

# **Thomas College 2016 Campus Safety and Security Survey Annual Fire Safety Report**

**Reporting Period: January 1, 2015 - December 31, 2015**

This information is being provided as part of Thomas College's commitment to security and safety on campus and is the compliance document for the Crime Awareness and Campus Security Act of 1999, which has been amended and called the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999. In August 2008, the Higher Education Opportunity Act (HEOA) was enacted. With the inclusion of new items the survey name was changed to the Campus Safety and Security Survey. In 2013 the Clery Act was amended to include provisions for the Violence Against Women Reauthorization Act (VAWA).

Thomas College is a private institution of higher education, offering undergraduate and graduate programs in business and liberal arts education. The campus population consists of approx. 850 full-time day students and another 300 graduate and continuing education students in the evening division. The College is located on 120 acres of rural landscape in Waterville, Maine.

## **Reporting of Criminal Actions or Emergencies**

The Public Safety Department is the unit responsible for campus security and safety. Public Safety can be reached twenty-four hours a day by dialing extension 399 from any campus phone, or by dialing 207-859-1399 from a private phone. Thomas College public safety personnel are employees of the College. Full- and part-time officers are certified in CPR/AED and First Aid. Public Safety officers make routine vehicle and foot patrols of the campus grounds, buildings, and residence halls. The City of Waterville police and fire departments are the primary providers of law enforcement, ambulance service, and fire protection for Thomas College. In case of emergency, campus community members may dial 911 for the above emergency services or dial Public Safety at 207-859-1399. Public Safety will call local police, fire, and ambulance services.

## **Campus Security & Law Enforcement Authority**

Public Safety officers are responsible for the reasonable security and safety of the campus community, which includes students, staff, and property. Thomas College officers are not armed and do not have law enforcement power. However, they do maintain a close working relationship with the Waterville Police Department. When additional assistance is required or an arrest is to be made, the Waterville Police Department is called.

## **Security & Maintenance of Campus Facilities**

Thomas College regularly inspects its buildings, grounds, and facilities to ensure safety. Public Safety and maintenance personnel closely monitor maintenance and security deficiencies such as campus lighting, door locking systems, etc.

Thomas College residence hall fire alarm systems tie directly into the Waterville Fire Department headquarters, cutting response time to a minimum. Residence facilities have smoke detectors and audible and strobe alarm systems. Bartlett, Townhouse, Village, Hinman and GPH residences have sprinkler systems. Students are required to participate in fire drills that are conducted twice a semester during the academic year.

## **Access to Campus Facilities**

All non-residential buildings and facilities are accessible to the College community. In addition, all patrons must show a valid Thomas ID in order to access the Alford Athletic Center. Exterior doors on campus buildings are locked and secured after normal operating hours. The Alford Academic Building can be accessed during non-business hours by Thomas staff and students by using ID card-access. Student Residence halls are accessed via a card-access system which allows only students living within the building/area and authorized staff access. Students living in the Village and Townhouses have individual locks on their rooms/townhouse. Resident students must register any overnight guest with Public Safety or Residence Life staff, at which time they will be issued a guest pass.

## **Code Blue Emergency Call Boxes**

There are fourteen (14) Code Blue call boxes located on campus in parking lots that are activated by pushing the emergency button. The activated call box will automatically page and identify the location to campus Public Safety.

## **Security Cameras**

Thomas has twenty-five (25) security cameras located in entrances to Bartlett, Hinman and GPH residences, and outdoor locations around campus; primarily parking lots. These cameras are not actively monitored but video can be reviewed as needed within a reasonable time-frame. As with any security system, these cameras have limitations and are only used as a tool to assist in crime prevention and investigation.

## **Security Awareness and Crime Prevention Programs**

Crime prevention, sexual violence, and other educational information and brochures are made available through the Public Safety office, Student Affairs office and the Health Center. In addition to printed materials, workshops and programs are offered during New Student Orientation and first-year programs to cover a variety of topics such as sexual misconduct, intimate partner violence, drug and alcohol awareness, and other pertinent topics. Workshops of this type are also presented during the academic year. Residence hall staff is responsible for providing residents with programs and information addressing issues such as fire safety, alcohol awareness, and other health and security issues. RAD and basic self-defense classes are made available to members of the Thomas community during the academic year.

## **Reporting a Crime**

Thomas College is committed to keeping the College community well-informed about campus crimes and crime-related problems. The following outlines these efforts:

1. **Daily Log** - the Public Safety Department maintains a daily log of reports and incidents.
2. **Crime Alerts and Emergency Notifications** - the College community is informed via crime alerts identifying dangerous or potentially dangerous situations. These alerts appear in one or more of the following formats: campus e-mail, text messages, social media, posted alerts on bulletin boards, campus "events" channel, and through residence life and security safety briefings.
3. **Certified Crime Reporting** - the Public Safety Department at Thomas College, as required by law, makes its crime statistics available to the U. S. Department of Education.

## **Campus Emergency Response**

The Thomas College Emergency Plan outlines the campus' procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt its activities. During the period of any campus emergency, the Chief of Public Safety, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The Department of Public Safety, in conjunction with at least one of the Task Force Leaders, shall consult with the Provost and/or Executive Vice President of the College regarding the emergency and the possible need for a declaration of a campus state of emergency and at what level.

### **Direction and Coordination**

All emergency operations shall be directed by the Executive Vice President, Provost or one of the Task Force Leaders. In the absence of the aforementioned, the on-duty Public Safety Officer shall assume operational control of the emergency until relieved.

All emergency operations shall be coordinated by the **Task Force Leaders** (or their designee):

- Executive Vice President (internal/external)
- Provost (internal/external)
- Senior Vice President for Financial Affairs (internal)
- Vice President for Student Affairs (internal)
- Vice President for Advancement (external)

The College is committed to communicating with students, faculty and staff as quickly and completely as appropriate to ensure their health, safety and well-being. The timing and substance of such communications will be determined by the specifics of each unique situation.

In the event of an emergency, the following avenues are available for communication and the dissemination of information. The Vice President for Information Services along with the Task Force Leaders will determine the appropriate medium to use.

- Thomas College Campus-Wide Email
- Text Messaging (for those who we have numbers)
- Posting on Thomas College Website: Internal and Public Homepages
- Posting on Thomas College Facebook page
- Voice Message on the Thomas Snow-Line and/or Thomas College Main Phone Line
- Thomas Internal TV Events Channel
- Local News Media Outlets
- Posting of Signs

The Vice President for Student Affairs with the assistance of the Dean of Students provides communication to all students. The Student Affairs staff, in coordination with the Office of Advancement, determines the best approach for communications with parents and families. The Provost or Vice President for Student Affairs may designate the Chief of Public Safety to coordinate communications with local and state police.

The Provost and the Senior Vice President for Financial Affairs with the assistance of the Director of Human Resources provide communication to all faculty and staff.

### **Policies Related to Campus Crime**

#### **Sexual Misconduct**

Thomas College is committed to providing a safe environment which promotes the dignity and worth of each member of the community. The College will respond promptly and effectively to complaints and reports of violations of this policy. In responding to all complaints and reports, the College will act to ensure the safety of students, guests, and employees while complying with federal and state laws.

#### **I. Overview**

It is important that members of the College community understand that the law does not just prohibit violations of this policy against employees by employers. The law also prohibits violations between members of the College community more generally: for example, between employees and student, between employees, between students, or between a member of the Thomas community and a campus guest. This policy applies to all members of the College community and to third parties, regardless of gender, sexual orientation or gender identity. It applies to all College programs and activities, both on campus and off campus.

This policy does not substitute for or supersede related civil and criminal law. It is the policy of the College to strongly encourage individuals to report all incidents and violations to law enforcement officials or agencies with appropriate jurisdiction and to avail themselves of all the services and rights to which they are entitled.

Any individual may file a complaint under this policy at any time. However, the College strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a complaint may compromise the subsequent investigation. Reporting in a timely way also allows the College to provide all persons involved with information regarding their rights, options, and resources available under this policy and federal or state laws.

All members of the College community are expected to cooperate fully in investigations and other proceedings necessary for the effective execution of this policy.

The complete policy regarding Sexual Misconduct can be found online at: <https://www.thomas.edu/inside/wp-content/uploads/sites/9/SEXUAL-MISCONDUCT-POLICY.pdf>

**CAMPUS CRIME STATISTICS FOR 2014**

(OC) = On Campus

(RH) = Of those On Campus, offenses that occurred within the Residence Halls

(PP) = On Public Property

Criminal Offense	OC	RH	PP		OC	RH	PP		OC	RH	PP
	2013	2013	2013		2014	2014	2014		2015	2015	2015
a. Murder/Non-negligent manslaughter	0	0	0		0	0	0		0	0	0
b. Negligent manslaughter	0	0	0		0	0	0		0	0	0
c. Sex offenses -Forcible	0	0	0		0	0	0				
d. Rape (new 2014)					1	1	0		1	1	0
e. Fondling (new 2014)					0	0	0		1	1	0
f. Sex offenses - Non-forcible	0	0	0		0	0	0				
g. Incest	0	0	0		0	0	0		0	0	0
h. Statutory rape	0	0	0		0	0	0		0	0	0
i. Robbery	0	0	0		0	0	0		0	0	0
j. Aggravated assault	0	0	0		0	0	0		0	0	0
k. Burglary	7	6	0		10	8	0		9	7	0
l. Motor vehicle theft	0	0	0		0	0	0		0	0	0
m. Arson	0	0	0		0	0	0		0	0	0

HATE CRIMES 2013							
Criminal Offense	2013 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
	0	0	0	0	0	0	0
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses -Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny -theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0



<b>VAWA Offenses</b> *starting 2014											
<b>Crime</b>	<b>OC</b>	<b>RH</b>	<b>PP</b>		<b>OC</b>	<b>RH</b>	<b>PP</b>		<b>OC</b>	<b>RH</b>	<b>PP</b>
	<b>2013</b>	<b>2013</b>	<b>2013</b>		<b>2014</b>	<b>2014</b>	<b>2014</b>		<b>2015</b>	<b>2015</b>	<b>2015</b>
<b>Domestic violence</b>					0	0	0		0	0	0
<b>Dating violence</b>					3	3	0		2	2	0
<b>Stalking</b>					0	0	0		0	0	0

**Arrests**

<b>Crime</b>	<b>OC</b>	<b>RH</b>	<b>PP</b>		<b>OC</b>	<b>RH</b>	<b>PP</b>		<b>OC</b>	<b>RH</b>	<b>PP</b>
	<b>2013</b>	<b>2013</b>	<b>2013</b>		<b>2014</b>	<b>2014</b>	<b>2014</b>		<b>2015</b>	<b>2015</b>	<b>2015</b>
<b>Weapons possession</b>	0	0	0		0	0	0		0	0	0
<b>Drug abuse violations</b>	0	0	0		0	0	0		0	0	0
<b>Liquor law violations</b>	0	0	0		0	0	0		0	0	0

**Disciplinary Actions**

<b>Crime</b>	<b>OC</b>	<b>RH</b>	<b>PP</b>		<b>OC</b>	<b>RH</b>	<b>PP</b>		<b>OC</b>	<b>RH</b>	<b>PP</b>
	<b>2013</b>	<b>2013</b>	<b>2013</b>		<b>2014</b>	<b>2014</b>	<b>2014</b>		<b>2015</b>	<b>2015</b>	<b>2015</b>
<b>Weapons possession</b>	0	0	0		0	0	0		0	0	0
<b>Drug abuse violations</b>	14	13	0		16	14	0		20	14	0
<b>Liquor law violations</b>	30	26	0		33	30	0		43	36	0

**THOMAS COLLEGE**  
**Missing Student Notification Policy**

**Policy**

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Thomas College Student Affairs to investigate any report of a missing student who resides on campus at Thomas College. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the College community aimed at locating and assisting students who are reported missing.

In keeping with trends across the nation, Thomas College Student Housing is configured for traditional college residence halls, outdoor access suite style and townhouse style living and therefore does not adhere to regular or prescribed timelines for monitoring students. Student welfare and safety is paramount to the institution; however, the College recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

A student shall be deemed missing when he or she is reported absent from the College for more than 24 hours without any known reason. For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty/staff member, family member, or other person has not seen the person 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. Students will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. All reports of missing students shall be directed to Thomas College Student Affairs Office or Public Safety Office who shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Each student living in an on-campus student housing facility has the option to identify confidentially an individual to be contacted by Thomas College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the time that the student is determined missing, in accordance with official notification procedures established by the College. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, Thomas College is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by the Office of Student Affairs that the student is missing.

The Office of Student Affairs or Public Safety may also notify the Waterville Police Department and other law enforcement agencies no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.

If Student Affairs or Public Safety have been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not been located, the College will initiate the emergency contact procedures in accordance with the student's designation.

The Vice President of Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

If a member of the Thomas College community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify Public Safety at (207) 859-1399.

## **Procedure**

### **Notification:**

Any report of a missing student, from whatever source, should immediately be directed to Thomas College Student Affairs Office or Office of Public Safety.

- When a student is reported missing Student Affairs and/or Public Safety shall:
  - a. initiate an investigation to determine the validity of the missing person report;
  - b. contact the Vice President of Student Affairs;
- When contacted by Public Safety and/or Student Affairs staff, the Vice President of Student Affairs (or designee) shall:
  - a. work with Student Affairs staff and Public Safety to make a determination as to the status of the missing student which may include involvement of local police, law enforcement or other resources
  - b. notify the Chief of Public Safety, Dean of Students, and Residential Life professional staff, and will notify the Provost and/or the Executive Vice President's Office, as appropriate
  - c. if, on investigation of the official report, it is determined that the student is missing, the Vice President for Student Affairs will notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing
  - d. if the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing.
- The Vice President of Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

### **Student Contact Information**

Students residing on-campus shall be given the opportunity to identify and register a confidential contact person(s) to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a resident is under 18 years of age, and not an emancipated individual, the custodial parent or guardian must be the contact person.

Students will be informed of the policy and the Contact Information Form during mandatory resident meetings and via email at the start of fall semester. It is the responsibility of the student to update any changes to contact information.

### **Student Notification of This Policy:**

- Included on Thomas College Public Safety website.
- Discussed during Orientation Programs and New Student Workshops.
- Discussed during beginning of Year mandatory housing meetings.
- Included in the annual Campus Security Report.
- Annual notices sent out to all residents by the Office of Student Affairs during the first weeks of school.



**Campus Fire Safety Policies and Procedures**  
**On-Campus Housing Facilities**

**Housing Facilities**

Thomas College has five (5) primary residence halls/areas that house residential students: GPH Residence Hall, Bartlett Hall, Hinman Hall, Villages, and Townhouses. Each housing facility is equipped with the following fire safety system and devices: sprinkler systems and smoke detectors in student rooms and common areas, fire alarm systems (audible, lights and strobes), fire extinguishers per residence floor or townhouse also in common areas. The fire alarm systems in all residential facilities are tied directly into the Waterville Fire Department. In addition, fire alarms send an alarm to the Public Safety department.

**Fire Drills**

Supervised fire drills are conducted at least twice a semester, when students are on campus, by Public Safety and the Office of Residential Life. Basic fire safety information and evacuation procedures, including the location of a designated meeting location, are given during the first floor meeting in the fall. All students are required to evacuate the building when the alarm sounds.

**Fire Safety Guidelines for Residences**

The following items are not permitted in student rooms: Refrigerators or refrigerator/freezer units exceeding 2.7 cubic feet, hot plates, coffee pots, toaster ovens, George Forman or like grills and other electrical appliances, halogen lamps, octopus lamps, electric blankets, space heaters, and irons that are not automatic shut-off. Small microwaves are allowed in student rooms. If needed, students may use a UL rated surge protector as regular household extension cords are prohibited due to fire safety. Overloaded power strips and extension cords that do not fit the approved ratings are not allowed in housing. This is a very important fire safety rule - overloaded extension cords can cause fires! Appliances (e.g., refrigerators and computers) should be plugged directly into existing electrical outlets if at all possible. Electric cords may not be run through ceiling tiles, under carpets or be covered by any other material. Likewise, frayed wires are not permitted as they pose a fire hazard to the student and community. Due to the extreme fire hazard resulting from the burning of incense or candles, neither are allowed in residences. All buildings at Thomas College are smoke free. Smoking is prohibited in all parts of all buildings on campus and within 25 feet of all buildings, including residence halls.

**Reporting a Fire**

Any person discovering a fire should pull the nearest fire alarm and report the location to Residential Life staff or Public Safety personnel. Any time the alarm sounds all persons must evacuate the building and gather outside the building at predetermined muster locations until the Fire Department, Public Safety and the Dean of Students or the Residential Life professional staff deem it safe to return inside.

**Fire Statistics: 2015**

- GPH (Grant/Parks/Heath) Residence Hall: 0
- Bartlett Hall: 0
- Hinman Hall: 0
- Townhouses: 0
- Villages: 0