



2020

THOMAS COLLEGE

ANNUAL SECURITY REPORT AND CAMPUS FIRE SAFETY REPORT

*In compliance with the
Jeanne Clery
Disclosure of Campus Security Policy and Campus Crime Statistics Act
and the
Higher Education Opportunity Act*

Compiled by the
Thomas College Department of Safety & Security
in conjunction with the Division of Student Affairs

(207) 859-1399

TABLE OF CONTENTS

Message from the Director..... 5

Introduction..... 7

The Mission of the Department of Safety & Security.....7

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.....8

Developing Information.....8

Campus Enforcement Authority.....8

Campus Security Authorities.....9

General Emergency Procedures..... 9

Important Resource Telephone Numbers.....10

Reporting Procedures.....10

Clery Crime Statistics 2017-2019.....12

Crime Definitions16

Geographic Definitions18

Crime Prevention, Personal Safety, and Security Awareness Programs 19

Emergency Notification System..... 20

Timely Warnings 22

Emergency Preparedness: Critical Incident Plan 23

Campus Fire Safety Right-to-Know Act.....27

Building Access and Security.....32

Noise Policy..... 32

Quiet Hours..... 33

Weapons Policy..... 33

Alcohol Policy.....33

Alcohol Poisoning.....36

Illegal Drug Policy.....37

Federal Drug Laws.....39

Drug Free Workplace	40
Missing Student Policy	46
Workplace Violence Prevention	48
Equal Opportunity, Harassment, and Non-Discrimination Policy	49
Hazing Policy	49
Sex Offender Registry and Access to Related Information.....	50

MESSAGE FROM THE DIRECTOR

Welcome to Thomas College. The safety of students, faculty, staff, and visitors is our highest priority. Our collective efforts as a community create and maintain a safer campus environment where we can live, work, study, and play.

This report, compiled by the Department of Safety & Security in conjunction with the Division of Student Affairs in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, was developed to provide information about crime and fire safety, and to provide information about reporting, services and other resources and policies available to students, faculty, staff and visitors.

Thomas College is located in the City of Waterville on 120 acres of rural landscape. Because of our environment, we are not subject to some of the problems of a large city campus; however, we are not insulated from crime. We encourage members of our community to partner with us in identifying and notifying us of risks and decreasing the opportunities for crime.

Information on crime prevention and awareness is available to all Thomas College community members through various campus programs or with a phone call or e-mail. We encourage everyone to be actively involved in crime awareness and prevention.

We are prepared for and have responded to many emergencies and incidents and know that we must continue to plan and practice to ensure we provide the best possible campus environment. The College has a comprehensive Emergency Response Plan to respond to the myriad of potential crises that can occur on a college campus. The College's senior staff reviews the plan annually, has participated in emergency training, uses the plan when needed, and debriefs to ensure our response is appropriate. During an emergency requiring immediate action, Thomas College can notify registered community members via text, cell phone and/or e-mail through a proprietary Emergency Notification system. The campus can also use a telephonic public address system located in classrooms and offices, in addition to e-mail, telephone, and postings on the web and social media.

The Department of Safety & Security is an integral part of the emergency response and management plan and campus life. Safety & Security Officers are on duty 24 hours a day year-round, patrolling campus and responding to emergencies and requests for assistance. Safety & Security Officers have full authority to enforce college policies as granted by Thomas College and its Board of Trustees.

The Department of Safety & Security is conveniently located in Room AD-128 of the main Administration Building is open 24 hours a day. All Safety & Security Officers receive initial on the job training, are first aid/AED/CPR certified, and utilize an on-line Campus Safety Officer Training program for continued training. Additional in-service training is provided throughout the year on topics such as Incident Command, Critical Incident Management, Management of Aggressive Behavior (MOAB), cultural diversity, student development, communications, drug identification, and other programs.

Representatives from the Department of Safety & Security work with the Office of Residential Life, Physical Plant, the Waterville Police and Fire Departments, and many other stakeholders to ensure the safety of the entire Thomas College community.

Information regarding Safety & Security at Thomas College can be found on our website:

<https://www.thomas.edu/safety-and-security/>

I strongly encourage you to keep this information in a convenient location, as it may be helpful throughout the year. Please feel free to contact me by phone or e-mail if you have any questions.

Sincerely,

Chris Santiago
Director of Safety & Security

(207) 859-1399

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INTRODUCTION

The Department of Safety & Security provides a variety of programs and services in an effort to deter crime, identify and mitigate risks, and educate the community.

The Department of Safety & Security operates 24 hours a day, seven days a week, and is responsible for the protection of life and property; responding to calls for assistance; facilitating the movement of persons and vehicles around campus; and documenting activity that violates state and federal laws or campus policies. We commit our efforts and design our operation toward:

1. Preventing and detecting crime.
2. Providing service to students, faculty, staff and guests.
3. Ensuring compliance with the policies and regulations of the College, the By-Laws of the City of Waterville, and the laws of the State of Maine.

Mission Statement

The Thomas College Department of Safety & Security works together with our community to create a safe and secure campus environment that encourages mutual respect, caring for others and responsible behavior. The department's policies, practices and services are aligned with the College's mission to provide a transformative liberal arts education for intellectually curious students in a collaborative, academically vibrant residential community that values a diverse world. We serve our community by providing professional safety and security services 24 hours a day, every day of the year and recognize our role to exercise good judgement and discretion in the enforcement of laws, policies and community expectations.

As a service-oriented team, our greatest asset is our personnel, and our greatest strength is our partnership with the College Community. This partnership is the foundation for maintaining a community that fosters rigorous intellectual, spiritual, ethical and personal formation of its students so they are prepared for citizenship, service, and leadership in a global society.

Vision

Our vision is to exemplify the best practices and professional standards in our field and to be recognized by our community and our profession as a leader among campus public safety organizations. We will model ethical behavior and work in a partnership with all members of the College community to maintain a campus environment that is conducive to teaching, learning and personal growth.

Values

- **Integrity**
- **Compassion**
- **Fairness**

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Thomas College, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and fires in campus residential buildings. Crime statistics, compiled throughout the year, are published annually, and this report is updated, as necessary. You may obtain a paper copy of this report by contacting the Department of Safety & Security at 207-859-1399.

Each fall, e-mail notification is made to students and employees providing web site address access for this report. You can link directly to the site at <http://www.thomas.edu/life-at-thomas/safety-and-security/>

DEVELOPING INFORMATION FOR THIS REPORT

The preparation of crime statistics on an annual basis involves coordinating among the Department of Safety & Security, the Office of the Vice President of Student Affairs, the Dean of Students, and the Waterville Police Department for collecting statistics. This coordination also occurs in statistical gathering of data from those with “significant responsibility for students and campus activities.

CAMPUS ENFORCEMENT AUTHORITY

Thomas College Safety & Security Officers are responsible for the reasonable security and safety of the campus community, which includes students, staff and property. Thomas College Safety & Security Officers are not armed and do not have law enforcement authority. 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 to assist.

A campus security authority is any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or 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. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity.

THOMAS COLLEGE CAMPUS SECURITY AUTHORITIES:

Athletics	207-859-1404	Turf House	Directors & Coaches
Residential Life	207-859-1216	Admin Bldg. – AD127	Dean & Staff
Student Activities	207-859-1247	Spann Commons	Coordinator
Student Engagement	207-859-1183	Athletic Center	Dean
Conference & Events	207-859-1211	Admin Bldg. – AD104	Directors & Staff
Health Services	207-859-1401	Grant Hall – G1-1	Director & Staff
Dean of Students Office	207-859-1216	Admin Bldg. – AD127	Dean & Staff
Provost's Office	207-859-1362	Admin Bldg. – AD204	Provost, Chairs & Faculty
Title IX Coordinator	207-859-1220	Admin Bldg. – AD127	Coordinator & Deputies
Vice President Student Affairs	207-859-1220	Admin Bldg. – AD127	Vice President

GENERAL EMERGENCY PROCEDURES*On observing a crime, act of violence, or suspicious persons:*

- Call Safety & Security at 207-859-1399 or dial 911 and stay on the line to provide information
- Do not intervene unless you can do so safely
- Seek safety, preferably inside a campus building.

If any faculty, staff, student, or guest of the College is injured:

- Call Safety & Security at 207-859-1399 or dial 911 and stay on the line to provide information
- Contact the Health Center at 207-859-1401 for assistance
- Secure the area, and stay with the injured person
- If qualified, provide first aid – otherwise await emergency responders
- Do not move or transport the injured person unless necessary
- If the injured person is an employee, the supervisor must file an accident report with Human Resources.

In the event of a fire:

- Pull the alarm, and evacuate the building immediately along the marked and lighted routes and go to designated Assembly Area
- If qualified, use an extinguisher – otherwise evacuate and await emergency responders
- Do not re-enter until the “all-clear” has been given from the fire department.

After an automotive accident in a college or rental vehicle:

- Secure the accident scene
- Call the police, and request medical assistance if needed
- Obtain and provide insurance information and file an incident report with Safety & Security as soon as possible.

If a critical incident is declared:

- Members of the Emergency Response Team will activate plan.
- Activation of departmental emergency plans
- Follow the instructions of college officers and emergency responders.

If an oil or chemical spill occurs:

- Call Safety & Security at 207-859-1399 or dial 911, and secure the area
- Do not attempt to control or clean up the spill unless you have been trained.

IMPORTANT RESOURCE TELEPHONE NUMBERS

On Campus

- Safety & Security (Non-Emergency & Emergency) 207-859-1399
- Vice President for Student Affairs 207-859-1220
- Dean of Students Office 207-859-1216
- Thomas College Counseling Center 207-859-1245
- Thomas College Health Services 207-859-1401
- Physical Plant Department 207-859-1250

Off-Campus

- Waterville Police Department 207-680-4700
- Waterville Fire and Rescue 911
- Northern Light Inland Hospital 207-861-3000
- Rape Crisis Hotline 1-800-525-4441
- Alcoholics Anonymous 207-774-4335
- Planned Parenthood 207-922-3222
- Suicide Hotline 1-800-273-8255
- Maine Drug Enforcement 207-985-4851
- AIDS Hotline 1-800-851-2437
- Maine Department of Human Services 207-287-3707

Reporting Procedures

If you observe a crime or suspicious situation, or see a safety problem, immediately notify Safety & Security. Your awareness is essential to campus crime prevention. For non-emergency (business calls) or emergencies, dial 207-859-1399.

The Department of Safety & Security is responsible for the reporting and follow-up of any criminal incident that occurs on the Thomas College campus, in coordination with the Office of Student Affairs and Waterville Police Department, as necessary. Crimes committed in other jurisdictions should be reported to the police agency where the offenses occurred.

To ensure that timely warnings are issued, and that accurate statistics are included in this annual disclosure, please immediately report any criminal offenses to a member of the Department of Safety & Security, or to your respective President's Council member, dean, director, department head, or Campus Security Authority.

On-Campus Reporting

Reporting an Incident

To promote a culture of reporting, the College encourages anyone to report potential violations of Community Standards. Community Members can utilize several reporting options which include, but are not limited to:

Safety & Security - Safety & Security is located in AD-128 and is reachable via telephone at (207) 859-1399 for both non-emergencies and emergencies.

Dean of Students/Residential Life Staff – Dean of Students/Director of Residential Life is located in AD-127 and is reachable via telephone at (207) 859-1216. Each residence hall/residential area is comprised of a staff of Resident Advisors and a professional staff member who can help work through the issues associated with living in a community. All Residential Life Staff are responsible employees and must report concerns related to violations of the College’s Policies. The Dean of Students Office coordinates the Student Conduct Process.

Vice President for Student Affairs Office – Vice President for Student Affairs Office is in AD-127 and is reachable via telephone at (207) 859-1243. The Vice President’s Office coordinates student support initiatives and Title IX.

When members of the Thomas community receive a report of criminal activity on campus, they should immediately contact Safety & Security. They may also contact a designated Campus Security Authority who will then consult with Safety & Security.

Off-Campus Reporting

If criminal activity takes place in an off-campus location, Thomas College community members should contact the municipal, county, or state police department with jurisdiction. When a Thomas College student is involved in an off-campus offense, Safety & Security Officers may assist in the investigation, in cooperation with municipal, county, state, or federal law enforcement authorities. Law enforcement authorities routinely work with and communicate with the Department of Safety & Security on any incidents occurring on campus or in the immediate neighborhoods and business areas surrounding campus.

CLERY REPORT STATISTICS
CLERY CRIMES
DRUG AND ALCOHOL DISCIPLINARY REFERRALS AND ARRESTS
HATE-MOTIVATED CRIMES
RESIDENCE HALL FIRES

DISCLOSURE OF CAMPUS CRIME STATISTICS¹

Annually, the Director of Safety & Security makes a good faith effort to compile crime statistics as required by the Jeanne Clery Act.² Statistics are obtained from Safety & Security incident reports; the Student Conduct Office; Campus Security Authorities as defined by federal regulations; the Waterville Police Department; and all other law enforcement agencies with jurisdiction over properties owned and controlled by Thomas College.

- Requests for crime information are submitted in writing.
- Law enforcement agencies with jurisdiction over properties owned and controlled by Thomas College provide arrest statistics regarding alcohol, weapon, and drug arrests on and in the area surrounding campus.
- The Vice President for Student Affairs and the Dean of Students compiles statistics on disciplinary referrals for drug and alcohol violations, which are provided to the Director of Safety & Security for inclusion in the report.
- It is the practice of the College that incidents reported to other offices are referred to Student Affairs or Safety & Security for documentation and follow-up as needed.

The following table contains crime statistics for calendar years 2017, 2018, and 2019, in accordance with Uniform Crime Reporting (UCR) procedures and the *Clery Act*.

CATEGORY	VENUE	2017	2018	2019
CRIMINAL HOMICIDE: Murder and Non-Negligent Manslaughter	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
Negligent Manslaughter	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
SEX OFFENSES: Rape³	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
SEX OFFENSES: Forcible Fondling	Total On Campus***	0	3	1
	Number in dormitories or other residential facilities	0	1	1
	On public property	0	0	0

¹ Crime statistics for all colleges and universities may be obtained on the internet at <https://ope.ed.gov/campusafety/#/> for the most recent three-year period ending December 31, 2019.

² Clery Crime Definitions may be found on page 34 of the Handbook for Campus Safety and Security Reporting: www2.ed.gov/admins/lead/safety/handbook.pdf. Definitions for domestic violence, dating violence, and stalking may be found at the U.S. Department of Education website: www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-issue1definitions.pdf.

³ Implemented in 2014, The Campus Sexual Violence Elimination Act aims to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. Such measures are expected to increase awareness, bystander intervention, and reporting of sexual violence

SEX OFFENSES: Statutory Rape & Incest	Total On Campus***	0	0	0
	Number in dormitories or residential facilities	0	0	0
	On public property	0	0	0
ROBBERY	Total On Campus***	0	0	0
	Number in dormitories or residential facilities	0	0	0
	On public property	0	0	0
AGGRAVATED ASSAULT	Total On Campus***	0	0	0
	Number in dormitories or residential facilities	0	0	0
	On public property	0	0	0
BURGLARY	Total On Campus***	2	5	0
	Number in dormitories or other residential facilities	1	5	0
	On public property	0	0	0
ARSON	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
MOTOR VEHICLE THEFT	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
ARREST FOR: Liquor law violations **	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
ARREST FOR: Drug-related violations**	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
ARREST FOR: Weapons possession**	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
DISCIPLINARY REFERRALS: * Liquor Law violations	Total On Campus***	44	29	30
	Number in dormitories or other residential facilities	36	23	26
	On public property	0	0	0
DISCIPLINARY REFERRALS: * Drug-related violations	Total On Campus***	24	22	14
	Number in dormitories or other residential facilities	12	19	9
	On public property	0	0	0
DISCIPLINARY REFERRALS: * Weapons possession	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
DATING VIOLENCE****	Total On Campus***	1	0	0
	Number in dormitories or other residential facilities	1	0	0
	On public property	0	0	0
DOMESTIC VIOLENCE****	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
STALKING****	Total On Campus***	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0

*Incidents where there was a violation of law that resulted in a referral to the college's student conduct system without any criminal process.)

** The Arrest category also includes persons who were not arrested but summonsed to court. If an incident resulted in both criminal process and a referral to the college's conduct system, it is counted only once under the arrest category.

*** The Total on Campus category includes all on-campus incidents, including those listed in the categories below in the Statistical Geography section, "Number in dormitories or other residential facilities". Therefore, the two categories are not cumulative, but duplicative.

**** Beginning with statistics for the calendar year 2013, Dating Violence, Domestic Violence and Stalking will be included in the annual Thomas College Campus Crime and Fire Safety Report in compliance with statutory changes brought forth by the Violence Against Women Reauthorization act of 2013 and amendments to the Higher Education Opportunity Act of 2008. Statistics for previous years are provided in good faith.

Hate-Motivated Crimes

A Hate Crime is a criminal offense in which the defendant intentionally selects a victim (or in the case of a property crime, the property that is the object of the crime), because of the actual or perceived race, religion, national origin, ethnicity, gender, disability, gender identity, or sexual orientation of any person (Uniform crime Reporting). The following table contains hate-motivated crime statistics for calendar years 2017, 2018, and 2019:

CATEGORY	VENUE	2017	2018	2019
Sex Offenses: Rape; Forcible Fondling	Total On Campus**	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
Crimes Against Person: Murder; Non-Negligent Manslaughter; Kobbery; & Aggravated	Total On Campus**	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
Crimes Against Person: Simple Assault	Total On Campus**	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
Intimidation	Total On Campus**	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
Property Crimes: Burglary; and Arson	Total On Campus**	0	0	0
	On or in a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft: Motor Vehicle Theft; From Building; From Motor Vehicle; and All Other Larcenies	Total On Campus**	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
Destruction/ Damage/ Vandalism of	Total On Campus**	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0
All Hate Crimes Involving Bodily Injury***	Total On Campus**	0	0	0
	Number in dormitories or other residential facilities	0	0	0
	On public property	0	0	0

*Numbers indicate the number of incidents, out of the total for each category, which were motivated by a specific type of bias. The form of bias is identified following the number.

** The *Total on Campus* category includes all on-campus incidents, including those listed in the categories below, “Number in dormitories or other residential facilities”. Therefore, the two categories are not cumulative, but duplicative.

***This category includes all crimes identified by the *Clery Act* as well as any other crimes that are not identified by the *Clery Act* but cause bodily injury to the victim.

**** Beginning with statistics for calendar year 2014, the category *Unfounded by law enforcement* will be included in the Thomas College Campus Crime Statistics.

Statistical Geography⁴

On-campus buildings and properties include all properties owned by Thomas College within the contiguous area of the main campus at 180 West River Road. For a complete list of on-campus buildings and properties, see the campus map attached at the end of this document (not to scale).

The following locations are considered *public property* for the purposes of the Clery Act and crime statistics:

- West River Road and the sidewalk/property immediately abutting between 180 West River Road and 266 West River Road.

CRIME DEFINITIONS

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

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses-Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

There are four types of forcible sex offenses:

1. **Forcible Rape**: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
2. **Forcible Sodomy**: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
3. **Sexual Assault with an Object**: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
4. **Forcible Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."

Sex Offenses: Non-forcible - Unlawful, non-forcible sexual intercourse.

Only two types of offenses are included in this definition:

1. Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

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

Aggravated Assault: Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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 bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Burglary: The unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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.

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

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

Dating Violence/Relationship violence: Relationship violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual or dating relationship with that person. It may involve one act or an ongoing pattern of behavior. Relationship violence can encompass a broad range of behavior including, but not limited to, threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. Relationship violence affects individuals of all genders, gender identities, gender expressions and sexual orientation and can occur across racial, cultural and socio-economic

economic identities. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to; fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking may take many forms, including persistent calling, texting or posting on a social networking site as well as physical stalking. Stalking may constitute a violation of the Sexual Misconduct Policy when the content of the messages or the nature of the physical stalking is gender-based or of a sexual nature.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Illegal Weapons Possession: 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. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Drug Law Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs barbiturates, Benzedrine).

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Source: The Handbook for Campus Crime Reporting, U.S. Department of Education, Office of Postsecondary Education, 2011.

GEOGRAPHIC DEFINITIONS

Campus:

- Any building or property owned or controlled by an institution within the same reasonably contiguous

geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

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

Residence:

- A subset of crimes on campus that includes only those crimes that were reported to have occurred in dormitories or other residential facilities.

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 reasonably contiguous geographic area of the institution.

Public property:

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

Source: The Handbook for Campus Crime Reporting, U.S. Department of Education, Office of Postsecondary Education, 2011.

CRIME PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS PROGRAMS

Blue Lights - Blue Lights are located throughout the Thomas College campus. To contact Safety & Security with one of these blue lights, simply press the button on the light post. When the blue light is activated, the on-duty Safety & Security Officer will be alerted, and the Officer will be sent to the location of the blue light. A list of all blue light locations is listed below:

- Parking Lot at Smith Field (Black Turf)
- Parking Lot at Bernatchez Field (Red Turf)
- Parking Lot C Entrance
- Parking Lot A Entrance
- Parking Lot Behind GPH (Far End)
- South Parking Lot (Nearest Academic Center Entrance)
- AD Staff Parking Lot (At Building Entrance)
- North Parking Lot Entrance (Nearest Athletic Center)
- North Parking Lot (Nearest Townhouse A)
- Townhouse C (Near Townhouse 9)
- Bartlett Parking Lot
- Villages Parking Lot (Between A & B)
- Villages Parking Lot (Village A)
- Pedestrian Walkway (Nearest Bartlett Hall)
- Academic Center Parking Lot (Nearest Academic Center)
- Campus Quad (In the Center)

Safety & Security Escort Service - An on-campus escort will be provided by a Safety & Security Officer upon request.

Community Relations – The Department of Safety & Security has initiated a Community Resource Officer Program and each uniformed member of the department participates in this program, with a focus to develop, coordinate, and implement various safety and security programs for the campus by working closely with student and staff organizations, and both college and town officials.

Security Alerts - In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, the Department of Safety & Security prepares and distributes security alerts via e- mail. E-mails are sent to all members of the Thomas College community.

Pedestrian Crosswalks - Several campus crosswalks are raised and lined to both slow vehicular traffic and provide a safe place to cross campus roadways. All members of the Thomas College community are encouraged to utilize the marked crosswalks when crossing campus roadways.

Self-Defense Instruction - Rape Aggression Defense (RAD) Training offered by certified Safety & Security Officers who serve as instructors teaching community members how to prevent being victimized. The course provides options for community members in defending themselves, if confronted or attacked. The Department Safety & Security provides these classes throughout the academic year.

Campus Lighting - Lighting fixtures on campus are monitored for malfunctions. Work orders are submitted to affect repairs and these work orders are given priority. Areas where lighting could be enhanced to improve safety are reported to the Physical Plant Department for evaluation. All members of the Thomas College community are encouraged to report lighting safety concerns to the Department of Safety & Security.

Residence Hall Staff Training – This training includes crime prevention, safety awareness, fire prevention and policies & procedures to deal with safety concerns and reports of crime.

Campus Emergency Response

The Thomas College Emergency Plan outlines the campus' procedures for managing major and minor emergencies that may threaten the health and safety of the campus community or disrupt its activities. During the period of any campus emergency, the Director of Safety and Security, 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 Safety & Security, in conjunction with at least one of the Task Force Leaders, shall consult with the Executive Vice President (or designee) 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 or one of the Task Force Leaders. In the absence of the aforementioned, the on-duty Safety & Security 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)
- Senior 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 Director of Safety and Security to coordinate communications with local and state police.

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

Shelter-in-Place Procedure

The general procedure during a life-threatening emergency is to remain inside the building you are in and seek a place of safety. Remain in a locked interior room and stay away from windows. Leaving a building may expose you to danger.

If you are inside, stay where you are. Collect any readily available supplies and keep a telephone at hand.

If you are outdoors, go to the nearest campus building and seek shelter.

- Locate an interior room, above ground level, and with no windows, if possible.
- Close and lock all doors and windows and stay away from them.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems.
- Await further instructions from emergency services personnel.

If the building is unsafe to remain in, evacuate and seek shelter in the nearest campus building.

Evacuation Procedures

In the event that it becomes necessary to evacuate specific buildings to mitigate a life-threatening

emergency, campus security or Task Force leaders will coordinate their efforts with emergency responders as follows.

- At the direction of Department of Safety & Security authorities, Task Force leader or the responding On-Scene Commander, the building's fire alarm will be activated (if it has not been already) and you will be evacuated according to established plans.
- Do not burden yourself with unnecessary items or use the building's elevators. Follow all instructions given by the Department of Safety & Security or response personnel.
- You will be directed away from the building to a designated safe zone, where you will be processed by emergency response services to address any injuries or other concerns.
- If the evacuation will be prolonged, College Administrators will arrange for the temporary relocation of the building's occupants, as necessary.
- No one will be allowed to reenter the building without express permission.

TIMELY WARNINGS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Public Safety will post timely warnings for the college 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 help prevent similar crimes from occurring. These warnings 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 Department of Safety & Security, a campus security authority, or to the Waterville 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 Emergency Response Team, Director of Safety & Security or designee, considering all available facts, including whether the crime is considered a serious or continuing threat to students or employees, and the possible risk of compromising law enforcement efforts. The Department of Safety & Security issues timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major incidents of Arson

The Department of Safety and Security does not issue timely warnings for the above listed crimes if:

- The suspect(s) is apprehended and the threat of imminent danger to the Thomas College community has been mitigated by the apprehension.

- A report was not filed with the Department of Safety & Security, or if the Department of Safety & Security was not notified by campus security authorities in a manner that would allow the office 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 the Department of Safety & Security 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 or more of the following means:

- Emergency Notification System: A mass notification system that automatically sends brief voice, email and text alerts to the community regarding an emergency on the Thomas College campus.
- College email and voicemail
- College Website
- Fliers posted on bulletin boards in academic buildings, residence halls, outdoor boards and administrative buildings.

A copy of the timely warnings will be filed in the corresponding case file. The Department of Safety & Security may also issue “Safety Alerts,” when necessary, to apprise the Thomas College community of safety issues and concerns. These alerts will include information and recommendations so that members of the Thomas College community may make informed decisions about personal safety.

The Department of Safety & Security also maintains a daily media log that contains crimes reported to the department. The daily crime log is available at the Department of Safety & Security office located at AD-128.

EMERGENCY PREPAREDNESS

CAMPUS EMERGENCY RESPONSE PLAN

Goal: formalize the plan and process for emergency response, crisis management and business recovery should an emergency or “critical” incident occur on campus.

The “Campus Emergency Plan” is not intended to provide specific and detailed information nor information and procedures for handling all emergencies. Rather, this plan is intended to provide broad guidelines, so those who must make decisions during a critical incident can do so efficiently and effectively.

Objectives: provide a standard document that allows a key individual to communicate and champion a response for incident stabilization and recovery that is safe and immediate.

Defining and Categorizing Critical Incidents

Critical Incident: A “Critical Incident” is a situation or condition, which significantly disrupts or potentially disrupts the educational mission, residential or student life, and/or administrative function of a significant portion of the Thomas College community.

Examples: A “Critical Incident” can be categorized in one of the following ways:

1. The sudden, unexpected death or serious injury of one or more members or guests of the college.
2. A weather-related incident (snowstorm, hurricane, etc.)
3. A Physical Plant-related incident (major power outage, damage to a building, fire, etc.)
4. An environmental or health-related incident (chemical spill, infectious disease, etc.)
5. A public/civic disturbance (bomb threat, sit-in, major criminal act on campus, etc.)
6. An act of national/global influence that affects our community and/or educational mission.

Emergency: An emergency is a situation which may negatively affect campus operations and/or administrative functions, academic-educational activities, residential life, or off campus programs (travel abroad). These situations may vary in complexity but can typically be managed through department protocols and response plans. Collaboration among divisions-departments, and within response plans, often takes place and the disruption to our campus is of short duration.

Examples:

1. Residence hall flood due to a broken pipe.
2. Power outage of short duration and geographic intensity.
3. Student who is abroad and requires medical evacuation.

Work Request(s): A work request may take many forms. It may pertain to a repair to correct a deficiency within our physical facilities (inside or out). It may be a request for event support services. Other requests may ask for assistance to improve a particular space. Work requests are generated by contacting Physical Plant. The request will be created and logged into the college's electronic work order system. Requests that have a greater degree of urgency may be two-way radio dispatched. These may, but typically do not, rise to the level of an emergency. All such work is prioritized by its nature, impact on our community, and date of receipt.

Examples:

1. Repair a hole in a wall—Carpentry work order.
2. Deliver 8 six-foot tables to the Commons for an event on xx day/time—Building Services work order.
3. Install 6 coat hooks inside a faculty office—Carpentry work order.
4. Leaking sink in residence hall—Radio dispatch to Plumbing department.

CRITICAL INCIDENT PLAN

Determining a category to initiate a response:

When a member of our community identifies a concern, they will initiate a notification process, which may take the form of a work request communicated to Physical Plant, through the standard work order process, OR it may be communicated through contact with the Department of Safety & Security. When contacted, the nature of the concern will be categorized by Physical Plant or the Department of Safety &

Security. If the concern is found to be urgent, it will be treated as an emergency or critical incident, with corresponding response protocols.

If an employee determines that an emergency may exist, they must notify their Supervisor and/or the Department of Safety & Security, where the corresponding response protocol is initiated.

Once notified of an emergency, the Department of Safety & Security will respond. They will assist the Supervisor/Division Head in assessing the situation and determine if notifying member of the Emergency Task Force is warranted.

In all situations that immediately threaten life or property, the Waterville Fire/Rescue Department and the Waterville Police Department will be contacted.

If the emergency meets the definition of a "critical incident":

Responsibility for initial control and direction of the emergency response team will lie with the Task Force Leader first responding to the scene and initiating team call-in. The Task Force Leader will remain in charge of the College response until relieved by a senior member of the Emergency Response Team.

Unless otherwise directed by the Team Coordinator, the Department of Safety & Security will assume the responsibility to notify the Emergency Response Team, as well as other emergency response agencies, when an incident occurs. Notification of team members may be supplemented by other departments. In addition, the Department of Safety & Security will normally serve as the initial point of coordination and communication for the emergency response and contact with City of Waterville's EMS. The Department of Safety & Security may also notify them of the command center location. The Emergency Response Team Leader or College Officer in charge determines that a critical incident exists. He/she is responsible for notifying the College President of the situation and of any actions being taken.

The Emergency Response Team will review the nature of the emergency and determine appropriate response actions. The Task Force Leader can modify the notification and response procedures of this policy as necessary and appropriate.

Critical Incident Stages for the Task Force to consider:

1. Critical Incident Response

- Stabilize situation to minimize damage and injury.
- Pass leadership on to authorities (Police, Fire, and EMS).

2. Crises Management (natural, technical, human, contingency)

- Communicate—assess situation, lead and control, coordinate internal & external.
- Communication. Maintain positive image.

3. Business Recovery

- Restore critical operation
- Minimize confusion

Effect temporary and long-term recovery - Thomas College is committed to open communications and coordinated emergency management of incidents occurring in our community. Our Emergency Response Team operates under the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). Planning, exercises, and actual campus incident response drive our application of various degrees of ICS coordination and oversight. It is our intent to hone our readiness and continuously improve our incident response by paying close attention to the needs of our organization and constituents, and by applying lessons learned from local, national and international crisis responses.

Thomas College has a detailed all-hazard critical incident plan in place to manage the anticipated issues associated with a declared disaster on campus, defined as an event that has the potential to:

- Seriously impair or halt the operations of the College; or
- Result in mass casualties or extensive property damage; or
- Significantly impact the campus community or geographic region.

Examples of potentially disastrous circumstances could include a major storm, extensive fire or explosion, chemical release, prolonged utility failure, act of violence or terrorism, or epidemic disease. This planning conforms to the most recent recommendations of the Department of Homeland Security (DHS), and is coordinated with parallel efforts by local, county and state law enforcement, and emergency response agencies. The key components of the plan include:

- Preventative measures designed to protect the overall safety of the campus community.
- Phased decision-making guidance based upon real-time reporting at the international, national, regional, state, and local levels.
- Providing continuity of services for the on-campus population for the duration of any emergency; and
- Recovery and returning to normal operations as soon as feasible.

Who can answer my questions about the College's emergency planning?

For more information, please contact:

Christopher Santiago, Director of Safety & Security
Department of Safety & Security
207-859-1399
christopher.santiago@thomas.edu

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Division of Student Affairs
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CAMPUS FIRE SAFETY RIGHT-TO-KNOW ACT

Pursuant to the provisions of the federal Higher Education Act (HR 4137) as enacted August 14, 2008 as the Campus Fire Safety Right-To-Know Act, this report provides an annual disclosure of fire safety standards and measures with respect to campus residences for the calendar year 2019.

On-Campus Student Housing Fire Safety Informational Chart

Building Name	Evacuation Drills	Primary Rallying Point	Master Box	SA	RB	NG	CO	SPR	HAZ	Fire Extinguisher Devices
Hinman Hall	Fall & Spring	Dining Center Parking Lot	X	X	X	X	No	X	X	X
Village A	Fall & Spring	Village Parking Lot Dumpster	No	X	X	X	No	X	No	X
Village B	Fall & Spring	Village Parking Lot Dumpster	X	X	X	X	No	X	No	X
Bartlett Hall	Fall & Spring	Dining Center Parking Lot	X	X	X	No	No	X	X	X
Townhouse A	Fall & Spring	Baseball Field/ Batting Cages	X	X	X	No	No	X	No	X
Townhouse B	Fall & Spring	Baseball Field/ Batting Cages	X	X	X	No	No	X	X	X
Townhouse C	Fall & Spring	Baseball Field/ Batting Cages	X	X	X	No	No	X	No	X
Grant Hall	Fall & Spring	Parking Lot A	X	X	X	No	No	X	X	X
Parks Hall	Fall & Spring	Parking Lot A	X	X	X	No	No	X	X	X
Heath Hall	Fall & Spring	Parking Lot A	X	X	X	No	No	X	X	X

Notes:

SA - Stand-alone smoke detectors present (in combination with a report back system unless otherwise noted)

RB - Report back detectors present, automatic alarm

NG - Natural gas detectors present

CO - Carbon monoxide detectors present

SPR - Sprinklers present

HAZ – High hazard suppression systems present (commercial kitchens, chemical storage, electronics)

DEFINITIONS

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escape from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within one year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing system, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

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

Fire Safety Report Log

Fire Statistics - Residential Halls									
Year	Residential Facilities	Total Fires in Each Building	Location	Classified	Date	Cause of Fire	Number of Injuries that Required Treatment	Number of Deaths	Value of Property Damage by Fire
2019	5	1	Bartlett	Unintentional	12/13/2019	Cooking	0	0	\$0-\$99
2018	5	0	0	0	0	0	0	0	0
2017	5	0	0	0	0	0	0	0	0

- An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire.
- An institution must make an entry or an addition to an entry to the log within two business days of receipt of the information.
- An institution must make the fire log for the most recent 60-day period open to the public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

Provisions of the Campus Fire Safety Right-To-Know Act require the College to:

1. Collect statistics concerning fire reports in each on-campus student housing facility during the previous year, and annually submit to the Secretary of Education a report on same, including:

- Number and causes of fires reported
- Number of fire-related injuries that required treatment at a medical facility
- Number of fire-related deaths
- Value of fire-related property damage

An annual letter with this information is submitted to the Secretary of Education.

2. Document a description of each on-campus student housing facility fire safety systems, including the fire sprinkler systems.

Fire Drills

Fire drills in residence halls are conducted twice a semester. If a residence hall does not successfully complete these drills, additional fire drills and/or fire safety training may be required.

Fire Alarm Systems

Each building on campus has a fire alarm system consisting of automatic smoke and heat detectors, and alarm pull stations. Most buildings are equipped with sprinkler systems. Activation of these systems alerts both the Waterville Fire Department and the Department of Safety & Security.

If you smell smoke or see fire:

- Sound the nearest fire alarm
- Immediately exit the building
- Call the Fire Department (911) from a campus phone
- Call the Department of Safety & Security (207) 859-1399

Escaping a Fire

If there is a fire in the building while you are in your room: Feel the door before opening it.

If the door feels hot:

- DO NOT OPEN IT!
- Seal cracks around the door with towels or clothing to prevent smoke and toxic gases from entering room.
- If the outside air is clear, open the window and wave a sheet to attract the attention of firefighters. If the door is cool - Open it and proceed to the nearest exit.
- Close doors behind you to limit the spread of fire and smoke.
- If there is smoke in the hall, stay low where the air is the freshest (a wet cloth over your face may help).
- Never use elevators during a fire.
- Know at least two ways out.
- Leave the building immediately; never stay to try and save possessions.
- Once outside, move away from the building (at least 50 ft away from building) and go to the predetermined meeting location.
- Cooperate with firefighters and Safety & Security Officers.
- Provide firefighters and Safety & Security Officers with information regarding the nature and the location of the fire and the whereabouts of those believed to be still in the building.

The Thomas College community does not tolerate those few who choose to cause false fire alarms or tamper with fire safety equipment. When these individuals are identified they are subject to college and criminal sanctions.

Maine criminal law provides for the following criminal sanctions:

Title 17-A: MAINE CRIMINAL CODE Part 2: SUBSTANTIVE OFFENSES Chapter 21: OFFENSES AGAINST PUBLIC ORDER §509. False public alarm or report

1. A person is guilty of false public alarm or report if:

A. He knowingly gives or causes to be given false information to any law enforcement officer with the intent of inducing such officer to believe that a crime has been committed or that another has committed a crime, knowing the information to be false; or

B. He knowingly gives or causes to be given false information to any law enforcement officer, member of a fire-fighting agency, including a volunteer fire department, or any other person knowing that such other is likely to communicate the information to a law enforcement officer or member of a fire-fighting agency, concerning a fire, explosive or other similar substance which is capable of endangering the safety of persons, knowing that such information is false, or knowing that he has no information relating to the fire, explosive or other similar

substance; or

C. He knowingly gives or causes to be given false information concerning an emergency to any ambulance service, or to any government agency or public utility that deals with emergencies involving danger to life or property, with the intent of inducing such service, agency or utility to respond to the reported emergency, knowing such information to be false.

2. False public alarm is a Class D crime.

Title 17-A: MAINE CRIMINAL CODE Part 2: SUBSTANTIVE OFFENSES Chapter 33: ARSON AND OTHER PROPERTY DESTRUCTION §804. Failure to control or report a dangerous fire

1. A person is guilty of failure to control or report a dangerous fire if:

A. He starts, causes or maintains a fire or explosion, and knowing that its spread would endanger human life or the property of another, he fails to take reasonable measures to put out or control the fire or to give a prompt fire alarm;

B. Knowing that a fire is endangering a substantial amount of property of another, as to which he has an official, contractual, or other legal duty, he fails to take reasonable measures to put out or control the fire or to give prompt fire alarm; or

C. Knowing that a fire is endangering human life, he fails to take reasonable measures to save life by notifying the persons endangered or by taking reasonable measures to put out or control the fire or by giving a prompt fire alarm.

2. Failure to control or report a dangerous fire is a Class D crime.

BUILDING ACCESS AND SECURITY

Academic and support buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open.

Buildings are secured on a set lock-up schedule. Entry after scheduled hours is only available to faculty, staff, and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled regularly by Safety & Security Officers.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by Safety & Security Officers or the Waterville Police.

All Thomas College residence halls and houses are secured with keys or card access. The Thomas College I.D. card allows authorized students to gain access to a building by swiping their card through a card reader located on exterior and interior doors.

Residential Life staff members perform regular assigned building checks, in addition to regular patrol checks made by the Department of Safety & Security.

The Department of Safety & Security will admit a specific individual or group to a building or room after hours, on weekends, vacations and holidays, only if the office has received authorization from an authorized department representative prior to the date the facilities are to be used. The person in charge of the room or area involved should forward the authorization for an individual or group to The Department of Safety & Security. A vice-president, dean, director, department head, or his/her designate must request the authorization. Authorized persons must not allow non-authorized individuals to enter.

All members of the Thomas College community are expected to immediately report suspicious activity, suspicious persons, or crimes in progress within campus buildings and throughout the campus.

NOISE POLICY

All residence halls and houses have 24-hour courtesy hours. All students must consider the other residents and neighbors living nearby and must honor the request of any resident or staff member when asked that noise (stereos, radios, TVs, loud talking, etc.) be quieted. This includes reasonable requests from members of the surrounding community. Repeated failure to respect the reasonable requests of others may result in a disciplinary referral.

QUIET HOURS

Quiet hours are established to assist in creating a positive academic atmosphere in the residence hall during the evening hours. Because study and proper sleep are essential for success, quiet hours are a necessary part of community life. This policy also encourages a sense of community responsibility in being considerate of one another's needs.

- Quiet hours are scheduled 11:00 p.m. to 7:00 a.m. Sunday through Thursday and 1:00 a.m. to 8:00 a.m. Friday and Saturday.
- Heath Hall 2nd and 3rd floors has extended quiet hours which run from 9:00 p.m. – 8:00 a.m. Sunday through Thursday and 11:00 p.m. - 9:00 a.m. Friday and Saturday.
- Courtesy hours are in effect 24 hours a day, 7 days a week in all residences, during which time students are to be considerate of the needs of their neighbors and fellow students upon request.

Responsibility for quiet hours is shared. All residents are responsible for their own reasonable conduct and for letting others know when they are infringing on the right to a quiet living environment. In persistent cases, do not hesitate to seek help from your own Resident Assistant, the Resident Assistant on duty, or the Department of Safety and Security. Extended quiet hours will be in place during final exam week. Loud disturbances of any kind will not be tolerated during quiet hours. Large speakers, musical equipment, subwoofers, bass, etc. in student rooms deemed to be a continued noise issue in the residence halls may be removed by the Office of Residential Life and Housing.

WEAPONS POLICY

Weapons, including, but not limited to, knives, archery equipment, air/ paintball guns, tasers/stun-guns, BB guns, slingshots, ammunition, martial arts equipment, or firearms of any type or any other object classified or used as weapons with potential for danger or harm are strictly prohibited anywhere on the College campus. No person shall possess replica or toy firearms that resemble an actual firearm or weapon. Any person found to have violated this policy will be subject to disciplinary action which may include immediate suspension or termination of the Residence Hall Agreement, or suspension or dismissal from the College.

Note: Small "pocket-knives" for personal use with blades no longer than 2 ½" in length are generally acceptable.

ALCOHOL POLICIES

Thomas strives to create a campus climate that promotes social interactions that do not rely on alcohol, but rather seeks to encourage responsible choices made with all members of the Thomas community in mind. The College permits consumption of alcohol for individuals 21 years of age or older who choose to drink. Moderation in the use of alcohol and responsible behavior are essential and expected.

Those persons 21 years of age or older - Persons of legal age may consume alcoholic beverages only at approved registered campus events, in the approved area of the Dog Pound (Spann Commons), or in approved areas within residences (see guidelines for residences).

Those persons under the age of 21 - It is against state law, and hence College policy, for anyone under the age of 21 to possess, sell, procure, consume or transport alcoholic beverages. This includes exhibiting signs of alcohol consumption (such as alcohol on breath, slurred speech, bloodshot eyes, vomiting, difficulty standing, etc.), regardless if consumed on or off campus.

General Alcohol Policy

The following are considered a violation of Thomas' Alcohol Policy:

- Consumption or possession of an open container of alcohol or imitation alcohol by someone of legal age in a common area unless the event/area is sanctioned by the College. Common areas include: the Ayotte Center, the Spann Commons (except at the Dog Pound), Athletic Center, the Alford Academic Center and/or outdoors; and within residences common hallways, bathrooms, lounges, computer lab, stairwells, or any other common area(s).
- Intoxication that interferes with or disrupts others or necessitates staff intervention or medical attention (as determined by College staff).
- Public or dangerous intoxication: defined as a state of intoxication accompanied by a perceptible act (e.g., causing a disturbance, being perceived as a danger to self, others, or property, or requires the attention of college staff), a series of behaviors, or the appearance of an individual, which clearly demonstrates a state of intoxication.
- Furnishing alcohol to a minor: Furnishing liquor or imitation liquor to a person under the age of 21 or allowing a person under the age of 21 to possess liquor or imitation liquor on a premise under one's control (including residence room).
- The possession and/or use of false identification, providing or assisting an underage student with false identification.
- Common source containers of alcohol such as kegs (except at the Dog Pound), "beer balls", trash cans, punch bowls/spiked punch, alcohol filled fruit, etc.
- Games or acts or any paraphernalia intended to influence or coerce individuals to ingest alcohol or which imply that such ingestion is taking place. Examples include, but are not limited to, games typically associated with drinking whether alcohol is involved or not (e.g., "pong", "Beirut", "Quarters", "Flip Cup"), funnels, shot gunning, Jell-O shots or any item/device used for mass consumption.
- Operating any type of motor vehicle while under the influence of alcohol.
- Use of student fees (e.g., Student Senate, fundraisers, student activities, residence hall, etc.) to purchase alcohol.

Alcohol Policy Specific to Residences

- Resident students who are of legal age and their guests, of legal age, may only consume alcohol within their residence room/suite/townhouse or that of another 21-year-old if that student is present (except in Substance Free Housing: Hinman Hall).
- Consumption of alcoholic beverages or possession of an open/closed container of alcohol for legal-age students is prohibited in Substance Free Housing (Hinman Hall) or within a room where the room owners are under 21.
- Open alcohol containers, including any alcoholic beverage out of the original container or having a broken seal on the original container, are not permitted in common hallways, lounges, computer lab, bathrooms, stairwells, or any other common area(s).
- There may be only one open container per person of legal drinking age.
- The display of advertisements or signs, bottles, cans, lights, etc., that promotes or encourages the consumption of alcohol and is visible from outside of a campus building or a resident room is not permitted.

- Alcohol containers of a decorative nature, for collection, or for recycling are not permitted in Substance Free Housing or rooms where no resident is of legal age.

Dog Pound Alcohol Policy

- In order to purchase alcohol, at each sale, a person of legal drinking age must present a valid Driver's License or State-issued Identification Card. A secondary form of identification may also be required (i.e., passport, military-issued ID).
- Each person of lawful age may purchase only one alcoholic beverage at a time.
- Only alcohol purchased or distributed by licensed persons may be consumed in the approved Dog Pound area. State law prohibits persons from bringing their own alcoholic beverages into this area. Alcoholic beverages purchased or obtained at the Dog Pound may not be taken out of doors unless such areas are licensed for consumption.
- Alcohol will be served at the server's discretion.

Social Gatherings with Alcohol

Recognized clubs/groups hosting programs or events, at which alcohol is served or available, must adhere to the following:

- All requests for approval must be submitted at least thirty (30) calendar days in advance with the Dean of Student's office (or designee).
- Alcoholic beverages may not be the focus of a registered event.
- Registered events must provide equally accessible non-alcoholic beverages and food, while the alcoholic beverages are being served.
- The purchasing or serving of alcohol should end no later than 1/2 hour prior to the scheduled ending time of the event.
- Sponsors of events are responsible for compliance with College policies, for clean-up and damages.
- Sponsors of the event are responsible for costs to obtain a temporary liquor license, if required.
- Signs, prizes, etc., advertising products containing alcohol are not permitted.
- Visibly intoxicated people will not be permitted to enter an event and/or may be removed from an event once identified.
- Alcohol served at a registered event may not be taken from the premises. Likewise, persons shall not bring outside alcohol into an event.
- Consumption of alcoholic beverages is prohibited during College sponsored activities that require coordination and good judgment for safety, such as hiking trips, water related activities, etc.
- At events with mixed age groups, all persons interested in consuming alcohol must present proper ID and may be required to wear an identifying wrist band (wrist bands are nontransferable) or other device during the event.

ALCOHOL AND DRUG COUNSELING

While the college does not employ a drug and alcohol counseling specialist, student counseling services are experienced working with students with alcohol and drug related problems. Many times, the Counseling Services can adequately address these problems with a combination of counseling and referral to health education. However, there are times when the level of alcohol and/or drug problem requires the expertise or level of care beyond what is available in the Counseling Services. In the latter instance, the counselor can assist students by referring them to providers/programs to adequately address the drug/alcohol problem.

ALCOHOL POISONING

The Thomas College Department of Safety & Security is responsible for your health and safety first. We have a relationship with our student body that is based on trust and mutual respect. Students will usually be the first to see that a fellow student is in danger from the abuse of alcohol or other drugs. Students should never hesitate to call Safety & Security at 207-859-1399. We rely on you. We are here to help our students and keep them safe.

How alcohol poisoning can be fatal:

- Intoxication increases the gag reflex. An intoxicated person who has passed out can choke on their own vomit.
- Alcohol is a depressant, inhibiting the brain's ability to function. When a person has consumed too much alcohol the brain will start to shut down. Extremely intoxicated people may stop breathing or their heart may stop beating.
- Because it takes time for alcohol to enter the blood stream, some people tend to drink more than their body can handle because they do not yet feel the effects.

Signs and Symptoms of Alcohol Poisoning:

- Unconscious or semiconscious
- Breathing at a rate of 8 breaths per minute or slower
- Breaths come every 8 seconds or slower
- Skin is cold, clammy, bluish, and/or pale
- Confused or altered mental state
- Vomiting
- Seizures

What to do for someone with alcohol poisoning:

- NEVER leave the person alone
- Do not allow the person to "sleep it off"
- To avoid choking, have the person lie down on his side or on his stomach
- Have someone get the Resident Assistant on duty

- Have someone call Safety & Security at 207-859-1399
- Keep the person awake. If the person falls asleep or passes out, wake them up
- Do not give the person any medications; mixing medicine with alcohol can be fatal

Safe Drinking Advice

- Never leave your drink unattended or with someone you do not know and trust.
- Know who is pouring your drink and watch them pour it.
- Do not drink anything that has an abnormally salty taste. The drink might contain GHB, a known date rape drug.
- Do not drink anything that appears abnormally cloudy, because it could contain a drug.
- Alternate drinking alcoholic and non-alcoholic beverages. This will help keep you hydrated and allow your body time to process the alcohol.
- Eat well. Food absorbs some of the alcohol and slows its entry into the bloodstream.
- Go to parties with trusted friends who can be counted on to watch out for one another and see that you arrive home safely.
- Use a sober designated driver or invite a friend who agrees to stay sober.

If you suspect a friend might have alcohol poisoning, get help immediately by calling Safety & Security at 207-859-1399.

ILLEGAL DRUG POLICY

Thomas College policy on drugs complies with the laws of the State of Maine and the City of Waterville, as well as with federal legislation that requires the College to provide drug prevention programs for students.

Thomas College seeks to insure the health and well-being of all members of the Community. Thomas College's policy on drugs reflects the College's commitment to:

- Educate students to the health risks associated with the use of drugs
- Provide confidential counseling and/or referral for individuals concerned about their own use of drugs, as well as those affected by the drug use of others
- Inform students of the applicable legal sanctions under federal, state and local laws for the unlawful possession or distribution of illicit drugs
- Prohibit the unlawful possession, use or distribution of illicit drugs on College property or at College-sponsored events

The Risk to Personal Health and Well-Being

The irresponsible use or abuse of drugs is dangerous and can lead to addiction or psychological dependence and serious physical health problems. Abuse is also harmful in other ways. It can destroy peer and family relationships. It results in reduced academic, athletic and work performance, and it increases the risk to personal safety because of the effect it can have on personal judgment and reaction time.

Education

The College provides regular programs of education and information for students on the risks associated with the use of drugs and ways for individuals to seek assistance for themselves and others. Programs are sponsored by the Health Services, Counseling Services, Athletics, and the Office of Residential Life.

Thomas College considers both the welfare of its students and compliance with state and local laws to be of central importance. The policy of the College is to help anyone who is seeking assistance with a drug problem. Anyone seeking assistance, advice or information may approach the Residential Life staff, Safety & Security Officers, Counseling Services, Health Services, the Dean of Students office or existing peer support groups without fear of disciplinary action by the College.

Illegal Substance Policy – the following are considered a violation of Thomas’s Illegal Substance Policy:

- To use, possess, make, grow, furnish, sell, or trade any illegal drugs (heroin, cocaine, marijuana, LSD, steroids, etc.) or use someone else’s prescription drug, or the distribution or sale of prescription drugs.
- The presence of smoke or other types of residue, including but not limited to seeds, stems, edibles, dab or odor from illegal drugs.
- To possess, use, sell, manufacture or advertise drug paraphernalia (including, but not limited to pipes, bowls, clips, bongs, rolling papers, hookah’s, etc.)
- Exhibiting signs of being under the influence of any illegal drug or controlled substance anywhere on campus or at a College sponsored event, regardless of where the consumption occurred.

Prescription Drugs

It is illegal for any person who is not professionally licensed to manufacture, compound, dispense, sell, offer for sale, or have in possession, any prescription drug, provided that this shall not prevent persons from possessing prescription drugs dispensed to them pursuant to a lawful prescription(s).

Medical Marijuana

As a condition for receiving federal funding through Title IV in the form of financial aid, colleges and universities are required to comply with the Drug-Free Schools and Communities Act. The federal government regulates drugs through the Controlled Substance Act (CSA) and classifies marijuana as illegal. Thomas College complies with the Drug-Free Schools and Communities Act and therefore prohibits all marijuana use including medical and recreational marijuana even though there may be state laws that permit its use.

Enforcement

Responsibility for compliance with the college's Drug Policy rests with each member of the Thomas College community. Specific responsibilities for policy enforcement are as follows:

Safety & Security officers, as agents of the college, will investigate violation policies and regulations. Areas of jurisdiction include all grounds and property of the college.

Individual students are responsible for activities which occur within the privacy of their rooms and are expected to take responsibility for their residence hall/house environment.

The Student Affairs staff will intervene as appropriate when confronted with violations of this policy and will respond in any area (including student rooms) when there is evidence of violations, or when related behavior infringes upon the rights of other members of the college community or jeopardizes the health or well-being of any individual.

Violators of the college's Drug Policy are subject to disciplinary action in accordance with established college procedures through the Residence Life staff, a College Hearing Officer, and/or the Dean of Students.

Drug Policy Violations and/or Arrests can also include the following federal penalties:

A. Denial of Federal Benefits 21 U.S.C. 862

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction federal drug convictions for possession may result in denial of federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

B. Forfeiture of Personal Property and Real Estate 21 U.S.C. 853

Any person convicted of a federal drug offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued, and property is seized at the time an individual is arrested on charges that may result in forfeiture.

C. Federal Drug Trafficking Penalties 21 U.S.C. 841

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

D. Federal Drug Possession Penalties

Persons convicted on federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000.

DRUG-FREE WORKPLACE ACT

The Drug-Free Workplace Act of 1988 requires recipients of federal monies to provide and maintain a drug-free workplace. In compliance with this federal provision, students and employees should review the College's alcohol and illegal drug policies for a detailed description of standards of conduct, health risks, community resources for support and treatment, and institutional disciplinary and criminal sanctions. Thomas College has no intention of intruding into the private lives of its employees; however, the College does retain the right and responsibility to expect both students and employees to conduct themselves in a manner that will not jeopardize the health and safety of others. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and/or stimulants when not prescribed for medical care.

Any student under the influence of illegal drugs or who possesses or consumes illegal drugs at Thomas is subject to College disciplinary procedures and action, up to and including dismissal from the institution. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency. As part of the drug-free awareness program, Thomas College will continue to advise and inform students and employees of the dangers of drug use and abuse in the workplace.

Student Sanctions for alcohol or drug offenses may include:

Category I Violations (includes but not limited to)

- Under 21 in possession of alcohol (physical or by consumption)
- Over 21 with open container in common space/outdoors
- Over 21 where behavior requires staff response (non-medical)
- Possession of empty containers:
 - *Public Displays, for recycling, or decorative container (under 21)
- Engaging in high-risk drinking (i.e.: drinking games) or possession of paraphernalia that encourages high risk consumption (i.e.: funnel)
- Being present when a violation is occurring
- Possession of alcohol in substance free housing
- Possession or use of marijuana
- Possession of drug paraphernalia
- Odor/smell of marijuana
- Under the influence of drugs or alcohol (if under 21) whether consumed on/off campus

Sanctions (could include but not limited to)

1st violation:

- Warning
- Educational component
- Restitution

2nd violation:

- BASICS and/or substance screening
- Educational
- Community Service
- Restitution

3rd violation:

- Residence Relocation
- Educational
- Community Service
- Residential or Disciplinary Probation
- Campus Restrictions
- Administrative Conduct Fine \$50.00
- Restitution

Category II Violation (includes but not limited to)

- Repeat minor offenses, patterns of behavior
- Over or under 21 that results in medical intervention or transport, refusal of medical transport against medical advice
- Providing a place for minors to consume
- Furnishing alcohol to a minor
- Use, furnish, provide Fake ID
- Possession of common source container (i.e.: keg, punch bowls)
- OUI on campus
- Use, possess, distribute drugs (i.e.: heroin, cocaine, LSD) or illegal use, possession, distribution of prescription drugs
- Distribution of marijuana
- Sale of illegal drugs, marijuana or prescription drugs

Sanctions (could include but not limited to)

- BASICS and/or Substance Screening/Assessment
- Prime for Life Program
- Educational Component
- Community Service
- Residential Relocation
- Disciplinary or Residential Probation (minimum 1 semester)
- Campus Restriction
- Suspension or Expulsion
- Administrative Conduct Fine \$50.00
- Restitution

Good Samaritan Policy

Abuse of alcohol or other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, the College's main concern is that those in need receive prompt medical attention. If a student assists an intoxicated individual who is at risk for alcohol poisoning, drug overdose or has other urgent medical needs and requests the assistance of Thomas College staff, neither the student who is at risk nor the individual who assisted will be subject to formal college judicial action. This policy refers to incidents where alcohol poisoning/overdose is a likely risk and does not excuse those who repeatedly violate Thomas College's substance policy. The student who was likely to be at medical risk will be required to meet with a member of the Student Affairs staff or be referred to the Thomas CARE Team for follow-up. Failure to attend the follow-up meeting may result in disciplinary action.

Guidelines for Distribution, Marketing and Promotion of Alcohol and Other Substances

1. The consumption of beer, wine, or distilled spirits should not be the sole purpose of any sponsored event.
2. No uncontrolled sampling or other promotional activities, including "drinking contests," will be permitted as part of any campus marketing programs or events.
3. No advertising should promote high risk drinking or portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success of the individual, or be associated with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
4. Informational marketing programs should have educational value and subscribe to the philosophy of responsible decision-making and legal use of the products represented.

SUBSTANCE ABUSE PREVENTION, EDUCATION & REFERRAL SERVICES

Counseling Services

Thomas College has counseling services available to help students deal with substance related concerns or abuse problems. You may discuss concerns with the Campus Counselor, Health Center staff, Vice President for Student Affairs, and Dean of Students. These individuals also help you to get assistance from trained professionals in the community.

Local Resources

- Maine Office of Substance Abuse 207-287-2595
- Maine Bureau of Drug Enforcement 1-800-452-6457 (Anonymous & confidential - you may report illegal drug activity)
- Maine General Medical Ctr (Behavioral Health) 1-877-777-9393

What are Potential Signs of a Problem?

- Failure to fulfill major work, school, or home responsibilities.
- Specific school problems such as poor attendance, low grades, and/or recent disciplinary action.
- Drinking in situations that are physically dangerous, such as driving a car.
- Having recurring alcohol-related legal problems, such as being arrested for driving under the influence or for physically hurting someone while under the influence.
- Continued drinking despite having ongoing relationship problems that are caused or worsened by alcohol/drugs.
- Mood changes such as temper flare-ups, irritability, and defensiveness.
- Physical or mental problems such as memory lapses, poor concentration, bloodshot eyes, lack of coordination, or slurred speech.

WHAT DOES THE LAW SAY ABOUT ALCOHOL?

UNDER 21 - Illegal Possession It is a civil violation for any person under the age of 21 to possess liquor or imitation liquor except if it is within the scope of their employment or in their home in the presence of their parent. Fines for illegal possession are as follows:

- 1st Offense – \$100 to \$300
- 2nd Offense – \$200 to \$500
- 3rd or Subsequent Offense – \$500 Youths 17 years or younger are charged with the juvenile crime of illegal possession.

Purchase and Attempt to Purchase Alcohol by Persons Under 21 - In Maine, the purchase of alcohol by persons under 21 years of age is prohibited. A violation of this law is punishable by:

- 1st Offense – a fine of \$200 to \$400
- 2nd Offense – a fine of \$300 to \$600 and/or community service

- 3rd or Subsequent Offense – a fine of \$600 and/or community service

Use of False Identification - The use of false identification by a person under the age of 21 is illegal. In Maine, a violation of this law is punishable by:

- 1st Offense – a fine of \$200 to \$400 and 30-day driver’s license suspension
- 2nd Offense – a fine of \$300 to \$600 and/or community service and 90-day driver’s license suspension
- 3rd or Subsequent Offense – a fine of \$600 and/or community service and 1-year driver’s license suspension

The Teen OUI Law (Zero Tolerance) Any motor vehicle operator under 21 years of age who operates or attempts to operate a motor vehicle with any alcohol in their blood* shall have their license suspended by the Secretary of State for one year. If they have a passenger under 21, an additional 180-day suspension will be imposed. Refusal to be tested will result in suspension of their operator’s license for at least 18 months.

*Minors who test .08 or more will be prosecuted for the criminal offense of OUI.

**Anyone, including a minor, who drives with a Blood Alcohol Content (BAC) of .08 or higher can be charged with Operating Under the Influence (OUI).

**Individuals with a BAC lower than .08 can still be charge with OUI if a law enforcement officer feels they are unable to safely operate a vehicle.

OVER 21

Furnishing Liquor to a Minor Any person who furnishes liquor to a minor, or allows a minor under that person's control, or in any place under that person's control, to possess or consume liquor, may be fined \$2,000 and/or sentenced up to one year in jail. If the minor is less than 14 years old, or the violation is a second offense within six years, the minimum penalty is a \$1,000 fine and up to six months in jail.

Furnishing Imitation Liquor to a Minor Any person who furnishes imitation liquor to a minor or allows a minor under that person's control to possess, or consume imitation liquor, may be fined up to \$500 and/or sentenced to six months in jail.

Maine Liquor Liability Act

The Maine Liquor Liability Act was established to form a legal basis for obtaining compensation for damages as a result of intoxication and related incidents. **A non-licensed, social host (a person who does not hold a Maine Liquor License) can be sued for negligent or reckless conduct.** By definition, **negligent conduct** is the serving of liquor to a minor or intoxicated person, if the defendant knows or a reasonable and prudent person should have known the person being served is a minor or is visibly intoxicated.

Reckless conduct is the intentional serving of liquor to a person when the server knows the person being served is a minor, or visibly intoxicated, and the defendant consciously disregards the obvious and substantial risk that serving liquor to that person will cause physical harm to the drinker or to others.

Financial Implications

Damages may be awarded for property damage, bodily injury, or death caused by the consumption of liquor served by the defendant. The limit on awards is \$250,000 plus medical expenses.

WHAT DOES THE LAW SAY ABOUT ILLEGAL SUBSTANCES?

Maine State Laws Governing the Use of Controlled Substances

1. The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a “counterfeit substance.” Note: The sale of illicit drugs within one thousand (1,000) feet of a school is a federal offense. 72
2. Possession of a useable amount of marijuana by a person under 21 years of age is considered a civil infraction with a fine of up to six hundred dollars (\$600) or up to one thousand dollars (\$1,000) depending on the amount (up to 2 ½ ounces). Possession of greater quantities may result in a legal presumption of trafficking in scheduled drugs. Trafficking carries severe penalties.
3. It is unlawful for any person to use, or to possess with intent to use, to grow, harvest, manufacture, produce, test, store, conceal, inject, ingest, inhale, or otherwise introduce into the human body an unlicensed controlled substance or counterfeit controlled substance. Penalties include prison terms and substantial fines. This does not apply in Maine to a person who is authorized to possess marijuana for medical use pursuant to Title 22, chapter 558-C or to a person who is authorized to possess marijuana pursuant to Title 28-B; however, it is still against federal law.
4. It is unlawful in the State of Maine to possess, use, sell, manufacture or advertise drug paraphernalia. Paraphernalia includes any equipment, product or material which is used for or intended for use in growing, harvesting, manufacturing, producing, testing, storing, concealing, injecting, ingesting, inhaling, or otherwise used to introduce an illicit drug into the human body. Bongs, hash pipes, water pipes, roach clips, etc. are considered drug paraphernalia. Fines of up to two thousand dollars (\$2000), in addition to a maximum jail term of one (1) year, are provided for under Maine law. This does not apply to a person who is authorized in Maine to possess marijuana for medical use pursuant to Title 22, chapter 558-C, to the extent the drug paraphernalia is used for that person's medical use of marijuana or to a person who is authorized to possess marijuana pursuant to Title 28-B or to the extent the drug paraphernalia is used for that person's adult use of marijuana, though it is still against federal law.

MISSING STUDENT 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 Safety & Security Office who shall investigate each report and, decide 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 Department of Safety & Security 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 Safety & Security have been notified and, decides 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 the Department of Safety & Security 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 Department of Safety & Security.

- 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 Safety & Security and/or Student Affairs staff, the Vice President of Student Affairs (or designee) shall:
 - a. work with Student Affairs staff and Safety & Security 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 Director of Safety and Security, 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 Department of Safety & Security 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.

WORKPLACE VIOLENCE PREVENTION

Thomas College will not tolerate any form of violence in the workplace. Workplace violence may be defined as either physical or verbal aggression and may occur in various forms, including verbal threats and assaults. It is very important that all employees and supervisors are aware of this policy and report directly to Safety and Security any or all incidents that they perceive as potentially violent. The appropriate supervisor or department head should also be notified. To prevent workplace violence at Thomas College, all reported threats will be thoroughly investigated through a cooperative effort by the appropriate supervisors, department heads, Human Resources and Safety & Security.

Caution and common sense can minimize the risk of workplace violence. All employees should keep in mind the following Personal Safety Tips:

- Never open the door of your office to a stranger before or after regular business hours.
- Notify Safety and Security if working exceptionally early or late hours alone.
- When alone, do not mention this fact to telephone callers.
- Build a rapport with other employees to facilitate distinguishing strangers from co-workers.
- Report any strange or threatening looking individuals to Safety and Security.
- Make a mental note of suspicious strangers in case a later crisis does occur.

Any employee who engages in any form of workplace violence will be subject to disciplinary action up to and including immediate termination of employment. Supervisors must document any event or report of workplace violence in their areas and advise Security of the same, even if the threat or situation does not at first seem serious. The report should be thorough and contain as many detailed facts as possible including:

- Name of person reporting the incident
- Name of the employee alleged to have been violent or threatening
- Date of the report and incident
- Location where the incident occurred
- Name(s) of the potential victims
- Name(s) of witnesses
- Description of details of the incident
- Specific description of verbal or physical violence that occurred
- Details that might assist in identification (e.g., license plate number)

Equal Opportunity, Harassment, and Non-Discrimination Policy

Thomas College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Thomas College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Thomas College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Applicable Scope

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this antidiscrimination policy is reported, the allegations are subject to resolution using Thomas College's "Process A" or "Process B," as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of Thomas College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Thomas College community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, etc. The procedures may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Policy and Procedures

A complete copy of the Thomas College Policy on *Equal Opportunity, Harassment, and Non-Discrimination* including definitions, processes and procedures is available online at: [Harassment Non-Discrimination and Equal Opportunity Policy.pdf \(thomas.edu\)](#)

HAZING POLICY

Hazing is defined as any mental or physical requirement, request, or obligation placed on an individual that causes, or could cause, discomfort; pain; fright; or injury; that is personally degrading; or violates policy or law. The College strictly prohibits any actions of this nature. Any person(s) or organization(s) found in violation of this policy will be subject to disciplinary action which could include disciplinary probation, suspension, or dismissal of the organization or individuals involved.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community how to obtain information concerning registered sex offenders from the appropriate state law enforcement agencies. In addition the act requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is employed.

Members of the Thomas College community may request information about sex offenders in Maine at the Maine Sex Offender Registry Board, <https://www.maine.gov/dps/Sbi/sor.html> or the Waterville Police Department at (207) 680-4700.

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State Police Registry within ten days of establishing residence within a state. Any persons required to register shall also be required to reregister within ten days following any change of residence, whether within or outside of the state.

DISCLAIMER

The information in this publication was accurate at the time of publication. However, Thomas College reserves the right to make changes at any time without prior notice to any of the information, including but not limited to course offerings, degree requirements, regulations, policies, procedures and charges. The College provides the information herein solely for the convenience of the reader and to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.