

Thomas College Annual Campus Safety and Security Survey Annual Fire Safety Report

Reporting Period: January 1, 2013 - December 31, 2013

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. 800 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 fifteen (15) 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 18 security cameras located in 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 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 date rape, sexual misconduct, dating 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. It includes the date, time, location, and nature of an incident, along with the status of the complaint (if applicable).
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, 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 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 Provost of the College or one of the Task Force Leaders. In the absence of the Provost and the Task Force Leaders, 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**:

- Provost (internal/external)
- Senior Vice President for Financial Affairs (internal)
- Vice President for Student Affairs (internal)
- Vice President for Advancement (external)
- or their delegated alternates.

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 Assistant 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

Sexual misconduct is a broad term encompassing any sexual behavior that was committed without effective consent. Sexual misconduct may vary in its severity and consists of a range of behaviors. These behaviors are prohibited by Thomas College policy and Maine State law. Thomas College does not tolerate sexual misconduct in any form. Thomas College will regard freedom from sexual misconduct as an individual student or employee right, which will be safeguarded as a matter of policy. Violators of this policy will be subject to disciplinary action, up to and including dismissal from the College.

Sexual misconduct includes, but is not limited to: sexual harassment, sexual exploitation and sexual assault.

Thomas College defines **Sexual Harassment** as subjecting an individual to unwelcome sexual conduct/harassment, that the conduct/harassment affects a term, condition, or privilege of that individual's educational, living, or employment environment.

The following is a partial listing of examples of sexual harassment:

- Comments about your body
- Sexual remarks, jokes or suggestions
- Conversations or letters that are too personal
- Pornographic pictures or stories

- Obscene gestures, looks, leers, noises or gestures
- Offensive display of sex-related objects
- Pressure for dates or sexual favors

Thomas College defines *Sexual Exploitation* as when one takes non-consensual, unfair or abusive advantage of another for their own advantage or benefit even if that behavior doesn't constitute one of the other sexual misconduct offenses.

The following is a partial list of examples of sexual exploitation:

- Non-consensual video or audio taping of sexual activity
- Engaging in Peeping Tommery
- Going beyond the boundaries of consent (such as allowing others to surreptitiously watch you have consensual sex)

Thomas College defines *Sexual Assault* as intentional touching of a person's sexual or intimate parts or the clothing covering the immediate area of those parts, or sexual penetration of another's genital or other body openings by any body part or object, without mutual consent.

The following is a partial list of examples of sexual assault:

- Deliberate touching, leaning over, cornering, or pinching
- Fondling, grabbing, or touching a person's sexual or intimate parts or the clothing covering those parts
- Actual attempted rape or sexual assault

Getting Help

It is extremely important to tell someone if you have been sexually assaulted. The physical and psychological ramifications of sexual assault are serious, and any person having been assaulted risks possible contact with sexually transmitted diseases, including HIV infection. Women risk possible unwanted pregnancies as well. In addition, it is possible to have sustained physical injuries during the assault, which go unnoticed by the victim due to trauma immediately after the assault. Therefore, medical attention is essential even if the victim does not choose to report the assault to local authorities or the College. If the victim chooses to report an assault, prompt medical attention is necessary to obtain the forensic evidence necessary to assist in the apprehension of the assailant. Washing or changing clothing before getting help often destroys critical evidence.

On-Campus Resources

On-campus professional staff within Student Affairs, including an on-campus counselor and the Director of the Health Center, are available to assist with seeking medical treatment, answer questions and offer support.

Off-Campus Resources

Any member of the campus community, male or female, may elect to contact *Sexual Assault Crisis and Support Center* at 1-800-871-7741. Trained advocates are available 24 hours/day to answer your questions, provide support, and, if you wish, accompany you to the hospital immediately after an assault whether or not you choose to involve the police. (The Vice President for Student Affairs, the Assistant Dean of Students, the campus counselor, or the Director of Health Services can also answer questions and offer support).

Local Resources

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| • Inland Hospital | (207) 861-3000 or 1-800-491-8600 |
| • Kennebec County District Attorney's Office | (207) 623-1156 |
| • For complaints: | (207) 623-3591 |
| • Maine General Medical Center | (207) 872-1000 |
| • Sexual Assault Crisis & Support Center | www.silentnomore.org |
| • 24-hr. Sexual Assault Crisis & Support Line | 1-(800)-871-7741 |

Reporting on Campus

Any reports or concerns regarding incidents of sexual misconduct should be reported immediately to a Public Safety Officer, a member of the Residential Life professional staff, the Assistant Dean of Students, or the Vice President for Student Affairs. The primary concern is for the safety and well-being of the victim. If the victim chooses to report, options are available to use the campus Disciplinary Process and/or contact local law enforcement. Thomas College's judicial system is not a court of law and uses a standard of preponderance when determining the outcome of alleged violations. Students accused of sexual misconduct will be subject to disciplinary action; if found to be in violation the student(s) may be sanctioned to include suspension or dismissal from the College. The College's actions will be independent on the outcome or initiation of criminal charges. Depending upon the seriousness of the potential violation(s) local, state, and federal authorities may also be asked to assist with any investigation of the facts.

Regardless if a victim chooses to report options are available thru the Student Affairs' office for assistance with changing academic, living or working situations, if available and reasonable. If the Vice President for Student Affairs or designee determines that a threat is posed to the victim by the close proximity or the threat of interaction with an accused student, then a "campus restraining order" may be issued.

NOTE: Thomas has identified the following individuals as Title IX Coordinators: Michelle Joler-Labbe, Director of human Resources (employee concerns); Lisa Desautels-Poliquin, Vice President for Student Affairs (student concerns)

Reporting Off-Campus

You have the option to report to the police. There are choices concerning how you would like to report or even if you want to report. Staff on or off campus are available to discuss these options with you, as well as provide you with emotional support. If you think you might want to report, it is helpful to go to your local hospital because they are equipped to handle evidence collection. A Sexual Assault Crisis & Support Center Advocate is available to meet you at the hospital and/or answer questions you might have as well as support you through the process.

Alcohol and Illegal Substance Policy

Thomas College prohibits the unlawful possession, use, or distribution of any illegal drug or substance by students and employees on college property or at any activities associated with the institution.

Students are expected to be aware of and to observe the State and Federal statutes concerning the illegal possession, use, distribution, sale, and manufacturing of those drugs that have been designated as subject to State and Federal drug laws.

Anyone found in violation of this policy will be subject to disciplinary actions. Such actions may include fines, required counseling or assessment, verbal or written warnings, educational programs, suspension from school or employment, or termination of student or employee status.

Thomas College views alcohol and substance abuse as a serious problem that all institutions of higher learning must address. In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the College publishes and distributes a student handbook to all day students and an employee handbook to all full- and part-time employees. Each document contains information regarding substance abuse, sexual misconduct protocols, and where to get help. Also covered are the State and Federal alcohol and drug laws, criminal and civil offenses, and the sanctions that can be imposed.

Counseling Services

Thomas College has counseling services available to help students deal with issues around substance use and sexual assault/harassment. Students may discuss problems with Health Center personnel, the Vice President for Student Affairs or the Assistant Dean of Students. Students may also seek the services of a licensed counseling service available on or off campus. Referrals for counseling are made through the Vice President of Student Affairs office.

Employees should contact their supervisor or the Director of Human Resources for information related to support within the community.

Resources for Substance Abuse

- Maine Alcohol Office of Substance Abuse (Resource & Info) (800) 499-0027
- Maine Bureau of Drug Enforcement (Anonymous & confidential-you may report illegal drug activity) (800) 452-6457
- Maine General Medical Center (800) 225-3131
- Health Reach (207) 873-1127

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, Assistant Dean of Students, and Residential Life professional staff, and will notify the Provost and/or the 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, 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. Please keep use of extension cords to a minimum. If needed, you must 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 is allowed anywhere on the College campus. 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 remain outside the building until the Fire Department, Public Safety and the Assistant Dean of Students or the Residential Life professional staff deem it safe to return inside.

Fire Statistics: 2013

- GPH (Grant/Parks/Heath) Residence Hall: 0
- Bartlett Hall: 0
- Hinman Hall (opened fall 2014) N/A
- Townhouses: 0
- Villages: 0