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## MESSAGE FROM THE DIRECTOR

I would like to take this opportunity to welcome you to Colby College and to wish you success with your individual endeavors.

Colby College and its surrounding community offer a quality of life that is widely appreciated and valued by nearly all who live here. Much of what we value so greatly contrasts sharply with life in the nation's urban centers. Because our community is safer than many others, it is all too easy for members of the Colby community to be complacent or careless about their safety and to assume that crime does not occur here.

Crime does exist at Colby. Members of the College community are rudely awakened to this reality when they find themselves victims. The comments of these victims are often the same: "I didn't think things like this happened here!"

The responsibility for crime prevention does not rest solely with the Department of Security; it is shared by you and all the members of the College community. Your awareness is the most important factor in crime prevention. The success of prevention depends largely on your following sound security practices and recognizing and immediately reporting suspicious or criminal activity. We in the Department of Security have prepared this booklet to assist you in ensuring that your experience at Colby will be happy and safe.

Remember, the potential for crime does exist, but by following the suggestions outlined in this booklet you can substantially reduce the possibility of becoming a victim.

Pete S. Chenevert  
Director of Security

## DEPARTMENT OF SECURITY

**The mission of the Colby College Security Department is to provide a safe and secure environment for the Colby community.**

The Department of Security offers a wide variety of services to assist students, faculty, and staff members in their day-to-day living. The services are widely publicized. We ask that you familiarize yourself with this booklet and all the services offered by the Department of Security. The first step in a successful safety and security program is public awareness.

## GENERAL INFORMATION

The Department of Security is open 24 hours a day, seven days a week. In an emergency you can contact Security by using the blue emergency phones located throughout campus, including phones at the main door of each residence hall. The emergency phone number is x5911. This number is to be used for emergency calls only, i.e., fire, medical emergencies, suspicious or criminal activities, etc.

Ext. 5530 and 5531 are the business lines for the Department of Security. These numbers are for non-emergency or routine calls such as vehicle registration information, lost and found, or lockouts when a roommate or hall staff member is unavailable.

The department consists of eight full-time security officers, fifteen reserve officers, one full-time secretary, four full-time dispatchers, a pool of student workers, the assistant director, and the director. The security officers work a schedule that provides maximum coverage during the busiest time periods. The most coverage is provided Thursday night through Sunday morning for social and special events such as parties, concerts, dances, etc. Student patrols are used to aid security officers in securing buildings, reporting security concerns, and covering special events.

The Department of Security operates from the first floor of Roberts Union.

1. Security officers are hired to protect the lives of people at Colby College and College property.
2. The traditional role of patrolling the campus 24 hours a day is the prime

function of the department.

Although charged with the unpopular role of “enforcer,” the Department of Security has maintained a close rapport with the College community, earning a reputation for fairness and helpfulness. The College community has come to know that, in time of need, the department can be depended upon for assistance.

If you need additional information not contained in this booklet or have any questions or suggestions on security matters, please feel free to call or visit the Department of Security in the Roberts Union Building.

## SECURITY OFFICER TRAINING

Each year the Department of Security conducts on the average 100 hours of training for all officers and dispatchers. The training is extensive and does not include all of the training some of the officers and dispatchers do on their own.

### On Campus Training Requirements:

- Diversity
- First Aid, CPR and AED
- State Laws
- State Liquor Laws
- College Policies and Regulations
- Patrolling Techniques
- Emergency Response
- Standard Operating Procedures

All of the officers in the Department of Security have had considerable training in the security, law enforcement, and medical fields.

### Highlights of the training are as follows:

- History and Role of Campus Security/Police
- Dynamics of the College Student
- Current Trends in Campus Safety
- Legal Issues
- Verbal Judo
- Management of Aggressive Behavior (classroom and practical training)
- Sexual Assault

- Ethics and Professionalism
- Community Relations and Student Leaders
- Community Relations and Partnering with Law Enforcement
- Fire Safety
- Alcohol Awareness
- Crime Prevention
- Officer Safety and Patrol Procedures
- Sexual Harassment
- Responding to and Understanding Hate Crimes
- Interviews and Report Writing
- Preliminary Investigations
- Drug Identification and Effects
- Computer Crimes
- Gang and Occult Recognition

The New England Campus Security Officers Training Academy is six days long and includes more than 60 hours of classroom instruction related to college and university issues.

**SECURITY/POLICE**

The Department of Security works hand in hand with local law enforcement agencies. All incidents or crime reports are filed with the appropriate agency and followed up with investigations. Any and all arrests on campus are similarly made by the appropriate agency with the full cooperation and assistance of the Department of Security. Local law enforcement agencies include:

- Waterville Police Department..... 872-5551
- Oakland Police Department..... 465-2202
- Maine State Police.....624-7076
- Maine State Attorney General..... 626-8800
- Kennebec County Sheriff’s Department..... 623-3614
- Kennebec County District Attorney.....623-1156

**SERVICES OFFERED**

The Department of Security offers a wide variety of services to members of the College community to ensure one's safety and well-being.

## **COLBYCARD**

The ColbyCard is a one-card system designed to provide a convenient way for students to gain access to residence halls and dining halls and to use services such as the library and laundry, copy, and snack machines. The card incorporates proximity technology for access control, a magnetic stripe for dining services, laundry, vending, copying, and bar code technology for library services. The ColbyCard office is located in the Business Office in the Garrison Foster Health Center Building and is staffed Monday through Friday from 8:30 a.m. to 4:30 p.m.

## **JITNEY SERVICE**

The Jitney Service provides safe and convenient transportation for students within the Waterville area. The Jitney Service runs on a schedule during the daytime, making stops throughout the community at local shopping areas, and returns to campus twice an hour to pick up and drop off students. In the evenings the Jitney runs by request, and the driver on duty will escort students to and from campus at their request.

## **COURTESY RIDES**

Security officers provide rides when an individual cannot drive himself or herself. Reasons might include sickness, injury, or intoxication.

## **PARKING**

All vehicles that park on Colby College property must have a parking permit issued by the Department of Security. The parking permit stickers are to be placed on the rear window in the lower driver's side corner. All permits are free, but there is a limit of one sticker per person. If you buy a new vehicle or have your sticker removed, be sure to contact Security for a new one. Any vehicle parked on campus without a permit is subject to a ticket and/or being towed.

## **COLBY CHECK**

Colby Check is a property identification and marking program that was developed by the Department of Security to help members of the Colby community protect their valuables. This program allows members of the Colby community to tag their valuables.

An identification list is filled out detailing the person's valuables, including value and serial number, and is filed with the Security Office. Should a theft take place, these preventive measures will assist the Department of Security and the local police department in tracking and recovering those marked items.

## LOST AND FOUND

The Department of Security seeks to centralize and record all items found or reported missing on campus at the Information Desk in Cotter Union.

**Lost:** Property that is lost should be reported to the Information Desk in Cotter Union. The report will be cross- checked with property being held at Campus Life. If it is not being held, a general description of the property will be placed in the Lost and Found logbook. If the property shows up at a later date you will be notified by Campus Life. It is important that Campus Life be notified if the property is found.

**Found:** Property that is found should be turned in to the Information Desk, where a report will be filed and cross-checked with other reports to determine the proper owner. Property turned in as found will be held a minimum of 90 days. After that time the item becomes the property of Colby College and will be disposed of as necessary.

## SAFETY WHISTLES

Emergency whistles are distributed by the Dean of Students Office to all students to be used in the following manner:

1. Blow whistle when you are in danger.
2. Blow whistle when you hear another whistle being sounded in the vicinity of the call for help. Call Security at x5911 to report the incident.

The whistles are not toys and should be treated with caution and used only when danger exists. A fine will be imposed with possible additional disciplinary action for a whistle blown without just cause.

## ACCESS TO CAMPUS FACILITIES

The campus buildings and facilities are accessible to members of the campus community and to guests and visitors during normal business hours, Monday through Friday, and for limited designated hours in the evening and on weekends.

## ACCESS TO RESIDENCE HALLS

Colby College residence halls are locked 24 hours a day throughout the academic year and during College breaks. While classes are in session all currently enrolled students have access to all residence halls from 7 a.m. to 11 p.m. Sunday through Wednesday and 7 a.m. to 1 a.m. Thursday through Saturday by way of their ColbyCard. Students have access to the residence hall in which they live 24 hours a day. There are phones at the entrances of each residence hall available for use by visitors and guests so that they may call the person they are visiting in that building to gain entry. Residential Life staff are available in each residence hall on a regular basis, and security officers and student patrols make rounds through each residence hall on a regular basis.

**ALCOHOL LAWS AND POLICIES**

Colby College is increasingly concerned about violations of state and college liquor regulations. In Maine the legal drinking age is 21. Any person under 21 who purchases or consumes alcoholic beverages, procures alcoholic beverages in any way, willfully misrepresents his/her age, or alters or falsifies his/her I.D. with the intent to purchase alcoholic beverages will be subject to a fine and possible jail time. A conviction could mean a permanent criminal record.

A public drinking law in Maine prohibits drinking of alcoholic beverages in public areas. The state law carries a \$100 fine for the first offense and for repeat offenders a \$500 fine and possible jail time. **Colby College has a policy prohibiting public drinking/open containers that carries a fine and disciplinary action through the Dean of Students Office.** Further information regarding College and state alcohol policies and regulations can be found in the Colby College Student Handbook. For more detailed information or questions, the following resources are available:

- Security.....x5530 or 5531
- Dean of Students Office.....x4250
- Waterville Police Department.....872 - 5551

Alcohol problems are a growing concern to all of us. Personal philosophies and values differ, but the fact remains that the Department of Security has an obligation to enforce the College Regulations and to work within the limits of the law. Officers will be enforcing these rules and regulations on campus.

The rules and laws need to be clear so that there will be no misunderstanding. This is not an easy task and we ask for your support and cooperation. The final decision is yours. It will be up to you whether or not to obey the rules and laws, and you will be responsible for your choices.

**PARTY CHECKS**

Security officers monitor parties to check for problems or disturbances. Officers check periodically throughout the duration of the scheduled event to ensure that all College policies and regulations are being followed. Although the security officers are there to

do party checks, it is the responsibility of the student/s hosting the event to make sure that the party is run responsibly. Individuals in attendance at the event and/or the party host can be held responsible for any and all violations noted by security officers, other College officials, or other agencies.

## COLBY COLLEGE CRIME STATISTICS

In accordance with the Federal Student Right-To-Know and Campus Security Act (Cleary Act) (S. 580), each institution of higher education is required to annually prepare a Uniform Campus Crime Report (UCCR) consistent with the FBI's Uniform Crime Reporting (UCR) system. The report is to reflect the crime statistics on all the property of the institution for the preceding calendar year. The statistical crime categories to be reported are: homicides, rape, robbery, hate crimes, aggravated assault, arson, motor vehicle theft, and arrests on campus for liquor law violations, drug abuse violations, and weapons possessions.

The insert sheets in this booklet contain Colby College's crime statistics with crime definitions, comparison sheets for three-year periods, and non-reportable statistical sheets of incidents that were adjudicated on campus.

This information is available to Colby College faculty, staff, administrators, students, alumni, parents, and prospective students. Additional information concerning crime statistics, crime prevention, and security practices are available on-line and from the Department of Security, Roberts Union, 5530 Mayflower Hill, Waterville, ME 04901 or by calling (207) 859-5530.

## EMERGENCY SAFETY ADVISORIES AND TIMELY WARNINGS

Emergency advisories warning the campus of a potential danger are posted as soon as possible after a serious incident has occurred. Names and specific locations are not posted on the advisories, but details such as description of the assailant, suspect vehicle, and last known location are all posted. These advisories are distributed and posted in all residence halls, dining halls, and other campus locations. Along with postings, e-mail notices and voice mail messages will be sent to the community\*. In an emergency where there is the potential for mass-casualties, the emergency siren will be sounded and a mass notification will be sent to the community. **IF YOU HEAR THE EMERGENCY SIREN: IF IT IS SAFE WHERE YOU ARE, STAY WHERE YOU ARE. IF YOU ARE OUTSIDE, SEEK SHELTER IMMEDIATELY. IF YOU ARE IN THE DANGER AREA, GET OUT AS SOON AS IT IS SAFE TO DO SO.** A notification of all clear will be sent out to the community when the situation clears.

**\*In order for you to receive emergency e-mail notices and voice mail messages you must sign up. To sign up go to the myColby portal and click on Campus Life, then click on Connect-Ed Emergency Notification. Fill out your contact information as instructed. All information collected is for Emergency contact only.**

**COLBY COLLEGE  
DEPARTMENT OF SECURITY  
CRIME STATISTIC SHEET**

**Campus Population 2010 Fall Semester**

Students	1827	
College Employees	675	
<b>Total Campus Population</b>		<b>2502</b>

**Campus residents**

Students	1722
Others	105
<b>Total</b>	<b>1825</b>

**Department of Security Employees**

Director	1
Asst. Director	1
Secretary	1
Sworn Officers	0
Security Officers	8
Reserve Officers	12
Contract Security	0
Student Security	3
Dispatchers	4
Reserve Dispatchers	2
Student Dispatchers	5
Jitney Drivers	12
<b>TOTAL</b>	<b>49</b>

**CRIMES**

Total number of incidents on campus for each year, January through December.

<u>OFFENSE</u>	<u>2008</u>			<u>2009</u>			<u>2010</u>		
	Campus	Halls	WTVL	Campus	Halls	WTVL	Campus	Halls	WTVL
MURDER/NON-NEGLIGENT	0	0	0	0	0	0	0	0	0
MURDER/NEGLIGENT	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT	2	2	13	0	0	11	0	0	12
Forcible	2	2	13	0	0	11	0	0	12
Non-forcible	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	4	0	0	12
AGGRAVATED ASSAULT	0	0	13	0	0	15	1	1	9
BURGLARY	15	11	89	8	2	87	6	5	82
MOTOR VEHICLE THEFT	0	0	12	0	0	9	0	0	15
LARCENY	86	58	634	58	23	671	45	15	570
HATE CRIMES	0	0	1	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
<u>0</u>	<u>0</u>								
<b>Total Crimes Reported</b>	<b>103</b>	<b>71</b>	<b>762</b>	<b>66</b>	<b>25</b>	<b>797</b>	<b>52</b>	<b>21</b>	<b>700</b>

**ARRESTS FOR SELECTED OFFENSES**

<u>OFFENSE ON CAMPUS</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
LIQUOR LAW VIOLATIONS	43	27	22
DRUG LAW VIOLATIONS	0	0	0
WEAPONS LAW VIOLATIONS	0	0	0
<b>TOTAL</b>		<b>43</b>	<b>27</b>
<b>22</b>			

**PROTECTION OF PERSON AND PROPERTY**

The following precautions outlined in this section can decrease substantially your chances of becoming a crime statistic at Colby College.

**GENERAL**

1. **Be Aware** - Recognize your vulnerability.
2. Report all suspicious persons, vehicles, and activities to the Department of Security **immediately** via the campus emergency phones or ext. 5911 or 5530.
3. Use the “buddy system” and watch out for your neighbor. If you see someone being victimized, notify the Department of Security immediately.

**How to report a crime or emergency**

To report a crime or emergency on campus, call the Department of Security at **x5911**

Security officers respond to all crimes and emergencies on campus and complete an “Incident Report”. Security Officers contact local emergency responders as needed.

## **Missing Student Procedure**

If a member of the Colby Community has reason to believe that a student is missing, they should immediately notify the Department of Security at (207) 859-5530, whether or not the student resides on campus. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of Security, The Deans of Students Office, Campus Life, Health Services, and other departments as necessary.

On campus the Department of Security will secure authorization from the Dean on Call to make a welfare entry into the student’s room. Off campus the Department of Security will formally enlist the aid of the Waterville Police Department. Concurrently College officials will try to determine the student’s whereabouts through contact with friends, classmates, professors, and/or employers. If located, verification of the student’s state of health and wellbeing and intention of returning to the campus will be determined. When and where appropriate, a referral will be made to the Colby Health Center or other Health Service Provider.

If not located, notification of the family and the Waterville Police will be made within 24 hours of receiving the initial report to determine if they know the whereabouts of the student. The Department of Security will cooperate, aid, and assist, the Waterville Police’s investigation in all ways prescribed by law.

## **FIRE SAFETY**

### **HIGHER EDUCATION OPPORTUNITY ACT CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT**

#### **Overview**

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on campus statistics. The following public disclosure report details all information required by this law as it relates to Colby College.

#### **General Statement of Colby College Residential Housing**

At Colby College all residence halls have integrated fire alarm and sprinkler systems and redundant monitoring systems which are monitored 24 hours a day, seven days a week by the Department of Security.

#### **Fire Drills**

Fire Drills are conducted once a semester by the Department of Security. All drills are supervised by a security officer and documented on a Fire Drill Log. Any system problems or building violations are

logged and a work order to correct the problem is submitted to the Physical Plant department. Students who fail to leave the building during the drill are documented and reported to the Dean of Students Office for disciplinary action.

### **Fire Life safety Education**

Campus Life policies on fire safety is to prohibit the use of Hot Plates, other cooking appliances, and some electrical devices in individual rooms. Candles, smoking, and open flames are prohibited in all residence halls. A full list of banned items can be found in the Student Handbook.

Hall Staff are trained annually on Fire Safety, How to use Fire Extinguishers, and Evacuation Procedures by the Director of Campus Safety. The Hall Staff conduct hall meetings to discuss fire safety procedures with all residents.

### **Fire/Life Safety Inspections**

Each semester Hall Staff conduct Fire Safety Inspections in the residence halls looking for hazards and violations. Violations are recorded and turned into the Campus Life Office. Campus Life will contact the violator to correct the problem. Repeat violators will face disciplinary actions that could lead to dismissal from campus Housing. A list of violations and possible sanctions can be found in the Student Handbook.

### **Fire/Life Safety Inspections cond.**

The Physical Plant Department tests all Life Safety and Monitoring Systems on a monthly basis. Every device in the Life Safety Systems are checked, cleaned and upgraded on an annual basis.

### **If you discover a fire:**

1. Sound the alarm. Know where the pull stations are located in your building.
2. Call the emergency number x5911 or 911.
3. Leave the building.

### **If you are in a burning building:**

1. Go to the nearest exit or stairs. Do not use the elevator.
2. Feel door handles, if hot, do not open the door. Try another exit or window.
3. If exit is blocked, return to your room; close the door, open the window, and call for help.
4. If in a smoke-filled area, keep low to the floor to escape the smoke and heat.
5. Know all the exits and evacuation plans for your building.

**Remember: DO NOT tamper with fire alarms, smoke detectors, or other fire safety equipment...They could save your life!**

## FIRE SYSTEMS

Resident Hall: Drills	Fire detection System:	Fire Suppression System:	Fire Ext:	Redundant Monitoring	Fire Per
Year:	(Smoke, Heat, Ion)		Systems:		

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Alfond Sr. Apartments 2	Yes	Yes	Yes	Yes	Yes
AMS	Yes	Yes	Yes	Yes	2
Averill	Yes	Yes	Yes	Yes	2
Dana	Yes	Yes	Yes	Yes	2
Drummond 2	Yes	Yes		Yes	Yes
East Quad	Yes	Yes	Yes	Yes	2
Foss/Woodman		Yes	Yes	Yes	Yes
Goddard-Hodgkins	Yes	Yes	Yes	Yes	2
Grossman	Yes	Yes	Yes	Yes	2
Heights		Yes	Yes	Yes	Yes
Hillside Complex:					
Taylor	Yes	Yes	Yes	Yes	2
Sturtevant	Yes	Yes	Yes	Yes	2
Leonard	Yes	Yes	Yes	Yes	2
Marriner	Yes	Yes	Yes	Yes	2
Williams	Yes	Yes	Yes	Yes	2
Johnson	Yes	Yes	Yes	Yes	2
Mary Low/Coburn	Yes	Yes	Yes	Yes	2
Perkins-Wilson	Yes	Yes	Yes	Yes	2
Pierce	Yes	Yes	Yes	Yes	2
Piper	Yes	Yes	Yes	Yes	2
Treworgy	Yes	Yes	Yes	Yes	2
West Quad	Yes	Yes	Yes	Yes	2

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## FIRE STATISTICS 2010

Resident Hall	Fires In Each Building	Date/Time of Incident	Cause of Fire	Injuries Needing Medical Treatment	Deaths Related to Fire	Value of Property Damages
Alfond Apartments	0	N/A	N/A	0	0	0
AMS	0	N/A	N/A	0	0	0
Averill	0	N/A	N/A	0	0	0
Dana	0	N/A	N/A	0	0	0
Drummond	0	N/A	N/A	0	0	0
East Quad	0	N/A	N/A	0	0	0
Foss/Woodman	0	N/A	N/A	0	0	0

Goddard-Hodgkins	0	N/A	N/A	0	0	0
Grossman	0	N/A	N/A	0	0	0
Heights	0	N/A	N/A	0	0	0
Hillside Complex:						
Taylor	0	N/A	N/A	0	0	0
Sturtevant	0	N/A	N/A	0	0	0
Leonard	0	N/A	N/A	0	0	0
Marriner	0	N/A	N/A	0	0	0
Williams	0	N/A	N/A	0	0	0
Johnson	0	N/A	N/A	0	0	0
Mary Low/Coburn	0	N/A	N/A	0	0	0
Perkins-Wilson	0	N/A	N/A	0	0	0
Pierce	0	N/A	N/A	0	0	0
Piper	0	N/A	N/A	0	0	0
Treworgy	0	N/A	N/A	0	0	0
West Quad	0	N/A	N/A	0	0	0

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## JOGGING SAFETY

Be cautious when jogging, running, or walking. Always jog, run, or walk facing traffic. If you are running, jogging or walking with one friend or more please stay in single file when traffic is approaching. Try to avoid these activities after dark or alone. If you do work out at night, use extra precautions by staying in pairs, staying in well-lighted areas, and using reflective vests (which are available at the Athletic Center).

## WALKING

1. Avoid traveling alone after dark. Call the Department of Security for an escort at ext. 5530.
2. Walk on well-lighted, regularly traveled walks and pathways. Avoid shortcuts and keep away from shrubbery, bushes, and other areas where an assailant might be lurking.
3. Don't hitchhike or accept rides from casual acquaintances or strangers.

4. Report lights that are out and any other hazardous conditions to the Department of Security.
5. When walking to your vehicle or residence, have your keys ready in hand.
6. When being dropped off at your residence by a taxi or private vehicle, ask the driver to wait until you get inside.
7. If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around before it can follow.
8. If you think you are being followed, cross the street and, if necessary, keep crossing back and forth. If you are pursued, draw attention to yourself and run to a lighted business or residence; enlist the aid of a passerby; flag down a passing motorist; or, as a last resort, break a window in a residence or pull a fire alarm. Do anything that might attract attention or summon assistance. In these types of situations yelling "FIRE" may be more effective than yelling for help.

If you find yourself confronted by an assailant, you must remember that while screaming and struggling may in some instances frighten off the assailant, in other instances such actions may further antagonize the assailant and bring forth a more violent reaction. Above all, keep your head and assess the situation before choosing your course of action. Whether or not the assailant is armed or has made threats against your life will, obviously, be a determining factor in your decision. The key word in this type of situation is **survival**. **Use common sense and intuition.**

## DRIVING

1. Don't pick up hitchhikers.
2. Avoid stopping in poorly lighted, out of the way places.
3. If your vehicle breaks down after dark, signal for assistance by raising your hood or tying a white handkerchief to the radio antenna or door handle. Stay inside your vehicle with the windows closed and the doors locked. If a roadside Samaritan stops, roll down your window just enough to talk and ask him or her to call the police. If the person appears to be a threat, sound the horn and flash the lights until he or she leaves.
4. If you are followed into your driveway or parking lot, stay locked inside your vehicle until you can identify the occupants of the vehicle. Again, if threatened, sound the horn until you attract attention or the vehicle leaves.
5. When parking at night, choose well-lighted areas. Before getting out of your vehicle, check for people loitering.
6. Lock your vehicle whenever it is unattended.

**Remember: Before entering your vehicle always check the interior, paying attention to the floor and the back seat.**

## BICYCLES

1. Invest in a good bicycle lock. A U lock or cable is best.
2. Always lock your bicycle. Bicycles should be locked around the frame and through both wheels to a bicycle rack.
3. Whenever possible, keep your bicycle inside. Several halls have a designated "bike room." Bicycles are **NOT** allowed in hallways, lounges, or stairwells.
4. If you leave your bicycle outside, choose a well-lighted and heavily traveled location.
5. Find out if your bicycle is covered under your family's insurance policy. If not, it would be advisable to insure it.
6. Register your bicycle with the Department of Security.

**Don't be an accident victim! Follow the same rules of the road as you would if you were driving a car.**

## HOME/RESIDENCE HALLS

1. Keep the doors and windows to your residence locked at all times.
2. Never sleep in an unlocked room.
3. Don't put your name or address on key rings.
4. If you lose the keys to your residence, have the locks changed. On-campus residents should notify Security immediately, and they will arrange to have your lock changed.
5. Don't study in poorly lighted or secluded areas.
6. If you receive obscene or harassing telephone calls, or calls with no one on the line, hang up and immediately notify Security.
7. If you find that your room has been entered, don't go inside. Notify the Department of Security. If you are already inside, don't touch anything, as you may disturb evidence important to an investigation.
8. If you are awakened by an intruder inside your room, try to avoid a confrontation. The person may be armed or may arm himself/herself with something in the room. If the intruder poses an immediate threat, get out of the room. If this is not possible, common sense may dictate pretending to be asleep.

9. If you see a suspicious person or vehicle on campus, immediately contact Security. Try to get the license plate number, the state, and a description of the vehicle.
10. Students in campus housing are advised against propping open doors to the residence halls or other College buildings. Residence halls that have propped doors are subject to a fine per door.

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**Note: The most common crimes committed at Colby College are “rip-offs.” Larcenies are crimes of opportunity and occur primarily when property is left in unlocked or unattended areas. To help alleviate this problem, the Department of Security makes the following additional suggestions:**

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11. Avoid bringing large amounts of cash or other valuables to campus.
12. Keep items of value out of sight.
13. Never lend out the key to your room.
14. Take your room key in the shower with you. Don't leave it in your robe or other clothing, where someone going through your pockets can find it.
15. When leaving for vacations, store valuables such as stereos and televisions out of sight. During summer recess, do **not** leave valuables in student storage areas. These areas are not secure and the College is not responsible for the loss of property.

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**Note:** Check with your family insurance agent to determine if your property is covered under your family's homeowner's insurance. If not, you should consider purchasing insurance.

## **OFFICES, LABORATORIES, AND CLASSROOMS**

1. Keep all offices and laboratories locked when not in use.
2. Make sure all locks are in working order.
3. Establish a key control system. All departmental keys should be signed in and out. Keys should be issued only when absolutely necessary.
4. Do not label keys with their purpose. Use a code system instead.
5. Keep desks, cabinets, etc., locked when not in use.
6. Computers and other portable office machines should be bolted or locked down. Small items, including calculators and tape recorders, should be kept locked up when not in use.

7. Avoid bringing valuable personal property to work with you.
8. Petty cash should be kept to a minimum.
9. Help keep watch for your neighbors. If they forget to secure their area or property, keep an eye on it for them.
10. Report all suspicious persons or improperly secured areas to Security immediately.

## ATHLETIC FACILITIES

1. Avoid using the athletic facilities alone, especially after dark or during off hours.
2. Use the “buddy system.” Work out with a friend and make arrangements to go to and from the gym together.
3. Confine your running and jogging to the daylight hours and to open well-traveled areas.

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**Note:** Women should pay particular attention to these additional tips:

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4. Avoid showering if you are alone in the locker room.
5. If there is another woman in the locker room, ask her to wait for you.
6. Report all incidents of indecent exposure and voyeurism to Security immediately.
7. If you encounter a male intruder inside the women’s locker room:
  - a. Push one of the emergency panic buttons, which can be found in each of the women’s locker rooms. Each is indicated by a red faceplate and emergency sign.
  - b. Scream for help. Your call for assistance should carry into the hallway and possibly other areas of the athletic complex.
  - c. Keep out of the intruder’s way and do not attempt to apprehend prevent him from leaving.
  - d. Formulate a description of the intruder in your mind.
  - e. Notify the Department of Security via the emergency phone or at ext. 5911.

or

## For protecting your property...

8. Avoid bringing cash, wallets, watches, or other valuables to the athletic facilities.
9. Keep your locker locked whenever it is unattended. This includes those times when you leave briefly to shower, visit the trainer or the equipment room, etc. Most of the thefts at the athletic facilities are from unattended, unlocked lockers.

## SPECIAL TIPS FOR PERSONAL SAFETY

If you are a victim of a rape, sexual assault, etc., it is important that you notify the Department of Security, regardless of whether you wish to pursue the matter further, for the following reasons:

1. If the assailant is allowed to remain at large, he/she is a potential danger not only to you but to other members of the community.
2. The Department of Security can assist you in obtaining medical care, counseling, and other available support services.

It is emphasized that all information will be treated **confidentially**. The Department of Security will do everything possible to assist you with judicial follow-through and/or possible legal actions if you so choose.

**Sexual Assault** is a crime of violence. It is not sexually motivated; it can happen to both men and women. Sexual Assault includes all sexual acts engaged in against the will of the victim. Rapists can be total strangers, casual acquaintances, or close friends. Date rape or acquaintance rape is no less a crime than rape by a stranger.

**Further information on this subject is available from Security or the Health Center.**

## WHAT YOU CAN DO

Security is everybody's business. Your involvement is essential to the prevention of crime on campus. **Disinterest and complacency are the prime contributors to the success of criminals.** The burden of crime prevention rests not only with the Department of Security but with each member of the Colby College community.

Security officers are not omnipresent and therefore depend upon you to recognize and report suspicious and criminal activities. The extent of your cooperation greatly influences Security's effectiveness in combating crime. Doing your part means:

1. **Being aware** of your vulnerability and following suggestions outlined in this booklet to protect yourself and your property.
2. **Being alert** for suspicious or criminal activity and conditions that may represent a hazard to the college community.

3. **Getting involved** by becoming more security conscious and by reporting all incidents of criminal or suspicious activity, no matter how insignificant, to the Department of Security.

**Remember that unreported crime cannot be solved, and by not reporting crimes you allow the perpetrators the opportunity to commit additional and perhaps more serious crimes.**

Solving a crime often depends upon how accurately and promptly the incident is reported. Therefore, when reporting an incident it is important that you be able to provide as much of the following information as possible:

1. Nature of the incident.
2. When the incident occurred.
3. Where the incident occurred.
4. Persons involved (names, sex, race, age, height, hair style/color, complexion, distinctive characteristics, clothing, etc.).
5. Direction and method of travel.
6. Vehicles involved (color, make, model, license plate number and state, decals, damage, number of occupants, etc.).
7. Description of stolen property (item, manufacturer, model number, serial number, color, dents, scratches, dimensions, etc.).
8. Any other applicable information.

**Remember, by taking a few extra precautions you can greatly reduce your chances of being a victim of crime. Keep your room door locked and always think SAFETY FIRST...**

## **CAMPUS SECURITY AUTHORITIES**

A campus security authority is any individual or individuals who have responsibility for campus security, but who do not constitute a campus police or 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.

**Colby College Security Authorities are:**

Athletic Department 4250 (Directors and Coaches)	859-4900	Dean of Students Office  (Deans, Advisors and Staff)	859-
Campus Life (Directors and Residential Life Staff)	859-4280	Dean of Faculty Office (Deans, Directors and Staff)	859-4770
Special and Summer Programs 4130 (Directors, Coordinators and Staff)	859-4730	Student Employment  (Manager and Staff)	859-
Career Services 4500 (Directors and Staff)	859-4140	Off Campus Studies  (Director and Staff)	859-

## CRIME DEFINITIONS UCR

**Criminal Homicide:** The willful (non-negligent) killing of one human by another.

**Sexual Assault:** The carnal knowledge of a person forcibly and against their will.

**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 putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person on 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.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

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

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

**Hate Crime:** Any crime committed against a person(s) because of their Race, Religious Beliefs, Sex or Sexual Orientation.

**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.

**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 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).

**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.

**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.

**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.

**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 specific by local law.

## **GEOGRAPHIC DEFINITIONS**

### **Campus:**

- (1) 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
- (2) 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 the 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:**

- (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- (2) 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 purpose, is frequently used by student, 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, 2005.*

## EMERGENCY PREPAREDNESS

Colby College has a detailed all-hazards Campus Emergency Response Plan (CERP) in place to manage the anticipated issues associated with a declared disaster on campus, defined as an event that has 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 disease epidemic. This planning conforms with 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.

A copy of the Colby College Campus Emergency Response Plan (CERP) is located at <http://www.colby.edu/safey/cerp>. The CERP is reviewed and updated regularly and drills are conducted annually.

### **How is the plan activated?**

The plan is activated upon a report of any event determined by the College Administration to be a disaster, rather than an isolated emergency. Once activated, key College personnel are notified of the event, and they or their designated alternates are convened as the **Campus Emergency Response Team (CERT)** to assess and coordinate the College's response to the disaster.

### **Who is involved in the College's response?**

The CERT membership includes senior representatives of the College Administration, Security, Safety, Physical Plant, Student Affairs, Campus Life, Academic Affairs, Human Resources, Information Technology Services, Dining Services, Health Services, and Communications. Off campus response would include; The Waterville Police Department, Waterville Fire and Rescue, Delta Ambulance, and Maine General Hospital Thayer Unit. In addition County, State and Federal law enforcement, environmental and emergency management agencies would be contacted as the situation demanded.

### **How will I know when a disaster has been declared, and what to do?**

The College community and any potentially affected populations will be notified by email, voicemail, by automated messages via the emergency notification system and/or by public address and the emergency siren/PA system, and by local media, that an event has occurred and what actions should be taken. Follow up information will be provided in a similar fashion through the Office of Communications. In any event, the directions of the On-Scene Commander (typically the senior Fire or Police officer present) are to be followed immediately.

### **What can I do to prepare for a disaster?**

Be aware of the physical conditions of your surroundings, such as knowing where the fire exits and pull stations are located. Have a contingency plan to address personal concerns, such as necessary medications and emergency contact numbers, in the event of an evacuation or isolation. Above all, remain calm and follow the instructions of the College Administration and the emergency responders.

### **Evacuation Procedures**

In the event that it becomes necessary to evacuate specific buildings to mitigate a life-threatening emergency, campus security authorities will coordinate their efforts with emergency responders as follows.

- At the direction of campus security authorities or the responding On- Scene Commander (OSC), 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 elevators. Follow all instructions given by 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 personnel to address any injuries or 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 the expressed permission of the OSC.