lock all windows, lock and barricade all doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets may protect you from bullets).
- Keep calm and quiet and stay out of sight.
- For active shooters, silence cell phones (mute or turn off ringer). Consider turning off radios and computer monitors.
- Do not answer the door. If you do not recognize the voice that is giving instructions, do not change your status, stay put. Unknown or unfamiliar voices may be false and designed to give false assurances.
- Place signs in exterior windows to identify the location of injured persons.
- DO NOT APPROACH EMERGENCY RESPONDERS—let them come to you.
- Remain where you are until you receive further instruction by a first responder or authorized known voice.

Emergency Evacuation
In cases where evacuation is needed (fire, hazardous materials release, etc.), the following procedures are to be followed:
- Always evacuate the building if the fire alarm sounds.
- In the event of an evacuation gather your personal belongings quickly (purse, keys, cell phone, MAVCard, etc.) and proceed to the nearest exit.
• Do not use the elevator.
• Move away from the problem and use alternative exits when necessary.
• Help those who need assistance moving.
• Be ready to be guided by additional instructions.
• In cases of hazardous material releases in buildings, once outside, move away from any apparent source or at right angles to the prevailing wind. If wind direction is variable, try to move away from the source of the leak if known.
• Gather at a safe distance from the building.

Specific Evacuation Procedures for Fire
If a fire has started or is reported, either a student or employee should activate a fire alarm and a University employee should instruct everyone to evacuate the building immediately. In the case of residence halls, a Resident Assistant is generally responsible for providing instructions. If possible, a student or employee should try to shut down any equipment or process that could cause a secondary fire if left unattended.

Evacuate the building using the stairs and not the elevators. Evacuees should proceed outside and gather in a designated outdoor area a safe distance from the building. If weather conditions require, a sheltered area or building away from the building in question can be used by the evacuees. The designated gathering points should be clearly identified by University personnel.

Once outside, University employees are expected to immediately call 911 as soon as a safe location is reached (unless otherwise aware, multiple employees should call 911 and not assume someone else has made the call or that the appropriate agencies are aware of the fire). The information given to the emergency operator should include the nature of the emergency and the location (i.e., building number and cross streets or address).

Employees should try to account for people known to have been in the building. If pertinent knowledge regarding the fire is known, it is important that it be relayed to Omaha Fire and Rescue or Campus Security personnel outside the main entrance of the building, including any information on injuries, students or staff needing evacuation assistance and/or people trapped in the building.

The following is an outline of procedures that should be followed in regards to student housing evacuation relating to a fire. If you discover or suspect a fire, go to a pull station and sound the fire alarm, then leave the building through the nearest exit.

• Call 911, Give as much information as possible to the dispatcher.
• Don’t attempt to put out the fire or rescue others unless you can do so safely.
• TRY TO REMAIN CALM.

When you have been alerted by the fire alarm, see flashing strobe lights, or see smoke or fire:

• Stay low to the floor if there is smoke in the room.
• Feel the metal door knob before opening any doors.
• **IF THE DOOR FEELS HOT**, do not open the door.
• **IF THE DOOR DOES NOT FEEL HOT**, slightly open the door. If heat, smoke, or fire are present, close the door and stay in the room/unit.
  • Seal the cracks around the door using towels, sheets, pieces of clothing.
  • Hang an object out the window (i.e. sheet, jacket, shirt) to attract the fire department’s attention.
  • Use a phone to call 911 and report that you are trapped. Be sure to give your hall name and room number.
• **If heat/smoke ARE NOT PRESENT**, exit the room/unit closing the door behind you.
  • Go to the nearest exit or stairway. Do not attempt to use an elevator.
  • If the nearest exit is blocked by fire, heat, or smoke, go to another exit.
  • Go back to your room/unit if all exits are blocked. Close the door, wave something out the window, and shout for help.
If you cannot safely exit, use a phone to call 911 and report that you are trapped. Be sure to give your hall name and room number.

If you are trying to escape through a smoke-filled room or hallway:

- Stay low and move quickly to the nearest clear exit.
- Place a wet towel or a wet cloth over your head and face; breathe through the towel by taking short breaths through your nose.
- Cover your body with something that can be easily discarded if it catches on fire.

After evacuating:

- Move away from the building. Emergency response personnel and equipment will be maneuvering around the building.
- Follow directions of the fire and police personnel.

Fire Evacuation Drills

The University knows that fire safety is a major area of concern. As a result, fire drills are conducted in the various buildings in order to provide residents the opportunity to become familiar with the notification system as well as the evacuation procedures.

The Fire Safety Officer oversees the inspection of all fire safety systems and equipment and maintains reports that include documentation of fire alarms, sprinkler and smoke detector inspections.

Every University employee is responsible for knowing the evacuation procedures of the building in which they are working, and all employees are required to be familiar with the alarm locations nearest each office, laboratory, or other work area. In case of a fire, it will be the employees' responsibility to ensure that all students are instructed on what to do. In addition, any employee who may opt to use a fire extinguisher must receive a training through Environment Health & Safety (EHS).

The fire safety information provided to students and employees will include:

- Knowing emergency exit routes and being prepared to use an alternate route if necessary.
- To not use elevators.
- If anyone is trapped in a building, they should try to reach a point of refuge, such as a stairwell, or stay by a window and wave a white flag to attract the attention of emergency responders.
- If possible, closing doors and windows on the way out in order to confine the fire.
- Keeping low if there is smoke.
- On the way out, assist any mobility impaired persons to a stairwell or other point of refuge if possible and then reporting their location to the emergency response personnel.
- If working in an area frequented by the public, announcing that an evacuation has been ordered and asking people to exit the building.
- Assembling a safe distance away from the building.
- Not to block driveways or areas that may be used by emergency response personnel.
- Not to reenter the building until the fire department has declared the building safe.

During fire drills and any other time that the fire alarm sounds, residents or building occupants are required to calmly evacuate the building and follow the instructions of staff and emergency personnel. Failure to vacate or in any other way interfere with the emergency response process will be considered a violation of policy and handled accordingly.

Tampering with or theft of fire safety equipment, including tampering with or discharging fire extinguishers, disabling bells/horns, activating a fire alarm when no emergency exists or covering or removing the batteries from individual smoke detectors, removing the entire smoke detector apparatus, or tampering with, hanging objects from, or decorating sprinkler
heads in rooms of halls that are thus equipped are prohibited. Violation of policies that involve fire safety is a very serious matter and typically results in termination of the residence hall contract, as well as any necessary law enforcement action.

Students who require any type of accommodation to ensure their safe evacuation are instructed to contact Residence Hall staff immediately upon moving into the facility so that the appropriate arrangements can be made.

**Armed Intruder Emergency**

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- **RUN:** Can you safely escape?
- **HIDE:** Is there a good place to hide?
- **FIGHT:** Will you do whatever is necessary to incapacitate the armed intruder to survive?

**RUN**

- Have an escape route and plan in mind.
- Leave belongings behind (except your cell phone).
- Keep your hands visible.

**HIDE**

- Try to hide out of the armed intruder’s view.
- Find protection behind furniture if possible.
- Find a room that locks if you can.
- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- If possible and safe to do so, report the location of the armed intruder.

**FIGHT**

As a last resort and only when your life is in imminent danger:

- Make a plan with others in the room about what you will do if the armed intruder enters.
- Attempt to incapacitate the armed intruder and do whatever is necessary to survive the situation.

**IF OUTSIDE WHEN AN ARMED INTRUDER INCIDENT OCCURS**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from law enforcement personnel.

**CALLING FOR HELP**

- If safe to do so, call 911. Do not assume that someone else has reported the incident.
- If still safe to do so, next call Security Dispatch at 9-5555. During your call to 911, you will be asked questions, such as:
  - What exactly is happening and how do you know? Is it still happening?
  - Where is the suspect now? What was his/her last known direction of travel?
  - Are there any wounded and how many?
  - What is the specific location of occurrence?
  - What types of weapons were used? Describe the weapon/s or other dangerous object/s if possible, and any visible ammunition:
o Were any shots fired? Describe the sound and the number of shots fired. Do you know who the suspect/s is? If yes, identify them and provide any background knowledge you may have.

**WHEN LAW ENFORCEMENT ARRIVES**
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Give the number of armed intruders.
- Give the location and physical description of the armed intruder(s).
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

*Video Link Run Hide Fight, Surviving an active Shooter Event*

**Weather Emergencies**

**Tornado**
- When sirens activate, move to the lowest, interior area of building or designated tornado shelter.
- Stay away from windows.
- Do not use elevators.
- Stay near inside wall when possible.
- Keep calm. Even though a warning is issued, the chance of a tornado striking your building or location is slight.

**Winter Weather**
The decision to close the university because of adverse weather conditions will be made by the UNO Chancellor or their designee. Should a bad weather situation arise during the workday, this decision will be made in consultation with a Weather Emergency Committee to be established by the Chancellor. This committee shall have representatives from University Communications, Facilities Management and Planning, the Vice Chancellor’s Office for Academic and Student Affairs, Student Services/Registrar’s Office, Human Resources, and others as input is required.

Any announcement regarding a bad weather closure or delay will be conveyed via the following media:
- The university homepage in the form of an emergency banner.
- All-campus email.
- Emergency alert text messages.
- The university's official social media accounts on Facebook and Twitter.
- Emergency Information Line (402.554.2255)

**Mass Notification Exercises**
As part of its ongoing emergency preparedness program, UNO conducts tests of the UNO Alert Emergency Notification System. The University plans annual tests of tornado and fire evacuation procedures. For all tests/drills, the pertinent authorities in the applicable buildings are informed of the drill and required to explain the situation to those that will be affected by the drill (i.e. staff and students). While the University's drills will not include the entire campus all at once, the system in place will make sure that each facility goes through an annual exercise.
UNMC Rental Property is available for lease to full time students, residents and fellows at the Medical Center in Omaha. The UNMC Rental Properties consist of one, two and three bedroom units located on the UNMC campus. All rental agreements are made through the Business Services Department, Rental Property Management.

For more information, contact Esther Collins at 402-559-5201 or email: ecollins@unmc.edu.

Student Housing

Rental Property at UNMC Omaha Campus
UNMC Rental Property is available for lease to full time students, residents and fellows at the Medical Center in Omaha. The UNMC Rental Properties consist of one, two and three bedroom units located on the UNMC campus. All rental agreements are made through the Business Services Department, Rental Property Management. For more information on availability contact Esther Collins at 402-559-5201 or email: ecollins@unmc.edu. For property details contact Esther Collins or visit our website: www.unmc.edu/housing.

UNMC SMOKE FREE POLICY:
Smoking is prohibited:
- In all indoor and outdoor properties maintained by UNMC, including leased and owned properties as well as parking lots.
- In all vehicles whether owned, leased or rented by UNMC.
- In all vehicles when parked on UNMC property.
- This policy includes but is not limited to cigarettes, cigars, and pipes.
- This policy encompasses all individuals whether they are working, visiting, receiving medical care or whether they are contractors or vendors on UNMC property.
- The only exception to the policy will be University-approved research studies involving tobacco use.

SAFETY AND SECURITY
The safety of Rental Property tenants, their personal belongings and furnishings is of utmost importance to UNMC Rental Property Management. Conduct by tenants or their guests which jeopardize safety and security of others will not be tolerated. The following guidelines are reference for tenants in cooperation with Rental Property management.

Holiday Decorations
Combustible decorations present a fire hazard. Use of such decorations in the rental units is strongly discouraged. Cut greenery, trees or branches are NOT permitted in the apartments or hallways.

Fire Safety
Rental property units are equipped with fire safety equipment. Tenants are held responsible for keeping the equipment in their unit in working order. You must not render the smoke detector(s) in your unit inoperable. You must immediately report any malfunctions or inoperable smoke detectors (including low batteries) to Rental Property Maintenance. Any tenants or their guests who misuse the fire safety equipment will be subject to lease termination and or arrest.
Rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment and stalking are against the law and are unacceptable behaviors under University of Nebraska policy. These unacceptable behaviors are hereafter referred to as sexual misconduct. Retaliation against the Complainant or a third party in an attempt to prevent or otherwise obstruct the reporting or remediation of sexual misconduct is prohibited.

Clery Act Related Campus Security Policies, and Procedures

Campus Security Departmental Policies
Select Campus Security specific policies are available on its website. The policies on mobile audio video and bias based profiling are on file with the Nebraska Crime Commission as required by State Statute.

Reports, Arrests and Disciplinary Referrals
Every report that is generated by a member of the Campus Security that involves a student and a violation of law or policy is referred to student conduct.

The information is aggregated and reported to the U.S. Department of Education on an annual basis. The information is also included in the AQIP Systems Portfolio and in the Annual Fire and Safety Report.

Firearms and Weapons
Items such as, but not limited to, firearms, ammunition, martial arts weapons, knives (longer than 3”), explosives, paint ball guns, bows/arrows, Tasers, fireworks, slingshots, and other weapons are not allowed, regardless of permit status. This policy includes sporting equipment which could be used as a weapon or firearm.

Sexual Misconduct
Sexual Misconduct Prohibited Actions
The University of Nebraska at Omaha desires to provide a safe and secure learning, living, and working environment for all students and staff. The University understands the impact that sexually-based offenses have on their victims and the lasting effects. The University strictly prohibits any form of sexual misconduct. All reported incidents will be thoroughly investigated and those found responsible will be dealt with as necessary, whether criminally charged or handled through the University’s judicial process. It is the goal of the University of Nebraska at Omaha to eliminate these crimes from its campus.

Complaints of Sexual Misconduct
a. Any person—including a university official—can complain of sexual misconduct of or by a University employee. Complaints of sexual misconduct may be made using the University’s internal processes at the same time that criminal complaints or charges are pursued with the appropriate law enforcement or external agencies. University internal investigation and disciplinary proceedings are independent of any criminal or external investigation. Sexual misconduct proceedings will be

Available Reports
- Annual Clery Reportable Crimes and Referrals
- Daily Crime and Fire Log
- Omaha Police Department Crime Mapping
- Nebraska Crime Commission Stat Reports
- U.S. Department of Education Clery Act Reports

Select CAMPUS SECURITY Policies are available on Website
- Mobile Audio Video
- Bias Based profiling
- Organizational Structure and Principles of Authority
- Accreditation Reporting and Administration
- Mission, Vision and Strategic Planning
- Clery Act Administration
conducted by trained University officials to provide a prompt, fair, and impartial process from initial investigation to the final result.

b. A complaint of sexual misconduct by or against a University employee can be made to the Human Resource Officer or Title IX Coordinator of the major administrative unit where the misconduct occurred or where the affected employee or accused employee works. The University will investigate reported allegations of sexual misconduct and may take appropriate action even if the person allegedly subject to misconduct or Complainant does not wish to pursue formal charges. Any response by the University may be hindered by person’s or Complainant’s desire for anonymity and/or inaction.

c. No process implemented under this Sexual Misconduct Procedure shall be open to the public. The accuser and the accused are entitled to the same opportunities to have others present during an Informal Resolution or Formal Hearing subject to conditions established by the University-designated Investigator or Hearing Officer. Witnesses may be sequestered and attendance at Informal Resolution or Formal Hearing proceedings may be restricted to the Complainant, Respondent and advisors.

d. Any allegations of any other violations of University conduct standards in addition to allegations of sexual misconduct that are directly related to the alleged sexual misconduct can be considered by an Investigator or Hearing Officer. Findings of sexual misconduct or other conduct violations shall be made using the greater weight of the evidence standard. The burden of proof shall rest upon the party making the claim.

e. Evidence which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs may be admitted and given probative effect. Incompetent, irrelevant, immaterial, and unduly repetitious evidence should be excluded. The rules of privilege recognized by law shall be given effect. Evidence that would not be admissible in a State Court criminal proceeding by reason of the method or manner in which it was acquired shall not be admitted.

Protective Measures

a. Regardless of whether a person subjected to sexual misconduct chooses to report an incident of sexual misconduct as a crime to university police or security or local law enforcement, the University may provide interim protective measures. If interim protective measures are requested, and they are reasonably available, the University may provide assistance in changing academic, living, transportation, and working situations. Alterations may be made to the work assignments and conditions of a University employee accused of sexual misconduct as an interim protective measure while an investigation is pending or before a hearing is concluded.

b. Protective measures that the University may offer following an allegation of sexual misconduct include the following: “no contact” orders, changing work schedules or work stations, reporting relationships.

Investigation of Allegations

a. An Investigator shall be assigned to conduct an investigation to determine if the allegation(s) of sexual misconduct have merit. Investigations of the allegations should be concluded within sixty (60) calendar days of receipt of a report, and may be permitted a longer completion period under extraordinary circumstances, but both parties must be informed in writing of the extension of the timeline.

b. If the investigation determines it is more likely than not that sexual misconduct or other prohibited behavior did not occur, the complaint may be dismissed without further proceedings. If both the Complainant and the Respondent agree to the dismissal, the complaint is resolved without any further rights of appeal by either party. If the Complainant objects, he or she may appeal the dismissal decision to the person designated to review dismissals within seven (7) University business days. Findings of fact made by the Investigator shall be accepted unless clearly erroneous. The designated reviewer will either affirm the investigative determination to dismiss, or refer the complaint for further proceedings. The designated reviewer’s decision of the appeal will be final.

c. If the investigation concludes with a finding that it is more likely than not that sexual misconduct occurred, the investigative report should include sanction recommendations. The claim may be resolved through Informal Resolution or following a Formal Hearing.

d. After the fact-finding investigation, the accuser, the accused employee, and appropriate university officials shall be given timely access to any information that will be used during Informal Resolution and/or Formal Hearing proceedings.

Informal Resolution

Both the Complainant and the Respondent may elect to dispose of the claim by Informal Resolution. Participation in Informal Resolution may not be required of either party. An Informal Resolution conference will be scheduled not less than three (3), or more than fourteen (14) University business days after the investigation is complete. The Respondent may elect to acknowledge his or her actions and take responsibility. The Investigator could propose a resolution and an appropriate sanction. If both the Complainant and the Respondent agree to the proposed sanction, the complaint is resolved without a Formal Hearing. Informal Resolution
procedures may be discontinued at the request of any participant, or terminated by the Investigator. When a claim of sexual misconduct against an employee is not concluded through Informal Resolution, a Formal Hearing by a Hearing Officer must be held.

**Formal Hearings**

a. Formal Hearing will determine whether sexual misconduct occurred or not.
b. Charges shall be presented to the Respondent and the Complainant in written form by a University official within seven (7) University business days after the investigation is complete.
c. Both the Respondent and the Complainant have a right to confidentiality during sexual misconduct proceedings to the fullest extent possible. The duty of confidentiality shall also extend to all persons involved in a Formal Hearing.
d. In all cases, whether the Respondent presents evidence or not, the evidence in support of the allegations shall be presented and considered. The Respondent may not be found to have committed sexual misconduct solely because Respondent failed to participate in a Formal Hearing.
e. A Respondent and the Complainant have the right to inspect all documents used as evidence and a list of all witnesses for the Formal Hearing in advance of the hearing.
f. Both Respondent and Complainant have a right to prepare a written statement in advance of a Formal Hearing. Both parties will have the right to view each other’s statement.
g. The Complainant and the Respondent have the right to be assisted by any advisor they choose, including legal counsel, at their own expense.
   i. The role of the advisor is limited. The only appropriate role for the advisor is to provide advice to the party who has requested his/her presence in a manner which does not disturb Formal Hearing. If an advisor fails to act in accordance with these guidelines, he/she may be barred from participation in the proceedings.
h. A Respondent and the Complainant have the right to hear all evidence, present evidence, testify, and to hear and submit questions for witnesses during formal hearings.
i. Questions shall be addressed to the Hearing Officer, who will determine if the question is appropriate, and then ask the witness.
j. Sexual misconduct proceedings should be completed in a reasonably prompt time frame.
k. If sexual misconduct is found by a greater weight of the evidence to have occurred, the Hearing Officer will recommend that the University official authorized to do so impose or seek to impose sanctions.
l. A Respondent and the Complainant have the right to be notified of the decision rendered. Any initial, interim, and final decision to resolve disciplinary matters must include a statement of any University sanctions imposed together with the rationale for the decision.

**Possible Employment Sanctions**

a. The types of sanctions that are possible as the result of a sexual misconduct disciplinary proceeding are:
   i. verbal warning;
i. written warning;
iii. transfers;
iv. completion of mandatory conditions;
v. suspension without pay;
vi. nonrenewal or non-reappointment;
vii. loss of rank or position;
viii. denial of salary increase;
ix. activity termination; x. demotion in rank or pay;
ix. termination of employment;
xi. ban on University re-employment.
b. Sanctions i-vii may be imposed in combination with one another.

**Definitions**

Unless otherwise provided, the definitions found in section 6 of The University of Nebraska Sexual Misconduct Policy, R.P. 2.1.8, apply to this statement of policy and procedure for response to allegations of employee sexual misconduct.
Dating Violence (R.R.S. Neb. §79-2.140)
A pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate/sexual involvement, whether casual (e.g. “friends with benefits”), serious, or long-term. It is based on a consideration of length of relationship, type of relationship and the frequency of interaction between those involved in the relationship.

Domestic Violence (R.R.S. Neb. §28-323)
A person intentionally and knowingly causes bodily injury to his or her intimate partner, threatens an intimate partner with imminent bodily injury, or threatens an intimate partner in a menacing manner. Intimate partner, regardless of gender, means a spouse, a former spouse, persons who have a child in common, whether or not they have been married or lived together at any time, and persons who are or were involved in a serious dating relationship. Serious dating relationship means frequent, intimate associations primarily characterized by the expectation of affectionate or sexual involvement. It does not include a casual relationship or an ordinary association between persons in a business or social context.

Sexual Assault (R.R.S. Neb. §28-318 through 320)
Sexual penetration and/or sexual contact without the consent of the victim, regardless of either person’s gender, including situations where coercion, force, or the threat of force was used; situations where the perpetrator knew or should have known that the victim was mentally or physically incapable of resisting or evaluating the nature of his or her conduct (i.e. mentally challenged, disabled, intoxicated, etc.); or where the perpetrator is 19 years of age or older and the victim is at least 12 but younger than 16. A victim must simply provide enough verbal or physical resistance to make the perpetrator aware of the lack of consent. Victims do not have to show continued resistance when they feel as though further resistance would be futile. The following definitions apply:

- **Force or threat of force:** The use of physical force which overcomes the victim’s resistance or the threat of physical force, expressed or implied, against the victim or a third person, where the threat places the victim in fear of their own death or serious personal injury, or that of a third person, and the victim reasonably believes that the perpetrator has the present or future ability to follow through with the threat.
- **Intimate parts:** The genital area, groin, inner thighs, buttocks, or breasts.
- **Serious personal injury:** Great bodily injury or disfigurement, extreme mental anguish or mental trauma, pregnancy, disease, or loss or impairment of a sexual or reproductive organ.
- **Sexual contact:** The intentional touching of the victim’s sexual or intimate parts, or the intentional touching of the victim’s clothing covering the immediate area of the victim’s sexual or intimate parts. Sexual contact also means the touching, by the victim, of the perpetrator’s sexual or intimate parts or the clothing covering the immediate area of the perpetrator’s sexual or intimate parts, when this touching is intentionally caused by the perpetrator. Sexual contact includes only that conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.
- **Sexual penetration:** Sexual intercourse in its ordinary meaning, cunnilingus, fellatio and anal intercourse. It also includes the intrusion, however slight, of any part of the perpetrator’s or victim’s body, or any object manipulated by the perpetrator, into the genital or anal openings of the victim’s body. Sexual penetration does not require emission of semen.

Consent to Sexual Activity (R.R.S. Neb. §28-318)
“Consent” means agreement, approval, or permission as to some act or purpose, given voluntarily by a competent person.

1. “Without consent” means:
   a. The person was compelled to submit due to the use of force or threat of force or coercion; or
   b. The person expressed a lack of consent through words; or
   c. The person expressed a lack of consent through conduct; or
   d. The consent, if any was actually given, was the result of the actor’s deception as to the identity of the actor or the nature or purpose of the act on the part of the actor.
2. The person need only resist, either verbally or physically, so as to make the person’s refusal to consent genuine and real and so as to reasonably make known to the actor the person’s refusal to consent; and
3. A person need not resist verbally or physically where it would be useless or futile to do so.
In the above text, the word “person” means the individual against whom a wrongful act was allegedly committed, and the word “actor” is the individual alleged to have committed a wrongful act. When the actor knew or should have known that a person was mentally or physically incapable of resisting or understanding the nature of his or her conduct, there is no consent. A person may be incapacitated due to intoxication, mental illness or deficiency or by physical illness or disability to the extent that personal decision-making is impossible. Surprise may also prevent resistance, as where a person is grabbed from behind.

There are some persons who the law presumes are incapable of consenting to sexual contact or penetration by an actor by reason of their age. Under Nebraska law an actor 19 years of age or older may not subject a person under the age of sixteen years of age to sexual penetration or a person under 15 years of age to sexual contact.

Sexual Harassment
Unwelcome conduct or behavior of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Conduct that is sufficiently serious to limit or deny student’s ability to participate in or benefit from the University’s educational program creates a hostile environment and is prohibited.

Stalking (R.R.S. Neb. § 28-311.03)
Engaging in a course of willful harassment of another person or a family or household member of such person with the intent to injure, terrify, threaten, or intimidate commits the offense of stalking. Actions include, but are not limited to, deliberately following, detaining, contacting, or harassing the person(s), or imposing any restraints on their personal liberty.

1. Harass. To engage in a knowing and willful course of conduct directed at a specific person that seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose.
2. Course of conduct. A pattern of conduct composed of a series of acts over a period of time, however short, indicating a continuity of purpose, including a series of acts of following, detaining, restraining the personal liberty of, or physically stalking the person or telephoning, texting, contacting, or otherwise communicating with the person.
3. Family or household member. Regardless of gender, a spouse or former spouse of the victim, children of the victim, a person presently residing with the victim who has resided with the victim in the past, a person who had a child in common with the victim, other persons related to the victim by a blood relationship or marriage, or any person presently (or in the past) involved in a dating relationship with the victim.

Most of the definitions above are based on Nebraska State Statutes and can be viewed at:

https://nebraskalegislature.gov/laws/statutes.php?statute=28-311.02

Disciplinary Action for Sexual Misconduct
The University of Nebraska at Omaha shall take the appropriate measures to immediately address sexual misconduct whenever it is reported. In doing so, the University shall provide equal consideration to both the victim and the accused during any disciplinary proceeding and make decisions based on what has been justly determined and is in the best interest of the victim and/or the University; proceedings shall include a prompt, fair, and impartial process from the initial investigation to the final result. Mediation shall not be used to resolve sexual assault complaints.

Any student or employee that is the victim of sexual misconduct and wants administrative action can file a disciplinary complaint against another student and/or employee by contacting the Title IX Coordinator in any situation, a Student Affairs Officer (Judicial Affairs) if the victim is a student, and the Human Resources Officer (Human Resources Department) if the victim is an employee. If necessary, a Formal Hearing shall occur.

For all cases of crimes of violence, nonforcible sex offenses, and/or stalking where the University has taken action against a student who is the alleged perpetrator of the crime, the University will provide, upon request by the victim, a report of the
disciplinary proceedings conducted against the student and the result. In cases where the alleged victim is deceased as a result of the crime, the next of kin will be treated as the alleged victim in regards to the report requests.

**Title IX**
A federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX applies to students, faculty, staff, or anyone present on campus regardless of sexual orientation, gender identity, immigration status, or disability status. The ban on sex discrimination includes sexual harassment, sexual assault, intimate partner violence, and stalking.

Report known or suspected incidents immediately to UNMC's Title IX Coordinator.

UNMC Title IX Coordinator:
Student and Employee Contact:
Carmen Sirizzotti, MBA
402-559-2710 | E-mail (csirizzotti@unmc.edu)

Employee Contact:
Linda Cunningham
Division Director, Employee Relations
402-559-7394 | E-mail (lcunning@unmc.edu)

**UNMC Compliance Hotline 1-866-568-5430**


For more information, visit: [http://www.unmc.edu/titleix/index.html](http://www.unmc.edu/titleix/index.html)

The University of Nebraska Medical Center is committed to maintaining an environment for all students, faculty, staff, and visitors, that is fair and responsible – an environment which is based on one’s ability and performance.

The University of Nebraska at Omaha declares and affirms a policy of equal education and employment opportunities, and non-discrimination in providing services to the public. Therefore, the University of Nebraska at Omaha shall not discriminate against anyone based upon age, race, ethnicity, color, national origin, gender-identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran’s status, marital status, religion or political affiliation. The University of Nebraska at Omaha prohibits sexual harassment, including sexual violence. This policy is applicable to all University administered programs including educational programs, financial aid, admission policies and employment policies.

**Title IX Prevention/Awareness Programs and Training:**
- Prevention and Awareness Programs: It’s on US campaign and on-going Empower Programs
- Required Title IX On line Training for all Employees and Students
  - Title IX training is facilitated at UNMC in:
  - New Student Orientations (Every Fall)
  - New International Students Orientation (Every Fall)
  - New Employee Orientation (Every month)
  - Faculty Training Sessions
  - Staff Training Sessions

![The Power of IX](image)
The illegal possession, use, or distribution of drugs or alcohol by students and employees is a violation of University rules as well as State and Federal laws. Officers of the University are to cooperate with State and Federal agencies in the prevention of drug abuse. In satisfaction of this mandate and in order to fulfill its obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. § 701, and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. § 1145g

Sexual Assault Policy for Northeast Community College

UNMC Norfolk
Sexual Assault Prevention and Response
Northeast Community College prohibits sexual assault (rape, fondling, incest and statutory rape), on all College-owned or rented property and in connection with College-sponsored activities. Throughout each academic year, the College implements educational sexual assault programs. These programs are offered through (but not limited to) the offices of Student Activities, Student Health Services, Student Life, Human Resources, or Residence Life to prevent sex offenses on campus, at College locations, and at College-sponsored events. The programs include education to promote the awareness of rape and other sexual assault offenses.

The following prevention, counseling, and educational services are available to students and employees:

- On-campus counseling for students;
- Off-campus counseling referrals for students at Extended Campus locations;
- Off-campus counseling referral for employees (EAP);
- Student Health Services.

The Student Leadership Association (SLA), the Student Activities Council (SAC), and/or the RA/SA Team sponsor student and staff educational programs to promote the awareness of sexual assault crimes (rape, fondling, incest and statutory rape), prevention techniques, and procedures that victims are advised to follow;

- Any employee or student may obtain educational literature regarding sexual violence/sexual assault from Student Health Services (Student Center); the Counseling office (College Welcome Center), or Human Resources (Maclay Building 110);
- On-campus 24-hour emergency, dial 911;
- Campus security officers are professionally trained in crime prevention; and
- Campus security provides escorts to cars or buildings when classes are in session.

To request accommodations or protective measures after an incident of sexual assault (rape, fondling, incest and statutory rape), domestic or dating violence, or stalking has occurred, contact Craig Garrett, Title IX Coordinator 402-844-7046
craigg@northeast.edu.
Conduct, Drugs and Alcohol Policies

The UNMC Student Code of Conduct
The mission of the University of Nebraska Medical Center is to lead the world in transforming lives for all individuals and communities through premier educational programs, innovative research and extraordinary patient care.

UNMC has a reputation of integrity and excellence in teaching, research and patient care. To maintain this reputation, UNMC expects all faculty, staff and students to conform to the highest ethical standards and meet all legal obligations in the performance of their duties. This Code of Conduct applies to all UNMC faculty, staff and students (hereinafter “UNMC Community”) and guides them in carrying out daily activities within appropriate ethical and legal standards. The Code reflects the values of UNMC and may be modified to address changes in culture, as well as changes in the regulatory environment.

Professional and Ethical Conduct.
Professional and ethical conduct must be shown in all relationships. Professionalism is fostered by a supportive climate emphasizing respect and dignity. The UNMC Community should strive to create an environment characterized by:

- Avoidance of and no tolerance for harassment, threats, intimidations, physical, verbal, or written (including electronic) abuse;
- Respect for individual and cultural differences in race, religion, ethnicity, national origin, age, gender, sexual orientation, and disabilities;
- Openness in communication;
- Honest, respectful and fair dealing within the UNMC community, and with external customers, suppliers, competitors, and other entities;
- Truthful and positive feedback with constructive, corrective feedback in a private setting whenever possible;
- Assignment of duties and tasks that promote professional development;
- Performance of duties and assignments in an exemplary manner;
- An emphasis on solving problems and modifying systems, not blaming people;
- No tolerance for cheating, fabricating, falsifying, plagiarizing, or inappropriately communicating research, academic, or clinical information;
- No tolerance for falsifying signatures includes signing on behalf of another where the person signing does not have delegated authority for such signature under the Board of Regents Memorandum 13 and/ or 14 or other appropriately documented authorization.

Leadership Responsibilities.
While all members of the UNMC Community are obligated to follow this Code of Conduct, leaders set the example, to be in every respect a model. Teachers and supervisors should provide instruction, guidance, and leadership. Leadership involves helping others to achieve their highest levels of performance, discerning those who need individual assistance, and then facilitating improvement. Similarly, the teacher or supervisor can expect the student or employee to make the necessary investment of energy and intellect to acquire the knowledge, understanding and skills concomitant with being a competent professional.

Compliance.
All members of the UNMC Community are expected to understand and comply with federal and state laws and regulations related to their duties and University of Nebraska and UNMC policies and procedures. UNMC has an obligation to provide education to Community members so they understand their responsibilities. Areas of regulatory responsibility applicable to UNMC may include but are not limited to the following:

- Civil rights;
- Health and safety in the workplace;
- Grants and contracts;
- Financial compliance and standard business practices;
- Conflict of interest;
- Scientific misconduct;
- Protection of human and animal subjects in research;
- Employment, including wage and hour, disabilities and immigration laws;
- Confidentiality of student, patient and other proprietary information;
- Protection of intellectual property such as patents, trademarks and copyright;
- Publication of scholarly work and authorship;
- Information technology and security.
Report conduct that concerns you.
If you have questions regarding this Code or encounter any situation which you believe violates provisions of this Code, you should immediately consult your supervisor or academic advisor, another member of your department, the Human Resources Department, the Vice Chancellor for Student Success, the Compliance Officer at 402-559-6767, the Nebraska Ombudsman’s office at 1-800-742-7690, or the UNMC Compliance Hotline at 1-844-348-9584.

Reports to the Compliance Hotline may be made anonymously. There will be no retribution for asking questions or raising concerns about the Code or reporting possible improper conduct. Individuals shall not intentionally make false allegations. Any employee making a report regarding this Code may not be discharged, demoted or otherwise discriminated against, as a reprisal for disclosing to information that the employee reasonably believes is evidence of abuse of this policy.

Abide by this Code of Conduct policy.
The integrity and reputation of UNMC is diminished when any of these standards is violated. All allegations of violations of the Code of Conduct will be thoroughly and appropriately investigated, without exception, and corrective action will be taken consistent with the circumstances. UNMC Community members who violate the Code of Conduct may be subject to corrective action up to and including termination of employment or academic disciplinary action, including dismissal.

UNMC Code of Conduct

Standards of Conduct for Employees and Students Regarding Alcohol and Drugs RP-2.1.5
The illegal possession, use, or distribution of drugs or alcohol by students and employees is a violation of University rules as well as State and Federal laws. Officers of the University are to cooperate with State and Federal agencies in the prevention of drug abuse. In satisfaction of this mandate and in order to fulfill its obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. § 701, and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. § 1145g, the University has formulated standards of conduct for both its employees and its students, which prohibit the following acts:

- Use, possession, manufacture, distribution, or sale of illegal drugs or drug paraphernalia on University premises, or while on University business, or at University activities, or in University supplied vehicles either during or after working hours.
- Unauthorized use, possession, manufacture, distribution or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. §§ 801 et seq., or Nebraska Drug Control Laws, Neb. Rev. Stat. §§ 28-401 et seq., on University premises, or while engaged on University business, or at University activities, or in University-supplied vehicles either during or after working hours.
- Unauthorized use, manufacture, distribution, possession, or sale of alcohol on University premises or while on university business, or at University activities, or in University-supplied vehicles either during or after working hours.
- Storing in a locker, desk, vehicle, or other place on University-owned or occupied premises, any unauthorized controlled substances, drug paraphernalia, or alcohol.
- Use of alcohol off University premises that adversely affects an employee’s or student’s work or academic performance or an employee’s or student’s safety or the safety of others.
- Possession, use, manufacture, distribution, or sale of illegal drugs off University premises that adversely affects the employee’s work performance or the student’s academic performance or an employee’s or student’s safety or the safety of others.
- Violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution, or sale of alcohol, controlled substances, or drug paraphernalia.
- In the case of employees, failure to notify an employee’s supervisor of an employee’s arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at the University of Nebraska workplace.


Disciplinary Sanctions Regarding Drugs and Alcohol

Students
Violations of the Student Code of Conduct may result in the implication of sanctions up to and including expulsion (see above for specific sanctions and definitions) from the University and referral for prosecution by the proper authorities under local, State, and/or Federal law (as identified above).

Faculty and Staff
Violations of the employee standards of conduct may result in the implication of sanctions up to and including termination of employment and referral for prosecution by the proper authorities under local, State, and/or Federal law. A University of
Nebraska who violates drug laws and/or abuses substances prior to or during University work hours and/or activities will be subject to disciplinary action.

In the event a faculty or staff member violates this policy or is convicted of unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol on University property or as part of any University activity, the University will take appropriate action.

As required by 41 U.S.C. § 8102(1), part of the Drug-Free Workplace Act of 1988, faculty and staff involved in the performance of federal contracts or grants must notify their supervisor within five days if they are convicted of any criminal drug statute as a result of violation of the law that occurs at the workplace. The term “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the Federal or State criminal drug statutes. The supervisor will immediately notify the Academic Affairs Office when faculty members are affected or the Human Resources Office when staff members are affected. The University, in turn, will notify the applicable granting or contracting agency or agencies of the conviction within ten days after receiving notice of an employee’s criminal drug statute conviction.

**Description of applicable legal sanctions under Federal, State or Local law**

The information on the following pages summarizes selected provisions of Federal, State, and local laws that provide criminal and civil penalties for unlawful possession or distribution of drugs and alcohol. While CAMPUS SECURITY believes this information is accurate, the reader is cautioned to investigate the matter more fully or consult their personal attorney.

**Federal Penalties and Sanctions for Illegal Possession of Controlled Substances**

First Conviction: Up to 1 year imprisonment and fine of at least $1,000 or both. After one prior drug conviction: At least 15 days in prison, not to exceed 2 years, and a fine of at least $2,500. After 2 or more prior drug convictions: at least 90 days in prison, not to exceed 3 years, and a fine of at least $5,000. 21 U.S.C. 844(a)

Forfeiture of tangible and intangible personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. Forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for us, to transport or in any manner to facilitate the transportation, sale, receipt, possession, or concealment of controlled substances. 21 U.S.C. §§ 853(a) and 881(a)

Denial of Federal benefits, such as financial aid grants, contracts, student loans, and professional and commercial licenses, for individuals convicted of distributing controlled substances (drug trafficking). The denial can last up to 5 years for the first conviction and up to 10 years for the second conviction. Those who have three or more convictions will be permanently ineligible for all Federal benefits. 21 U.S.C. § 862

Ineligible to receive or possess a firearm or ammunition. 18 U.S.C. § 922(g)

Authority to revoke certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., is vested with the officials of individual Federal agencies.

**State Penalties and Sanctions for Illegal Possession of Controlled Substances**

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska State laws which establish penalties for various drug related offenses which are summarized below.

**Crimes Involving Minors**

Any person 18 years of age or older who knowingly or intentionally manufactures, distributes, delivers, dispenses, or possesses with intent to manufacture, distribute, deliver or dispense a controlled substance or a counterfeit controlled substance (i) to a person (under the age of 18 years); (ii) in, on, or within 1,000 feet of a school, college, university, or playground; or (iii) within 100 feet of a youth center, public swimming pool, or video arcade shall be punished more severely. The law also provides for an enhanced penalty for anyone 18 years of age or older to knowingly and intentionally employ, hire, use, cause, persuade, coax, induce, entice, seduce, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, prepare for delivery,
offer for delivery, or possess with intent to do the same a controlled substance or a counterfeit controlled substance. See Neb. Rev. Stat. § 28-416(4)(a) and (5)(a) (Reissue 2016).

Persons under the age of eighteen who violate the drug laws may be subject to additional sentencing provisions found in Neb. Rev. Stat. § 28-416(18) and (19) (Reissue 2016), these include impounding licenses or permits issued under the Motor Vehicle Operator’s License Act, completion of community service, and attending drug education classes.

Probation Conditions

Tax Provisions
Anyone who possesses or sells the following amounts of controlled substances or imitation controlled substances must pay the appropriate taxes to the Nebraska Department of Revenue and have the stamps attached to the controlled substances. Marijuana is not included in the definition of “controlled substances” here but is also taxed, as follows:

- Illegal marijuana is taxed at $100 for each ounce or portion of an ounce. Neb. Rev. Stat. § 77-4303 (Reissue 2009).
- Any controlled substance that is sold by weight or volume (i.e., cocaine, crack, methamphetamine, etc.) is taxed at $150 for each gram or portion of a gram. Neb. Rev. Stat. § 77-4303 (Reissue 2009).
- Any controlled substance that is not sold by weight (i.e., LSD, Quaaludes, methamphetamine in tablets, PCP, etc.) is taxed at $500 for each 50 dosage units or portion thereof. Neb. Rev. Stat. § 77-4303 Reissue 2009).

Failure to have the proper tax stamps attached to the controlled substance is a Class IV felony, with a criminal penalty of up to a 2-year imprisonment and 12-month post- release supervision or a $10,000 fine or both. If imprisonment is imposed, there will be a minimum of a 9-month post- release supervision. Neb. Rev. Stat. § 28-105(1) (Reissue 2016) available at http://nebraskacodeonline.gov/laws; Neb. Rev. Stat. §§ 77-4301 to 77-4316 (Reissue 2009).

Property Forfeiture
Property used to manufacture, sell, or deliver controlled substances can be seized and forfeited to the State. Property subject to forfeiture may include cash, cars, boats, and airplanes, as well as drug paraphernalia, books, records, and research, including formulas, microfilm, tapes, and data. Neb. Rev. Stat. § 28-431 (Reissue 2016).

Being Under the Influence of Any Controlled Substance for Unauthorized Purpose
It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a practitioner. In a prosecution, the State need not prove that the accused was under the influence of a specific controlled substance, only that the accused manifested symptoms or reactions caused by the use of any controlled substance. Neb. Rev. Stat. § 28-417(1)(g) (Reissue 2016).

Drug Paraphernalia Offenses
It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue 2016). Individuals who make a good faith request for emergency medical assistance in response to their drug overdose or when assisting another person may experience limited immunity from drug possession and paraphernalia charges if they meet certain requirements, such as requesting medical assistance as soon as the drug overdose is apparent and remaining on the scene and cooperating with medical assistance or law enforcement personnel. Neb. Rev. Stat. § 28-441(1) (Reissue 2016 and Supp. 2017).

"Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes, bongs, roach clips, and other items used, intended for use, or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 2016).

It is unlawful to deliver, possess with intent to deliver, or manufacture with intent to deliver drug paraphernalia knowing, or under circumstances in which one should reasonably know, that it will be used to manufacture, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance. This section does not apply to pharmacists, pharmacist interns, pharmacy technicians, and pharmacy clerks who sell hypodermic syringes or needles for the prevention of the spread of infectious diseases. Neb. Rev. Stat. § 28-442 (Reissue 2016 and Supp. 2017).
It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to a person under the age of 18 who is at least three years his or her junior. Neb. Rev. Stat. § 28-443 (Reissue 2016).

A violation of Neb. Rev. Stat. § 28-441 (use or possession of drug paraphernalia) is an infraction and is punishable on the first offense by a fine of up to a maximum of $100; a second offense within two years of the first is punishable by a fine between $100 and $300; a third offense within two years of the second is punishable by a fine between $200 and $500. Neb. Rev. Stat. §§ 28-441 and 29-436 (Reissue 2016). The penalty for violation of Neb. Rev. Stat. § 28-442 (delivery or manufacture of drug paraphernalia, which is a Class II misdemeanor, is up to a 6-month imprisonment or a $1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 2016) and § 28-106(1) (Reissue 2016). The penalty for violation of Neb. Rev. Stat. § 28-443 (delivery of drug paraphernalia to a minor), a Class I misdemeanor, is imprisonment for up to one year or a $1,000 fine or both. Neb. Rev. Stat. § 28-443 (Reissue 2016) and § 28-106(1) (Reissue 2016).

Imitation Controlled Substances

It is a violation of Nebraska law to knowingly or intentionally manufacture, distribute, deliver, or possess with intent to distribute or deliver an imitation controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 2016). "Imitation controlled substance" is a substance that is not a controlled substance or controlled substance analogue but which is represented to be an illicit controlled substance or controlled substance analogue. Neb. Rev. Stat. § 28-401 (29) (Reissue 2016). The first violation of this law is a Class III misdemeanor and the penalty may be a 3-month imprisonment or a $500 fine or both. A second offense violation of this law is a Class II misdemeanor and the penalty may be imprisonment for up to six months or a $1,000 fine or both. Neb. Rev. Stat. § 28-445 (Reissue 2016) and § 28-106(1) (Reissue 2016).

Controlled Substance Analogues

For purposes of Nebraska's Uniform Controlled Substance Act, controlled substance analogues (often called "designer drugs") are treated as controlled substances. Such an analogue is defined as (i) substantially similar in chemical structure to the chemical structure of a controlled substance or (ii) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat. § 28-401 (30)(a) (Reissue 2016; Supp. 2017).

Minor in Possession

It is against the law for a person under the age of 21 years to sell, dispense, consume, or possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 2010). Penalties for violation of this law may include one or more of the following: the impoundment of the offender's license for thirty days or more; the requirement to attend an alcohol education class; the requirement to complete twenty hours or more of community service; submission to an alcohol assessment by a licensed counselor; imprisonment of up to three months; and/or a $500 fine. Neb. Rev. Stat. § 53-180.05(4) and § 53-181 (Cum. Supp. 2016; Supp. 2017); § 28-106(1) (Reissue 2016).

The law provides immunity from minor in possession alcohol charges when someone underage is in need of medical assistance. A penalty may not be imposed on a person who otherwise violated the law if the person (i) made a good faith request for emergency medical assistance in response to the possible alcohol overdose of himself or herself or another person as soon as the emergency situation is apparent; (ii) Made the request for medical assistance; and (iii) when emergency medical assistance was requested for the possible alcohol overdose of another person: (A) remained on the scene until the medical assistance arrived; and (B) cooperated with medical assistance and law enforcement personnel. Neb. Rev. Stat. § 53-180.05(4) and § 53-181(3) (Supp. 2017).

Procuring Alcohol

It is a violation of Nebraska law to sell, furnish, give away, exchange, deliver, or permit the sale, gift, or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Cum. Supp. 2016). Violation of this law is generally punishable by not more than a one-year imprisonment or a $1,000 fine or both. Neb. Rev. Stat. § 53-180.05(1) (Cum. Supp. 2016) and § 28-106(1) (Reissue 2016). However, if alcohol is knowingly and intentionally provided to a minor and the minor’s consumption of the alcohol or impaired condition attributed to the alcohol leads to the serious bodily injury or death of any person, the person who provided the alcohol shall be guilty of a Class IIIA felony and serve a mandatory minimum of at least 30 days' imprisonment. The penalty for a Class IIIA felony is a 3-year imprisonment and 18-month post release supervision or a $10,000 fine or both and a minimum of a 9-month post-release supervision if imprisonment is imposed. See Neb. Rev. Stat. § 53-180.05(2) (Cum. Supp. 2016) and Neb. Rev. Stat. § 28-105(1) (Reissue 2016) available at http://nebraskalegislature.gov/laws.

Consumption on Public Property

It is a violation of Nebraska law for any person to consume alcoholic liquors upon property owned or controlled by the State or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties.

**Driving While Intoxicated**

Operating or being in physical control of a vehicle while under the influence of alcoholic liquors or drugs is a violation of Nebraska law when such person has a concentration of eight hundredths (.08) of 1 gram or more by weight of alcohol per 100 milliliters of blood or per 210 liters of breath. Neb. Rev. Stat. § 60-6,196 (Reissue 2010).

Violation of this law is punishable on first offense by seven to 60 days of imprisonment and a $500 fine. Neb. Rev. Stat § 60-6,197.03 (Cum. Supp. 2016) and § 28-106(1) (Reissue 2016). In addition, an offender’s driver’s license is revoked for 6 months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60-6,197.03(1) (Cum. Supp. 2016). Suspended sentence or probation includes a mandatory requirement that probation or suspension be conditioned on an order that the offender will not drive any motor vehicle for any purpose for 60 days and pay a $500 fine. Neb. Rev. Stat. § 60-6,197.03(1) (Cum. Supp. 2016).

Penalties for a second conviction include a $500 fine and a maximum of a 6-month imprisonment, with no less than a mandatory 30-day imprisonment. Neb. Rev. Stat. § 60-6,197.03 (Cum. Supp. 2016) and § 28-106(1) (Reissue 2016). As part of the judgment of conviction, the offender’s operator’s license is revoked for 18 months. Neb. Rev. Stat. § 60-6,197.03(3) (Cum. Supp. 2016). If an offender is placed on probation or the sentence is suspended, a mandatory condition is that the offender must not drive any motor vehicle for any purpose for a period of 18 months. Neb. Rev. Stat. § 60-6,197.03(3) (Cum. Supp. 2016). In addition, the probation order shall include as one of its conditions the payment of a $500 fine and confinement in the city or county jail for 10 days or the imposition of not less than 240 hours of community service. Neb. Rev. Stat. § 60-6,197.03(3) (Cum. Supp. 2016).

Penalties for a third conviction include a $1,000 fine and a maximum of a one-year imprisonment, with a minimum 90-day imprisonment, and an order of license revocation for 15 years. Neb. Rev. Stat. § 28-106(1) (Reissue 2016) and Neb. Rev. Stat. § 60-6,197.03(4) (Cum. Supp. 2016). If an offender is placed on probation, or the sentence is suspended, a mandatory condition is that the offender’s operator’s license shall be revoked for a period of at least 2 years but not more than 15 years. Neb. Rev. Stat. § 60-6,197.03(4) (Cum. Supp. 2016). In addition, the probation order shall include the payment of a $1,000 fine and as one of its conditions confinement in the city or county jail for 30 days. Neb. Rev. Stat. § 60-6,197.03(4) (Cum. Supp. 2016).

Fourth convictions are a Class IIIA felony. Neb. Rev. Stat. § 60-6,197.03(7) (Cum. Supp. 2016). Offenders in this class will have their licenses revoked for a period of 15 years and the offender must spend at least 180 days imprisoned in a county jail or an adult correctional facility. Neb. Rev. Stat. § 60-6,197.03(7) (Cum. Supp. 2016). Probation or suspension of sentence must be conditioned so that the offender’s license is revoked for a period of 15 years. The revocation order shall require that the offender not drive for 45 days after which he or she may apply for an ignition interlock permit and installation of such device. Neb. Rev. Stat. § 60-6,197.03(7) (Cum. Supp. 2016). In addition, the probation order shall include as one of its conditions a $2,000 fine and confinement in the city or county jail for no less than 90 days with required use of a continuous alcohol monitoring device and abstention from alcohol use for no less than 90 days after release. Neb. Rev. Stat. § 60-6,197.03(7) (Cum. Supp. 2016).

Fifth and subsequent convictions are a Class IIA felony. Neb. Rev. Stat. § 60-6,197.03(9) (Cum. Supp. 2016). Offenders in this class will have their licenses revoked for a period of 15 years and the offender must spend at least two years in prison. Neb. Rev. Stat. § 60-6,197.03(9) (Cum. Supp. 2016). Probation or suspension of sentence must be conditioned so that the offender’s license is revoked for a period of 15 years. The revocation order shall require that the offender not drive for 45 days after which he or she may apply for an ignition interlock permit and installation of such device. Neb. Rev. Stat. § 60-6,197.03(9) (Cum. Supp. 2016). In addition, the probation order shall include as one of its conditions a $2,000 fine and confinement in the city or county jail for 180 days with required use of a continuous alcohol monitoring device and abstention from alcohol use for no less than 180 days after release. Neb. Rev. Stat. § 60-6,197.03(9) (Cum. Supp. 2016).

Persons with a higher concentration of alcohol, fifteen-hundredths (.15) of 1 gram or more by weight of alcohol per 100 milliliters of blood or per 210 liters of breath on a first conviction and subsequent conviction, are subject to even stiffer penalties. Neb. Rev. Stat. § 60-6,197.03(2), (5), (6), (8) and (10) (Cum. Supp. 2016). Where a person has three prior convictions and then has another conviction involving this higher alcohol concentration, he or she shall be guilty of a Class IIA felony with a

Persons convicted of a DWI violation may be ordered to have an ignition interlock device installed at their expense on each motor vehicle operated by the convicted person during the period of revocation. Neb. Rev. Stat. §§ 60-6,197.03 and 60-6,211.05 (Cum. Supp. 2016). DWI convictions also have an impact on the ability of a person to obtain both automobile and life insurance coverage.

Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, e.g. “open container” laws.
Students who reside in an on-campus housing facility will be given the opportunity during their housing registration process to designate an individual or individuals to be contacted by UNMC “in case of emergency”. In the event a student is reported missing, UNMC personnel will attempt to contact his/her emergency designee(s) no more than 24 hours after the time that student is determined to be missing, in accordance with the procedures set forth below. An emergency contact designee(s) will remain in effect until changed by the student.

Missing Students Policy

The University is dedicated to looking out for the welfare of each one of its students. The following information pertains to students that live in oncampus housing and details how a report regarding any missing student is to be processed. Anyone who suspects or confirms another adult has been missing for 24 hours should immediately contact Campus Security.

Incidents of missing juveniles should be reported immediately. For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing student’s daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a student is missing is made to a department other than the Department of Campus Security, the employee receiving the report will ensure the Department of Campus Security is contacted immediately. Concerned parties can always notify Campus Security at any point, even if an individual has not yet been missing for a full 24 hours.

UNMC personnel will attempt to contact his/her emergency designee(s) no more than 24 hours after the time that student is determined to be missing, in accordance with the procedures set forth below. An emergency contact designee(s) will remain in effect until changed by the student.

Official notification procedures for missing persons

a. Any individual on campus who has information that a student residing in campus housing may be a missing person must notify the Department of Campus Security as soon as possible.

b. The Department of Campus Security will gather information about the student in question from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

c. If the above actions are unsuccessful in locating the student within 24 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the 17 Department of Campus Security will contact the Omaha Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.

d. No later than 24 hours after determining that a residential student is missing, Campus Security will notify the emergency contact that the student is believed to be missing.

e. If the missing student is under 18 years of age and is not emancipated, the student’s custodial parent or guardian or other designated contact person will be notified within 24 hours of determining the student is missing. II. Campus communications about missing students In all cases of a missing student, where the student is declared missing by the Department of Campus Security after an initial investigation, the law enforcement agency conducting the subsequent investigation will provide information to the media that is designed to obtain public assistance in the search for any missing student. UNMC Public Relations Office is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to UNMC will be directed to the Public Relations Office.
NOTE: The Omaha Police Department will be notified to investigate any reports of a missing student residing off campus property.

It is preferred that the reporting party talk directly to a Campus Security officer. Missing students can be reported to any CSA who must then immediately report that information to Campus Security. Campus Security will immediately initiate an investigation which may include contacting campus acquaintances, friends or relatives, and, if appropriate, a preliminary inspection of their residence hall room. Campus Security will gather as much information as possible from the reporting person(s) in order to determine an appropriate course of action. In addition, Campus security will check the access control system to determine the last time the student used their card to access a University building. This will assist in determining the student’s activity and/or to see who they may have entered the building with. Information that will be gathered by Campus Security includes:

- Details of why the person suspects or knows the individual is missing (may include changes to behavior, state of mind, known plans).
- The last place and time the individual was seen and by whom.
- Contact information for the individual suspected to be missing (cell and other phone numbers, email addresses, social networking names).
- Contact information for friends who may know of their location.
- Contact information for the concerned individual(s) so they can be reached with additional questions or follow up information.
- Other personal information including photograph, vehicle, employer, and other activities the person may be engaged in.

Once a student has been determined to be missing, CAMPUS SECURITY will inform local law enforcement, and make appropriate notifications to the missing student’s emergency contacts within the first 24 hours.

Crime Prevention and Information Programs for Students and Staff

UNMC provides students and staff with safety-related awareness activities. Online and printed materials are available to enhance awareness of personal safety, security, and substance abuse issues. The following resources are used to inform students and staff members:

- Educational posters and brochures
- Videos promoting awareness of crime and personal safety
- Speakers addressing specific issues, i.e., armed intruder, emergency notification, harassment, domestic violence, etc. Use of UNMC publications, i.e., “UNMC Today” press releases regarding safety awareness issues
- Campus Security Website and other online resources Campus Security provides the following tips on personal safety and security: Improving Your Personal Safety While Walking on City Streets:
  1. Try to have others with you while walking. There is safety in numbers and attacks are less likely to occur if you are with other people.
  2. iPods or other devices that use headphones should not be used when walking. Criminals look for easy targets and not only are headphones a good sign you are not paying attention to your surroundings, but the devices they are attached to can also be a tempting target of thieves.
  3. If you are confronted by someone looking to cause you harm, yell, scream and attract as much attention to yourself as possible. The Unwanted attention may be enough to scare away your attacker.

Using Public Transportation:

1. Check your route schedule in advance.
2. Keep a copy of the transit schedule for reference should you need to leave earlier or later than usual.
3. Be aware of your surroundings walking to and from the bus stop.
4. Remember that cell phones and mp3 players can be distracting and limit your ability to hear what is going on around you and could prevent you from being alert to potential signs of danger.
5. Walk with purpose and a confident stride.
6. Plan to arrive at the bus stop only a few minutes before departure time.
7. Sit near the front of the bus.
8. If you are on the bus and someone bothers you, tell the driver immediately.
9. Where possible, and especially at night, coordinate your transit travel with companions you know and trust.

Working Alone/Working at Night
1. Keep doors between you and the public locked when working alone
2. Review with your supervisor and follow established working alone check-in procedures.
3. When leaving your office for the night, proceed cautiously and look and listen for suspicious persons or situations before leaving the security of your office.
4. Remain cautious as you are leaving.
5. If you have any concerns stay in or immediately return to your office with the door locked and call Security Dispatch at (402) 559-5111.

Vehicle/Parking Lot Safety
1. Close the windows and sunroof; lock the doors and activate any security devices when leaving your car unattended.
2. Never leave cash, credit cards, cell phones, sunglasses, vehicle documents or other valuables in the car.
3. Never leave your keys in the car, even for a second - treat them as you would your cash and credit cards.
4. Park with care, particularly at night; if possible, park in a busy, well-lit area, park near classmates/colleagues.
5. Be aware of your surroundings as you approach your vehicle, even looking underneath as you approach it.
6. Have your keys in your hand as you approach your vehicle.
7. Check the backseat and floor before entering your vehicle. 19
8. If you notice something unusual in or around your vehicle, keep walking to a safe place and call Security Dispatch at (402) 559-5111 if you are on campus; if you are off campus call the police at 911.
9. Arrange for a campus security escort to your vehicle. Protecting your Bike Bicycles are also attractive targets for thieves and vandals.

The following tips can make your bike a less attractive target for crime:
1. Lock it up. Use a heavy-duty bike lock (a U-bar lock is recommended).
2. Lock your bike to a bike rack. For your own personal use, record the identifying characteristics and the serial number of your bike, and remember to keep the information in a safe place. Always lock your bike, even if you are leaving it for just a minute. If your bike is stolen or vandalized (while on campus), report the incident promptly to campus security (ext. 9-5111) and the Omaha Police Department (OPD). Bikes stolen or vandalized off campus should be reported to OPD.

Encountering Strangers in the Workplace
If you encounter a person who appears to have no purpose or legitimate reason for being on campus:
1. Project calmness and confidence. Be friendly but professional. Challenge persons only when you can do so safely and never alone.
2. Never jeopardize your safety by acting alone when challenging or even approaching a person, regardless of how unthreatening the person may appear.
3. Never provide personal information to someone you don’t know. How to challenge a stranger: Be alert to people entering your work or learning area. Approach a stranger only when safe to do so, without risking your safety, or the safety of others. Greet people with a friendly and professional tone of voice:
   a. “Good morning. May I help you?”
   b. “Are you looking for someone, perhaps I can help?”
   c. “Are you looking for a particular room?” Perhaps I can direct you.”

Things to look for. If people have no legitimate reason for being on campus, they may react in a variety of ways:
1. Mumble and quickly leave.
2. Provide an explanation for their presence that causes you to feel doubtful or suspicious.
3. Reply defensively e.g. “Why are you bothering me?” “This is a public place.”
4. Stare at you in an attempt to intimidate.
5. React negatively and show no apparent intention to leave. If you believe he/she has no legitimate purpose on campus, call Security Dispatch at (402) 559–5111 to alert them to the individual and give a location, description of the person, and details of the incident.

Never try to physically remove someone yourself. Trust your intuition. It’s important to remember if a situation feels wrong, it probably is. If you feel uncomfortable or threatened in any way, remove yourself from the situation as soon as possible and call Security Dispatch at (402) 559-5111. Do not feel embarrassed to ask for help or to report an incident, no matter how insignificant it may seem. Any situation that causes you fear or concern is a legitimate reason for contacting Security.
If you encounter a stranger in your path and you are unable to avoid them:
1. Do not confront them or block their exit route.
2. Act unconcerned and confidently continue on your way.
3. Be assertive. Do not worry about being rude. Assertiveness is not rudeness.
4. Lead the stranger to believe that there are others in the area.
5. As soon as you can do so safely, call and alert campus security (402) 559-5111.

Elevator Safety:
1. Look inside an elevator before entering.
2. If there is someone in the elevator that makes you uncomfortable do not get in, wait for the next one.
3. When you are in the elevator, stand beside the control panel. Most elevators have emergency call button on the control panel.
4. If a suspicious person enters the elevator, get out before the doors close.

The Social Scene:
1. Plan ahead. Let someone know where you are going, who you are going/meeting with and when you plan to return. Plan in advance how you are going to get home. Stick to your plan.
2. Use a buddy system, go out with friends you trust and keep an eye out for each other.
3. Know your limits. Alcohol can affect your judgment and cause you to make poor decisions.
4. If you drink, never let your drink out of your sight; don’t sample drinks from other people – even if you know them.
5. Do not drink and drive. If you are threatened: If you are threatened anywhere or at any time, you should notify the police (911) immediately. If the threat occurs on campus or pertains to your work or study on campus, or could impact your safety, and/or the safety of others, on campus, report the situation immediately to Security Dispatch at (402) 559-5111 and your Administrator. Personal Safety Escorts: Security provides safety escorts on campus for persons late at night that can be accessed by calling (402) 559-5111.
Whenever a convicted sex offender enrolls at or is employed at a postsecondary institution, they are required to notify the state, and the state is then required to notify the University. As a matter of policy, Campus Security will review the information of each reported sexual offender who becomes a student, volunteer, or employee and determine the seriousness of the threat to campus safety. In cases where it has been determined that the sex offender’s crimes were of a serious nature and the offender’s presence may threaten the security of those on campus, the University will provide notification to all students and staff of the sex offender’s status.

**Sex Offender Information**

Nebraska State Statute 29-4002 declares that sex offenders present a high risk to commit repeat offenses and that efforts of law enforcement agencies to protect their communities, conduct investigations, and quickly apprehend sex offenders are impaired by the lack of available information about individuals who have pleaded guilty to or have been found guilty of sex offenses and who live in their jurisdiction. Because of that, the legislature determined that state policy should assist efforts of local law enforcement agencies to protect their communities by requiring sex offenders to register with local law enforcement agencies as provided by the Sex Offender Registration Act.

This information is to be used to provide public notice and information about a registrant so a community can develop constructive plans to prepare themselves and their family. Sex Offenders have "always" been in our communities. The notification process will remove their ability to act secretly.

Sex offenders who are required to register for 15 years may request a reduction in the registration period to ten years, upon completion of ten years of the registration period after the date of discharge from probation, parole, supervised release, or incarceration, whichever date is most recent. To obtain the necessary forms to complete, click on the link below.

**Sex offender registry information shall not be used to retaliate against the registrants, their families, or their employers in any way. Vandalism, verbal or written threats of harm are illegal and will result in arrest and prosecution.**

**Registry Information**

The Campus Sex Crimes Prevention Act includes several acts of federal legislation that require the following:

- Each state must create a very narrowly drawn specific program to register sex offenders.
- Each state must provide for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus.
- Each state requires sex offenders already required to register in another State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

The University is committed to protecting its students and staff from sexual predators. The University will provide any applicable information regarding sexual predators to its students and staff when necessary.

Listings of registered sex offenders in Nebraska can be found at: [https://sor.nebraska.gov/](https://sor.nebraska.gov/)
Sometimes it's difficult to know what to do when your friend needs help. We're here to help navigate this situation. If you have a friend who is in need of help, get this friend the help they need. Remember, you will not get in trouble for helping a friend who you're concerned about. When helping a friend with alcohol or drug issues, it is important to focus on how their behaviors have effected you. These discussions can occur in a very caring and non-judgmental fashion and still be direct without the need to blame. For many who are not willing to seek help, having these conversations occur more than once and with more than one person over a period of time, can further the likelihood they will eventually seek help. It is always best to avoid these conversations when the other person is or is suspected to be intoxicated.

In an event where someone has taken drugs or alcohol and is not responsive or you cannot wake them up, call 911 immediately.

**Programs**

Knowing when your friend needs help and knowing what to do for them isn't always easy. It's hard to watch our friends struggle with things like addiction, break ups, and health issues. Knowing what to do and say is important, and this collection of resources should give you a start on getting the background you need to help your friend recover. UNMC wants to make sure that we support you as you support your friends. **Remember, you are not alone.**

**Illicit Substances**

The illicit use of drugs and alcohol and the dependency on these substances is a major issue facing college campuses across the United States. To combat the problems caused by the use of drugs and alcohol, the University of Nebraska at Omaha wants to ensure that resources are available to not only promote the awareness of drug and alcohol abuse and the large number of related issues, but also to help students and staff determine if they have an problem and deal with dependency issues. To this end, there are a number of programs and resources available for use to students, faculty, and staff.

**Health Risks Associated with Substance Abuse**

Serious health risks are associated with the use of illicit drugs and alcohol. The National Institute on Drug Abuse states that most drugs of abuse can alter a person’s thinking and judgment, leading to health risks, including addiction, drugged driving and infectious disease. Most drugs could potentially harm an unborn baby; pregnancy-related issues are listed for drugs where there is enough scientific evidence to connect the drug use to specific negative effects. These drugs and their effects are more thoroughly described by the National Institute on Drug Abuse through charts and information available at: [http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts](http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts).

**Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.
Drugs
With drugs, it has been shown that while initial use may have been voluntary, drug abuse alters gene expression and brain circuitry, which affects human behavior and becomes an addiction. Once addiction develops, the brain changes interfere with one’s ability to make voluntary decisions, leading to compulsive drug craving, seeking, and use. The long-term use of drugs can be far reaching in harm to the body, including, but not limited to cardiovascular disease, stroke, cancer, hepatitis, and lung disease. Drug use has respiratory effects, gastrointestinal effects, musculoskeletal effects, can damage kidneys, the liver, and the brain, and lead to premature death.
In addition, changes that occur in the brain through long-term drug use can lead to paranoia, depression, aggression, and hallucinations. These issues affect not only the individual, but also loved ones, fellow students, and the public in general.

Sex Offense Victim Counseling and Other Services
Counseling services for victims of sexual assault are available both on the UNMC campus and in the Omaha community. Students enrolled at UNMC may be eligible for assistance in changing their academic and/or living arrangement after an alleged sexual assault or other crime of violence if changes are requested by the victim and such changes are reasonably available. The UNMC student housing office can provide further information about options that are available. Additional resources and programs available throughout the state can be found on the Nebraska Domestic Violence Sexual Assault Coalition site at http://ndvsac.org/get-help.

Counseling and Student Development Center
Counseling
Counseling is made available to students at the University of Nebraska Medical Center campus through the Student Counseling Center. Services are available on either a walk-in or appointment basis. All services are free of charge and strictly confidential. Services can be provided on an individual, couple, or group basis. Students can contact the Center by calling 402-559-7276.

David Carver, Ph.D., Executive Director, Licensed Psychologist
Phone: 402-559-7276
E-mail: dcarver@unmc.edu

Susan Bauer, LMHP, Clinical Counselor
Phone: 402-559-7276
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Kelly Swoboda, MHR, LMHP, Academic Success Counselor
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Bennett Hall, Room 6001
For information and appointment scheduling, call 402-559-7276

The UNMC Counseling and Student Development Center offers a wide range of professional counseling and psychological services, including general problem-solving, individual psychotherapy, stress management training, couples/marital counseling, communication consultations, psychological testing, substance dependency screening and academic skills enhancement. These services are provided free-of-charge to all UNMC students and medical residents. Counseling Center staff members are licensed and have advanced degrees in mental health counseling, clinical social work or psychology. Medical referrals are available if needed.

The Counseling Center staff makes confidentiality the highest priority. With the exception of life-threatening situations (clear danger to self or others), no private information is released without the written consent of the student. Counseling files cannot be accessed
through UNMC or hospital electronic medical records systems. Since there is no charge to students, there is no need to file insurance claims for services provided in our office.

In addition to personal counseling and consultation services, the Counseling Center houses a wide variety of academic support and student development programs that enhance the overall quality of campus life. Programs include: the Academic Success Program (learning styles assessment, study skills improvement, test-taking strategies); Student Senate advising and administrative support; Services for Students with Disabilities; Student Health Major Medical Insurance (policy interpretation, claims filing); Substance Abuse Education; and the Ombudsperson Referral Service (call 402-559-2491).

The Counseling Center also provides information and confidential services for students and residents with concerns regarding substance abuse or dependency. The initial counseling interview may lead to a referral for a comprehensive chemical dependency evaluation. The office has information on: 1) volunteer UNMC faculty and staff with specialized training in substance abuse issues who are willing to meet with students on an informal, confidential basis, 2) local meetings of support groups such as alcoholics anonymous (AA), Al-Anon (for family and friends of the alcoholic), Narcotics Anonymous (NA), and Gamblers Anonymous (GA). These programs use similar 12-step recovery programs as a foundation, 3) inpatient and outpatient chemical dependency treatment programs in Nebraska, and 4) UNMC student health insurance coverage for chemical dependency treatment.

The goal of the Counseling & Student Development Center is to help students have the most productive, enjoyable learning experience while enrolled at the University of Nebraska Medical Center. We invite students from every UNMC academic program to stop by our office or call if you have any questions. If we don’t know the answer, we can probably help you find the right person. Information is also available on our website at: http://www.unmc.edu/stucouns/.

Academic Success Programs
Academic support services are provided free-of-charge for students by the Counseling and Student Development Center and the Recruitment and Student Engagement Office. These services are focused on enhancing the academic performance of UNMC students. Although students admitted to UNMC programs are among the most academically accomplished, the demands of health science education sometimes outstrip a student’s ability to maintain an adequate learning pace using their customary study habits. Student-to-student academic tutoring services are coordinated by the Office of Recruitment and Student Engagement.

Academic counseling for improved study skills, test taking, concentration, time management, and stress management services are offered through the Counseling & Student Development Center. For further information go to: http://www.unmc.edu/stucouns/services/academic-success.html.

Services for Students with Disabilities
Kelly Swoboda, MHR, LMHP, Coordinator of Services for Students with Disabilities
Counseling & Student Development Center
Bennett Hall, 6001
402-559-7276
FAX: 402-559-9671

Student Documentation of Disability Policy Statement
To be eligible for disability-related services, students must have a documented or visible impairment as defined by the Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) 1990 and the ADA Amendments Act of 2008. The ADA regulations broadly define impairments to include a wide variety of disorders or conditions affecting any number of body systems, including the neurological or musculoskeletal systems, special sense organs, respiratory, cardiovascular, reproductive, digestive, genitor-urinary, hemic, lymphatic, or endocrine systems, or the skin. Impairments also include mental or psychological disorders, including mental retardation, organic brain syndrome, emotional or mental illness, and certain learning disorders.

The University of Nebraska’s Student Individual Accommodation Procedure relies on documentation from appropriate, licensed professionals including educational information such as Individual Education Plan (IEP), 504 plan, Summary of Progress (SOP) or other information about a student’s education and accommodation history and interview information from the student. The cost of obtaining documentation will be borne by the student. If the initial documentation is incomplete or inadequate and the student interview does not provide the relevant information, the services for students with disabilities office will have the discretion to request additional information focused on providing the clarification needed to provide the student reasonable accommodation.
Determination and Provision of Reasonable Accommodations

Accommodations, modifications, or adjustments to a course, academic program, service, or activity may enable a qualified student with a disability to have an equal opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to similarly-situated individuals without a disability.

The University of Nebraska is obligated to provide reasonable accommodations, adjustments, and/or auxiliary services only to the known limitations of an otherwise qualified student with a disability. The student with a disability is responsible for informing the Services for Students with Disabilities Office that an accommodation or change in accommodation is needed and to participate in the interactive process to formulate a reasonable accommodation plan. When a qualified student with a disability requests accommodation, reasonable efforts to provide the accommodation, adjustment and/or auxiliary service that is deemed effective will be made.

Evaluation of performance, including admissions decisions, course examinations and other measures of achievement, will be provided with appropriate reasonable accommodations or modifications to ensure that the evaluation represents achievement rather than reflecting the impact of disability.

Process for Application

To be eligible for accommodations, students are responsible for completing a Request for Services form and providing documentation of disability. Please go to the Counseling and Student Development web site at www.unmc.edu/stucouns/ to complete the form and find additional information, or contact the Disabilities Coordinator (see above).

This must be done well in advance of the semester for which the accommodation is needed (6 weeks is suggested). Instructors are not required to provide classroom accommodations without prior approval.

Once the request has been approved, an individualized accommodation plan will be formulated and an official “Letter of Disability Accommodation” will be issued to the student. With this letter, it is then the student’s duty to discuss with each course instructor how to best implement the plan.

Ombudsperson for Students

David S. Carver, Ph.D.
Bennett Hall, Room 6001, 402-559-2491
(Call for a confidential appointment)

Purpose of the Ombudsperson

The word “ombudsman” originated in Sweden and means “representative of the people.” UNMC has established a team of ombudspersons to help students, residents, faculty and staff resolve problems and to promote fair and equitable treatment for all members of the UNMC community. Dr. David Carver is the student/employee ombudsperson and Dr. Susan Swindells is the faculty/employee ombudsperson. Although Dr. Carver is the designated student ombudsperson, Dr. Swindells is also available for consultation with students. More specifically, the Ombudsperson services are:

Confidential—no written records are kept, and any information shared by a student remains private except in cases of direct threats of physical harm to self or others

Informal – the ombudsperson is a “behind the scenes” sounding board or consultant; but is not an UNMC “officer of notice” for filing formal complaints, grievances, or appeals and does not participate in formal hearings or disciplinary processes

Independent – the ombudsperson program is not part of the formal UNMC administrative chain of command and reports only general problem trends and other summary data (without identifying individuals) to the Vice Chancellor for Academic Affairs and the Chancellor

Neutral— the ombudsperson advocates for fair processes but does not take sides or serve as an advocate for a student in formal complaints, appeals, or grievances

Functions of the Ombudsperson

Information and Referral Source — The ombudsperson is an information source on policies, procedures and regulations that
apply to students, staff or faculty. In a complex organization like UNMC, it is often difficult to figure out where to go with an issue or concern. The ombudsperson can answer the question “Where do I start?” by referring the student to the appropriate person or office. The ombudsperson can also help students to locate and interpret relevant policies.

Identification of Options – the ombudsperson listens carefully and non-judgmentally to a student’s concern and then assists the student in identifying various options for solving a particular problem. This confidential conversation may help the student to decide on a specific course of action after weighing the potential rewards and risks of various options.

Facilitating Conversations —With the permission of the student, the ombudsperson may act as an informal, neutral facilitator between parties in a dispute. This can be done by bringing the parties together for a face-to-face conversation with the ombudsperson present, or it can be accomplished through “shuttle diplomacy” where the ombudsperson talks with each party separately. The dispute may be between a student and a faculty member, two or more students, or a student and an employee. The ombudsperson may also provide information about formal “due process” grievance procedures, but the ombudsperson will not participate directly in any formal grievance or appeal hearings.

Policy Recommendations — Ombudspersons gather facts and data on recurring problems experienced by students, faculty or staff. Ombudsperson team members may recommend changes in policies, procedures and organizational structures to promote greater fairness and equity.

Consult an Ombudsperson . . .

- If you are unsure about which UNMC policies, procedures or regulations apply in your situation.
- If you have a specific problem or complaint that you have not been able to resolve through regular UNMC channels (or if you are unclear about where to start or what to do next).
- If you need help in deciding whether to appeal an evaluation, a grade, or an administrative decision.
- If you feel that you have been treated improperly or unfairly and would like to identify your options.
- If you have a problem that requires assistance in facilitating communication and understanding between you and another party.
- If you need help in deciding whether to file a formal complaint or grievance.
- Students and residents can get more information about the Ombudsperson service by calling the Ombuds Team Hotline at 402-559-2491.
UNMC has designated areas where limited, independent access/egress (exit) is necessary to provide security and safety for employees, faculty, students, patients, visitors, and staff. Various means will be utilized to help control access/egress to these secured areas. These include card access, alarms, and other means of securing the area.

Access to Campus Facilities:

Students, faculty and employees at UNMC have access to most facilities on campus. However, certain classroom facilities at UNMC are open only to students, faculty and employees involved with classes taught in those facilities. Other facilities are open to all faculty, students, employees and members of the general public. Examples of this type of facility are the Hospital, Clinic Building, and the McGoogan Library of Medicine during normal business hours.

The UNMC security department allows after-hour access to campus facilities to students, faculty and employees having proper authorization and identification. UNMC owns campus residential properties that provide apartment-style living for a limited number of students and hospital guests. The hospital also operates The Lied Transplant Center (LTC), which provides motel-type accommodations for inpatients, outpatients, and their families.

The LTC has a desk attendant stationed at the main entrance 24 hours a day. These desk attendants have telephone contact with security dispatch if necessary. All access doors to the LTC are secured between the hours of 8:30 p.m. and 6 a.m. daily. Individuals living in campus accommodations are encouraged to contact UNMC security department for assistance and to make accurate and prompt reports to UNMC security department and external law enforcement agencies as deemed necessary.

Designated Access Control Representatives (ACRs) will have final authority to authorize independent card access and access locations for their department(s). Criteria for authorizing independent access shall include but not be limited to:

- The secured area is the staff’s designated primary work area (includes department employees and may include physicians and other health care providers designated by the department ACR)
- Staff who need to access the secured area for patient care emergencies and no staff is available to give them access
- Designated Security personnel
- Access to a secured area will be authorized based on necessity and not convenience.

Visitors, staff and health care providers without proper identification may be asked to sign in and out before they enter and exit a secured area with controlled access. Any secured area with controlled access should have staff available to permit access/egress or a means shall be available to allow access.
The UNMC Identification and Access Control Office administers the access control system in coordination with UNMC Facilities Management and Planning and UNMC Campus Security. They are located in the Student Life Center at 3908 Jones St, room 1048.

Visitor parking is now located in the row on the east side of our building. We recommend using the south building entrance, then go through the double doors at the end of the vestibule, and immediately turn right. There are signs directing people towards the office.

**Obtaining access to a secured area**
The UNMC Photo ID Card office DOES NOT authorize or approve access to secured areas. You must contact the Access Control Representative at the building or department where you need access. The Access Control Representative acts as a local "gatekeeper" and determines who will be granted access to their area. The UNMC Photo ID Card office maintains a list of Access Control Reps and can help you find the right one.

It is not necessary to go to the UNMC Photo ID Card office. Your ID card does not need to be physically encoded or modified in any way.

An Access Control Representative must submit a secure online "Access Control" request form, located on the Management Resources website (Note to Nebraska Medicine Access Reps: Remember to check the box "Olympus ID" when logging in.)

**Facility Security Policy**
It is the policy of the University of Nebraska Medical Center (UNMC) to comply with authoritative guidelines, to ensure a safe and secure workplace for faculty, students, staff, patients and visitors, and to protect the University. Further, it is the policy of UNMC to protect confidentiality and privacy through appropriate use of information gathered in the course of employment or other affiliation with UNMC or entrusted to UNMC for academic, research, patient care, or administrative purposes.

II exterior doors to buildings and interior doors to clinics and offices housing protected health information (PHI) or confidential proprietary information will be locked after normal business hours, including weekends and holidays.

Exterior and interior doors are secured by means of mechanical and/or electronic locking mechanisms.

**Department Personnel Responsibilities**
- Knowing who should legitimately be in their work area
- Observing and reporting immediately any suspicious activities and/or individuals acting in a suspicious manner:
- Contact Campus Security, Ext. 9-5111 for occurrences on main campus
- Contact 911 for occurrences off main campus
- Securing offices and other areas containing PHI or confidential proprietary information when not in use

**Securing Campus Buildings After Normal Business Hours**
- Campus buildings which include, but are not limited to Clarkson Tower, University Tower and Durham Outpatient Center which house confidential information are protected by a variety of physical security measures to prevent unauthorized individuals from gaining access.
- Campus Security will control facility access, including locking, unlocking, and restricting access during designated hours.
- Campus Security will conduct routine patrols of all buildings (both interior and exterior) after normal business hours.
- Campus Security will check any individual found in a secured area after hours for proper authorization.

**After Hours Access to Campus Buildings/Departments**
- Workforce authorized to access specific buildings and/or departments within a building may have a key issued to them in accordance with Key Control Procedures.
- If card access is available to a building or department, workforce authorized access to the building/department may be granted access via card access in accordance with UNMC Policy No. 6009, Secure Area Card Access Control.

**Securing Clinics and Health Care Centers Located Off Main Campus**
- Managers of locations off the main campus are responsible for:
- Evaluating and performing a risk assessment for their Clinic/Healthcare Center
- Working with Facilities Management and Planning and Campus Security to develop appropriate polices and procedures for securing their work areas
• Training and instructing staff members on how to properly secure patient related information
• Securing buildings after hours
• Securing Department Areas During Cleaning
• Department management, in conjunction with Environmental Services (EVS) management, is responsible for performing a risk assessment of the physical security of the area when cleaning of the area takes place
• It is department management responsibility to know the cleaning schedule and to inform EVS of any changes, which might affect the physical security of the area during the cleaning hours.
• If after normal business hours, EVS will ensure that the main door to the area remains locked where possible. If it is not possible to lock off the area, EVS and department management will evaluate options to mitigate the risk.