Colby College
Department of Security

2013
Annual Safety, Security and Fire Safety Report
## IMPORTANT NUMBERS

### EMERGENCY NUMBERS:

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>COLBY</td>
<td>5911</td>
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<tr>
<td>POLICE</td>
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<td>FIRE DEPARTMENT</td>
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### FREQUENTLY USED NUMBERS:

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<tr>
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<td>DEAN OF STUDENTS</td>
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<td>CAMPUS LIFE</td>
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<tr>
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<td>SPA</td>
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<tr>
<td>PULVER INFORMATION DESK</td>
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### FREQUENTLY USED OFF CAMPUS NUMBERS:

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<tr>
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<tr>
<td>PIZZA HUT</td>
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<tr>
<td>WATERVILLE HOUSE OF PIZZA</td>
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<tr>
<td>PAPA JOHN'S</td>
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<td>BIG GS</td>
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<tr>
<td>CANCUN MEXICAN RESTAURANT</td>
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<td>JORGENSEN’S</td>
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<tr>
<td>PAD THAI</td>
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<tr>
<td>SILVER STREET TAVERN</td>
<td>680-2163</td>
</tr>
<tr>
<td>TRAVEL</td>
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<tr>
<td>CONCORD TRAILWAYS</td>
<td>1-800-639-3317</td>
</tr>
<tr>
<td>GREYHOUND BUS STATION</td>
<td>680-2540</td>
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<tr>
<td>EXCALIBUR LIMOUSINE SERVICE</td>
<td>1-800-317-8256</td>
</tr>
<tr>
<td>NORTHEAST CHARTER &amp; TOUR</td>
<td>1-888-593-6328</td>
</tr>
<tr>
<td>ENTERPRISE CAR RENTAL</td>
<td>877-6601</td>
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<tr>
<td>PORTLAND JETPORT</td>
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<td>ENTERTAINMENT</td>
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<td>FLAGSHIP CINEMA</td>
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<td>HEALTH AND BEAUTY</td>
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<td>RITE AID</td>
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<td>CVS</td>
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<td>HANNAFORD KMD/MAIN STREET</td>
<td>873-0788/877-0788</td>
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<td>APOLLO DAY SPA</td>
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</tr>
<tr>
<td>PEOPLE’S SALON AND SPA</td>
<td>873-5939</td>
</tr>
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</table>
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Department of Security

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Director

Jeffrey Coombs  
Associate Director

Michael Benecke  
Assistant Director  
Museum Security

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Colby College  
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Waterville, Maine 04901

EMERGENCY: (207) 859-5911  
Non-Emergency: (207) 859-5530  
http://www.colby.edu/college/security
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 you 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 the booklet you can substantially reduce the possibility of becoming a victim. Again, welcome to Colby and good luck.

Pete S. Chenevert
Director of Security
Department of Security: Educators and Protectors

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.

The Department of Security is dedicated to providing the highest quality of safety and security services to the college community in support of the College’s academic mission.

Every encounter between a Colby community member and a Colby Security Officer is an educational opportunity. We strive to make all encounters positive, but confrontations are inevitable. By explaining the nature of campus policies and referring infractions to the Dean of Students Office for follow-up discussions, Campus Security Officers attempt to limit confrontations.

Campus Security Officers derive their authority from the Colby Administration. Our personnel are officials of the College with specific responsibilities for safety, security and traffic control enforcement. Colby College Security Officers have the authority to ask persons for identification to determine whether individuals have lawful business at Colby College. Security officers have the authority to issue parking tickets which are billed to financial accounts of students, faculty and staff. Colby Security officers do not have arrest powers. Criminal incidents are referred to the Waterville Police who have jurisdiction on campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to Colby Security and the Waterville Police. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. To report a crime call Colby Security at 207-859-5530, if an emergency call 207-859-5911 or 911. Officers complete Enhanced Security Officer Training Courses on campus as well as the New England College and University Security Officers Training Academy and certified training through the state of Maine and the Maine Campus Security Online Training and Justice Planning and Management Associates (JPMA).

The Department takes pride in its strong working relationship with the City of Waterville Police Department, as well as state and federal law enforcement agencies. We communicate directly with each other and cooperate in many investigations.

CONTACTING COLBY SECURITY

EMERGENCY: (207) 859-5911
Non-Emergency: (207) 859-5530

The Department of Security is located in Roberts Union on the north end of Campus and is open 24 hours a day, 7 days a week, 365 days a year.

This handbook is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery"). It outlines the Department’s services and resources that are available to everyone on Campus. Colby College’s crime statistics are made available electronically on the Campus Security webpage and in written form upon request.
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 Certification
- State Laws
- State Liquor Laws
- College Policies and Regulations
- Patrolling Techniques
- Civil Rights and Civil Rights Officer Certification
- Alcohol and Drug Awareness and Effects
- Clery and Title IX
- Hazardous Materials and Blood Borne Pathogens

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
- Legal Issues
- Management of Aggressive Behavior (classroom and practical training)
- Sexual Assault
- Ethics and Professionalism
- Community Relations and Student Leaders
- Fire Safety
- Alcohol Awareness
- Crime Prevention
- Officer Safety and Patrol Procedures
- Sexual Harassment
- Hate Crimes
- Interviews and Report Writing
- Preliminary Investigations
- Drug Identification and Effects
- 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.
Campus Security Authorities

Campus officials that have a significant responsibility for student and campus activities are considered to be Campus Security Authorities as defined by the Clery Act. A report of a Clery-reportable crime to any Campus Security Authority will be included in the College’s campus crime statistics. The following list denotes the Campus Security Authorities for Colby College:

- Dean of Students Office
- Campus Life Office
- Community Advisors
- Advisors to Students and Student Organizations
- Athletic Director and Team Coaches
- Department of Security

Clery Policy Statement Addressing Counselors

Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary (not confidential) basis for inclusion into the annual crime statistics. Counselors are defined as:

- Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor.

- Professional Counselor is an employee of an institution whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Security Awareness Programs Education and Outreach

The Department of Security promotes personal safety and responsibility and proactively deters crime on campus through the following campus outreach programs.

Rape Aggression Defense

This nationally-recognized basic self-defense class for women is offered through the Department of Security in collaboration with the Waterville Police Department. Participants learn physical techniques for defending themselves against aggressors and participate in the culminating simulation experience where they can apply and hone their skills. This twelve-hour course is typically offered once or twice per year. While enrollment preference is given to students, all Colby women are able to participate in this program free of charge.
Basic Self-Defense

This class is offered to both men and women, and participants learn some of the same physical techniques as RAD for defending themselves against aggressors. Various skills are practiced and the course varies in length from a one hour introductory session to a twelve hour Jan-Plan course.

Security Talks and Residence Hall Visits

During the academic year Colby Security offers several security awareness programs to the campus community. The common theme throughout these programs is to encourage students and employees to be responsible for their own safety and security as well as the safety and security of others.

Crime Prevention and Fire Safety

These programs are typically offered at the beginning of the fall semester, but are available for presentation to any community member throughout the school year.

Colby Security officers are available to assist CAs with residence hall programming about personal safety issues and fire hazards. These programs are also offered in non-residential settings and are available to any member of the Colby Community. In addition to offering programs; the Department of Security takes an active role in assisting with the fire safety and inspection programs mandated by the State of Maine and local fire officials. These mandates include performing fire drills, performing fire inspections of all college owned facilities, and actively monitoring conditions to prevent any potentially dangerous conditions that could lead to a fire.

The State of Maine requires that two fire drills be performed, in every college owned building that is used as a residence hall, during the course of the school year. This is divided so that one drill is performed in the fall semester and one drill is performed in the spring semester. The drills are designed to give the building’s occupants a sense of familiarity with procedures in the event of a real fire or emergency.

Academic and Administrative buildings have one fire drill, per year, performed to assist the occupants with gaining familiarity with emergency procedures.

Reporting Emergencies, Crimes and Policy Violations (x5530 non-emergency, x5911 emergency)

Despite Colby Security's best efforts, crimes and College policy violations do occur on campus. Colby is required by the Clery Act to report campus crime statistics. The Clery crime statistics report does not disclose the names or other identifying information of the victim or the accused. Colby takes its obligations under the Clery Act seriously, and encourages all community members promptly to report all crimes, emergencies, policy violations, and any suspicious behavior that they witness. In addition to compiling Clery Act crime statistics, Campus Security will investigate all reports and activate the appropriate College judicial procedures. A dispatcher is always on duty to answer calls from concerned members of the Colby Community. Security is ready to respond to all situations on campus and will coordinate with local agencies to ensure that the proper resources are available. Security incident reports are forwarded to the Dean of Students Office for review and potential disciplinary action. Additional information obtained through investigation is also forwarded to the Dean of Students for possible disciplinary action. If assistance is required from the local police department or the local fire department Security will contact the appropriate authority. In the event sexual misconduct is reported staff on the scene, including Security, will offer the victim a wide variety of services as provided in the Colby Sexual Misconduct Policy. All emergencies should be reported to the Department of Security; persons who dial 5911 on a campus phone will be connected to the Department of Security.
All members of the campus community are strongly encouraged to promptly and accurately report any suspicious behavior or activity, crime, acts of violence against themselves or another or any circumstances that require attention. To report a crime call Colby Security at 207-859-5530, if an emergency call 207-859-5911 or 911. You may also report crimes to:

- Dean of Students Office (859-5530)
- Campus Life Office (859-4280)

In addition to compiling crime statistics, Colby will issue a timely warning notice, as required by the Clery Act, if there is a serious or continuing threat to the health or safety of Colby students and/or employees. Members of the Colby Community should report crimes to any member of the Security Department, any Dean within the Dean of Students Office, or any Campus Security Authority (CSA). Security cannot guarantee the confidentiality of any reporting party and therefore does not have any procedures for voluntary, confidential reporting of crimes for inclusion in the annual disclosure of crime statistics.

### Blue Light Emergency Phones

Several call box telephones are installed across campus and are indicated with signage and/or blue lights. These phones are directly connected to the Colby Security Dispatcher and are intended for emergency use only. Community members are strongly encouraged to utilize these emergency phones anytime they feel uncomfortable or in a situation that requires immediate assistance from the Department of Security. There are several blue light emergency phones located throughout the campus.

### 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 Student Financial Services Office in the Garrison Foster Health Center Building and is staffed Monday through Friday from 8:30 a.m. to 4:30 p.m.

#### ESCORTS

Campus Security will escort any student from one campus location to another if they contact the office and report feeling unsafe between the hours of dusk and dawn. These escorts may be given in a Colby Security vehicle or on foot, by security officers or student employees. Security will provide vehicular escorts between campus locations to physically disabled students who need assistance in moving about the campus. Medical escorts are given at all times of day.

#### 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 a 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.

LOCKOUTS

Students are strongly encouraged to lock their rooms at all times. If a student is accidentally locked out of their room during business hours a spare can be picked up at Campus Life in Cotter Union. Campus Security personnel will grant them admittance after checking their official room assignment and photo identification. Students who lose their room keys should report the loss to the Office of Campus Life (x4280) so that their locks can be changed.

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 check out engravers from the Security Office to use to mark their valuables.

An identification list is also 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 helps to centralize and record all items found or reported missing on campus.

Lost: Property that is lost should be reported to Security and the Pulver Information Desk in Cotter Union. The report will be cross-checked with property being held at the Help Desk. 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 Security or the Help Desk. It is important that Security be notified if the property is found by someone outside of the department.

Found: Property that is found should be turned in to the Pulver Information Desk in Cotter Union, 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.

DELIVERIES

Off-campus delivery services are not permitted to enter any College buildings. All deliveries must be received at the Student Mailroom in Cotter Union, the Eustis Mailroom, or Colby Security.
Available Resources

Many Colby offices and local agencies are available to assist members of the community in emergency and crisis situations.

Dean on Call (dispatched through Security (X5530 EMERGENCY 5911))

A designated staff member from the Dean of Students Office will be informed of all serious situations that occur on campus and will respond, when necessary, to emergency situations.

Colby Emergency Response (CER dispatched through Security (X5530 EMERGENCY 5911))

A squad of certified student Emergency Medical Technicians responds to all on-campus medical emergencies. This service is overseen by the Department of Health Services and maintains a strong working relationship with area EMS agencies such as Waterville Fire and Rescue and Delta Ambulance.

Counselor on Call (dispatched through Security (X5530 EMERGENCY 5911))

A professional counselor from Colby’s Department of Counseling Services is always available for emergency consultations. Non-emergency counseling is available to all students by contacting the Counseling Center (x4460) during business hours. Conversations with Colby’s counselors are free of charge and confidential. During non-business hours a counselor can be contacted confidentially by first contacting the Department of Security Dispatcher. The dispatcher will arrange for the counselor on call to contact the individual directly. All information will remain strictly confidential.

Waterville Police Department (680-4700 non-emergency)

Informational questions about local laws or reports of crimes can be directed to the City of Waterville Police Department (WPD) by telephone. WPD will not respond to a campus call without informing the Department of Campus Security. Security officers may request additional support from WPD. As the local police authority, WPD is the contact agency for questions relating to Maine’s local sex offender registry. Community members may also access the State of Maine Sex Offender Registry at the following web address: http://sor.informe.org/cgi-bin/sor/index.pl The Colby College Department of Security maintains a close working relationship with the Waterville Police Department, the Maine State Police, and the Kennebec County Sheriff’s Office. Meetings are held between the leaders of these agencies on both a formal and informal basis. The Officers of Colby Security and WPD communicate regularly on the scene of incidents that occur in and around the campus. Colby College Security works closely with these agencies when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information. There is a written memorandum of understanding between Colby College and the Waterville Police and Fire Departments.

<table>
<thead>
<tr>
<th>EMERGENCY COMMUNICATIONS On-Campus Emergency Contact Information</th>
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<tr>
<td>Campus Security (all emergency types)</td>
<td>X5911</td>
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<tr>
<td>Campus Security (non-emergencies)</td>
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<td>General Information</td>
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<td>Colby College Emergency Medical Services</td>
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<td>Student Health Center</td>
<td>X4460</td>
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<tr>
<td>Physical Plant/Maintenance Emergencies</td>
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*Note—dialing 911 from on-campus phones directs you to the 5911 ext.*
Colby Security maintains a daily crime log, which is available to the public. The crime log is maintained at the Security Office and is available during normal business hours. The Crime Log lists crimes on campus, dates and times, locations, dispositions, and notes.

Colby College routinely operates in a manner which avoids emergencies. However, the College is not immune to critical incidents, and strives to plan and prepare for them through written plans and protocols, training, effective communication strategies, and regular meetings of the Colby Emergency Response Team (CERT). The CERT members are:

- Administrative Vice President and Chief Financial Officer
- Vice President of Student Affairs and Dean of Students
- Director of Security
- Vice President of Communications
- Director Physical Plant
- Director of Information Technology
- Director of Human Resources
- Senior Associate Dean of Students
- Associate Dean of Students
- Director of the Health Center
- Director of Safety
- Associate Director of Security
- Assistant Director of Security

In the event of a serious incident which poses an immediate threat to members of the Colby College community, the College has various systems in place for communicating information quickly to those individuals. The campus emergency alert system is composed of a siren based warning system in conjunction with a reverse 911-type system, Blackboard Connect. The sirens issue a warning to provide notice to the community of a pending emergency. Upon confirmation by the Department of Security or a member of CERT, of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees occurring on campus an immediate notification will be sent using some or all of these methods of communication. These methods of communications may include activating Blackboard Connect, an emergency notification system utilizing email, text messaging and telephone voice messaging. Phone numbers and email addresses of parents or other persons identified by students or employees in official College registrar or employee records as emergency contact persons will be included in the Blackboard Connect system and they may receive emergency messages as well. Members of the larger community, such as campus neighbors, may tune into local media or check the Colby College website for updates and information about emergencies on campus.

Serious threats of this nature may involve weather, health, or personal safety situations. Based on the nature of the emergency the responsibility for assessing the severity of the threat begins with CERT. Upon a determination by the Colby Emergency Response Team, that a significant threat exists, a member(s) of CERT will promptly make a decision regarding emergency notification and determine the appropriate segment(s) to receive the message if the emergency is isolated to a particular section of campus. Staff from the Office of Communications will generally have the responsibility for preparing and disseminating emergency messages and updates.
In the event of confirmation of a threat involving imminent risk to personal safety any member of CERT may develop a message and activate Blackboard Connect immediately, prior to notifying the entire Colby Emergency Response Team.

Many factors are considered when assessing a situation to determine whether to activate one or more of the emergency communications systems and if so, the content of the message and whether to send the emergency message to all or some of the campus community. Among the factors to be considered is the nature and anticipated duration of the emergency situation and whether the emergency applies to a particular building or segment of the population or to the entire campus. The Colby Emergency Response Team will make a decision without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. CERT will provide regular updates to the Colby community as they become available through the Blackboard Connect system. The Colby Emergency Response Team plans, publicizes and conducts a test of the emergency response and notification system at least annually and maintains a record documenting each test, including a description of the exercise, the date, time and whether it was announced or unannounced.

### Timely Warnings

In the event of an incident which poses a serious or ongoing threat to members of the Colby College Community, the College has various systems in place for communicating information quickly to those individuals. Timely warnings may be issued for any of the Clery Act crime classifications, including in particular: criminal homicide, arson, aggravated assault, robbery, sex offenses and hate crimes. Blackboard Connect is an emergency notification system utilizing email, text messaging and telephone voice messaging for immediate notification. Any individual member of the Colby Emergency Response Team may develop the content and issue a timely warning to the Colby College Community. Phone numbers and email addresses of parents or other persons identified by students or employees in official College registrar or employee records as emergency contact persons will be included in the Blackboard Connect system and they may receive emergency messages as well. Safety Advisories may be posted in all buildings on campus in addition to the electronic notifications.

### Evacuation Procedures

**Evacuate the building via designated emergency egress routes. Do not use elevators!**

**Initial Assembly Areas**

- All routinely occupied College facilities have an initial assembly area, which is a location selected by the Department of Security where occupants should gather immediately following an evacuation signal (fire alarm) to await further instructions. Please contact the Security Office or your CA if you have not been advised of your building’s initial assembly area.

**Assembly Areas**

- If it becomes necessary College Officials will designate a secure location for assembly and head counting in the event of actual emergencies that necessitate building evacuations. Should such an incident occur individuals should proceed from their initial assembly area to the designated assembly area until either the emergency is terminated or further direction is provided. See the last section of this document for your building’s primary initial assembly areas.
Lockdown/Shelter-In-Place Procedures

In some emergency situations, evacuating the building/facility is not desired, and lockdown/shelter-in-place procedures are the best courses of action. A lockdown would typically be called for when some criminal element is threatening the campus, such as an active shooter, hostile intruder, or fugitive from justice. Shelter-in-place procedures would typically be called when some environmental element is threatening the campus, such as an airborne chemical plume or weather related event (like a tornado or ice storm). Despite these technical differences, the actions that personnel should take essentially remain the same. Once a lockdown or shelter-in-place command has been ordered, take the following actions:

- Stay inside the building you are in, even if you do not normally work or reside in that building.
- If you are at an outdoor location, proceed to the nearest building or other source of shelter.
- Close and lock exterior and interior doors to the greatest extent possible to maximize security. Also, close windows, blinds and drapes, and stay away from any objects that could fall or otherwise become projectiles.
- Terminate any on-going teaching activities (instruction, lab experiments, studio work, etc.), and turn off all local ventilation, fans, fume hoods, window air conditioners, etc.
- Be prepared to go to more secure locations, as directed by College Officials, and do not leave the building or secured area until and unless told to do so.

Security of and Access to Campus Facilities

Access to campus administrative and academic buildings and grounds is available during normal business hours to students, faculty members, staff members, and guests. With the exception of the residence halls, which are locked at all times, most campus facilities are normally open when classes are in session, or by special request coordinated with the Department of Security. When class is not in session and when the campus is officially closed, all buildings are secured and only faculty, staff and students with proper authorization are allowed access. The general public may attend cultural and recreational events on Campus, however access is limited to the facility in which the event is being held. Officers conduct routine security patrols of residence halls, academic and administrative buildings to monitor activity.

Authorization for use of the campus grounds for assembly purposes must be obtained in advance from the Scheduling Office and/or the Office of Campus Life or the Office of Summer Programs/Conference Services.

Residence Halls are locked at all times and access is restricted to building residents and their authorized guests. Community Advisors routinely monitor safety and security concerns inside residence halls and, if necessary, report security concerns to Campus Security.

Colby Security's Routine Responsibilities

Monitoring and Recording Off-Campus Crimes

Local law enforcement agencies regularly notify Colby Security of off-campus crimes that involve members of the Colby community, particularly those involving students engaged at off-campus locations to include off-campus housing. The Department’s role in off-campus investigations is limited, but information is often shared and cooperative work regularly takes place.
Colby College prohibits violations of local, state, and federal laws; the College may take disciplinary action, independent of civil authorities, for activities that take place off-campus when the interests of the College are adversely affected. In instances where crime reporting is necessary in Colby off campus locations those statistics will also be reported in compliance with the Clery Act.

### Building Check and Maintenance of Campus Facilities

Colby College is maintained in a manner that minimizes hazardous conditions. Prior to securing a building at night, Campus Security Officers will visually inspect its exterior, making note of any damage. Officers will also conduct an interior walk-through of all buildings in their entirety, ensuring that doors are secured, that fire safety equipment is present and in working order, and that there are no apparent safety, fire, or health hazards. This walk through includes mechanical rooms and a basic check of the building’s heating and electrical systems.

All hazards and physical problems are referred to the Department of Physical Plant for action during the next business day. Physical Plant personnel may be called in after hours to address serious situations.

### Parking and Traffic Enforcement

The Department of Security is responsible for regulating all vehicular traffic and parking on campus. Detailed information about the Department’s current policies is available from the Security office or electronically on the website. All vehicles, including those belonging to temporary visitors, must be registered with the Department of Security.

### MISSING PERSON POLICY

Persons reporting missing students may make their first contact with the Department of Security, the Office of Campus Life, or the Office of the Dean of Students. Reports may come from parents, fellow students, professors, Community Advisors, or others. Regardless of the source or the office contacted first, the Department of Security will be immediately notified of all missing-student reports.

Upon receiving such notification, the dispatcher, with direction from the Director or Associate Director, will report via phone to the Waterville Police Department that a student has been reported missing. Initially, however, the Department of Security will be fully responsible for the investigation.

If the student resides in an on-campus student housing facility and is determined missing, the following steps will be taken immediately:

- If the student has designated a missing person contact, notifying that contact person within 24 hours.
- If the student is under 18 years of age and is not emancipated, notifying the student’s custodial parent or guardian and any other designated contact person within 24 hours.
- Regardless of whether the student has identified a contact person, is above the age of 18, or is emancipated minor, informing the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Department of Security personnel will interview any members of the Colby Community who might have information about the missing student’s whereabouts.
Interviews may include, but will not be limited to, Community Advisors, faculty and staff members, roommates, friends, and family members. Particular attention will be given to possible locations of the missing student and his/her most recent mental state and/or personal problems. The Department of Security has the right to enter student rooms in search of missing persons.

Security personnel will contact the Student Financial Services Office to determine the last Campus Card transaction completed by the student in question and request to be alerted if any further transactions are attempted. All access information will be gathered on the missing person to see what areas of the campus were accessed last.

All missing student reports must be relayed promptly to both the Director of Security and the Dean-On-Call. Periodic updates should be given to both the Director and the Dean. The Director will determine which other College officials need to be notified. The local police authorities will be regularly updated on the progress of the investigation and will become involved at their discretion. If it is determined by the local police or the Director of Security that the entire College Community is at risk, the Department of Security will be responsible for communicating that danger to the campus via any medium that the Director shall deem appropriate.

After the situation is resolved, the Director will prepare a detailed briefing and report to be provided to both the municipal authorities and the Dean of Students.

### Drug and Alcohol Policies

Colby College has several regulations pertaining to the possession, use, and distribution of intoxicating beverages and illegal drugs; these policies are fully outlined in the Student and Employee Handbooks. All students and employees should carefully review these policies as the disciplinary penalties for violating them can be severe.

#### I. Introduction

The Colby College alcohol policy and related educational programs are designed to promote responsible decision-making concerning the use of alcohol in this community. The College expects all members of the community to be respectful of the rights of others in order to contribute to an environment conducive to education and personal growth. Intoxication is never justification for behavior that violates the standards of conduct and expectations of the College.

This policy reflects local and state laws governing the possession, sale, use and distribution of alcohol, recognizing the rights of individuals who are 21 years of age or older to consume alcohol in a legal manner. Colby Security enforces all State of Maine underage drinking laws. The College expects community members to abide by the laws of the State of Maine and the policies of the College. Any member of the community, including Community Advisors and Colby Security personnel, may confront students or employees whose behavior is in violation of these policies. Sanctions, ranging from a warning to separation from the College, may be imposed upon students and employees who violate this policy, or other policies of the College.

#### II. Summary of Maine State Laws Governing Alcohol
The following is a partial list of pertinent Maine laws and how College regulations apply:

- Persons must be at least 21 years old to purchase, possess, or consume alcoholic beverages legally in the State of Maine.
- Persons must not present false identification, either written or oral, in order to obtain alcoholic beverages.
- Persons of legal drinking age must not provide alcoholic beverages to underage individuals.
- Unlicensed sale of alcohol in any form is illegal and expressly forbidden.
- The consumption of alcoholic beverages is permitted out of doors only with special permission arranged through the Campus Life Office and the Department of Security.
- Persons or organizations that serve alcoholic beverages may be responsible for the damages, both to person and property, of those served.
- Maine law makes it a crime for any person to knowingly give liquor to a minor or a visibly intoxicated person or to allow any minor under that person’s control or in any place under that person’s control to consume liquor.
- No minor shall transport alcohol in a motor vehicle.
- Maine law prohibits drinking while operating a motor vehicle.
- It is unlawful to operate a motor vehicle under the influence of alcohol, meaning a blood alcohol content of .08 or higher. It is unlawful for a minor (under 21) to operate a motor vehicle with alcohol in one’s system. Maine has a zero tolerance law for persons under the age of 21.
- The Maine Liquor Liability Act serves to prevent alcohol related injuries, deaths, and other damages among Maine’s population. This law makes one liable civilly for the negligent or reckless service of alcohol to a minor or to a person who is visibly intoxicated.

State Drug Offenses

Maine and federal law prohibit the unauthorized possession, furnishing (distributing or giving away), and trafficking (selling) of scheduled drugs. Scheduled drugs include, but not limited to cocaine, marijuana, lysergic acid diethylamide (LSD), heroin, and steroids. Possession is merely exercising or maintaining control over an item. Possession of drugs can include merely allowing drugs to be kept in your room, car, or locker even though the drugs are owned by someone else. Students who are convicted of drug possession or sale may lose eligibility for federal financial aid.

NESCAC Presidents’ Statement on Abusive Drinking and Hazing

In addition to being partners in athletic competition, the 11 colleges and universities comprising the New England Small College Athletic Conference (NESCAC) are united in efforts to provide safe environments in which students mature intellectually and socially. Recognizing that social life plays a role in the college experience, each campus has increased its efforts to encourage students to make responsible choices. Each school takes a strong stand against substance abuse, including alcohol. While the vast majority of students at NESCAC institutions who choose to drink alcohol do so responsibly, each school has disciplinary and educational programs in place for students who misuse alcohol and other substances. All of the conference schools expressly prohibit hazing.

NESCAC member institutions: Amherst College, Bates College, Bowdoin College, Colby College, Connecticut College, Hamilton College, Middlebury College, Trinity College, Tufts University, Wesleyan University, Williams College.
College Rules Regarding Alcohol and Drugs

Alcohol

The use, possession, and sale of alcohol on campus and at College functions must comply with state and local laws and ordinances and Colby’s Alcohol Policy. Violations of the laws and policies will result in disciplinary action up to and including suspension or expulsion and referral for prosecution.

Illegal Drugs

The possession, use, manufacture, cultivation, sale, or distribution of controlled substances including, but not limited to, marijuana, synthetic cannabis (e.g. Spice, K2, etc.), narcotics, GHB, LSD, psychedelic mushrooms, drug paraphernalia, or prescription drugs such as anabolic steroids, Rohypnol, amphetamines, "study drugs" or psycho stimulants (such as, but not limited to Adderall, Ritalin, Concerta, Modafinil, Nootropil), tranquilizers for which a student does not have a legitimate prescription is strictly prohibited by both College policy and state and federal law. Students found in violation of this policy may be subject to suspension or expulsion and also prosecution by local, state, or federal authorities.

Alcohol Service on Campus

There may be no service of alcohol on campus, at the Blue Light Pub, or elsewhere, during new student orientation without the permission of the Dean of Students. Alcohol is prohibited at any social event designated primarily for first year students and/or sophomores. Guidelines for the service of alcohol at each facility are the responsibility of the facility supervisor or his or her designee. Policies established by the facility supervisors are to treat all constituent groups of the Colby Community equally. Alcoholic beverages are not permitted in academic buildings without prior consent of the Dean of Faculty.

Drinking and Driving

Maine has very strict operating under the influence laws. Maine law prohibits the consumption of alcohol while behind the wheel of a motor vehicle. Additionally, Maine law prohibits the consumption of alcohol by the driver and any passengers under age in a motor vehicle. In the state of Maine, a blood alcohol level of .08 percent constitutes being “under the influence.” Although .08 is the number for “operating under the influence,” convictions and fines for operating under the influence have been levied for blood alcohol levels at .05. A slower reaction time, slurred speech, impaired vision, and other signs of intoxication will appear in most individuals significantly before the blood alcohol level reaches .08. In Maine, being found guilty of driving while under the influence for a first time offender (21 years of age or older) is a class D crime which carries a fine of at least $400, loss of license for 90 days, a licensing reinstatement fee, and an alcohol evaluation and/or treatment as minimum penalties. A minor found to be operating a motor vehicle with any amount of alcohol in his or her system (or who refuses to submit to the blood or breath test) will lose his or her driver’s license for one year, and, if convicted of OUI, will receive a fine and possible time in jail. Students or guests found operating under the influence at Colby will be reported to local authorities and are subject to Colby sanctions as well. Any person who is intoxicated can be prevented from driving a motor vehicle by Colby Security Officers.

Security Officers will do everything possible, short of physical constraint, to prevent an intoxicated person from driving. If all fails and the person is determined to drive, local authorities will be notified so an arrest can be made. Any student found guilty of operating a vehicle under the influence will normally be suspended and required by the Dean of Students to complete an alcohol education program or receive other appropriate counseling.
Drinking Games

Students who choose to drink alcohol are expected to do so in a safe, responsible, and legal manner. In Maine, as in all states, the drinking age is 21. Underage drinking or providing alcohol to an underage person is illegal in Maine. The irresponsible use of alcohol that leads to disruptive, abusive, or destructive behavior while intoxicated is prohibited; those who engage in such behavior will face severe sanctions including possible suspension. Intoxication will not be accepted as a defense or an excuse for disorderly conduct. In 1996 the Trustee Commission on Alcohol stated that because drinking games tend to encourage excessive drinking and/or drunkenness, tend to foreclose all other social interaction, and pressure players to drink over their limits, these activities are considered forms of irresponsible drinking. All participants in a drinking game will be held accountable for the actions of any individual player who engages in misconduct and/or injures himself or herself or others during or after such an event. Participants who have contributed to the intoxication of another will be held accountable and could face severe sanctions. Drinking games are banned in public areas and at registered events. Active encouragement of underage drinking and active encouragement of intoxicated individuals to consume substantial amounts of alcohol, a common element in many drinking games, is against Colby policy and could be considered evidence of “Reckless Service of Liquor” under the Maine Liquor Liability Act. This could make the sponsor of a drinking game and the host of the party liable under Maine law for up to $250,000 in damages, plus medical expenses, and jail time should one of the participants in the game cause damage or injury to a third party, even after leaving the game, or sustain injuries to himself or herself.

Hard Alcohol

Private possession and consumption of hard alcohol on campus is prohibited. Hard alcohol can be consumed in the Blue Light Pub by those of legal drinking age.

Kegs

Kegs are permitted only with appropriately completed event forms in designated lounge spaces or other approved locations. Kegs are not permitted in any other residence hall space, such as individual rooms, quads, suites, hallways, laundry rooms, or roofs. Kegs are not allowed outdoors without permission of the Office of Campus Life, the Director of Security, and the Director of PPD. At the official end of social functions with alcohol, any keg(s) remaining either full or partially full must be moved and stored in the Security Office in Roberts Union. To register a party with or without alcohol, please inquire at the Office of Campus Life. Kegs and taps that have been confiscated by Security will not be returned to the person(s) who obtained the keg for the social event.

Open Container Rule

Outdoors: Any student carrying an alcoholic beverage out of doors on Colby property is subject to a disciplinary sanction. Indoors: Students may be sanctioned for taking alcohol into or out of a registered function or social gathering or for possessing alcohol not provided by the hosts. Alcohol consumption is not allowed in entryways, hallways, bathrooms, elevators, laundry rooms, bike rooms, trunk rooms, custodial closets, clubrooms, or other space outside of assigned rooms.

Party Host Training

Students must have completed a Colby Party Host Training Session before hosting an event. For more information, contact the Office of Campus Life. Faculty and staff are not able to serve as party hosts for student functions on campus where alcohol is available. For more information on scheduling events, see Event Regulations and Procedures.
III Party Policies

General Information:
- Parties with alcohol may only take place in designated first floor lounges.
- Each hall has a substance free lounge.
- Parties with alcohol can only be held one night of the weekend per hall.
- Parties are not allowed in individual rooms or suites, but small, social gatherings are allowed.
- Kegs are not allowed in individual rooms or suites. A completed scheduling form is considered a contract, any breach of which is regarded as a violation of alcohol policy.
- Public advertising of the event must not include the mention of alcohol.
- The number of guests must be restricted to the legal fire capacity.
- Appropriate signs outlining alcohol policy must be placed at the event.
- Alternate beverages and food must be provided in sufficient quantity.
- Drinking games are banned in public areas.
- Parties that feature different drinks in various locales and revolve around the concept of a progressive party or “Around the World” are not permitted.
- Mobile parties are not permitted.
- Alcohol cannot be given as a prize for contests, games, scavenger hunts, or other such activities.
- Student hosts are responsible for the immediate cleanup of the party area following the event and any damages. Sponsors will be billed for any extra cleanup and may pay a fine equal to 25 percent of the cost of that cleanup.

Individual Rooms:
- Because individual rooms and suites are not spacious enough to accommodate large social events with alcohol, kegs are not permitted in rooms or suites.
- Small private gatherings not to exceed 12 guests in a single, double, or triple or 18 guests in a quad, five person, or six person, may occur in individual residence hall rooms.
- Care should be taken to ensure that the fire capacity of the space is not exceeded and that noise does not bother other residents. Additionally, the gathering cannot extend beyond the individual room, suite, or apartment.

Locations:
- Upper floors are party free areas so that study and sleep will not be impeded.
- Parties can be held in designated first floor or basement lounges.
- The consumption of alcohol is forbidden at campus athletic events.
- Substance free halls are designated each year by the Office of Campus Life.

Timing:
- Parties may only occur on Friday nights after 5 p.m. and Saturdays after noon.
- No residence hall can have more than one social event where alcohol is served on any single weekend.
- Social events in hall lounges involving alcohol must be scheduled in advance with Campus Life.

Protocol for Alcohol Related Incidents

If Security or CER determines that medical care is needed, and if the student should refuse treatment, then the Dean on Call will be notified.
- For those cases that involve vandalism and alcohol, the Dean’s Office will be notified.
- For students transported to the emergency room, the Dean on Call will be notified.
- Intoxication will not be accepted as a defense or an excuse for disorderly conduct.

The College reserves the right to alert parents or guardians of alcohol intoxication cases. In an effort to create an atmosphere that ensures that students will receive needed medical assistance for alcohol related matters, the following protocol has been adopted:
Colby Emergency Response (CER) and Security will assess the situation and determine the level of care needed. For serious matters, the student will be transported to the emergency room at Maine General Medical Center by Security, Waterville Rescue, or Delta Ambulance.

IV. Alcohol and Drug Abuse Education Programs

Colby has developed programs to prevent the abuse of drugs and the abuse of alcohol by students and employees. The program provides services related to drug and alcohol use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. Colby’s sources for drug and alcohol abuse education programs are as follows:

Katie Sawyer (859-4460; katie.sawyer@colby.edu) is Colby’s Coordinator of Alcohol and Drug Programs. Students with questions or concerns about alcohol or drug use are encouraged to contact her. However, many services are the responsibility of other areas of the institution.

College Health and Counseling Services (859-4460)
Employee Assistance Program (1-800-554-6931)
College Disciplinary Actions: Dean of Students Office (859-4250)

Alcohol Policy/Sanctions

The use, possession, and sale of alcohol on campus and at College functions must comply with state and local laws and ordinances and Colby’s Alcohol Policy. Students who violate laws and policies regarding alcohol are subject to disciplinary action up to and including suspension and expulsion and referral for prosecution. Students who are 21 years of age or older are permitted to possess and consume beer and wine on campus in residence halls and as part of approved events (see “Party Registration” for details). The provision and use of hard alcohol on campus is limited to the Pub and licensed catered events. Individual students and student groups are prohibited from privately possessing, serving, and using hard alcohol on campus. Reckless provision of alcohol (i.e. provision of alcohol that leads to hospitalization for intoxication or alcohol related injury) on or off campus by Colby students is prohibited. In an effort to help students understand College policy and to discourage alcohol related violations the College Affairs Committee, Student Government Association, and Office of the Dean of Students developed the following Alcohol Policy Enforcement Charts (APECs) that list the most common violations of alcohol rules and the sanctions that accompany them:

BEER AND WINE UNDER 21/ 21+POSSESSION/ CONSUMPTION

1st Offense: Warning
2nd Offense: Warning or Term Probation*  
3rd Offense: Permanent Disciplinary Probation
4th Offense: Suspension

PROVIDING

Providing to Minors

1st Offense: Warning or Term Probation*  
2nd Offense: Term or Permanent Disciplinary Probation
3rd Offense: Suspension
Providing a Location for Minor to Consume

1st Offense: Warning
2nd Offense: Warning or Term Probation*
3rd Offense: Permanent Disciplinary Probation
4th Offense: Suspension

HARD ALCOHOL UNDER 21/ 21 + POSSESSION/CONSUMPTION

1st Offense: Permanent Hard Alcohol (HA) Disciplinary Probation**
2nd Offense: Suspension
3rd Offense: Indefinite Suspension

***see disciplinary consequences in the Student Handbook

1st Offense: Term or Permanent Hard Alcohol (HA) Disciplinary Probation**
2nd Offense: Permanent HA Disciplinary Probation or Suspension
3rd Offense: Indefinite Suspension.

Furnishing

1st Offense: under 21 Permanent HA Disciplinary Probation or Suspension
2nd Offense: Under 21 Suspension or Expulsion
1st Offense: 21+ Permanent HA Disciplinary Probation or Suspension
2nd Offense: 21+ Suspension or Expulsion

Note: The sanctions detailed in the APECs apply only to alcohol policy violations. Students who are found responsible for other violations of College policy concurrent to alcohol policy violations may be subject to additional sanctions. All disciplinary infractions are considered on a case by case basis and relevant mitigating or aggravating factors shall be considered in the determination of sanctions. *In addition to the disciplinary sanction of Warning or Disciplinary Probation, all students who are found responsible for a 2nd Offense “Beer and Wine” violation shall be required to meet with the College’s substance abuse educator. **“Hard Alcohol Probation” applies only to offenses involving hard alcohol. “Beer and Wine” violations by students on Hard Alcohol Probation shall be treated as 2nd, 3rd, or 4th Offense “Beer and Wine” violations as determined by the total number of alcohol violations by that individual student. In addition to the disciplinary sanction of Hard Alcohol Probation, all students who are found responsible for a 1st Offense Possession/Consumption Hard Alcohol violation shall be required to meet with the College’s substance abuse educator. ***Documented medical circumstances may be taken into consideration in determining disciplinary consequences for hard alcohol consumption.

Additional intervention and support programs are offered through the Office of Counseling Services, the Health Center and the Dean of Students Office, as well as the Employee Assistance Program and in the city of Waterville and surrounding communities. For further information, please refer to the Colby Drugs and Alcohol Policy or contact the Office of Counseling Services or for employees Human Resources.

| Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses |

Colby will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Colby will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.
Responding to Sexual Misconduct and Harassment

<table>
<thead>
<tr>
<th>Important Resource Phone Numbers</th>
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<tbody>
<tr>
<td><strong>EMERGENCY:</strong> 207-859-5911</td>
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<tr>
<td><strong>Campus Security Non-Emergency:</strong> 207-859-5530</td>
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<tr>
<td><strong>Counseling Center:</strong> 207-859-4460</td>
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<tr>
<td><strong>Rape Crisis Assistance and Prevention Helpline:</strong> 1-800-871-7741</td>
</tr>
<tr>
<td><strong>Dean/Counselor on Call, after hours:</strong> 207-859-5530</td>
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Harassment Policies and Procedures

Harassment, which can run the gamut from verbal abuse to physical assault, directly conflicts with a commitment to human dignity and will not be tolerated at Colby. A student who feels he or she is the victim of harassment, should talk with someone on his or her residence hall staff, in the Office of the Dean of Students, in the Health Center, or with one of the Chaplains. They will help the student take the steps necessary to correct the situation. Students found guilty of harassment are subject to immediate suspension or expulsion.

*It is important to note: The College is not a court of law and therefore uses a preponderance of the evidence standard for all judicial and disciplinary hearings.*

Official College policy on racial and sexual harassment and complaint procedures appears below. Cora Clukey (Eustis Building, first floor, 207-859-4733, cclukey@colby.edu) is Colby's equal employment officer. Ms. Clukey and Senior Associate Dean of Students Paul Johnston serve as Colby's Title IX coordinators. Dean Johnston can be reached at 207-859-4252, pejohnst@colby.edu or Eustis 210E.

**Harassment Policy and Complaint Procedures (updated Summer 2013)**

The right of free speech and the open exchange of ideas and views are essential, especially in a learning environment, and Colby College upholds these freedoms vigorously. The College is committed to assuring dignity for all and desires to be welcoming to every member of the campus community. In furtherance of that aim, Colby has developed this policy, which prohibits harassment.

Harassment is defined as unwelcome hostile or intimidating remarks, spoken or written (including, for example, email, text messages, postings on electronic message boards, voicemail messages), or physical gestures directed at a specific person based on that person's race, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, or disability. Sexual harassment is unwelcome conduct of a sexual nature, and includes sexual advances, requests for sexual favors, sexual violence and other verbal or physical conduct of a sexual nature when this conduct is unwelcome. When sexual harassment is sufficiently severe or pervasive that it denies or limits a student's ability to participate in or benefit from the Colby educational experience, or student employment at Colby, then the sexual harassment creates a hostile environment. A single instance of sexual harassment can constitute a hostile environment. Because harassment results in loss of self-esteem for the victim and in the deterioration of the quality of the classroom, campus life, athletic, social, or workplace environment, the College prohibits harassment, including sexual harassment.

Harassment by any student or by any employee of the College will not be tolerated. It also is a violation of this policy for any person accused of harassment to retaliate against any person who reports an incident of harassment. Students and employees should feel free to report such incidents without fear of reprisal.
Instances of harassment, including sexual harassment, should be reported to Senior Associate Dean of Students Paul E. Johnston (207-859-4252; pejohnst@colby.edu) in the Dean of Students Office (Eustis 210E) or Equal Employment Opportunity Officer Cora Clukey (207-859-4733; cclukey@colby.edu) on the 1st floor of the Eustis building. Dean Johnston and Ms. Clukey serve as Colby's Title IX Coordinators. The purpose of making a complaint is to enable the College to investigate incidents of harassment and to permit the College to act promptly to remedy any violation of this policy. Unless prohibited by statute from making a report, all members of the College faculty, and all staff members who interact regularly with students, will report any instances of sexual assault or harassment of which they become aware to a Title IX Coordinator. Please note that it is a violation of College policy for any faculty or staff member to engage in an amorous, dating, or sexual relationship with a student, whether that relationship is welcome or unwelcome. Refer to Colby's policy on Consensual Relationships with Students in the Student Handbook.

Harassment in the Classroom

Colby believes that academic freedom is the cornerstone of a college education, and faculty members have wide latitude to conduct classroom sessions in creative and intellectually stimulating ways. A true and valued learning experience may cause discomfort, as students are challenged and exposed to new and perhaps disquieting ways of thinking or living. Nonetheless, students have the right to participate in the classroom without being subjected to harassment in violation of this policy. It is incumbent on faculty members to balance the demand of rigorous and thought-provoking teaching with the expectation that students will not be personally harassed or singled out in the learning process on the basis of group membership. Instructors have the special responsibility to explain to their students, when necessary, the educational purpose of any classroom technique or practice.

Procedures for Harassment Complaints Against a Student

Harassment by a student of another student, a faculty member, a staff member, or a third party (in circumstances directly affecting the College community) is a violation of Colby Policy. A report of harassment by a student should be made to a Title IX Coordinator or the Office of the Dean of Students. The Student Disciplinary Procedures set forth in the Colby Student Handbook will apply to the report [www.colby.edu/administration_cs/dos]. Possible sanctions for a student found responsible for harassment include, but are not limited to, disciplinary probation, community service, suspension, or expulsion. In addition, the Office of the Dean of Students will consider, and if appropriate impose, interim measures to protect a student who claims he or she has been a victim of harassment, including sexual harassment. This could include issuing a College Restraining Order to one or more parties to limit contact until the case can be adjudicated.

Procedures for Harassment Complaints Against a Faculty or Staff Member

A complaint of harassment against a member of the faculty or staff by a student, faculty member, staff member or third party (in circumstances directly related to the faculty or staff member's position with the College) should be made to the College's Equal Employment Opportunity Officer, Cora Clukey (207-859-4733; cclukey@colby.edu). The Equal Employment Opportunity Officer will investigate the complaint promptly, either directly or through a designee. The investigator will issue a report of the investigation. If the investigator concludes that harassment has occurred, he or she will include in the report the remedial action to be taken, including sanctions against the accused faculty or staff member where appropriate. Except in cases involving sanctions of suspension or dismissal of the accused faculty or staff member, the decision of the investigator is final. For complaints against a faculty member, if the remedial action includes a sanction of suspension or dismissal of the accused faculty member, the faculty member has the right to a hearing before a Faculty Hearing Committee under Section XII of the Faculty Personnel Procedures set forth in the Faculty Handbook. For complaints against a staff member, if the remedial action includes suspension or dismissal of the accused staff member, the staff member has the right to appeal the decision to the Staff Appeals Board. The appeal will proceed as provided in the Staff Handbook.
Definition of Harassment

The following are provided as examples of the kinds of actions that may constitute harassment under College policy:

- Hostile, intimidating remarks spoken or written (including jokes) or physical gestures directed at a person because of race, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, or disability.
- Sexual contact or pressure that is not freely and explicitly agreed to by both parties. A stranger does not always perpetrate rape. Date or acquaintance rape and pressured sex are more common than many realize. No circumstance, including excessive drinking, is an acceptable excuse for such behavior.
- Any unwelcome attention of a sexual nature (e.g., physical contact, written or verbal comments, lewd or suggestive looks and/or gestures).
- Implied or expressed threat of reprisal for failure to comply with a request for sexual contact.
- Any conduct of a sexual nature that has the effect of unreasonably or substantially interfering with an individual’s working or educational environment, or of creating an intimidating, hostile, or offensive working or educational environment. Defining harassment in the classroom poses some difficult problems. The tradition of academic freedom is a long and honored one. Instructors have wide latitude to conduct classroom sessions in creative and intellectually stimulating ways. In the classroom, texts, ideas, values, and objects should be presented so as to elicit the fullest possible critical and emotional response. It seems unlikely that any student could pass through the educational process without confronting uncomfortable moments and ideas that are disquieting. While students must expect to be challenged, they also have the right to participate in the classroom without being harassed or intimidated.

Students should not be singled out in any way by race, gender, sexual orientation, or religion. It is incumbent upon faculty members not to abuse, or seem to abuse, the power with which they are entrusted. Instructors have the special responsibility to explain to their students, when necessary, the educational purpose of any classroom technique or practice.

Sexual Misconduct Policies: Seeking Help and Reporting Sexual Misconduct

Definitions

**Sexual Misconduct:** includes sexual assault, acts of sexual violence, sexual harassment, sexual coercion, sexual exploitation, and other acts of misconduct of a sexual nature.

**Nonconsensual sexual intercourse:** which is any sexual intercourse by any person upon another person without effective consent. It includes oral, anal and vaginal penetration, however slight, with any object. It is referred to as “sexual assault” in this policy. Sexual intercourse includes: intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

**Nonconsensual sexual contact:** which is any intentional sexual touching with any object, by any person upon another, without effective consent. Sexual touching is contact of a sexual nature, however slight. Sexual Contact includes: intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
Sexual Harassment: is unwelcome, gender based verbal or physical conduct that is, sufficiently severe, persistent, or pervasive and objectively offensive that it, unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the College’s educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Sexual Coercion: The use of, or attempt to use, pressure and/or oppressive behavior, such that the application of such pressure or behavior causes the person who is the object of the pressure or behavior to engage in unwelcome sexual activity. Coercion can take the form of pressure, threats, intimidation, or the use of physical force, either expressed or implied, which places a person in fear of immediate harm or physical injury. Coercion can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.

Sexual Exploitation: is an act or acts attempted or committed by a person for sexual gratification, financial gain, or advancement through the abuse or exploitation of another person's sexuality. Examples include observing individuals without consent, nonconsensual audio or videotaping of sexual activity, unauthorized presentation of recordings of a sexual nature, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly transmitting a sexually transmittable infection or virus to another person.

Stalking: with a sexual component a course (more than once) of nonconsensual conduct directed toward another person that could be reasonably regarded as likely to alarm, harass, or cause reasonable fear of harm or injury in that person, or in a third party, such as a roommate or friend. The feared harm or injury may be to physical, emotional, or mental health, to personal safety, to property, to education, or to employment. Stalking may include, but is not limited to, unwelcomed and repeated visual or physical proximity to a person, repeatedly conveying oral or written threats, extorting money or valuables, implicitly threatening physical conduct, or any combination of these behaviors directed at or toward a person.

Cyber stalking: a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Some examples of cyber stalking include, but are not limited to, unwelcomed/unsolicited emails, instant messages, and messages on online bulletin boards. It also includes, but is not limited to, unsolicited communications about a person, their family, friends, or coworkers, or sending/posting unwelcomed and unsolicited messages with another username.

Effective Consent: means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

Force: is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

Coercion: is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. NOTE: There is no requirement that a person resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance.
Sexual activity that is forced is by definition nonconsensual, but nonconsensual sexual activity is not by definition forced. In order to give effective consent, one must be of legal age. Sexual activity with someone who one should know to be or based on the circumstances should reasonably have known to be mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

**Incapacitation**: is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including alcohol, Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy.

**Domestic Violence**: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction; or by any other person against an adult or youth victim who is protected from the person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence**: Violence committed by a person; (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship (ii) the type of relationship (iii) the frequency of the interaction between the persons involved in the relationship.

How to Access Help and Support

Regrettably, cases of sexual misconduct will sometimes occur despite our best efforts to prevent them. Colby College strongly encourages individuals who have been subject to, or have witnessed sexual violence to promptly report such behaviors to College officials and local law enforcement agencies.

We urge individuals to seek immediate medical attention, support, and care.

- **Campus Security at 207-859-5530/EMERGENCY 5911**
- **Health and Counseling Center at 207-859-4460**
  24-hour on campus reporting can be accessed through:
  - Campus Security at 207-859-5530/5911
- **Dean on Call at 207-859-5530**

Students who have been victims of sexual violence will be supported in accessing health care, confidential counseling, advising and advocacy. Confidential support services are also available through the religious and spiritual life and/or the Health and Counseling Centers.

Support through confidential services does not constitute reporting. Colby College maintains and administers clear procedures for adjudicating sexual harassment, sexual assault, sexual exploitation, sexual violence, and other sexual misconduct offenses.

**Call either 911 or 207-859-5911 if you need immediate medical assistance.** The Health Center can provide immediate medical care (examination and evaluation), will offer STI screening and provide access for the morning after pill.

It is important that evidence for the proof of a criminal offense be preserved. The Health Center staff will explain and discuss options including referral to Maine General Medical Center for a forensic exam and what that entails. Additionally, the Health Center provides follow up care and referrals to counseling services.
Reporting Sexual Misconduct Policy and Procedures

Preventing any form of sexual misconduct and fostering a respectful environment requires an ongoing commitment from all members of the College community. The following will provide a summary of the College's policies and procedures for accessing confidential support, formal reporting, campus sanctions, and options for requesting criminal charges.

A. Confidential Support

Colby understands that a student who has been the victim of any form of sexual misconduct may wish to talk about the incident with the assurance that the discussion will be confidential. If a student desires that the details of the incident be kept confidential, they should speak to professional staff members in the offices of:

- Health Services 207-859-4460
- Counseling Services 207-859-4460
- Office of Religious and Spiritual Life (ordained clergy) 207-859-4272
  
  Campus counseling is available free of charge, and a student can be seen on an emergency basis (207-859-5911). Counselors, health care practitioners and members of the Office of Religious and Spiritual Life will keep reports made to them confidential.*

*Exceptions to maintaining confidentiality are established by law: for example, physicians and nurses who treat physical injury resulting from sexual violence are required to report to law enforcement agencies. Also, physicians, nurses, psychologists, counselors, psychiatrists, and social workers must report a sexual assault against a person who is under 18 years of age to a child protective agency. It is also important to note that counselors are often the first witnesses to a case and, with the victims consent, may be called as a witness to a disciplinary hearing.

Some individual resources cannot offer you legal confidentiality, but do maintain privacy. To protect your rights as a student, the individuals on campus who are legally bound to report any crime, including sexual assault, to local law enforcement agencies, include individuals in positions of supervisor, manager, administrators, coach, and student organization advisers. These individuals share a special responsibility for taking prompt action, which includes notifying the appropriate campus resource personnel (Campus Security or Dean of Students Office), if they become aware of conduct that they reasonably believe may violate the College's Sexual Misconduct Policy.

B. Filing a Report

Students are encouraged to make a report by contacting Campus Security or the Dean of Students Office. These departments will obtain statements and begin the process of investigation. It is important to note:

- That the use of alcohol or other drugs will never function as a defense to a violation of this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.
- The Dean of Students or the Department of Security staff members must notify the local police regarding any crime of sexual misconduct they are knowledgeable of, including sexual assault. This policy is designed to protect the wellbeing of students and other members of the Colby College community. The College will disclose details of a sexual assault or sexual violence case to the law enforcement agency; including the name of the victim(s), person suspected of criminal behavior, and the names of persons who may have information about the alleged crime.

The local authorities will make contact (either on their own, or Colby College staff will be present if requested by individual), to provide information regarding an individual's rights. The aforementioned procedure of notifying local police doesn't constitute filing an on campus report. The decision to file a report with Colby College is made by the student and can be submitted at a later date. However, Colby is obligated by law to investigate any claim of sexual misconduct, even if the alleged victim does not make a formal report.
The College will take appropriate steps to remedy the effects of any sexual misconduct and to prevent it from recurring.

**Options for Resolution Within the College**

Colby’s disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person to accompany and advise them throughout the investigative and disciplinary process. Both the victim and accused will be informed of the outcome of the hearing. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available. A student found responsible for sexual misconduct, sexual harassment, exploitation, creating a hostile environment, or an act of sexual violence may receive a sanction ranging from suspension to expulsion. The College explicitly prohibits retaliation against individuals for bringing complaints of sexual misconduct. Colby will take disciplinary action against persons who engage in such retaliation.

**Options for Resolution Outside the College**

Legal Advice is important when pursuing options outside of the College. The staff in the Office of the Dean of Students can assist a student by providing information about local attorneys who specialize in sexual misconduct cases. Human Resources can do the same for employees. For criminal prosecution the victim may file formal charges with local law enforcement. This will lead to an investigation by the police and the District Attorney, who will review the evidence to bring formal charges. Victims are welcome to have a friend, CA, Counselor, Dean, Advisor, or family member accompany them when they meet with any college official (disciplinary officer, harassment panel, campus security officer, etc.) The local rape crisis organization (Sexual Assault Crisis & Support Center, 207-377-1010) is also available to provide assistance, support, and advocacy throughout the process.

**Resources**

**Emergency and Report Services**
- Colby Security – 207-859-5530; 207-859-5911
- Waterville Police Department – 911

**Campus Report Services**
- Campus Security – 207-859-5530
- Dean-on-Call – 207-859-5530
- Equal Employment Officer – 207-859-4733

**Confidential Support Services**

**Health Services – 207-859-4460**
- Paul Berkner
- Lydia Bolduc-Marden
- Jennifer Riddle
- Holly Weidner

**Counseling Services – 207-859-4460**
- Eric Johnson
- Todd MacFarlane
- Dicle Turkoglu
- Jing Ye

**Office of Religious and Spiritual Life – 207-859-4272**
- Kurt Nelson

**Sexual Assault Crisis & Support Center – 207-377-1010**
Maine State Wide Sexual Assault Crisis and Support line: 800-871-7741, 888-458-5599
For more information related to Sexual Violence Prevention, please access: http://web.colby.edu/sexualviolence/

Prevention

There are things you can do to reduce your chances of being sexually assaulted.

- When you go out, do so with people that you trust to look out for your safety. Be a good friend—keep an eye on your friends to make sure they are safe.
- When you are at a party, make sure that someone knows where you are at all times. Check on your friends to make sure they are safe too.
- Get your own drinks. Only accept beverages from people you trust and never drink out of a cup that has been left unattended.
- Never walk home alone from bars or parties. Have a friend walk with you, call Security for an escort, or let the Events Staff know that you need an escort. Walking home alone may make it easier for someone to isolate and assault you.
- **Always lock your residence hall room door.**
- Know your sexual desires and limits. You have a right to say 'no' to any unwanted sexual contact.
- Communicate your limits as clearly as possible. If someone starts to offend you, tell him or her early and firmly. Being polite is fine, as long as you are firm and assertive. Say "no" when you mean "no" and be prepared to repeat it.
- Since alcohol and drugs interfere with clear thinking and effective communication, avoid excessive use of these substances. It may not be safe to be intimate with someone if you or they have been drinking or using other substances.
- If you do not feel well and need to lie down, make sure that a friend stays with you to check on you.
- If you want to be intimate with someone, remember that you can still change your mind.

If you find yourself alone or in an unfamiliar place:

- Be aware of your surroundings.
- Walk with confidence. The more confident you look, the stronger you appear.
- Be assertive — don't let anyone violate your space.
- Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Don't prop open self-locking doors.
- Lock your door and your windows, even if you leave for just a few minutes.
- Watch your keys. Don't lend them. Don't leave them. Don't lose them. And don't put your name and address on the key ring.
- Watch out for unwanted visitors. Know who's on the other side of the door before you open it.
- Be wary of isolated spots, like underground garages, offices after business hours, and apartment laundry rooms.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Have your key ready to use before you reach the door — home, car, or work.
- Park in well-lit areas and lock the car, even if you'll only be gone a few minutes.
- Never hitchhike or pick up a hitchhiker.

Sexual Assault

Colby College is committed to the personal safety of members and guests of the Colby Community. Colby College informs incoming students about sexual assault prevention measures through campus programs that include workshops, discussion groups, and on-going orientation seminars. The purpose of these programs is to disseminate information about sexual assault, promote discussion, encourage reporting of incidents of sexual assault, and facilitate prevention of such incidents.
Bias Crimes Compliance Statement

Colby College seeks to prepare all students to thrive as fully engaged citizens of a diverse and increasingly complex world. In keeping with this goal, Colby is duly committed to distinguishing itself as a living and learning community that values and exemplifies the inclusion of diverse persons and perspectives. However, no college or community is immune to problems that arise as a result of various forms of bias. As part of the College's commitment to an inclusive campus community, a Bias Incident Prevention and Response Team (BIPR) and protocol has been developed to address incidents that occur on-campus or at any Colby-sponsored off-campus event. We urge all community members to familiarize themselves with the reporting protocol found in this document and to report promptly any incidents that violate the standards that we as a community seek to uphold.

What is a bias incident?

A bias incident is an action that violates College policy and is motivated, in whole or in part, by the perpetrator's bias or attitude against an individual or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability.

Examples of bias incidents include harassment, intimidating or threatening comments or messages, vandalism of personal or college property, and defacing posters or signs. Bias incidents affect not only the individual victim or target of a specific action, but often make an entire group or community feel vulnerable and unwelcome.

This is unacceptable at Colby College and will be treated as a serious offense that could include separation from the College.

What is a hate crime?

A hate crime is any crime involving or motivated in whole or in part by prejudice, including race, gender, religion, sexual orientation, gender identity, national origin, ethnicity, and disability. In addition to the victim, members of the victim's group and the community as a whole can feel victimized by a hate crime.

A person commits a hate crime when he or she commits a specified offense and either:

- intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
- intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Examples of specific crimes identifiable as hate crimes include murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, forcible and non-forcible sex offenses, intimidation, destruction, damage or vandalism of property in which the victim is intentionally selected because of the actual or perceived protected category.

What are the penalties for committing hate crimes?

For most crimes, when a person is convicted of a hate crime, the crime is deemed to be one category higher than the specified offense the defendant committed, and the person is sentenced accordingly.
Penalties for hate crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender.

Hate crimes are prohibited, in separate ways, by Maine State law and Colby College policy. Thus, offenders may be prosecuted under Maine State criminal statutes and subject to disciplinary action by the College.

The College may pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute. In addition to any criminal penalties, students found responsible for a hate crime are subject to disciplinary action and penalties, which may include, among other penalties, separation from the College.

**Reporting a Bias Incident or Hate Crime**

All members of the Colby community are urged to report promptly any bias incident directed against a Colby Community member or group that occurs on-campus or at any Colby-sponsored off-campus event.

**To report an incident or crime in progress call the Campus Security Emergency Line at 207-859-5911 Immediately.**

To report a bias incident or hate crime, please complete the Bias Incident Report Form. A Bias Incident Report may be filed via an online form [bias@colby.edu](mailto:bias@colby.edu) which, upon submission, is automatically directed to the Department of Security, the Dean of Students Office, and members of the Bias Incident Prevention and Response Team.

Upon receipt of a report, the Director of Security (or designee) will contact the victim and the Dean of Students or appropriate college officer, depending upon whether the complainant is a student or college employee, and the Bias Incident Prevention and Response Team will be convened.

**The Bias Incident Prevention and Response Team will respond in the following ways:**

- Review the report and ensure that an investigation is initiated in a timely manner
- A member of the team will be designated to ensure that the complainant is provided with appropriate support and referrals to resources on and off-campus and relevant updates concerning the investigation and resolution.
- Work with college administrators, to determine how best to mitigate campus tensions arising from a complaint, whether or not that incident rises to the level of a policy violation
- Collect and disseminate to the campus community information about reported bias incidents

**Resources:**

**Colby College**

- Counseling Services – 207-859-4460
- Dean of Students Office – 207-859-4250
- Student Health Services – 207-859-4460
- Campus Life Office – 207-859-4280
- Colby Security – 207-859-5530 or 207-859-5911 if an emergency
- Equal Employment Officer – 207-859-4733
Off-Campus

- Waterville Police – 911 or 207-680-4700 for general information
- State Police – 800-452-4664
- Kennebec County Sherriff - 207-623-3614
- Maine General emergency department – 207-872-1300
- Inland Hospital emergency department – 207-861-3200

Please note: the reporting system does not create a new category of prohibited behavior or a new process for members of the Colby community to be disciplined or sanctioned. The BIPR Team has no authority to discipline any student or member of the faculty or staff. Reported conduct that may be a violation of college policy will be referred for action through existing disciplinary or judicial procedures. Reported conduct that may be a violation of law may also be referred to local law enforcement agencies.

Crime Statistics policy and procedures

General Definitions for Reported Statistics

The following definitions are used to report crimes listed in accordance with the Federal Bureau of Investigation Uniform Crime Reporting Guidelines.

- **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.
- **Robbery**: The taking or attempting to take anything of value from the care, custody or control of another 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 upon another for the purpose of inflicting severe or aggravated bodily injury. Some examples of severe or aggravated bodily injury are wounds requiring stitches, broken bones and internal injuries.
- **Burglary**: The unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle.
- **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.
- **Reportable Hate Crimes**: Any of the above crimes and any other crime if the crime is motivated by prejudice. Hate crimes are defined as being those crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.
- **Illegal Weapons Possession Violations**: The violations of laws and ordinances dealing with weapons offenses.
- **Drug Abuse Violations**: Violations of Federal, State and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs or marijuana.
- **Liquor Law Violations**: The violations of State laws or local ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, furnishing liquor to a minor; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

Sexual Assault Definitions for Reported Statistics

- **Sex Offenses – Forcible**: Any sexual act directed against another person, forcibly and/or against that person’s will, where the victim is incapable of giving consent.
• **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 his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

• **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.

• **Sexual Assault With An Object**: To use 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.

• **Domestic Violence**: any violent misdemeanor or felony offense committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

• **Dating Violence**: violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

• **Stalking**: a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

• **Forcible Fondling**: The touching of private body parts of another person for the purpose sexual gratification, forcibly and/or against the 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 includes the following:
  o **Incest**: Non-forcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited.
  o **Statutory Rape**: Non-forcible sexual intercourse with a person who is under the statutory age of consent

### Hate Crime Statistics

The College reports hate crimes precipitated against individuals or groups when the motivating reason, in whole or part, can be attributed to race, gender, religion, sexual orientation, gender identity, national origin, ethnicity, or disability bias. In addition to murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson, the College also reports hate crimes attributed to larceny, simple assault, intimidation, and criminal mischief.

Although there are many possible categories of prejudice, under Clery, only the following six categories are reported:

• **Race**. A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asian, blacks, whites).
• **Gender/Gender Identity.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female or identify as male or female.

• **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g. Catholics, Jews, Protestants, atheists).

• **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g. Gays, lesbians, heterosexual).

• **Ethnicity/National Origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

• **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**For Clery purposes, hate crimes include any offense in the following groups that is motivated by prejudice.**

<table>
<thead>
<tr>
<th>Categories of hate crime offenses</th>
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<tr>
<td>• Murder and Non-negligent manslaughter</td>
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<td>• Forcible sex offenses</td>
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<tr>
<td>• Non-forcible sex offenses</td>
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<td>• Robbery</td>
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<td>• Aggravated assault</td>
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<td>• Burglary</td>
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<td>• Motor vehicle theft</td>
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<td>• Arson</td>
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<td>• Larceny-theft</td>
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<tr>
<td>• Simple assault</td>
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<tr>
<td>• Intimidation</td>
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<tr>
<td>• Destruction/damage/vandalism of property</td>
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In accordance with the Clery Act, 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 the property(ies) of the institution for the preceding calendar year. The statistical crime categories to be reported are: murder and Non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, domestic violence, dating violence, stalking, robbery, aggravated assault, arson, motor vehicle theft, hate crimes, and arrests on campus for liquor law violations, drug abuse violations, and weapons possessions.¹

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’s educational purposes, including residence halls.

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

¹ The reporting of domestic violence, dating violence and stalking was added to the list of reportable crimes by the Campus Sexual Violence Elimination Act, effective October 1, 2014. Colby will begin collecting and reporting statistics on those crime categories during the 2014-15 academic year.
Residence:
A subset of crimes on campus that includes only those crimes that were reported in residence 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 purposes, is frequently used by students, and is not within the same 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.

### Crimes Reported: Year: On Campus: Non Campus Property: Public Property:

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Personal Safety Tips

Traveling Off-Campus

- Park in well-lit heavily populated areas
- Trust your instincts when something doesn’t feel right
- Be aware of your surroundings
- If you have a cellular phone have it turned on and easily accessible
- Do not leave valuable items visible in your vehicle
- Walk with others whenever possible
- Check the back seat of your vehicle before entering
- Report all suspicious behavior to local law enforcement authorities

In the Event of Fire

- Remain calm
- Dress warmly, get your keys, and evacuate the building promptly
- Proceed to your buildings Initial Assembly Area
- Activate the building fire alarm or notify Colby Safety immediately
- If a door is warm, do not open it
- If you are trapped in a room, seal the door and signal from a window.

PREVENT System

- Prevention is the most effective means of fighting crime
- Record the description of suspicious persons, do not confront them yourself
- Escape is the primary objective if you are in a dangerous situation
- Value your safety and the safety of others
- Employ common sense and awareness in your day-to-day activities
- Notify Colby Security if you are the victim of a crime or witness one
- Telephone x5911 or 207-859-5911 for any on-campus emergency
## Annual Fire Safety Report For 2013

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### Fire Drills

The conduct of fire drills is one of the College's many fire safety obligations. By law, Colby must conduct at least 2 fire drills in each residence hall and 1 fire drill in all other non-residential facilities on an annual basis. Please be sure to evacuate your space promptly during every fire alarm signal that activates in your building and know the location of your initial assembly area. Employees should contact Security and students should contact their CA's for initial assembly area information.
FIRE SAFETY AT COLBY COLLEGE “A LAYMAN’S GUIDE”

FIRE SAFETY is not just some service provided by an on-campus office or the local Fire Department, nor is it something that is purely tied to a building’s design (i.e. smoke/heat detectors, sprinklers, fire extinguishers, etc.). Rather, it is a combination of these AND each employee’s and student’s behaviors with regard to controlling/minimizing fire hazards in the first place. In other words, policies can be written, appropriate engineering and design practices can be implemented, and drills can be performed, but this is all irrelevant if the Colby College Community fails to act in a responsible manner with regard to fire safety issues. This “layman’s guide” is not designed to be a formal policy document that outlines all of the fire safety compliance obligations on behalf of the College and its many constituents. Rather, it is a communication tool that hopes to bridge the gap between those compliance obligations and our collective behaviors as an institution, so as to 1—minimize our susceptibility to fire safety hazards, and 2—improve our performance during the mandated campus-wide fire safety inspections held each year.

1. Building Detection/Suppression/Protection Equipment
Individual buildings on campus, and their occupants, are protected from fires through 2 general strategies. The 1st is the equipment designed to detect and suppress fires, including smoke, heat, and carbon monoxide detectors, as well as sprinkler systems and fire extinguishers. Beyond the incredible amount of effort that goes into maintaining the thousands of detectors and hundreds of sprinkler/extinguisher systems on campus, there is much that the community can also do to keep these systems maximally operable:

Smoke/Heat Detectors
These devices must be free to monitor ambient air conditions without obstruction. They should never be touched or tampered with, in a fashion that impairs their monitoring capabilities. Be careful when generating dusts or mists since detectors may interpret fine aerosols as smoke.

Sprinkler Systems/Heads
These devices—heads and associated piping—must not be obstructed in any fashion. Nothing should be stored within 18” of a sprinkler head. Further, nothing should be hung or attached to the sprinkler head or pipe.

Fire Extinguishers
These devices must not be obstructed in any fashion. These devices should only be used by properly trained personnel, and are only intended to respond to “incipient” fires, not full scale firefighting.

The 2nd type of fire protection equipment maintained by college buildings includes those devices which serve to 1—notify occupants that a potential fire/fire condition exists, 2—direct occupants to their evacuation routes, and 3—control the spread of the fire/fire conditions. These include fire alarm pull stations, audible/visual alarms, exit/egress signage, and fire/smoke doors.

Audible/Visual Fire Alarms
These devices must not be obstructed in any fashion. Evacuate whenever the alarm system is initiated.

Fire Alarm Pull Stations/panels
These devices must not be obstructed in any fashion. Use the pull station if you see or suspect that there is a fire or fire condition, or in any other circumstance where emergency responders are needed, and other means of communication are unavailable.
Exit/Egress Signage
It is critically important (especially to those not familiar with a building) for exit/egress signage to be visible, unobstructed, and not tampered with, as they direct evacuating personnel to a means of egress.

Fire Doors
Fire doors are normally self-closing devices, and they may or may not have magnetic hold opening devices that keep the doors open during non-emergency conditions.
You can also tell if your door is a fire door by a small metal template on the inside door jamb.
Never prop or obstruct a fire door, thereby impairing its ability to close during a fire.

Smoke Doors
Unlike fire doors, smoke doors exist merely to minimize the spread of smoke during a fire.
Smoke doors are usually signified by the presence of a self-closing device, and sometimes a magnetic hold open as well.
Similar to fire doors, smoke doors may not be propped or otherwise obstructed from closing.

2. Combustible/Other Storage Practices
Anything that can burn, from clothing to books to boxes on a shelf, is considered a combustible. While no one expects every dorm room, office space and storage area to be neat and completely devoid of “clutter” at all times, a number of practices routinely result in fire safety violations, as follows:

Office Practices
Offices which store combustible material (like paper work, books, boxes, etc.) beyond the capacity of existing shelving space risk citable fire safety violations if such practices either:
• constitute an excessive fire load to the space, or
• would impede an occupant’s ability to evacuate in the event of a fire/alarm signal.
• Minimize combustible storage on office floors, or find more suitable storage locations outside of your office.

Dorm Room Practices
Decorative wall or ceiling hangings (like tapestries, tie-dye fabrics, flags, cloth articles, beer banners, etc.) that are combustible in nature, are forbidden from being staged in a student’s living quarters or common spaces. The only acceptable decorative wall/ceiling hangings include simple paper posters, or any of the articles from above which are either non-combustible by design (with a stamp/label to prove it) or those that are made non-combustible by shielding within a glass picture case.

Other Storage Practices
Miscellaneous materials, whether they are combustible or not, may never be stored in such a way as they obstruct or block an emergency exit or egress. Further, combustible materials may never be stored in mechanical spaces such as boiler rooms, electrical panel closets, and attics with air handling equipment/ductwork.

3. Electrical Equipment/Devices/Appliances
While saying that all electrical equipment/devices/appliances must be UL listed and otherwise in good working condition is generally sufficient in many commercial/industrial settings, the unique nature of the academic world obligates the college to restrict a number of items for either code compliance or policy reasons. Although the examples/lists that follow are not exhaustive, they do address the most routine fire safety considerations relative to equipment/devices/appliances that arise at Colby.
**Electrical Power/Connection Equipment—Extension Cords**
To the greatest extent possible, electrical power should be drawn directly from existing AC power outlets. Where this is not possible or is otherwise not feasible, consider the following:

**Light Duty Extension Cords**
Light duty extension cords (typically yellow, white or brown) that are either single plug varieties or multi-plug adapters are forbidden on campus in any venue or location. It does not matter how long they are in use, or whether they are personally owned or owned by the college. If they run a radio in an office or student residence, they are a fire safety violation.

**Heavy Duty Extension Cords**
Heavy duty extension cords (typically orange or yellow) are permissible ONLY if they are for temporary purposes. Examples of approved uses of this type of cord are to run power tools or a fan to clean up a spill. It is not appropriate to use this type of cord for a computer workstation, desk lamp, TV or stereo equipment. These items are intended to be stationary, and the use of heavy duty cords in this manner will result in a fire violation.

**Protected Outlet Strips**
Protected outlet strips (with “trip” breakers) are the only approved device to provide electrical connection power on a less than temporary basis. These devices should never be “piggy-backed” one to another, and care should be taken to ensure they are not overloaded. Only 1 outlet strip is permitted per duplex outlet.

**Electrical Devices/Appliances**

**Electrical Devices**
The following devices are restricted from use in living and working spaces, as specified:
- Small air conditioning units (unless specifically approved/installed by Physical Plant);
- Space heaters (again, unless specifically approved by Physical Plant for a heat related problem associated with the facility/building).
- Electric blankets;
- Multi-plug adapters/gang boxes; and
- Specialty lighting, including halogen lights, lava lamps, and sun/heat lamps;

**Multi-Colored Lamps**
These lamp types may only be used with bulbs at approved/UL listed wattages.

**Electrical Appliances (Related to Food Cooking/Cooling/Preparation)**
All students and employees are encouraged to eat and/or prepare food in established dining halls or other building/dormitory kitchenettes specifically designed for food preparation. The types of approved/unapproved devices in this category are dependent upon location, as follows:

**Student Suites and Administrative Buildings with Kitchenettes:**
Since these locations are “designed” for food cooking activities, the only additional electrical appliances that are approved for use (beyond those that are provided for and maintained by the college) include blenders, coffeemakers, griddles, popcorn poppers, toaster ovens, and toasters. These approved devices **MUST** be used and staged in the kitchenettes themselves **AT ALL TIMES.**
**Student Living Quarters and All Other Building/Facility Locations:**

The only other approved electrical appliances for locations without kitchenettes include small combination micro-fridges/microwaves and coffeemakers/coffee pots with automatic shutoffs. These devices are approved since they are food “warming/cooling” appliances, as opposed to food cooking appliances.

**Other Generally Approved Electrical Appliances (If UL Listed):**

The following appliances/devices are generally approved if UL listed and used safely:

Radios, stereos, electric razors, small portable televisions, game boxes, personal computer, clocks, portable hair dryers, VCR/DVD players, fax machines, small fans and desk lamps. Electric hair curlers and hot combs should be used with caution (only one should be plugged in at a time).

**Restricted Electrical Appliances Regardless of Location:**

The following appliances are restricted from use in any College residence hall, or academic/administrative facility:

Broilers, crock pots, electric frying pans, griddles, heating coils, hot plates, large microwave ovens (over 1000 watts), large refrigerators, deep fryers and George Foreman grills.

**4. Other Hazardous Articles/Materials**

**Restricted Hazardous Articles**

The following hazardous articles are restricted from use/storage in all living and working spaces on campus:

Candles or incense (whether lit or for decorative purposes only);
Real Christmas trees;
Holiday lights (the kinds that can be plugged in); and
Excessive combustible material (as listed the above).

**Restricted Hazardous Materials**

Restricted hazardous materials generally include those materials which are flammable and/or explosive by their very nature, or are otherwise regulated by the Federal and Local Fire Codes. The specific types of hazardous materials which are restricted from use/storage in all living and working spaces on campus include the following:

Fireworks
Firearm ammunition
Flammable/combustible liquids associated with cooking/painting/fuels, such as gasoline, kerosene, propane, aerosol paint cans, paint thinner, varnish, sterno, and camping fuels:

Any of these chemicals must be used/stored in designated areas, such as academic labs/studios or cooking areas; Exception—Personal care products with flammable propellants (hair spray) are permissible.
Propane/Charcoal Grills

Regarding propane powered grills with attached propane tanks:
Such devices are forbidden from being used or stored within any living/working space, or upon covered porches/balconies/patios; They should be both used and stored at least 10 feet away from any building structure, or upon uncovered decks external to a building.
Regarding charcoal fired grills:
Small, portable charcoal grills (with legs less than 12 inches in length and a cooking surface no larger than 250 square inches) may be used external to buildings upon covered porches/balconies/patios so long as there is a non-combustible surface underneath (like a brick or stone catchment).
For charcoal grills larger than the above, they are forbidden from use upon covered porches/balconies/patios, and should observe the same 10 foot building clearance that applies to propane powered grills during use. The use and possession of lighter fluid is prohibited. Only EZ-light type charcoal is permitted with a maximum of one bag allow to be stored by residents. Charcoal must always be kept dry to prevent spontaneous combustion, and should only be stored indoors or in a dry, enclosed area.
All spent coals/embers must be thoroughly extinguished prior to disposal.
Charcoal grills that are free of charcoal, coals, and ashes, may be stored indoors, upon covered porches/balconies/patios, or uncovered decks.

All grills must be approved and registered with the Department of Security.

Smoking is prohibited inside all campus buildings/facilities and on campus grounds. Colby is a Smoke Free Campus.

5. Responses to Fire Alarms (In General)

Although the college spends considerable time and resources to maintain and upgrade its fire detection and suppression equipment on campus, errant alarms will occur. They may be false alarms (where a detector or pull station is accidentally or purposefully activated), or they may be true alarms for errant reasons (where a smoke detector activates following exposure to steam). Further, the college is required to perform up to 2 fire drills every year, depending upon the building design and its occupancy type. While the Departments of Security and Physical Plant work very hard to minimize the number of false and errant alarms, it is very important for all students and employees to react to each and every fire alarm as if it’s the “real thing”. For fire alarms where the cause is not known, adhere to the guidance contained in this section. If the fire alarm is for a true fire or smoke condition, follow the guidance in the next section.

CA’s and Students

CA’s must communicate to the students they are advising as to where their respective “initial assembly areas” are (building specific) so that a common muster point is identified for accountability purposes.

Students/Employees Occupying Spaces Other Than Where They Principally Live/Work

Faculty teaching classes of students, and faculty/administrators/staff supervising students or other employees, frequently perform such activities in buildings/facilities other than where all involved parties are principally accounted for as per the above. It is incumbent upon the employees in charge of the academic or administrative function to know the building’s “initial assembly area” and communicate the location accordingly to those students/employees in their care/supervision.
6. Procedures for Students and Employees to Follow in Case of a Fire

Immediately report the fire to Colby Security—x5911 by on-campus phone, 859-5911 by cell phone—or activate a nearby fire alarm pull station if one is accessible.

Remain calm, turn lights on, and dress appropriately.

First close any open windows in your room. If your door is cool to the touch then open door slowly.

Evacuate the building via designated emergency egress routes. Do not use elevators!

If there is smoke or heat, crawl on your hands and knees.

Proceed to the INITIAL ASSEMBLY AREA to await further instructions.

If door is warm, DO NOT OPEN IT!

Seal the space under the door with a towel.

Open window, hang a sheet or towel out of the window, and close it.

Open window at regular intervals to announce your location, and then close it.

Student Housing Evacuation Procedures in Case of Fire

Evacuate the building via the designated emergency egress routes. Do not use elevators!

Initial Assembly Areas

- All routinely occupied college facilities have an initial assembly areas, which is a location selected by the Department of Security where occupants should gather immediately following an evacuation signal (fire alarm) to await further instructions. Please contact your CA if you have not been advised of your building’s initial assembly area.

Assembly Areas

- If it becomes necessary College Officials will designate a secure location for assembly and head counting in the event of actual emergencies that necessitate building evacuations. Should such an incident occur individuals should proceed from their initial assembly area to the designated assembly area until either the emergency is terminated or further direction is provided. See the last section of this document for your building’s primary initial gathering points.

7. Responsibility for Fire Safety, and Conclusions

As alluded to above, fire safety at Colby College is the responsibility of every student and employee. Adherence to no one single fire safety strategy is capable of eliminating every fire hazard. Only by a combination of design/engineering controls, safe working/learning/living practices, and appropriate student/employee behaviors, may the Colby College Community minimize its collective risks to fire hazards in the first place. Employees and students receive information pertaining to fire safety education awareness on an annual basis during new student and new employee orientation.

Failure to follow the guidance contained in this document puts your lives and the lives of your fellow students and co-workers at risk. Additionally, non-conformance with the Federal, State and Local Fire Codes may result in formal violations/citations against the college. While the purpose of this document, again as noted, is to be educational and informative regarding fire safety considerations, every employee and student should realize that the college is legally and morally obligated to promote and manage fire safety accordingly. While “engineering and education” is the preferred methodology for achieving this goal, the college must take appropriate action against those who purposefully or willfully disregard fire safety, including but not limited to the following:
Disciplinary action up to and including expulsion for students and termination for employees who tamper with or otherwise disregard the fire safety equipment, policies and training they are afforded; Departmental, professional, and personal financial responsibility for fire safety citations and penalties in certain situations where the violations in their living/working areas were easily correctable and communicated, but were not corrected within the time frames granted.

*For the calendar years 2011, 2012, and 2013 there were zero fire related deaths on campus.

*For the calendar year 2012 the dollar value of property damage due to a reported fire was $38,702.

**Smoking Policy**

Smoking, defined as the burning of a lighted cigar, cigarette or pipe, is not permitted in any campus facility or on Campus grounds. This policy applies to all employees, student residences, including all rooms, lounges, and public spaces.

**Colby College is a smoke free campus.**

<table>
<thead>
<tr>
<th>Unintentional Fires</th>
<th>Total Fires by Cause</th>
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<tbody>
<tr>
<td><strong>Year</strong></td>
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Open Flame Sources such as incense and candles are not permitted in residence hall rooms at any time.
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<thead>
<tr>
<th>Resident Hall</th>
<th>Fires</th>
<th>Date/Time of Incident</th>
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<th>Injuries Needing Medical Treatment</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damages</th>
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</table>

**Fire**

Report a fire by dialing 859-5911. If a member of the Colby Community finds evidence of a fire that has been extinguished and the person is not certain if Colby Security has already responded, the community member should immediately notify Colby Security to insure proper documentation and investigation of the incident.

**Daily Fire Log**

A daily fire log is maintained at the Colby Security Office and available to the public for review during normal business hours.
Plans for Future Improvement in Fire Safety

Colby College works closely with State and Local Fire Officials on Prevention and Control to address and correct any deficiencies in an ongoing effort to mitigate fire safety issues. Colby College strives to continually improve upon our current fire safety program.

Fire Alarm Statistics for On-Campus Student Housing 2013

<table>
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<th>BUILDING:</th>
<th>FIRE ALARM:</th>
<th>TROUBLE ALARM:</th>
<th>TOTAL:</th>
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<td>Alfond Apartments</td>
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<tr>
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<tr>
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