

# ANNUAL SECURITY & FIRE SAFETY REPORT

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2013-2014 Information for the University Of Arkansas Medical Sciences

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Prepared by the University Of Arkansas Medical Sciences Police Department

# Message from the University of Arkansas Medical Sciences Police Department

Dear UAMS Community:

The University Of Arkansas Medical Sciences is committed to providing a safe and secure environment for our students, faculty, staff and visitors.

This report is prepared by the UAMS Police Department. The UAMS Police Department is the primary department responsible for providing law enforcement services for the university.

This report will provide you with information on safety and security. Inside you will find information on various policies and procedures for reporting crime, safety and security prevention and protection programs, victim assistance services, fire safety and other materials to assist you in maintaining your safety and security.

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA)

We urge all members of the University community to use this report as a guide for safe practices on and off campus. This report is available online at [http://www.uams.edu/campusop/depts/PD/docs/UAMS\\_Clery\\_Act\\_Report.pdf](http://www.uams.edu/campusop/depts/PD/docs/UAMS_Clery_Act_Report.pdf). A copy of the report can be obtained from the University Of Arkansas Medical Sciences Police Department located at 800 Cottage Drive, 2nd floor, or at the housing office, office of applications of admissions and employment or College of Public Health Deans office, Graduate school Deans office, College of Nursing Deans office, College of Health Professions Deans Office, or the College Of Medicine Deans Office

Sincerely

Carroll Alberson  
Chief of Police

# University Of Arkansas Medical Sciences History

Just a few weeks before Thomas Edison invented the first light bulb in October 1879; eight physicians pooled their money and invested \$5,000 to start the first medical school in Arkansas. The initial investment of \$625 made by each of the founding physicians now represents more than \$5 billion in economic impact for the state of Arkansas from UAMS and its affiliates every year.

The former Sperindo Restaurant and Hotel in downtown Little Rock served as the first home for what was then known as the Medical Department of Arkansas Industrial University. A new medical school was built in the 1930s with funding provided by President Franklin Roosevelt's Public Works Administration. In 1951, Governor Sid McMath used funds from a new cigarette tax to secure \$7.4 million for a new University Hospital on a 26-acre site on West Markham Street in what was then the outskirts of Little Rock. The University Of Arkansas Medical Center moved into the new hospital in 1956. Air conditioning came to patients' rooms 10 years later.

UAMS was transformed from a small medical school with a charity hospital into an academic health center and research leader under the direction of Dr. Harry P. Ward, who served as chancellor from 1979 to 2000. The Harry P. Ward Tower, which opened in 1997, is named in his honor. Dr. Ward was succeeded as chancellor by Dr. I. Dodd Wilson in 2000. On June 29, 2012, UAMS ended its affiliation with Central Arkansas Radiation Therapy Institute (CARTI) to become the exclusive provider of radiation oncology services on campus. Radiation services are provided in the new UAMS Radiation Oncology Center, part of the UAMS Winthrop P. Rockefeller Cancer Institute.

In July 2012, UAMS announced that it will open a dental education center, which will include an oral health clinic and post-graduate dental and oral surgery program. UAMS's research indicates that Arkansas (which as of 2012 does not have a dental school) ranks fiftieth among states in number of dentists available per 100,000 people, and UAMS hopes that the new center will attract more dentists to underserved areas of the state.



*Sperindo 1950s*



*UAMS Campus 1970s*

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## **The University of Arkansas Medical Sciences Police Department**

The UAMS Police Department is officially recognized as the Law Enforcement Agency of jurisdiction for the University of Arkansas for Medical Sciences (25-17-304). The Department operates 24 hours a day, 7 days a week to provide the most comprehensive services for patients, visitors and staff. In terms of staffing the department is one of the largest Higher Education law enforcement agencies in Arkansas. All certified Officers are certified by the Arkansas Department of Minimum Standards. Officers are vested with full police powers while on UAMS owned or leased property. Those powers include but are not limited to arrest, search & seizure and full authority to enforce the laws of the State of Arkansas. The Security officers are certified through the International Association for Healthcare & Safety. UAMS is a community policing, service oriented agency. Serving the UAMS community is of top priority.



### **Working Relationships**

The University Of Arkansas Medical Police Department maintains a close working relationship with Little Rock Police Department (LRPD) UAMS PD occasionally works with other law enforcement agencies with in the state of Arkansas. The Offices of UAMS and LRPD communicate regularly on the scene of incidents that occur in and around the campus area. There is a written memo that states that both UAMS Police and LRPD will provide mutual aid to one another.

### **UAMS Mission Statement**

The UAMS Police Department accomplishes its primary goal of providing a crime-free environment through the efforts of a team of professional law enforcement officers, Security Officer, and civilian employees. Accomplishing this goal and ensuring a safe and healthy environment creates an ideal atmosphere for the promotion of learning, fosters high standards of research and the highest quality health care.



<http://www.uams.edu/campusop/depts/PD/>

# Reporting Procedures

## GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

It is imperative that all crimes and suspicious activity be reported to UAMS police accurately and promptly. By working together, the university community and the police can reduce crime on campus. Members of the University may report criminal activities or other emergencies in different ways. While we encourage all campus community members to promptly report emergencies to UAMS PD we recognize that some may prefer to report to other individuals or university offices.

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may want to consider making a confidential report to the Police Department. The purpose of a confidential report is to maintain confidentiality, while taking steps to ensure the safety of yourself and others. With this information the UAMS police can determine where there is a pattern of crime with regards to a particular location, method, or assailant; and alert the campus community to potential danger when deemed necessary. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

## EMERGENCY BLUE LIGHT PHONE

Emergency blue light phones are located throughout the exterior of campus in various locations. Once activated the UAMS PD dispatch is immediately notified. If you need assistance, see something that is suspicious, or see someone else who needs assistance you should activate a blue light phone and speak directly with the UAMS PD dispatcher.

## EMAIL

UAMS PD can be contacted by Email. The email address for the UAMS Police Department is [uamspolicedepartment@uams.edu](mailto:uamspolicedepartment@uams.edu). Messages sent via this address are received anonymously. If a response is desired, an address must be included in the message.

UAMS Police will respond as quickly as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and the severity of the call. Crimes in progress, traffic accidents and medical assists have a higher priority than other types of calls. It cannot be stated enough how important it is to promptly and accurately report crime, no matter where it occurs. If you see a crime or emergency, promptly report it to the UAMS Police Department and answer questions as accurately as you can. The investigation can only be as good as the information received. If you see or receive knowledge of criminal activity or other emergencies, or if you are the victim of such, please contact UAMS Police Department or any campus official.

## **TIMELY WARNINGS**

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to UAMS PD in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics.

The UAMS Police Chief or his designee will develop timely warning notices for the university community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the UAMS community. These warnings will be distributed if the incident is reported either to UAMS Campus Police Department directly or indirectly through a campus security authority or Little Rock Police Department, Pulaski County Sheriff's Department, or the Arkansas State Police.

Alerts to the UAMS community about a particular case may be distributed via blast email, or posted on the UAMS Campus Intranet, By the Information Technology Department. Alert posters may also be posted by UAMS PD in campus buildings when deemed necessary.

The UAMS Police Department will draft an email containing the proposed Crime Alert and forward it to IT. IT will review and revise the text as needed, and then transmit the email containing the Crime Alert to the university community as a blast email. Updates to the UAMS community about any particular case resulting in a crime alert also may be distributed electronically via blast email or posted on the university's web site and the UAMS Police Department web site

At the same time the UAMS Police Department forwards the email containing the proposed Crime Alert to Media Relations. The UAMS Police Department will also forward it to the Vice Chancellor for Campus Operations, or his/her designee, and to the Chancellor, for their review and possible distribution to trustees, and officers or staff as they deem necessary and appropriate. Crime Alerts are filed in the case jacket with the corresponding incident report

The department issues and posts Crime Alerts for incidents of: Criminal Homicide, Aggravated assault, Robbery, Sexual Assault considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the UAMS Police Department) Major incidents of arson, other crimes as determined necessary by the Chief of Police, or his or her designee in his or her absence.

A timely warning notice will typically include the following, unless issuing any of this information would compromise law enforcement efforts: Date and time or time frame of the incident. A brief description of the incident. Information that will promote safety and potentially aid in the prevention of a similar crime. A suspect description when deemed

appropriate. Police contact information, and other information as deemed appropriate by the Chief or his/her designee.

**The department does not issue Crime Alerts if:**

The department apprehends the subject(s) and the threat of imminent danger for members of the UAMS community have been mitigated by the apprehension. If a report was not filed with UAMS Police Department or if UAMS Police Department was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community. A general guideline will include a report that is filed more than seven days after the date of the alleged incident may not allow UAMS Police Department to post a “timely” warning to the community. This type of situation will be evaluated on a case by case basis.

## **CAMPUS SECURITY AND ACCESS**

### **Security Maintenance**

The UAMS Police Department utilizes many tools to maintain a high level of safety and security throughout the Medical Center. The Department monitors an extensive Closed Circuit T.V. system. The system is directly linked to the UAMS PD Dispatch where staff record and monitor, watching for any suspicious or criminal activity. The entire system is recorded on a state of the art digital recording system which provides for the immediate recovery and review of recorded data as needed. The Medical Center also utilizes a comprehensive Controlled Access System to monitor and regulate entry to the facility and other sensitive areas within the Medical Center.



Uniformed Officers patrol the Medical Center Campus 24 hours of every day. Normal assignments include one officer in the Emergency Room, and a security officer manning a metal detector at the entry to our Emergency Department. Officers assigned to the ED provide security for both the Lobby and Acute care areas. Officers assigned to outside patrol cover the numerous lots, decks and out buildings that make up the UAMS Medical Center. We use marked patrol vehicles. Police and Security foot patrols are also conducted of each floor and Nursing Units and campus building several times during each day

UAMS PD reports malfunctioning lights and other unsafe conditions to the Physical Plant or Occupational Health and Safety to be addressed or repaired. The University Community is encouraged to do this as well.

The Residence Halls, North Dorm and South Dorm, are all secured by card access. The rear parking lot is also secured by card access. The main doors to both residence halls are set up on video surveillance as well as alarm notification. If the security of the card reader access is ever compromised. UAMS PD will be notified by way of an alarm at the communications center. Only the individuals given authority to enter a building may enter. We understand that sometimes a door may be left propped allowing access without authority. That is why the UAMS PD highly discourages propping card access doors open for any reason.



## Crime Statistics

### Definition of Categories

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson:** Any wilful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Disciplinary Referrals:** Include those individuals referred to the Dean of their College for liquor law, drug law, and illegal weapons violations. The numbers include incidents that are reported to UAMS PD.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### **Sex Offenses**

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Statutory Rape-**No forcible sexual intercourse with a person who is under the statutory age of consent

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other contact, but without displaying a weapon or subjecting the victim to actual physical attack.

**Liquor Law Violation:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The wilful (non-negligent) killing of one human being by another.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Weapon Law Violation:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

## **Crime Statistics**

### **Definitions of Geography**

**On Campus Property** - Includes all academic, administrative and athletic buildings on the main campus and all outdoor common areas on UAMS property. Statistics from Residence Halls are included in this count.

**Residence Halls** - University buildings on campus where people live. Subset of Campus locations.

**Non-Campus Property** - Includes all UAMS buildings not on the main campus: Global Campus facilities, (AHECs) War Memorial Stadium, locations where University of Arkansas for Medical Sciences has Offices (West Mark, University Towers, Arkansas Department of Health, and Freeway Medical building).

**Public Property** - Streets and associated sidewalks through and around. This includes the bus Stops.

**All the information in the Crime Statistics chart below is gathered from UAMS PD reports, as well as campus security authorities (CSA) and outside agencies that have jurisdiction, in and around any owned, leased, or rented UAMS property. Crimes reported to Law Enforcement are**

based on the crime definitions in the Arkansas Crime Codes, not based on the Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS).

### Campus Crime Statistics

	On Campus			Non Campus			Public Property			Residence Halls			Totals		
	2013	2012	2011	2013	2012	2011	2013	2012	2011	2013	2012	2011	2013	2012	2011
	Murder/Nonnegligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Sodomy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	2	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
Burglary	0	1	1	1	0	0	0	0	0	0	0	0	1	1	1
Aggravated Assault	2	2	8	0	0	0	0	0	0	0	0	0	2	2	8
Motor Vehicle Theft	4	0	2	4	5	2	0	0	0	0	0	0	8	5	4
Arrest for Alcohol	3	1	2	4	3	0	0	0	0	0	0	0	8	4	2
<i>Discipline for Alcohol</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Drugs	13	5	9	0	2	0	3	0	1	0	0	0	16	7	10
<i>Discipline for Drugs</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Weapons	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
<i>Discipline for Weapons</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

#### Hate Crimes

(by prejudices)	2013	2012	2011	2013	2012	2011	2013	2012	2011	2013	2012	2011	2013	2012	2011
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Idnetity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*The one report of Rape in 2013 was unfounded

## Hate Crimes

The University of Arkansas Medical Sciences strives to provide a safe and healthy learning environment that embraces a culture of professionalism with respect for the dignity of all persons, honoring the unique contributions provided by a diversity of perspectives and cultures. The Hate Crime statistics are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exception to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that are not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving, intimidation, vandalism, Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of compliance document. Note: A hate crime or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts in the case indicate that the offender was motivated to commit the offense because of his/her bias against the victims race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/bias crime.



**TO REPORT A HATE OR BIAS CRIME, PLEASE USE ONE OF THE FOLLOWING METHODS BELOW.**

**In an Emergency Call:**

UAMS PD (501)686-7777 (if on campus or close to campus)

Little Rock PD (501)371-4617 Non- Emergency, Otherwise call 911

## **In Person:**

UAMS Police Department located at 800 Cottage Drive Little Rock Arkansas. This location is just off of 7<sup>th</sup> street by the Power Plant. We are located on the 2<sup>nd</sup> floor of the Distribution Center.

## **Crime Prevention**

The University Of Arkansas Medical Sciences provides many outlets to inform students and employees about campus security procedures and practices. Classes are given to all new Students/Employees during orientation no matter what department/school they will be working or attending. The classes discuss thefts, violence, and safety tips on how to not be a victim, what to do if you become a victim, and how to notify the campus police. There are a number of programs that the training Sergeant hosts. These programs include, but are not limited to:

- **Work Place Violence:** This program is designed on how to report and deal with work place violence, showing each step of the procedure in dealing with the Offender and helping the Victim. UAMS will not tolerate any form of Work Place Violence, whether verbal or physical.
- **Code Black/Active Shooter Training:** The UAMS Police Department Training Sergeant will conduct training throughout the hospital in the different departments and buildings showing the extra safety tips in case of an Active Shooter Incident and how the warning systems will be activated.

Besides providing emergency and safety services, the UAMS Police Department serves as a resource for information on emergency procedures; theft and crime prevention; and campus crime statistics.

**4-RIDE Escort Service:** UAMS Police and UAMS Parking provide two safe modes of travel. The Police Department gives employees/students rides and escorts to their vehicles after hours when the shuttle buses have stopped for the evening.

**Operation Identification:** This service is offered to assist in the positive identification and/or recovery of lost or stolen items. The department will engrave driver's license numbers on valuables to assist in the recovery of such items.

**Crime Prevention Programming:** Members of the department conduct presentations for various groups in order to serve and educate the community on current crime trends. The program is designed to educate community members in the various ways to protect themselves from being victimized. Call 501-686-7777; speak with Sgt. Brents.

**Lost and Found:** UAMS Police Department serves as the University's central depository for recovered items in order to safeguard them while assisting in their return to the rightful owner. Found property can be turned in to UAMS Police Department 24 hours a day, 365 days a year by contacting an on duty officer. **Inquiries concerning lost property should be directed to 501-686-7777 between 8am to 4pm, Monday through Friday. Property not claimed within 30 days is donated to charity or destroyed.**

**Motorist Assistance:** Jump-starts and vehicle lockouts are performed by the department to assist members of the UAMS students, staff, patient, and employees of the UAMS community.

The UAMS Police Web page also provides Safety and Security Videos to whoever wishes to view them. That link is <http://www.uams.edu/campusop/depts/PD/>.

## **Notification of Missing Students**

If a member of the UAMS community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify UAMS Police Department. UAMS Police Department will generate a missing person report and initiate an investigation, and if the person is determined to be missing, will initiate the required notifications as per Federal Law.

The purpose of this Standard Operating Procedure is to establish responsibilities and procedures for reporting and investigating missing person cases. This SOP consists of the following parts:

### **I. DEFINITIONS**

**Missing Persons:** as used herein, shall be construed to mean any UAMS student missing from his/her lawful place of abode, i.e., assigned dormitory residence or off campus residence:

1. A missing person report shall be taken for any UAMS employee, student, intern, or summer conference participant who is declared or presumed missing from their residence, as defined in item (1), or classified as a critical missing person as defined below.
2. When a person from another jurisdiction is reported missing from a location in the boundaries of the UAMS campus area, and that person is a visitor or is related to a UAMS student, i.e., parent or sibling, a report shall be taken.
3. Attempts to locate – a report shall be taken for persons who because of an emergency must be contacted.

**Adult:** any person 18 years of age or over.

**Juvenile:** any person under the age of 18 years of age.

**Fugitive from Parents (runaways):** any juvenile who is reported missing from another jurisdiction and located in the Arkansas.

**Critical Missing Person:** the following cases shall be considered critical: {41.2.5 (f)}

1. Juvenile any person under age the age of 18 who is not an emancipated minor (see section IV for specific procedures).
2. Elderly person (60) of age and over or senile persons;
3. Any other person between the ages of 18 and 60 who, in the opinion of the shift supervisor, should be classified as critical. In determining whether a missing person case should be classified as critical, the shift supervisor shall especially consider the following circumstances:
  - a. The missing person is mentally incapacitated.
  - b. The missing person is drug dependent; including prescribed medication and/or illegal substances, i.e., alcohol, and the dependency is potentially life threatening.
  - c. Patients missing from hospitals or institutions, who in the opinion of competent authority present an imminent danger to themselves or others,.
  - d. The missing person has been absent from their domicile for more than 24 hours before being reported to UAMS Police Department or the local police department.
  - e. Based on available information it is believed that the missing person is in a life threatening situation.
  - f. Based on available information it is believed that the missing person is in the company of persons who could endanger his/her welfare.
  - g. Based on available information, it is believed that there is a real or suspected danger
  - h. The absence is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.
  - i. Other circumstances involved in the disappearance that would cause the shift supervisor to conclude that the person should be considered "at risk."

## **II. GENERAL POLICY**

It shall be the policy of UAMS Police Department to thoroughly investigate reports of all missing persons as defined in this Standard Operating Procedure. An Incident Report shall be completed whenever a UAMS student is reported to be missing, and the initial inquiry reveals that the elements exist for such a classification. An Incident Report shall be submitted even though a reported missing person is found prior to the processing of the report. Such reports shall not be canceled, but shall be submitted as "closed."

Reporting members shall take particular care to indicate where the missing persons were located and where they stayed while missing. There is no minimum time requirement that a person must be missing before a missing person report can be prepared. It is sufficient that the person is missing or otherwise unaccounted for at the time the reporting person makes the report. Members of the department shall,

immediately upon determining that a person is in fact missing, request that a supervisor respond to the scene.

### **III. Reporting Procedures for Missing Persons**

UAMS Police Department employees and/or officers handling non-critical or critical missing cases shall:

1. Interview the reporting person(s) to obtain the following information:
  - a. The health, habits, history, and description of the missing person
  - b. Names and addresses of friends and relatives where the missing person may be found
  - c. The missing person's date of birth
  - d. The missing person's social security number and/or student identification number
2. Prepare a general broadcast to be transmitted immediately by UAMS Hospital Operating and Control Center.
3. Reporting officers shall contact the resident's House staff member, as soon as practicable, to see if they know of the missing student's whereabouts and also inquire if they know of any unusual circumstances about the habits of the missing student. The Housing Director or his/her designee for that specific configuration of buildings should be notified as soon as practicable.
4. Reporting officers shall check with the emergency room staff of UAMS Hospital to ascertain if the missing person has been admitted as a patient either by name or listed as a "John/Jane Doe."
5. If all checks above (2 and 3) prove negative; the shift supervisor must notify the Lieutenant of the Uniformed Division, as soon as practicable. The on duty Lieutenant will be responsible for notifying the Captain, Chief of Police, and the on duty investigator.
6. If all checks above (2 and 3) prove negative, the reporting officer and/or shift supervisor shall request through the UAMS Police Department dispatcher that a Arkansas Crime Information Center (ACIC) terminal message be sent to the local police department for assistance, and the UAMS dispatcher will take the information and enter the missing person(s) as required by law.
7. Notify and coordinate with any other law enforcement agencies, as deemed necessary, based on information received.
8. The UAMS reporting officer should make a notation in his/her report and in their notebook, of the time, date and name of the person(s) contacted when the required checks are made and that information should be added to the Incident Report or a Supplemental Report. The officer should also note the time and date the complainant was advised of the results of the checks.

#### **IV. Additional Reporting Procedures for Missing, Abandoned or Abducted Juveniles**

It is the policy of The University of Arkansas for Medical Science Police Department to pursue as high priority all reports of missing, abandoned, abducted or unidentified juveniles, giving full consideration and attention to include careful recording and investigation of factual circumstances surrounding the incident.

##### **A. Notifications**

Any department member receiving information regarding a missing or unidentified juvenile will notify the Shift Supervisor immediately. The UAMS dispatcher will send out a terminal message to all surrounding agencies for notification immediately for any reported missing juvenile.

##### **B. Criteria for Activation of the Amber Alert System**

The UAMS Police Department is the coordinating law enforcement agency in the AMBER Alert Plan and is therefore responsible for establishing the protocol for investigating missing/abducted-child cases. The AMBER Plan, which stands for **A**merica's **M**issing: **B**roadcast **E**mergency **R**esponse, is only activated by law enforcement and it is intended for serious child abduction cases. This plan is not used for runaways or family abduction cases unless the circumstances are life threatening to the child. When it is reported to our department that a juvenile has been abducted and that the circumstances surrounding the abduction indicate that the juvenile is in serious danger of bodily harm or death, we will notify the local Police/ Sheriff Department, request that an officer and a supervisor respond to the scene, and they will notify the Pulaski County Youth Division to determine if the AMBER Alert activation criteria have been met.

Generally, AMBER Alert **would** be activated when:

1. A juvenile is abducted and there are witnesses to the crime.
2. A juvenile is missing but there is evidence of foul play and law enforcement believes the child was abducted.
3. A vehicle was stolen or "carjacked" and a child were left inside the vehicle.
4. A juvenile is missing and particular consideration is given to their behavior or mental capacity in some way contributing to their disappearance or the juvenile is otherwise considered endangered.

Generally, An AMBER Alert **would not be** activated when:

1. A juvenile is missing and law enforcement has no evidence of foul play.
2. A juvenile runs away from home.
3. A juvenile, who is a registered student of UAMS , does not return to his/her residence hall room when he/she is expected to return, unless there is some evidence as listed above in the “amber alert would be activated” section.
4. A juvenile is missing as a result of a custody dispute and the juvenile is not considered to be at risk of bodily harm or death.

### **C. Responsibilities of Call Takers**

1. Dispatch, in a prompt manner, an officer to the scene of the report.
2. Notify the Amber Alert System and ACIC/NCIC
3. Notify LRPD and request the response of an officer and a supervisor.
4. Transmit the appropriate radio alerts and lookout information.

### **D. Responsibilities of First Responders**

1. Interview the parent or person who made the initial report.
2. Obtain a description of the missing juvenile including photograph(s) if available.
3. Confirm the juvenile’s custody status and/or student status.
4. Identify the circumstances of the disappearance.
5. Determine when, where, and by whom the missing juvenile was last seen.
6. Obtain a description of any suspected abductor(s) and other pertinent information.
7. Ensure that a Shift Supervisor has been notified of the incident.

### **E. Responsibilities of Supervisors {41.2.6 (e)}**

1. Obtain a briefing from the officer(s) at the scene.
2. Notify the Captain immediately and he will notify the Chief of Police.
3. Ensure that LRPD has been notified and has dispatched an officer/supervisor.
4. Organize and coordinate any appropriate search efforts.
5. Confirm that all agency policies and procedures are observed.

### **F. Responsibilities of Investigators {41.2.6 (e)}**

1. Obtain a briefing from agency personnel at the scene.

2. Verify the accuracy of all descriptive information.
3. Initiate a neighborhood and/or campus investigation.
4. Explore the basis for conflicting information.
5. Evaluate the need for additional resources and specialized services.

**G. Follow up Responsibilities {41.2.6 (f)}**

1. If the juvenile is located, an officer will verify their well-being and complete a supplemental report.
2. The Supervisor on duty will ensure that UAMS dispatch and Little Rock Police Department Amber Alert is notified to delete any computerized entry into a criminal justice missing person network that was made.
3. In all cases, reporting parties shall be informed of the well-being of located juvenile.
4. All agencies and information systems contacted for assistance will be notified of recovery.

**V. Additional Reporting Procedures for Critical Missing Persons**

Employees, members, or officers handling critical cases, as defined by this SOP shall comply with the provisions outlined above:

- Remain alert to unusual circumstances surrounding the disappearance that should be brought to the attention of the shift supervisor. This is important for determining whether or not a case should be considered as critical or would require immediate action or search and the mobilization of specific additional resources.
- Request through the dispatcher that LRPD units respond to the scene with a supervisor to assist the UAMS Police Department.

**VI. Investigation and Follow-up Procedures {41.2.5 (e)}**

1. Once a decision has been made to classify a case as critical, the search shall not be called off or the classification changed without the approval of the Chief or Captain with the concurrence of the senior LRPD official on the scene. The name of the person that stopped the search or changed the classification shall be listed in the initial Incident Report or Supplemental Report.
2. Every member of the department developing or learning any information concerning a reported missing person, in addition to making such immediate notifications as may be required, shall prepare a Supplemental Report and submit such information to the UAMS PD Investigator.
3. When closing a missing person case, every effort shall be made to include in the report where the missing person was during the period of his/her absence. A UAMS PD Investigator will complete a Supplemental Report containing this information and the final disposition of the case.
4. The Investigator assigned to the case shall contact the complainant(s) as soon as practicable and advise him/her of all efforts made to locate the

missing person. This contact may also be helpful to the Investigator, especially if the missing person has contacted the complainant about their whereabouts and stability.

5. In all cases of a reported missing person, UAMS Police shall be notified to respond to the scene. The name(s) and badge numbers of the officer(s) responding shall be made a part of the UAMS PD reporting officer's report.

## **VII. Out-of-State Cases**

Officers receiving a request from a complainant residing outside of the State of Arkansas and desiring to file a missing person report shall:

1. Determine if the missing person is missing from outside of the boundaries of the State of Arkansas. If they are, the complainant/reporting person shall be directed to contact their local police department and initiate a report with that agency.
2. However, when requests are made for missing persons in the State of Arkansas the following shall be followed:
  - a. If the missing person is not a UAMS Student, direct the complainant/reporting person to call 911 or we will contact the Little Rock Police Department.
  - b. If the missing person is a UAMS student, the dispatcher shall immediately record all the information from the complainant/reporting person, to include: a description of the missing student, the last time they had contact with the student, what leads them to believe that the student is missing, etc.
  - c. Dispatchers should also determine the complainant's relationship with the missing person and a home and work telephone number for follow-up notifications if necessary.
  - d. Shift supervisors shall contact LRPD and inform them of the information received by UAMS PD. Should LRPD refuse to make a report, the shift supervisor shall ensure that this information is properly documented for future reference.
  - e. Members locating students or persons reported as missing from out-of-state shall immediately notify LRPD and request that officers respond to the scene. The proper classification for reporting purposes shall be "Missing Person."

## **VIII. Locating Competent Missing Persons and Juveniles**

Under no circumstances shall a juvenile who is the subject of a missing person complaint from outside of the jurisdiction of the State of Arkansas be returned without proper notification to UAMS Police Department and Little Rock Police Department. In accordance to the Interstate Compact Act on Juveniles, if a juvenile who is the subject of a complaint arising from outside the jurisdiction of the State of Arkansas, and voices an objection to being returned to that jurisdiction by law a hearing must be held in the Family Division of Pulaski County Circuit Court.

A competent adult, having left their domicile, dormitory or legal place of residence for personal reasons cannot be forced to return. UAMS Police Department members on locating such persons shall:

1. Advise them that they are the subject of a missing person report.
2. Ask them if they desire that the complainant be made aware of their whereabouts.
3. If the subject indicates that they do not want their whereabouts known by the complainant and upon being satisfied as to their safety and well-being, notify the complainant that they have been located and are well, but do not disclose their whereabouts.
4. If the complainant insists on an explanation as to their whereabouts, inform them that disclosure would constitute an invasion of privacy.
5. The Investigator shall close the case by preparing and submitting a Follow-Up Report.

#### **IX. Found Children and Adults**

UAMS Police Department employees and/or officers finding lost children shall immediately notify the dispatcher and request the services of Little Rock Police Department.

UAMS Police Department employees and/or officers finding lost adults whose age or infirmity may make identification difficult shall make a diligent effort to identify the adult. If identification cannot be made and the UAMS Police Department member is under the assumption that found person is in need of medical attention or further assistance, then Little Rock Police Department shall be notified.

#### **X. Responsibilities and Procedures for Special Assignment Personnel, Dispatchers** shall be responsible for:

- Questioning the caller who is reporting a missing person to determine if the person is, in fact missing.
- Dispatching an officer to the scene upon receiving a telephone call reporting a missing person.
- Broadcasting a general broadcast to the members in the field a description of the missing person.
- Notifying the shift supervisor to respond to the scene.
- UAMS has received a missing person report and request a unit to respond for reporting purposes. The UAMS Police Department Supervisor will request that Dispatcher enter the information to the NCIC/ACIC System as per UAMS policy and if the person is subsequently located, request that UAMS Police Department Dispatcher remove the information from the system. These requests should be documented in a supplemental report.

**Shift Supervisors:** A shift supervisor shall respond to the scene of every missing person and ensure that the Chief of Police is informed of all necessary information in order to properly classify the report as critical or non-critical.

**Administrators:** Upon being notified of a missing person, the Chief of Police or his /her designee shall:

- Thoroughly review all of the available facts and circumstances
- Direct further inquiry or investigation if available information is insufficient
- Classify the case as critical or non-critical based upon the criteria listed in Part I

- Establish a command post if a determination is made that an immediate search should be made for a critical missing person.

Upon establishing a Command Post, the shift supervisor shall maintain a thorough record of all actions taken toward locating the missing person. Upon being relieved from the Command Post, this record shall be turned over to the appropriate investigating authority.

Should the investigation require the use of departmental resources beyond those that are available at the UAMS Police Department level, the Chief of Police or his/her designee shall communicate this need to the appropriate University officials.

Where the investigation indicates that a physical search of an area should be made, the Shift Supervisor may utilize non-UAMS Police Department personnel of the University to assist.

In all cases wherein a physical search is made, Little Rock Police Department shall be notified and all efforts shall be coordinated with the senior Little Rock Police Department official on the scene.

## **XI. Notifications**

Once a person has been determined through investigation by UAMS Police Department and/or LRPD to be a Missing Person, the following notifications must be made:

**Administrators:** If the missing person is a UAMS student, the Chief of Police or his/her designee. Chief of Police or his/her designee of UAMS Police Department will notify the Vice Chancellor of Student and Academic Affairs; the Dean of Students; the Vice Chancellor of Campus Operations; and the Media Relations Office after the person has been determined to be missing.

**Parents:** If the missing person is a UAMS student who is a juvenile (under 18 years old) and the complainant was not the parent or guardian of the student, UAMS Police Department will coordinate the notification of the missing person's custodial parent or legal guardian through the Dean of Students Office. This notification will be made as soon as practicable, and no later than 24 hours after the time that the student was determined to be missing.

**Other Notification Scenarios:** If the missing person is a UAMS student who is at least 18 years old and the student resides in a UAMS residential facility, UAMS PD will coordinate the notification of the individual identified by the missing student in the University records to be the person they want to have notified if they are determined to be a missing person. This information is maintained the Dean of Students Office and the notification should be coordinated through a Dean of Students. This notification will be made as soon as practicable. Not too be made no later than 24 hours, after the time that the student was determined to be missing.

If the missing person is a UAMS student who is at least 18 years old and the student resides in a UAMS residential facility, and the student did not list a specific individual to be notified if they are determined to be a missing person, the institution will notify the person's custodial parent or legal guardian or an emergency contact person, if there is one listed in the institutional records. This notification will be made as soon as practicable, and not later than 24 hours after the time that the student was determined to be missing.

If the missing person is a student who is at least 18 years old and does not live in a UAMS residential facility, the institution may notify the person's custodial parent or legal guardian or an emergency contact person, if there is one listed in the institutional records. This will be determined on a case by case basis.

## **Response to Sexual Violence**

UAMS is committed to providing an environment that emphasizes the dignity and worth of every member of its community. Members of the UAMS community have the right to an environment free of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender based harassment, and retaliation, and this behavior will not be tolerated.

The FBI National Incident based reporting system (NIBRS) editions defines a sex offense as any sexual act directed at another person. Forcible and or against the persons will; or not against the persons will, when the victim is incapable of giving consent. The UAMS Police Department treats all victims of violence with dignity and respect. If a sexual assault or rape where to occur on campus. Staff on scene including the UAMS Police will provide a variety of resources.

## **Prevention and Education Programs**

The UAMS Police Department is available to provide such programs by request. Request can be submitted by email to the training office by email to [WFBrents@uams.edu](mailto:WFBrents@uams.edu). Addition recourses can be found on the PDs Web site at <http://www.uams.edu/campusop/depts/PD/>.

## **Available Services**

UAMS Police officers, offer information and guidance to victims when they file a UAMS PD report. A UAMS PD officer will take a statement from the victim in regards to what happened. The officer will ask to describe the assailant or assailants, and may ask questions about the scene of the crime, any witnesses, what happened before and after the incident. You may have a support person with you during the interview. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report you are not obligated to continue with legal proceedings or university disciplinary action. If the assault occurred off campus report the incident to the local Police Jurisdiction. UAMS PD will assist individuals who are unsure of how and where to report the crime. The reason to report to UAMS PD are: 1.) to take action which may prevent further victimization, including issuing a safety and security alert to warn the campus community if an impending threat to their safety; 2) to apprehend the assailant; 3) to seek justice for the wrong that has been done to you; and 4) to have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

## **Student Wellness Program**

The UAMS Student Wellness Program (SWP) is a preventative service created to provide short term, confidential assistance for students who are actively enrolled at UAMS (Little

Rock Campus). The purpose of this service is to provide the necessary tools for students to achieve their fullest potential. Students seek help for depression, anxiety, grief, relationship conflicts, academic difficulties and numerous other issues interfering with their maximal functioning. Seeking care through the service is absolutely confidential.

The Student Wellness Office Suite is located at 227 Jack Stephen's drive, on the street level. Parking is available in front of the clinic in spots reserved for the 'Student Wellness Program

To schedule a confidential appointment, telephone Ms. Meshelle Helms, (program manager) or Ms. Sherry Bullard at (501) 686-8408.

In the rare event of an after-hours emergency, telephone the UAMS operator at (501) 686-7000 identify yourself as a UAMS student with an emergent problem and request the operator to page the UAMS Department of Psychiatry resident on call.

For More information on sexual violence: <http://hr.uams.edu/other/title-ix/>

### **Title IX Reporting**

Individuals may also consider reporting a sexual violence incident to the UAMS Title IX Coordinator, or Deputy Title IX Coordinators who can provide assistance in addressing the incident through consultation, administrative review, and/or a formal hearing.

\*Campus Title IX Coordinator Odette Woods [obwoods@uams.edu](mailto:obwoods@uams.edu) (501)296-1076

### **Title IX Deputy Coordinators**

\*Associate Dean for Academic Affairs College of Nursing (501)686-8349

\*Executive Associate Dean for Academic Affairs College of Medicine (501)686-8160

\*Associate Dean for undergraduate Medical Education, College of Medicine (501)-686-7467

\*Associate Dean for Professional Programs, College of Public Health (501)526-6673

\*Associate Dean for Academic Affairs, College of Public Health (501)526-6604

\*Assistant Dean, Graduate Student recruitment and Retention, Graduate School (501)526-7396

\*Associate Dean for Student Affairs & Faculty Development, College of Pharmacy (501)686-7920

\*Associate Dean for Academic Affairs, College of Health Professions (501)686-5730

\*Associate Dean for Student Success, College of Health Professions (501)686-5732

\*Title IX Deputy Coordinator-Employee Issues- Audrey Bradley Office of Human Resources (501)686-5732



<http://hr.uams.edu/files/2014/04/UAMS-TITLE-IX-POLICY.pdf>

<http://hr.uams.edu/other/title-ix/>

### **Off Campus resources**

#### Family Service Agency Sexual Assault Center

This service center provides counseling, workshops, and other services on a range of issues, from domestic violence and sexual assault to families dealing with divorce and substance abuse.

628 West Broadway, Suite 202

North Little Rock, Arkansas 72114

Crisis Line: 501-801-2700

Statewide toll-free Crisis Line: 1-877-432-5368

Fax: 501-801-2702

E-Mail: [kfindley@fsainc.org](mailto:kfindley@fsainc.org)

#### Rape Crisis, Inc.

7509 Cantrell

Suite 211

Little Rock, AK 72207

Office: 501-663-3334

Crisis Hotline: 800-813-5433

#### National Sexual Assault Hotline

1-800-656-4673 [24/7 hotline]

[hosts an online hotline]

#### Arkansas Coalition against Sexual Assault

215 N. East Avenue

Fayetteville, AR 72701

Hotline: 1-866-63-ACASA

Phone: (479) 527-0900

Web: <http://www.acasa.ws/>

## Sex Offender Registry

The campus sex crimes prevention act of 2000 is a federal law that requires intuitions of higher education to advise the campus community where information concerning registered sex offender may be obtained. It also requires sex offenders already required by state law to register in a state, to provide notice to each institution of higher education in that state, at which that person is employed, carries on a vocation or is a student.

In Arkansas when a sex offender is determined guilty in a court of law, the offender is required to complete the sex offender registration form created by the Arkansas Crime Information Center. The registration form is generally completed while under the supervision of the Arkansas Department of Correction, the Department of Community Correction (*in the case of an offender who is placed on probation, either the court clerk or the probation officer may submit the registration form to ACIC*), the Arkansas State Hospital, or the Department of Human Services, Division of Youth Services. The completed registration form must be sent to ACIC within three (3) days after completion. Law enforcement agencies are responsible for registering sex offenders who:

1. Move from one Arkansas jurisdiction to another;
2. Who have previously registered in Arkansas, moved to another state, and are returning to Arkansas; and
3. Those convicted in another state having moved to Arkansas.

If an offender is required to register in their state of conviction, that offender will be required to register in Arkansas. States differ on the offenses that constitute a sex offense, and thus, registration as a sex offender. It is possible for a convicted offender to not have to register as a sex offender in one state, and yet be obligated to register in another state if the offender moved there. The registration of sex offenders moving from one state to another is very important in terms of the national sex offender registry established by the Pam Lychner Act. An offender can only be registered in one state through the national sex offender registry maintained by the National Crime Information Center (NCIC)

A list of current sex offenders associated with the University of Arkansas for Medical Sciences main campus in Little Rock , Arkansas, is developed and maintained in the University of Arkansas for Medical Sciences Police Department in the Distribution Building at 800 Cottage Drive 2<sup>nd</sup> Floor, Little Rock, Arkansas. In accordance with Arkansas law, relevant and necessary information will be disclosed when the information is necessary for public protection. Inquiries regarding registered sex offenders may be directed to the Investigations Division by calling 501-686-7777.

Addition information can be found at:

**Arkansas Victim Assistance Programs**

**800-510-0415**

(Sex Offender information: <http://acic.org/citizens/Pages/default.aspx>)

## Alcohol and Drug Policy

The University Of Arkansas Medical Sciences is committed to promoting the health and safety of its campus community. The University enforces all local Arkansas laws regarding the possession, use, and sale of alcoholic beverages, including those prohibiting the consumption of alcoholic beverages by persons under the age of 21. On campus. UAMS Police Department enforces all state and local laws regarding prescription drugs and controlled substances. UAMS Police will work with federal agencies when needed to enforce any applicable federal laws.

Several programs are available to members of the University community on the topic of drug and alcohol abuse. Programs can be arranged through the University Health Center's Substance Abuse Prevention Program at the Psychiatric Research Institute building, which includes peer education. Information may also be obtained through the National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686. Policy located in Employee Handbook 4.4.06, other information may be obtained through Employee Assistance Program (EAP) @ 501-686-2588 or at [www.uams.edu/ohr](http://www.uams.edu/ohr) and click administrative policies.

Possession, use, or manufacture of illicit drugs is strictly prohibited at the University of Arkansas for Medical Sciences. Students enrolled in the University of Arkansas for Medical Sciences are subject to disciplinary action for violation of federal or state law regarding the possession, purchase, manufacture, use, sale, or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance, except for the use of any over-the-counter medication or for the prescribed use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession, or manufacture of a prescription drug or controlled substance is also prohibited.

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency's or institution's workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination



<http://www.uams.edu/adminguide/win04401.html>

## Firearms and Weapons



The University Of Arkansas Medical Sciences is committed to promoting a safe and secure environment that supports the academic mission of the university. According to the code of conduct policy, and Arkansas state law members of the UAMS community including students, faculty, staff as well as visitors are prohibited from possessing firearms, explosives , weapons or any item that may be construed as such on the premises of the University or in any building under university control. This prohibition applies regardless of whether a federal or state license has been issued to the possessor.

There are some limited exceptions, for example certified and licensed law enforcement officers who are authorized to carry a firearm are permitted to do so while on the university property.

All members of the university community should refer to the [UAMS ADMINISTRATIVE GUIDE, BASIC CODE OF CONDUCT POLICY 4.4.01](#). As well as Arkansas statute 5-73-306 this prohibits firearms in certain places.



<http://www.uams.edu/adminguide/win04401.html>

# Evacuation Procedures

Code Exodus Evacuation Plan

## Introduction

To define the steps to be taken in the event it is determined that patients and staff and students must be evacuated within specific units or from the University of Arkansas for Medical Sciences.

## Definitions

**External Evacuation:** The outside placement of UAMS inpatients based upon the administrative decision outlined in this plan and acceptance by other facilities to provide the required level of inpatient care.

**Internal Evacuation:** The movement of patients/staff from one unit or location on the UAMS campus or in the University Hospital to another unit or location on the UAMS campus or in the University Hospital based upon the administrative decision outlined in this plan.

**EICS:** The Emergency Incident Command System is the template from which the Code Exodus is derived. All departments have specific roles in each type of disaster. For a Code Exodus, the EICS provides the guidelines for overall response. Each department shall have its own response within the EICS to a Code Exodus.

## Identification/Determination

**Step One:** Rescue those in immediate danger. Any hospital personnel who is/are notified of a situation in which the continued operations in a location could result in a loss of life or limb to patients or staff, shall immediately contact the area Supervisor/Department Director. If there is immediate need for a rescue/evacuation (i.e.; structural collapse has occurred, etc.) UAMS Police 686-7777 and the Physical Plant Control Center 686-5891 will be called to assist.

**Step Two:** Activate the Emergency Incident Command System (EICS). Once all patients, staff, visitors and students are out of immediate danger, the supervisor/Department Director shall activate the EICS by calling the Hospital Administrator on duty (686-5662) or the Assistant Director of Nursing (ADON) (686-7174, 688-6357, 688-6358) after business hours.

The authority to implement a Code Exodus rests with the Incident Commander. At first notification, or until the Administrator on duty arrives this may be the ADON. During normal working hours, the Incident Commander will be the Administrator on duty.

**Step Three:** Activate Code Exodus, after being advised that a potential emergency situation exists, the Incident Commander:

1. Verifies the emergency situation
2. Determines the level of response needed
3. Authorizes an evacuation by calling the Hospital Operator on the UAMS code phone at 686-7333 and requesting that the Code Exodus Plan for the specific area be activated.

### **Assembly of Staff and Physicians**

All UAMS employee staff and physicians should be aware of their responsibilities and assigned duties prior to notification of a Code Exodus. Each department's individual plan for a Code Exodus is available in the department. The EICS manual is available on-line. If on-line access is not available the following locations will maintain a hardcopy "paper" manual: ADON office, Emergency Department administrative office, safety office and the EICS Incident Command Center located in the hospital administrative suites.

### **Transfers**

#### Internal Evacuation

1. The evacuation process shall be initiated at the order of the EICS command center once the unit location(s) to be evacuated internally and the unit location(s) to receive patients/staff have been determined.
2. The on-duty CDF or acting charge nurse for the affected unit(s) shall serve as the transfer coordinator unless otherwise specified in the unit/location(s) Code Exodus departmental plan. Affected unit location(s) to be evacuated shall coordinate moving patients, supplies and staff with the EICS command center.

#### External Evacuation

1. The evacuation process shall be initiated once the unit location(s) to be evacuated have been determined and the transfer process has been initiated through the EICS command center.
2. The on-duty CDF or acting charge nurse for the affected unit(s) shall serve as the transfer coordinator unless otherwise specified in the unit location(s) Code Exodus departmental plan. This individual shall coordinate with the EICS command center to provide patient identification and any specific needs the patient(s) may require for the transfer along with any required paperwork to ensure continuity of care.
3. EICS will contact other facilities and transport agencies within the local area then move to regional, state and federal agencies as necessary to assist with the movement of patients, supplies, etc.

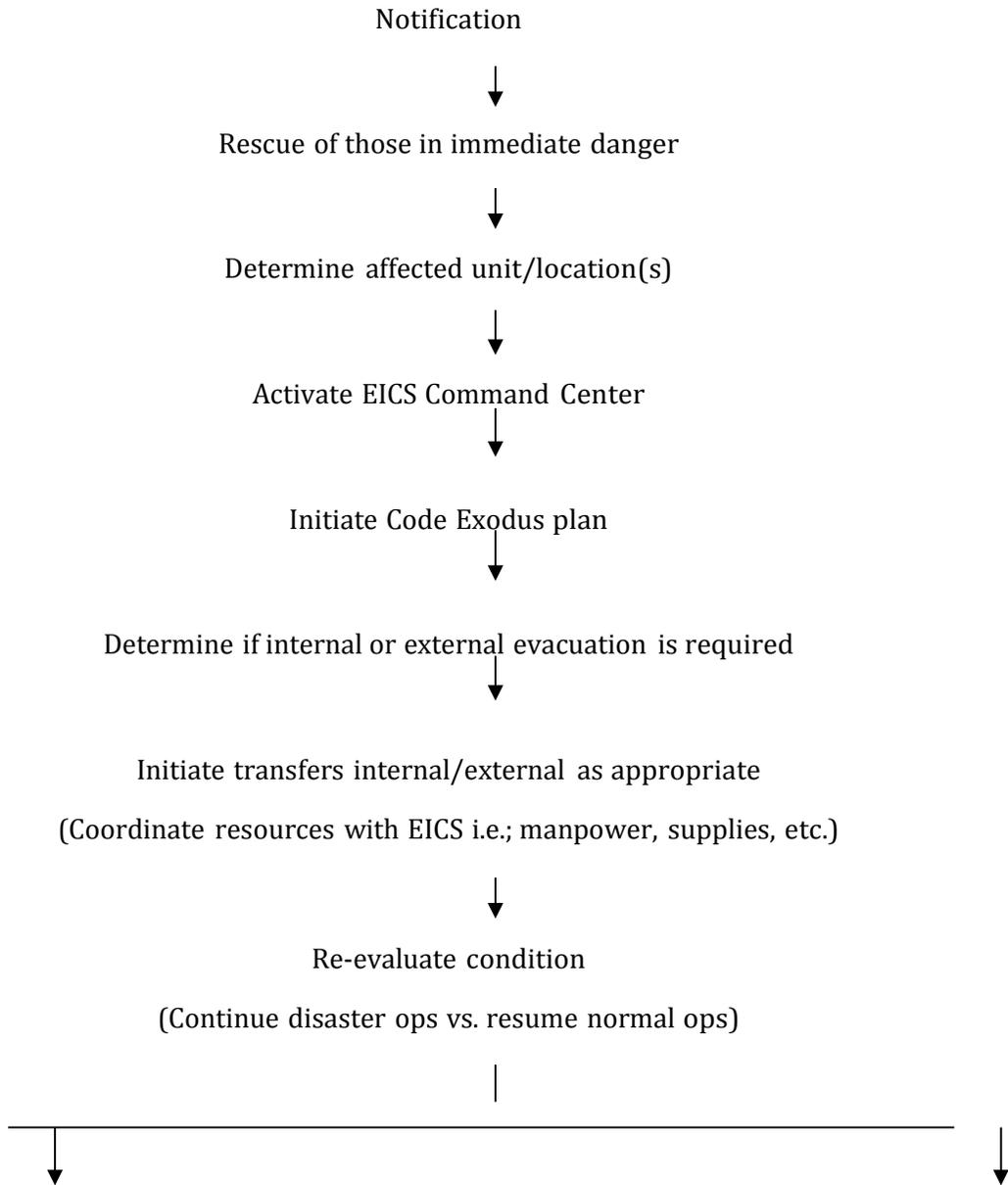
### **Re-Evaluation**

The status of Code Exodus shall be re-evaluated once the initial response, transfers and stabilization of the affected areas have been completed. A determination shall be made by the EICS command center, as to whether or not to continue operations in a disaster mode or resume "normal" operations.

## Recovery

Once the determination has been made to return to normal operations, EICS will decide the mechanism(s) required for reutilization of the facility. This includes, but is not limited to a daily reassessment of status until such time as the facility reaches a complete return to full operation.

### Evacuation Response Decision Tree



## Fire Safety

The fire plan for the University of Arkansas for Medical Sciences and the University Hospital is referred to as CODE RED. CODE RED will be put in effect when fire and/or smoke are reported within the University Hospital (E, F, and H wings, Central Building, and other buildings on campus.

The purpose of this plan is to outline the general procedures to be followed in the event of a fire so that all staff, employees, and students will know what is expected of them in a fire and/or smoke situation. Remember that patient safety is an integral part of patient care. It is your responsibility to understand CODE RED.

Code Red: The phrase shall be used as the code for announcing a fire emergency or a fire drill. Under no circumstances should anyone shout "Fire!"

### STEPS TO TAKE IN CASE OF A FIRE

#### R.A.C.E.

**RESCUE:** Help anyone in immediate danger from the fire. This should be carried out before sounding the alarm, closing doors, or attempting to extinguish the fire.

b. **ALARM:** Report fire and/or smoke by activating the nearest fire alarm pull station without delay. And then call the Control Center at

**686-5333** to report it by phone. Be prepared to give information such as your name, building, floor, room number, what's burning and whether or not human life is at risk. Sound the alarm before attempting to extinguish the fire.

c. **CONTAIN:** Close doors (and windows if applicable) to contain fire and/or smoke. This will significantly reduce the rate at which fire and smoke spread. Remember that smoke is the biggest killer in the event of fire.

d. **EXTINGUISH:** Attempt to extinguish the fire. Use whatever means available: fire extinguisher, water, blankets, pillows, etc. Do not use water on an electrical or grease fire. Do not put yourself at risk. Remember help is on the way.

### TO OPERATE ALL TYPES OF PORTABLE EXTIGUISERS, REMEMBER THE WORD P.A.S.S

Pull the metal pin.

Aim the nozzle

Squeeze the handle

Sweep the fire area from a distance of five to fifteen feet.

### Fire Drills

The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. Each housing facility conducts no less than one fire drill annually, by the direction of the Occupational Health & Safety Office 501-686-6786. All persons in the building are required to participate in the fire drills and evacuate the building through the exit routes. Printed information is provided in each residence hall and Residence/Student handbook, including the warning of over-use of electrical outlets and

other basic fire hazard information. Bulletin boards in residence halls are used to provide additional information.

## Fire Prevention

Smoking – UAMS is a tobacco-free campus.

Space Heaters – Space heaters are a fire hazard if all safety precautions are not followed. The Department of Occupational Health and Safety (OH&S) must approve use of all space heaters in all UAMS facilities. Space Heaters are not allowed in any patient care areas.

Microwave Ovens – Food, popcorn, etc., that is over-cooked seldom produce flames but do emit smoke which is the immediate danger in case of fire. Use the correct timer setting. Do not leave food unattended.

Decorations – UAMS policy limits the type allowed on campus. Lighted candles and any heat generating decorations are prohibited. Decorations must not obstruct an exit. [Ref. UAMS Policy 11.4.03]

Electrical Safety – Check coffeepots and other appliances before the end of the day. Place coffeepots, when in use, on a non-combustible surface. Use of extension cords is prohibited. [Ref. UAMS Policy 11.4.07]

Reporting Hazards – Report potential fire and safety hazards promptly. Call the Control Center at 686-5891 or OH&S at 686-5536



<http://www.uams.edu/campusop/depts/OHS/>

## Fire Safety Systems in the Residential Facilities

A majority of the University buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by the physical plant. Training is performed annually and residents also receive a student handbook with instructions on reporting, and fire procedures to follow, including evacuation on fire alarms. The resident halls are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or mechanical rooms are designed to stand up to a fire longer than those of an individual room. It is important that these doors are closed for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open. Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with material like clothing hanging from the piping.

## Annual Fire Safety Report

The University Of Arkansas Medical Sciences publishes the fire safety report as part of its annual Clery Act Compliance. This report contains information regarding the fire safety practices and standards for the university, including statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to each fire, and the value of property damage caused by the fire. A daily fire log is available for review, Monday –Friday 8:00-4:00. Excluding holidays, Located at the UAMS PD. We are located at #800 Cottage Drive Little Rock Arkansas 72205. This is the 2<sup>nd</sup> floor of the distribution center. The Fire Safety Report is compiled by the University of Arkansas for Medical Sciences Police Department, University Housing, and the Campus Fire Director from the Occupational Safety and Health Office.

The fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location. A fire is defined as an instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. If a fire occurs in a University building, community members should immediately contact OH&S at 501-686-5333. When calling, please provide as much information as possible about the location, date, time and cause of the fire if known.

## Fire Safety Amenities in UAMS Residential Facilities

Alarms are monitored on site by Physical Plant

Residential Facilities	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills each calendar year
North Dorm	Yes	No	Yes	Yes	Yes	Yes	1
South Dorm	Yes	No	Yes	Yes	Yes	Yes	1
Dorm Admin	Yes	No	Yes	Yes	Yes	Yes	1

## Fire Statistics

### Fire Statistics For The Dorms

<b>North Dorm</b>	<b># of Fires</b>	<b>Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>\$ Property Damage</b>
2013	0		0	0	0
2012	0		0	0	0
2011	0		0	0	0
<b>South Dorm</b>					
2013	0		0	0	0
2012	0		0	0	0
2011	0		0	0	0
<b>Adm Bldg.</b>					
2013	0		0	0	0
2012	0		0	0	0
2011	0		0	0	0

**\*There have been no open flame fires for 2011, 2012, and 2013**

## University Emergency Numbers and Safety Resources

<b>University Police Department</b> (Answered 24 hours a day)	<b>501-686-7777</b>
<b>Police Investigation</b>	<b>501-686-8585/5478</b>
<b>Traffic</b>	<b>501-526-7275 /park</b>
<b>Report a Fire</b>	<b>501-686-5333</b>
<b>Emergency Room</b>	<b>501-526-2085</b>
<b>Poison Control</b>	<b>800-222-1222</b>
<b>Telephone Service and Repair</b>	<b>501-686-6420</b>
<b>Central Control</b>	<b>501-526-0000</b>
<b>Office of Human Resources</b>	<b>501-686-5650</b>
<b>Maintenance (24 hours)</b>	<b>501-686-5891</b>
<b>Occupational Health &amp; Safety Hazardous Waste</b>	<b>501-686-6958</b>
<b>Radiation Safety</b>	<b>501-686-7803</b>
<b>Employee Counseling &amp; Assistance (EAP)</b>	<b>501-686-2588</b>
<b>Chaplain</b>	<b>501-686-5410</b>
<b>Substance Abuse... (Mid ark)</b>	<b>501-372-4611</b>
<b>Employee Relations</b>	<b>501-686-5945</b>
<b>UAMS Risk Management</b>	<b>501-603-1150</b>
<b>Victim Support Service</b>	<b>501-918-3504</b>
	<b>501-918-3534</b>
<b>Rape Crisis Hotline (24 hours)</b>	<b>501-801-2700</b>
<b>Little Rock Police Department Emergency</b>	<b>911</b>
<b>Non-Emergency</b>	<b>501-371-4617</b>
<b>Arkansas Victim Assistance Programs</b>	<b>800-510-0415</b>

All policies that deal with the Clery Act are located in a notebook located in the Criminal Investigations Office.

**University of Arkansas for Medical Sciences Police Department Mission Statement**

The women and men of University of Arkansas for Medical Sciences Police Department, in partnership with the community we serve, are committed to protecting the future of Arkansas by promoting a safe and secure environment through excellence, initiative and integrity.

**University of Arkansas for Medical Sciences Police Department**

**4301 West Markham Slot 583**

**Little Rock, AR 72205**

**501-686-7777**

**Fax 501-686-8598**

**World Wide Web <http://uams.edu/police>**

**Email: [http:// uamspolicedepartment.ed](http://uamspolicedepartment.ed)**