

**Bates College**

**Security  
&  
Campus Safety  
Annual Report  
2009**

**For the  
Students, Faculty and Staff of Bates College**



Bates College  
Security and Campus Safety  
245 College Street  
Lewiston, ME 04240  
207-786-6254

This report includes campus safety policies and procedures and statistics concerning campus crime for the calendar years 2008, 2007, and 2006. It is for the information of students, employees, parents, prospective students and prospective employees. This report describes how Bates Security and Campus Safety responds to crime, and how students, faculty, staff can work together to maintain a safe community. The booklet complies with the Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act.

## Contents

<b>Annual Campus Crime Report: Safety and Security Information.....</b>	<b>4</b>
<b>Cooperative Law Enforcement Functions.....</b>	<b>4</b>
<b>Reporting Criminal Activities or Emergencies.....</b>	<b>4</b>
<b>Building and grounds security.....</b>	<b>5</b>
<b>Anonymous Reporting.....</b>	<b>5</b>
<b>Crime Prevention Resources and Services.....</b>	<b>6</b>
<b>Sexual Assault.....</b>	<b>7</b>
<b>Alcohol and Illegal Drugs.....</b>	<b>11</b>
<b>Timely Warnings.....</b>	<b>13</b>
<b>Campus Security Authorities.....</b>	<b>15</b>
<b>Definitions of Crimes.....</b>	<b>17</b>
<b>Crime Statistics Report.....</b>	<b>18</b>
<b>Campus Emergency Response &amp; Evacuation Procedures.....</b>	<b>19</b>
<b>Emergency Response.....</b>	<b>19</b>
<b>Notification.....</b>	<b>20</b>
<b>Emergency Evacuation Procedures.....</b>	<b>21</b>
<b>Shelter in Place.....</b>	<b>21</b>
<b>Missing Student Notification Policy.....</b>	<b>22</b>
<b>Annual Fire Safety Report.....</b>	<b>23</b>
<b>Fire Evacuation Plan.....</b>	<b>24</b>
<b>Fire Reporting Procedures.....</b>	<b>24</b>
<b>Health and Safety Inspections.....</b>	<b>25</b>
<b>Housing Policies.....</b>	<b>25</b>
<b>Fire Safety Tips.....</b>	<b>27</b>
<b>On Campus Student Housing Facility Fire Safety System.....</b>	<b>28</b>

## **Annual Campus Crime Report: Safety and Security Information**

Security and Campus Safety Department is located at 245 College Street. The phone number is 786-6254. The Department reports to the Dean of Students Office. The Security and Campus Safety staff includes the Director of Security and Campus Safety, an Assistant Director, two patrol supervisors, an Electronic Access System Manager, an Administrative Assistant, 9 full time patrol officers, 4 full time communication officers and one part time communication officer. The department provides protection and services 24 hours a day, 365 days a year.

Security and Campus Safety officers must complete 50 hours of training at the New England Campus Security Officer Training Academy held at Bates College in Lewiston, Maine. Officers also attend workshops and training seminars that are relevant to campus security and safety. Security and Campus Safety Officers patrol the campus 24 hours a day using motor vehicles, bicycles and on foot. During the academic year, Security and Campus Safety provides a student security monitor patrol and escort service during evening hours.

The Security and Campus Safety Communication Office is staffed by trained dispatchers and operates on a twenty-four hour basis and receives all calls for emergency and routine service. Communication officers instantly dispatch the appropriate response to a call for service.

### **Cooperative Law Enforcement Functions**

Security and Campus Safety Officers do not have powers of arrest, but cooperate with local law enforcement agencies. Security and Campus Safety does not have working memoranda of understanding for the investigation of alleged criminal offenses with the local law enforcement agencies in as much as law enforcement will investigate those alleged criminal offenses.

### **Reporting Criminal Activities or Emergencies**

Students and others who wish to report criminal activities may do so in a number of ways.

Emergency calls should be made to 911 or 6111. When calling 911, the call is made through the Lewiston/Auburn Emergency Communication Center and the Security Campus Safety Dispatch Office. When the call is placed, the phone number, location and name will appear on the Communication Office computer screen. Both Security and Campus Safety Communication Officer and the

Lewiston/Auburn Emergency Communication Center dispatcher will be able to communicate with the caller.

Persons may use the security phones that are strategically located around campus, providing a direct line to Security and Campus Safety when the red button is pushed. There are over 140 of these phones that are visible with a blue light hanging over them which are located in various locations. You may use these phones to report a criminal incident, a fire, or other type of emergency or to request assistance of any kind from Security and Campus Safety. Phones are also available in each residential room.

Persons desiring more confidentiality may also come to the Security and Campus Safety office at any time of the day or night to report a crime, or they could go directly to the police to make their report. Persons may report criminal activity to local law enforcement officials, campus security or to Campus Security Authorities.

If you call SCS, please provide the following information:

- Your name
- Location and description of the incident you are reporting
- A description of any vehicles or suspects involved in the incident

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call Security and Campus Safety immediately.

When a crime is reported to Security and Campus Safety or other appropriate officials of the College, it will normally be investigated by Security and Campus Safety and/or the police. In addition, if the suspect is a student, there may be an inquiry through the Student Conduct Committee, or if the suspect is an employee of the College, an inquiry maybe conducted by the Office of Human Resources and/or other appropriate College officials. It is the policy of the College to take very report of criminal activity seriously and to take appropriate action, consistent with applicable law, public safety and campus safety.

### **Anonymous Reporting**

Members of the campus community can also report an incident anonymous by going to the Anonymous Reporting Form at [www.bates.edu?x57504.xml](http://www.bates.edu?x57504.xml). By filling out the form that is available, an Officer from Security and Campus Safety will investigate the complaint once it is received through the college email system.

## **Building and Grounds Security**

Academic and other buildings are available to authorized members of the campus community, to official visitors and to individuals who have legitimate business needs during hours the buildings are open. All buildings are secured each night and are open only during the schedule of operation of the building. Entry after scheduled hours is only available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are currently secured by key-locks, electronic access control and are patrolled by officers from Security and Campus Safety. Certain buildings are alarmed for the protection of contents and people. The alarms are activated when any illegal entry is made. These alarms are monitored by Communication Officers located at Security and Campus Safety. Immediate response to the alarm location is made by Security and Campus Safety.

All residence halls are locked 24 hours a day. They are equipped with an electronic card access system that allows authorized students to gain access to a building by swiping their Bates College ID in front of a card reader located at designated exterior doors.

Security and Campus Safety Officers perform regular building checks each evening. Resident hall staff are also assigned to each dormitory. Safety and security checks made in the residence hall are conducted to detect damage to facilities and any suspicious activities. Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to Security and Campus Safety.

Security phones, which are identified and visible by a blue light, are located throughout the campus. These phones are checked on a daily basis to assure that they are operational. Grounds maintenance includes the trimming of trees and shrubs that might be a hazard to the safety of students and others walking on campus, especially at night. Lighting has been increased and improved throughout the campus, and lights are well maintained. Defective or inoperable lighting is noted by security patrols at night and is repaired quickly by the Department of Physical Plant. The Department of Physical Plant has developed a burnt bulb replacement program.

## **Crime Prevention Resources and Service**

The crime prevention program plays an important and significant role within the Bates College Community. Security and Campus Safety operates under the assumption that they are a component of the educational process for students, faculty and staff within the community. The program relies on a teamwork

approach, with the responsibility in the reduction of crime lies with Security and Campus Safety, the individual, and the campus community.

The following is a listing of the crime prevention programs and projects utilized by Security and Campus Safety:

- **Bicycle Registration Program:** Members of the community are encouraged to register their bicycles at no cost. The individual is provided with a numbered sticker which is placed on the bicycle. The serial number and other pertinent data is recorded on a registration form.
- **Property Identification Program:** Allows community members to checkout scribes to engrave their property and keep a list and description of those items.
- **RAD Program:** The Rape Aggression Defense program is dedicated to teaching women defensive concepts and techniques against assaults.
- **Whistle Alert:** This program provides a high-quality brass whistle, free of charge to students or employees. Individuals are education to use the whistle when they feel threatened or are attacked.
- **Personal Safety Escort Program:** provides personal safety escorts for persons walking from one point on campus to another point on campus and individuals traveling from the campus to their off-campus residence after dark.
- **New Student Orientation:** Crime prevention accompanied by brochures and other printed material is presented as a formal part of new student orientation at the start of the academic year.
- **Dorm Liaison Program:** Officers from Security and Campus Safety are assigned to resident halls to work with housing staff in the area of crime prevention.
- **Crime Prevention Presentations:** Officers will conduct crime awareness and prevention programs in residence halls and elsewhere on campus throughout the year.
- **New Employee Orientation:** New employees are provided with campus safety and security information.
- **Event Security:** Security and Campus Safety will work with event organizers to insure that the event being held is safe for participants.
- **Security Alarm Systems:** A sophisticated computer-enhanced alarm system monitors a campus-wide network of intrusion and duress alarms.
- **Printed Crime Prevention Materials:** Brochures and posters carrying crime prevention and awareness information related to

residence hall safety and security, bicycle safety and sexual assaults are widely distributed at crime prevention presentations and at the Security and Campus Safety office.

## **Sexual Assault**

“Bates College denounces the use of violence within our community directed against any individual or group. We, the college community, regard sexual assault as a violent crime, a particularly heinous form of sexual harassment, whether committed by a stranger or an acquaintance on or off campus. We condemn the commission of sexual assaults and believe person charged with such offenses should be dealt with promptly and fairly through the courts and our own judicial systems. Moreover, we are dedicated to eradicating hostile settings in which our ability to work, study, live and learn together is inhibited. Finally, we pledge assistance through the various departments of the College in aiding survivors of assault to determine how best they may regain control over their own circumstances” (Committee on Sexual Violence).

### **What to do if you are raped.**

- Go to a safe place.
- Tell someone you trust.
- Seek support, help and medical attention as soon as possible. Prompt medical attention can assure your physical well-being and minimize your risks of becoming pregnant or contracting a sexually transmitted disease as a result of the rape. Medical attention should be received within 72 hours of the assault.
- Do not shower or wash, change your clothes, eat, drink, smoke or go to the bathroom. Even if you have cleaned up or changed your clothes, you should still seek medical attention and can still have some evidence collected. Go to the Health Center or hospital as soon as possible and wear or bring with you, in a paper bag, the clothes you were wearing at the time of the rape. The Health Center will explain the rape kit procedures undertaken at the hospital and will assist in making arrangements to meet a sexual assault advocate and a nurse specially trained in sexual assault.

## **Definitions**

In addition to recognition of the definitions and general provisions of the Criminal Code of the State of Maine, under which criminal sanction may be pursued, the College community is provided with following definitions of some particular forms of unacceptable social behavior and interference with the rights of

others, which, if committed by a member of the college community, shall be subject to disciplinary action.

### **Sexual Harassment**

Sexual harassment is understood to include, but is not limited to, the following:

- Oral, physical, written or pictorial communications relating to sexual activity, which have the purpose or effect of unreasonably interfering with an individual's performance or which create a hostile offensive or intimidating atmosphere for the recipient;
- Unwelcome and irrelevant comments, references, gestures, or other forms of personal attention which are inappropriate to the academic or employment setting and which may reasonably be perceived as sexual overtures or denigration;
- A request for sexual favors when submission to or rejection of such a request might be viewed as a basis for evaluative decisions affecting an individual's career.

### **Sexual Assault**

Sexual Assault is any unwelcome sexual contact, either directly or through clothing, which is committed by threat, or by force, or without the consent of the other person. Sexual contact may include deliberate contact between a body part of, or an object wielded by, one person, and the body part of another person.

### **Rape**

Rape is a form of sexual assault which is committed by threat, or by force, or without consent, in which either

- A bodily orifice is penetrated by a genital organ of another person, or
- A vaginal, urethral, or anal orifice is penetrated by a body part of or an object wielded by another person.

### **Consent**

Consent is understood as giving assent or approval. Consent may be withdrawn at any moment. A person is not considered to have given consent:

- If asleep, substantially physically or mentally impaired due to alcohol or other drugs, or unconscious, or

- If intimidated, force, or threatened.

Lack of explicit objection may not be construed as consent. It is the responsibility of each person to determine that the other person has given consent.

### **Force**

Force is understood as pressure exercised by a person, implicit or explicit, which is physical, verbal, emotional or situational, and which prevents another person from freely giving or withholding consent.

### **Bates Support Network for Survivors of Sexual Violence**

Many campus and community options are available to those members of the Bates community who experience rape, sexual assault or sexual harassment. The College has a legal obligation to notify students, faculty and staff of a reported incident of rape or assault, but the anonymity of the victim will be protected. Though different member of the support network specialize in certain areas, each will provide referrals to any other person or organization as appropriate.

#### **Sexual Assault Crisis Center (SACC)**

**795-2211**

A 24-hour rape crises hotline is available to provide information, referrals and support. Advocates will, if desired, meet the victims at the hospital while she/he received medical care and evidence is collected. SACC advocates are specially trained to outline reporting options and are available for crisis and follow-up counseling.

#### **Health Center**

**786-6199**

All survivors of rape and sexual assault should seek prompt medical attention, whether or not wounds are evident. The Health Center can provide medical care as well as supportive, confidential counseling. An ongoing support group for survivors of sexual violence is also available.

#### **Sexual Assault Victim Aide (SAVA)**

**143 Wood Street**

The SAVA is a part-time employee, shared the with Sexual Assault Crisis Center, who is available to support and advise alleged victims regardless of the complainant's interest in making an official complaint.

#### **Central Maine Medical Center (CMMC)**

**795-0111**

CMMC can provide medical attention to prevent pregnancy and sexually transmitted diseases. CMMC can also collect evidence for use in later criminal proceedings. This evidence will not be released without the victim's consent.

**Dean of Students Office**

**786-6222**

The Deans can outline the options available to victims both through the college and through local authorities. The victim may choose to either adjudicate the case or to place the perpetrator's name on record in the event future complaints from other victims are received.

**Security and Campus Safety**

**786-6254**

Security and Campus Safety will document each case and pursue a course of action as chosen by the victim.

**Local Police**

**784-6421 (Lewiston)**

**784-7331 (Auburn)**

Local Police can pursue the case through the legal system. Victims can call the police directly to report the incident. It is possible to meet with them on campus. The police will likely recommend that a victim go to a local hospital for medical treatment and the collection of evidence.

**College Chaplain**

**786-6202**

The College Chaplain and Associate Chaplains provide confidential pastoral counseling and support.

**Affirmative Action Office**

**786-6031**

The Affirmative Action Office offers support, counseling and advocacy to all members of the Bates Community.

**The College Alcohol and Drug Policy**

Bates College observes all laws governing the use of alcohol and other drugs, and does not condone violation of these laws by any student at any time. Students are held personally responsible for complying with all aspects of Maine law. The prohibitions of Maine law include, but are not limited to the following:

- The sale of alcoholic beverages by any person who does not have a license to sell such beverages in full force and effect at the time of sale.
- The sale of alcoholic beverages by any person to a person who has not attained 21 years of age.
- Consumption or purchase of alcoholic beverages by any person who has not attained 21 years of age.
- Transportation by automobile within the state of Maine of alcoholic beverages by any person who has not attained the age of 21 years.
- The furnishing of, procurement of or delivery of alcoholic beverages to a person who has not attained the age of 21 years or who is intoxicated.
- Allowing of any minor under another person's control, or in any place under that person's control, to possess or consume alcoholic beverages.
- The presentation of any written or oral evidence of age which is false, fraudulent or not a person's own for the purpose of ordering, purchasing or attempting to purchase or other otherwise procuring or attempting to procure intoxicating liquor by a person who has not attained the age of 21 years.

In addition, Bates has initiated a campus-wide ban on hard liquor. No member of the Bates community is allowed to possess or imbibe any beverage containing hard liquor.

Bates College does not shield its students from the law or from the consequences of their own behavior. Violations of Maine law, even within regularly scheduled and "blue-slipped" College facilities, occur at the risk of the individuals and are not the responsibility of the College. The College does not, cannot and will not serve as a haven from law enforcement agencies.

## **Drugs**

The College will use all of its counseling resources to help student involved with drugs. The College, however, bears the major responsibility for the welfare of the student body. Therefore, possession, distribution or the use of any illegal drug (including use of prescription medication prescribed to another), renders a student liable to disciplinary actions, including confiscation of materials, dismissal and referral to local police authorities.

Student violations of these policies governing drugs and alcohol are subject to disciplinary action, which may include referral to counseling, revocation of the privilege of using College facilities for such events if student groups or organizations are involved and/or referral of individuals to the Committee on Student Conduct.

Sanctions that may be imposed by the Committee include but are not limited to:

- verbal warning,
- letter of censure,
- exclusion from various College social and/pr ceremonial activities,
- disciplinary probation,
- mandatory referral to a counseling program,
- suspension for a designated period of time,
- suspension with readmission contingent on proof of counseling or successful completion of a rehabilitation program, and/or
- dismissal from College.

The college reserves the right to involve law enforcement authorities and/or undertake legal proceedings against a student.

Employee violations of these policies will be reported to the Vice President for Academic Affairs and Dean of Faculty. In the case of members of the Faculty, or to the Vice President for Financial Affairs, for all other employees, for review and action. Employees are subject to appropriate sanctions that may include referral to standing procedure for termination of employment.

Unlawful possession, use or distribution of illicit drugs or alcohol may involve the above sanctions, according to the severity of the infraction and the kind of involvement of the employee. Employees involved may be required to undergo professional assessment by a substance abuse professional designated by the College to determine whether they are involved in substance abuse or addiction. In case of dependency, the College may treat the case as a disability.

### **Timely Warning**

In compliance with the Jeanne Clery Disclosure of Campus security Policy and Campus crime Statistics Act (Clery Act), the Bates College Security and Campus Safety Department will post timely warnings for the Campus Community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warning will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the Security and Campus Safety Department, a Campus Security Authority, or to the Lewiston Police Department.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director of Security and Campus Safety, or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Security and Campus Safety issues timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major incidents of Arson
- Other crimes as determined necessary by the Director of Security and Campus Safety, or designee, in the absence of the Director.

**Security and Campus Safety does not issue a timely warning for the above listed crimes if:**

The suspect(s) apprehended and the threat of imminent danger to the campus community has been mitigated by the apprehension: if a report was not filed with Security and Campus Safety or if Security and Campus Safety was not notified by campus security authorities in a manner that would allow the department to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow Security and Campus Safety to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning and updates may be distributed to the campus through any one of more of the following mechanisms:

- **Blackboard Connect:** a secure emergency notification service that allows the College to send information and instructions simultaneously to individuals through land line phone, cellular phones, text messaging and e-mail.
- **Directed Communications email:** Bates College email system alerting students, faculty, and staff.
- **Fliers:** posted on bulletin boards, exterior doors in academic buildings, residence halls, outdoor boards and administrative buildings.

- **Security and Campus Safety website:** [www.bates.edu/x37461.xml](http://www.bates.edu/x37461.xml)
- **Bates College website:** [www.bates.edu](http://www.bates.edu)
- **Bates College Emergency P/A System:** A siren and voice alert system used when there is imminent danger to the community. This system is designed to not only alert the campus community when there is imminent danger but also follows up with voice instruction.

A copy of the timely warning will be filed in the corresponding case file.

The Bates College Security and Campus Safety Department also maintains a daily crime and fire log that contains all crimes and fires reported to the department. These can be viewed on the Security and Campus Safety website at [www.bates.edu/x37461.xml](http://www.bates.edu/x37461.xml).

### **Campus Security Authorities**

A Campus Security Authority (CSA) is any individual or individual who have responsibility for campus security but who do not constitute a campus security department. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. Campus Security Authorities are:

Department of Athletics	786-6341
Alumni Gym	
130 Central Ave	
Merrill Gym	
141 Russell Street	
Director of Athletics	
Asst. Directors and Coaches	

Dean of Student's Office	786-6219
Lane Hall	
2 Andrews Road	
Dean	
Associate Dean	
Assistant Deans	

Residential Life Chase Hall 56 Campus Ave Director of Residential Life & Assistants	786-6215
Dean of Faculty's Office Lane Hall 2 Andrews Road Dean, Associate Dean & Assistant Dean	786-6066
Security and Campus Safety 245 College Street Director, Assistant Director, Supervisors, Communication Officers Patrol Officers on duty & Staff	786-6254
Coordinator of Student Activities Chase Hall 56 Campus Ave Coordinator and Assistant	786-6305
Off-Campus Study Program Lane Hall 2 Andrews Rd Director & Study Abroad Advisor	786-6223
Multicultural Affairs Multicultural Center 70 Campus Ave Director & Program Coordinator	786-8215
Office of Affirmative Action Lane Hall 2 Andrews Rd Director	786-6031

## Definitions of Crimes – The Clery Act

In addition to the statistical profile presented at the web address and in this document, a list of definitions is included and provides basic information about each crime category.

**Arson** – To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire and incendiary device.

**Aggravated Assault** – The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Simple Assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bone, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Burglary** – The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

**Criminal Mischief/Vandalism** – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

**Sexual Assault** – Any sexual act directed against another person, forcible and/or against that person's will; or, where the victim is incapable of giving consent.

**Murder and non-negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.

**Robbery** – The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

**Weapon Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Liquor Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Drug/Narcotic Violations – The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Larceny/Theft Offenses – The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another person.

Motor Vehicle Theft – The theft of a motor vehicle.

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

For purposes of reporting under the Clery Act, a hate crime is defined as including the offenses of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, criminal mischief/vandalism, and any other crime involving bodily injury reported to local police agencies or to a campus security authority, *that manifests evidence that the victim was intentionally selected because of the perpetrator's bias*. The categories of bias for purposes of reporting are: race, gender, religion, sexual orientation, ethnicity/national origin, disability.

### **Crime Statistics Report**

The statistical report for calendar years 2006, 2007, and 2008 is shown on **page ???**. The following is a list of location definition provided for better understanding of how statistics are counted and categorized.

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

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

**Residential Facilities** – “Dormitories or other residential facilities for students on campus” is a subset of the on-campus category.

**A Non-campus Building or Property** – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.

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

## **Campus Emergency Response & Evacuation Procedures**

### **Emergency Response**

College Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts numerous exercises each year, which have included table top exercises, field exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the college.

The Security and Campus Safety officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Bates College Security & Campus Safety Department, the Lewiston Police Department and the Lewiston Fire Department. They typically respond and work together to manage the incident. Depending on the nature of the incident, other Bates College Departments and other city, federal and private agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Bates College are publicized each year as part of the institution’s Clery compliance efforts and that information is available on the Security and Campus Safety website [www.bates.edu/x157000.xml](http://www.bates.edu/x157000.xml).

## **Notification**

All members of the Bates College Community are notified on an annual basis that they are required to notify the Bates College Security and Campus Safety Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Bates College Security and Campus Safety have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Bates College Security and Campus Safety have a responsibility to respond to such incidents to determine if the situation does in fact; pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

In the event of a serious incident which poses an immediate threat to members of the Bates College community, Bates College Security and Campus Safety will immediately notify Senior Emergency Response Group (SERG) [www.bates.edu/x157000.xml](http://www.bates.edu/x157000.xml) and College Relations. If Security and Campus Safety or SERG confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Bates College Community, the departments will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Bates College Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. SERG and College Relations will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Bates College Security and Campus Safety, the Lewiston Police Department, the Lewiston Fire Department and Emergency Medical Services, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident which poses an immediate threat to members of the Bates College community, the College has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the College campus community. These methods of communication include:

- Blackboard Connect; which is a secure emergency notification service that allows the College to send information and instructions simultaneously to individuals through land line phones, cellular phones, text messaging and e-mail,

- Bates College Emergency P/A System; a siren and voice alert system used when there is imminent danger to the community.
- Bates College will post updates during a critical incident on the Bates College Emergency Website at [www.bates.edu/emergencies.xml](http://www.bates.edu/emergencies.xml).

## **Emergency Evacuation Procedures**

An evacuation drill is coordinated by the Environmental Health & Safety Office three times each semester for all residential facilities. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term evacuation. Residents are not advised in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Security and Campus Safety and Housing staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures, and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of the buildings about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

## **Shelter in Place Procedures**

If an incident occurs and the buildings or areas around where you are located become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances in the air, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter in place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### **Basic “Shelter in Place” Guidance**

If an incident occurs and the building you are in is “not” damaged, stay inside seeking an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College

building quickly. If Security and Campus Safety, the police or fire department personnel are on the scene, follow their directions.

### **How You Will Know to “Shelter in Place”**

A shelter in place notification can come from several sources, including Security and Campus Safety, Housing staff members, other College employees and the Lewiston Fire and Police Department. Notification of a need to shelter in place also may come over the radio and television. In addition, the College can announce the need to shelter in place on campus through any of the communications methods already mention.

### **How to “Shelter in Place”**

No matter where you are, the basic steps to shelter in place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel.

- If you are inside, stay where you are. Collect any emergency shelter in place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closes building quickly or follow instructions from emergency personnel are on the scene.
- Locate a room to shelter inside. It should be;
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows.
- Shut and lock all windows (tightly seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Turn on a radio or TV and listen for further instructions.

### **Missing Student Notification Policy for Students Who Reside in On-Campus Housing**

If a member of the Bates community has reason to believe that student who resides in on-campus housing is missing, he or she should immediately notify Security and Campus Safety at 207-786-6111. Security and Campus Safety will generate a missing person report and initiate an investigation.

After investigating the missing person report, should Security and Campus Safety determine that the student is missing and has been missing for more than 24

hours, Security and Campus Safety will notify the Lewiston Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Bates College will notify the student's parent or legal guardian immediately after Security and Campus Safety has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Bates College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Bates College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Bates College Dean of Students Office.

### **Annual Fire Safety Report**

If fire occurs in a Bates College building, community members should immediately notify Security and Campus Safety at 786-6111. Security and Campus Safety will initiate a response by contacting the Lewiston/Auburn 911 Communication Center. If a member of the Bates College Community finds evidence of a fire that has been extinguished, and the person is not sure whether Security and Campus Safety has already responded, the community member should immediately notify Security and Campus Safety to investigate and document the incident.

The fire alarms alert community members of a potential hazard and community members are required to heed their warning, and evacuate a building immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.

Security and Campus Safety publishes this fire safety report of its annual Clery Compliance document, which contains information with respect to the fire safety practices and standards for Bates College. This report includes statistics concerning:

- the number of fires,
- the cause of each fire,
- the number of injuries and death related to a fire,
- and the value of the property damage caused by a fire.

The compliance document is available for review 24 hours a day on the Security and Campus Safety's Web site at [www.bates.edu/x37461.xml](http://www.bates.edu/x37461.xml).

## **Fire Protection Equipment/Systems**

A majority of College buildings are equipped with automatic fire detection and alarm systems which are constantly monitored at the Lewiston/Auburn 911 Community Center. Refer to page 28 to review the Fire Safety Amenities in Bates College Residential Facilities Chart for information about fire detection, notification, and suppression systems in each residential facility.

## **Fire Evacuation Plan**

1. All faculty, staff, and students are required to evacuate the building when the alarm has sounded, and proceed slowly to the nearest exit and go directly to the pre-arranged evacuation site.
2. The last individual exiting a room should close door and proceed to the closest exit. If smoke hampers your means of egress, find an alternative route.
3. Never use an elevator to evacuate the building, as smoke will rise into the elevator shaft, placing everyone inside at serious risk. Handicapped individuals should go to the nearest staircase and wait for assistance.
4. Do not re-enter the building until the fire alarm has been silenced and Security and Campus Safety or the Lewiston Fire Department has indicated that it is safe to re-occupy. Inform Security and Campus Safety if anyone has been injured or cannot account for their presence.

## **Fire Reporting Procedures**

**The following procedures should be followed if you discover a FIRE:**

1. Proceed to the nearest pull box and call either Security and Campus Safety or Emergency Dispatch at 911.
2. Inform either dispatch officer, your name, the building name, the fire location, and if there are any injuries.
3. If the fire is small use a fire extinguisher but only if you have been properly trained by Bates EH&S Department.

## **Emergency Evacuation Procedures for Individuals with Disabilities**

1. If the occupant, resident, or visitor is located above or below the ground floor, **do not use the elevator**. Stay in your office or room, or see specific examples below.

2. If the occupant, resident, or visitor is located on the ground floor of the building, exit through the closest appropriate means of egress.
3. Call Security and Campus Safety and give the Communication Officer your name, exact location, room number, and telephone number. Remain by the phone until firefighters will assist persons who are unable to evacuate.

### **Health and Safety Inspections**

The Office of Environmental, Health and Safety perform Residence Hall Health and Safety inspection twice a year, once in the fall and once in the spring. The inspections are primarily designed to find and eliminate safety violations. The inspection will include, but not be limited to, a visual examination of electrical cords, sprinklers heads, smoke detector, and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-cooking areas; etc.) or prohibited activity (e.g. smoking in the room, tampering with life safety equipment; possession of pets; etc.).

### **Housing Policies**

#### **Cooking**

Cooking is among the most frequent causes of residential fires. Cooking is not permitted in student rooms. Cooking may only be done in designated kitchen area and must not be left unattended. Appliances with exposed burners (e.g. hotplates) are not permitted. Items with enclosed heating elements may be used in kitchen area. This includes, but is not limited to, use of appliances such as microwaves, toasters, toaster ovens, frying pans, deep fat fryers, grilling machines, waffle irons and slow cookers. Alarms set off by cooking in rooms are subject to fines.

#### **Flammable Materials**

Candles, incense or any source of open flame or ignition are prohibited in student residences. Flammable materials such as gasoline, camp stove fuel, paint solvents, propane, butane, charcoal lighter fluid or other highly flammable material may not be store or used in student residences and will be removed if found.

#### **Electrical Appliances**

Electric line load limitations prohibit the use of heavy-demand appliances in student rooms. One small refrigerator per resident is permitted in student room or

in common areas. In no case may a refrigerator exceed 3.0 cu. ft. or operate at more than 350 kWh. Larger sized refrigerators, keg refrigerators, coolers, air conditioners and space heaters are prohibited and will be removed if found.

Light-demand electrical items, such as radios, stereos, alarm clocks and televisions may be used within the limitations of safe operating conditions. If in doubt about multiple appliance usage, please contact the Physical Plant electrical staff for guidance. All electrical items should be unplugged if the student room will not be occupied for an extended period of time such as break periods.

### **Electrical Safety**

Any electrical device which is modified after purchase is prohibited and will be removed. Students may not add wiring, remove or alter existing wiring or use unsafe wiring devices. Outlet expanders are prohibited and will be confiscated. Thin wire extension cords used for any purpose other than extending a single, low wattage item will be removed. Overloading thin wire extension cords can lead to overheating and fire. Do not pug power strips into thin wire extension cords. In no case should power strips be plugged into other power strips.

In no case may current-carrying wire be run under carpets or be taped across walking paths, door thresholds or through doorways where pinching or other damage can result. Fines may be issued for unsafe wiring practices.

### **Fire Protection and Combustible Materials**

A fire in a college residence is a disaster that can be avoided by the mutual effort of residents and staff. The misuse of fire safety equipment (e.g. fire escapes, fire extinguishers, smoke detectors, sprinkler systems and fire alarms) is not permitted and is a violation of public safety laws in the State of Maine. Smoke detectors, sprinkler heads and fire alarms may not be covered with tapestries or other materials. Nothing may be attached to or hung from sprinkler pipes or sprinkler heads. A \$75.00 fine will be assessed along with the repair/replacement cost of any life safety items is tampered with. All students should become familiar with policies regarding fire and life safety, administered by the Office of Environmental, Health and Safety.

### **Smoking**

Smoking or the burning of any type of pipe, cigar, and cigarette or similar product is prohibited in all campus buildings including residence halls and houses and their stairwells, porches or garages. Smoking is also prohibited within 50 feet (approximately 20 paces) of all campus buildings, including residences.

The presence of ash-filled ash trays and/or hookahs and water pipes will be considered proof of smoking in rooms and will be reported to Security and Campus

Safety and the Dean of Students Office. Water pipes and hookahs may be confiscated.

- First violation will result in a warning.
- Second violation will result in a fine of \$75.00
- Third violation will result in being moved to a different building on campus and mandatory meeting with the Alcohol, Tobacco, and Other Drug Counselor.

### **Fire Safety Tips**

1. Fire Drills/Evacuation
  - a. Never assume it's a false alarm
  - b. Know the safest and quickest route out of your building
  - c. Always move as quickly and safely as you can
  - d. Showers are not safe place during a fire
  - e. Know where to gather to get a head count
2. Fire Safety Equipment
  - a. Never hang items or cover sprinkler piping or heads
  - b. Know locations of the nearest alarm pull station
  - c. Never tamper or cover smoke detectors
3. Prevention
  - a. Maintain a clear path through your room to door
  - b. Never cook in rooms
  - c. Never use candles
  - d. Avoid placing extension cords under carpeting
  - e. Always plug personal items into power strips
  - f. Avoid using thin wire extension cords
  - g. Outlet adapters are prohibited
  - h. Flammable materials and combustion source devices are prohibited in residential resident halls
  - i. Always keep hallways free on personal items and trash

A daily fire log is available for review 24 hours a day on the Security Campus Safety Web site at [www.bates.edu/x37461.xml](http://www.bates.edu/x37461.xml) or at Security and Campus Safety, 245 College Street from 8:00 a.m. to 4:00 p.m. Monday through Friday. The information in the fire log typically includes the nature, date, time, and general location.

## On Campus Student Housing Facility Fire Safety System

Campus Housing Fire Safety System	Fire Alarm Monitoring Done by LFD	Full 2 Sprinkler System	Smoke Detection & Heat Detection	Fire Extinguisher Devices	Evacuation Plans /Placards	Number of Fire Drills each academic year
84 Bardwell Street			Smoke	X	X	6
80 Central Ave			Smoke	X	X	6
157 Central Ave			Smoke	X	X	6
280 College Street	X	X	X	X	X	6
350 College Street			Smoke	X	X	6
65 Franklin Street			Smoke	X	X	6
84 Franklin Street			Smoke	X	X	6
18 Frye Street			Smoke	X	X	6
101 Nichols Street			Smoke	X	X	6
142 Nichols Street			Smoke	X	X	6
Chase House	X	X	X	X	X	6
Cheney House	X	X	X	X	X	6
Clason House	X	X	X	X	X	6
Davis House	X	X	X	X	X	6
Frye House	X	X	X	X	X	6
Frye Street Union	X	X	X	X	X	6
John Bertram Hall	X	X	X	X	X	6
Hacker House	X	X	X	X	X	6
Hayes House	X	X	X	X	X	6
Herrick House	X	X	X	X	X	6
Holmes House	X	X	X	X	X	6
Hopkins House	X	X	X	X	X	6
Howard House	X	X	X	X	X	6
Leadbetter House	X	X	X	X	X	6
Milliken House	X	X	X	X	X	6
Mitchell House	X	X	X	X	X	6
Moody House	X	X	X	X	X	6
Moulton House	X	X	X	X	X	6
Nash House	X	X	X	X	X	6
Page Hall	X	X	X	X	X	6
Parker Hall	X	X	X	X	X	6
Parsons House	X	X	X	X	X	6
Pierce House	X	X	X	X	X	6
Rand Hall	X	X	X	X	X	6
Rzasa House	X	X	X	X	X	6
Small House	X	X	X	X	X	6

Smith Hall	X	X	X	X	X	6
Stillman House	X	X	X	X	X	6
Turner House	X	X	X	X	X	6
Webb House	X	X	X	X	X	6
Wentworth Adams Hall	X	X	X	X	X	6
Whittier House	X	X	X	X	X	6
Wilson House	X	X	X	X	X	6
Wood Street House	X	X	X	X	X	6

1. Partial Sprinkler System is defined as having sprinklers in the common areas only.
2. Full Sprinkler Systems is defined as having sprinklers in both the common areas and individual rooms.



Milliken House	0	0	0	0	0	0	0	0	0	0	0	0	\$
Mitchell House	0	0	0	0	0	0	0	0	0	0	0	0	\$
Moody House	0	1	0	0	0	0	0	0	0	1	0	0	\$
Moulton House	0	0	0	0	0	0	0	0	0	0	0	0	\$
Nash House	2	0	0	0	0	0	0	0	0	2	0	0	\$
Page Hall	0	2	0	0	0	0	0	0	0	2	0	0	\$
Parker Hall	3	1	0	1	2	0	2	2	0	11	0	0	\$
Parsons House	0	0	1	0	1	0	0	0	0	2	0	0	\$
Pierce House	0	0	0	0	1	0	0	0	0	1	0	0	\$
Rand Hall	0	0	0	0	0	0	0	0	0	0	0	0	\$
Rzasa House	1	0	0	0	0	0	0	0	0	1	0	0	\$
Small House	0	1	0	0	1	0	0	0	0	2	0	0	\$
Smith Hall	3	0	1	0	0	0	0	1	0	5	0	0	\$
Stillman House	0	0	0	0	0	0	0	0	0	0	0	0	\$
Turner House	1	0	0	1	0	0	0	0	0	2	0	0	\$
Webb House	0	0	0	0	0	0	0	0	0	0	0	0	\$
Wentworth Adams Hall	0	0	0	0	0	0	0	1	0	1	0	0	\$
Whittier House	1	0	0	0	0	0	0	0	0	1	0	0	\$
Wilson House	0	0	0	0	0	0	0	0	0	0	0	0	\$
Wood Street House	0	0	0	0	0	0	0	0	0	0	0	0	\$

57

