Washington College

Annual Security and Fire Safety Report

October 1, 2012

Department of Public Safety

EMERGENCY NUMBERS

FIRE - RESCUE - POLICE 911
KENT COUNTY COMMUNICATIONS 410-778-1241
DEPARTMENT OF PUBLIC SAFETY ..... Ext. 7810
..... or 410-778-7810 (direct line)

NOTE: When dialing an off-campus number from a campus phone, please dial a "9" first to reach an outside line.

OTHER IMPORTANT PHONE NUMBERS

Chestertown Police Department..... 410-778-1800
Kent County Sheriff's Office 410-778-2278
Maryland State Police 410-758-1101
..... (Centreville Barracks)
Kent and Queen Anne's Hospital..... 410-778-3300
Kent County Health Department 410-778-1350
Maryland Poison Control Center 1-800-222-1222
For All Seasons 1-800-310-7273
..... (for victims of sexual assault)
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RIGHT TO KNOW

SAFETY AND SECURITY

Washington College is committed to providing a safe and secure environment for the campus community. Because no campus is isolated from crime, Washington College has developed a safety program that enhances the learning experience and complements the College's educational mission. With the support of students, faculty, and staff, we have many people involved in keeping this campus safe and secure. Although we have been fortunate in not experiencing a significant number of serious crimes, it would not be honest to say such incidents have not occurred. A truly safe campus can be achieved only through the cooperation of all students, faculty, and staff.

Please join us in our effort to ensure that this collective endeavor is effective. We hope you will read this information carefully and use it to foster a safe environment for yourself and others.

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is located on the ground floor of Wicomico House in Cullen Hall. Office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday. On campus, there are Patrol Officers on duty 24 hours a day, 7 days a week, 365 days a year. Officers conduct foot, bicycle and vehicular patrols of the entire campus. The Department aids in the enforcement of federal, state, and local statutes, as well as Washington College regulations. Most Officers are special commission police officers who have arrest authority, and they work closely with the local and state jurisdictions. Public Safety also has a Memorandum of Understanding (MOU) with the Chestertown Police Department that is reviewed and signed in July of every year. This MOU outlines the working relationship that we have with the Chestertown Police Department and covers such areas as the sharing of information, jurisdiction, and responsibilities for each entity.

To report a crime or emergency, dial extension 7810 or 911. When you dial 7810, you will be able to speak directly with Public Safety personnel. If you are unable to contact an Officer, dial 911 (Kent County Emergency Operations Center). Trained dispatchers are available 24 hours a day to respond to emergency calls. Department of Public Safety Officers will respond to investigate all reports of criminal activity or emergencies. Officers prepare and submit incident reports, which may be shared with local law enforcement agencies for investigation.

RESIDENCE HALLS

1. Members of the residence hall and their guests will be expected to respect the rights of others.
2. Students of the opposite sex are not allowed to live together in the same room in the residence halls.
3. Non-residents are not permitted in residence halls after midnight unless they are the guest of, and accompanied by, a resident of the building. This includes alumni guests.
4. All residence halls are to be locked 24 hours a day, 7 days a week. Persons responsible for the propping of doors will be subject to a $100.00 fine. Residents are given a key and/or ID card to access their residence hall.

Residence halls are staffed by Resident Assistants. Among their many duties, Resident Assistants are responsible for monitoring their halls for security concerns. Resident Assistants are also able to enter residence rooms in their respective areas when emergency access is warranted. Their rooms are equipped with telephones for easy access to emergency services. This program is administered by the Student Affairs Office and has been very successful in crime prevention. For more details on housing policies, refer to the Student Handbook section entitled "Residence Hall Policies."

Department of Public Safety Officers patrol the common areas of suites and residence halls. Officers are responsible for monitoring locking devices, fire alarm systems, and other security devices. Officers report all malfunctions of security devices or systems for quick repair. Problems with security telephones or with lighting on campus are reported to the Department of Buildings and Grounds and to the Office of Information Technology. Buildings and Grounds also makes routine inspections to ensure that lighting and other equipment is functioning properly.

OTHER CAMPUS FACILITIES

When College is in session, campus facilities are generally open between 8:00 a.m. and 11:00 p.m. Building hours may vary due to operational needs. Student employees monitor most areas open for student use during evening hours. Each department publishes its hours of business at the start of each semester. Most facilities are restricted for student, faculty, and staff use only.

SAFETY PROGRAMS AND CRIME PREVENTION

The Department of Public Safety works closely with many student organizations to promote safety and security. Topics such as date rape and sexual assault are discussed in open forums. Self-defense classes are offered at least twice each school year to raise awareness and self-confidence. Guest speakers are invited to speak on various pertinent crime issues. Residence hall meetings are encouraged to discuss crime prevention and other issues of concern. These programs are also available to students living off campus. Washington College currently does not have any recognized off-campus student organizations or housing.

The Department of Public Safety posts information on our website outlining procedures to follow when different emergency situations arise. Some of the topics covered include medical emergencies, severe weather, fire, and personal safety tips. There is also basic information regarding vehicle registration and parking regulations. The Department also supplements this information throughout the year through electronic e-mail notices and newspaper articles. Incidents that require community awareness are also communicated in this fashion. A brochure on personal safety is given to all students in their packet at the beginning of the school year, and is also available in the Public Safety Office.

ANNUAL CRIME STATISTICS

Crime statistic handouts (Student Right to Know and Campus Security Act) are located in the Public Safety Office and may be obtained upon request. During the past 3 calendar years the Washington College community reported to the Department of Public Safety and the Chestertown Police Department the following crimes:

	2009	2010	2011
Murder and Non-Negligent Manslaughter	0	0	0
Forcible sex offenses (rape, sodomy, sexual assault with an object, forcible fondling)	0	2	5
Non-Forcible sex offenses (statutory rape and incest only)	0	0	0
Robbery	6	1	0
Aggravated Assault	1	2	0
Burglary	22	30	6
Motor Vehicle Theft	3	0	1
Hate Crimes	1	2	2
Arson	0	1	0
Liquor Law Violations	48	65	42
Drug-related Violations	17	30	23
Weapons Violations	0	0	0

Annual Crime Statistics for 2011

	On Campus	Residence Halls	Non-Campus Buildings	Public Property
Murder and Non- Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible sex offenses (rape, sodomy, sexual assault with an object, forcible fondling)	4	4	0	1
Non-Forcible sex offenses (statutory rape and incest only)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	6	4	0	0
Motor Vehicle Theft	1	0	0	0
Arson	0	0	0	0
Liquor Law Violations	42	36	0	0
Drug Abuse	23	19	0	0
Weapon Violations	0	0	0	0

Annual Crime Statistics for 2011, continued

	On Campus	Residence Halls	Non-Campus Buildings	Public Property
Arrests:				
Liquor Law Violations	0	0	0	0
Drug Law Violations	19	15	0	0
Weapons Violations	0	0	0	0
Referrals for disciplinary action (does not include arrests, above):				
Liquor Law Violations	42	36	0	0
Drug Law Violations	4	4	0	0
Weapons Violations	0	0	0	0

	On Campus	Residence Halls	Non-Campus Buildings	Public Property
Hate Crimes: Crimes that are committed because of a victim's Gender (G), Disability (D), Ethnicity (E), Race (RA), Religion (RE) or Sexual Orientation (SO)				
Murder and Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible sex offenses (rape, sodomy, sexual assault with an object, forcible fondling)	0	0	0	0
Non-Forcible sex offenses (statutory rape and incest only)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Any other crimes involving bodily injury	0	0	0	0
Assault (non aggravated)	0	0	0	0
Intimidation	0	0	0	0
Larceny-Theft	0	0	0	0
Vandalism	2	2 – E, SO	0	0

NOTE: On Campus is defined as any on campus owned, contiguous, education or student-used areas, including residence halls. Residence Halls are defined as any dormitory, or other student residence, which is located "on campus." Non-campus Buildings or property is defined as any off-campus building or property which is owned or controlled by a student organization or an institution of higher education which is not within the same reasonably geographic area of the college. Public Property is defined as any street, sidewalk, or lots which are adjacent to the "campus."

Reporting guidelines as of October 1, 2009 require us to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrator's bias (bias categories include race, gender, religion, sexual orientation, ethnicity/national origin, and disability). The guidelines for reporting hate crimes have recently been expanded to include intimidation, larceny-theft, simple assault and vandalism in cases where there is evidence the victim was intentionally selected because of the perpetrator's bias.

The legal terms aggravated assault, robbery and burglary are often misunderstood. As defined by the National Incident-Based Reporting System (NIBRS), aggravated assault is an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

The guidelines with regard to burglaries have recently changed. Under the new guidelines, an incident can only be classified as a burglary if it meets all three of the following conditions: 1) there must be evidence of unlawful entry (trespass), 2) the unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door, and 3) the unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny. An example of the typical campus burglary is when items are stolen from a student's room when the door was unlocked or left open.

The statistics used to compile the data are obtained from the Department of Public Safety, other Campus Security Authorities and local Police Departments. A Campus Security Authority includes staff members responsible for student housing, discipline and judicial proceedings, director of athletics, team coaches, or a faculty advisor to a student group. These members of the College community are obligated to report instances of campus crime. Members of the College's Counseling and Health Services are not required to make such disclosures as those services are confidential. Professional counselors on campus, if and when they deem it appropriate, inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Washington College Department of Public Safety maintains a crime log that contains information on recent criminal activity to include the nature, date, time and general location of each crime. The crime log is available for review by members of the community at the Department of Public Safety from Monday through Friday, 8:30 a.m. to 4:00 p.m.

REPORTING PROCEDURES

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety or his designee, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. Anyone with information that they believe constitutes an ongoing or continuing threat to the community should contact the Department of Public Safety at 410-778-7810. If warranted, a timely warning will be sent out via WAC Alerts by Public Safety personnel. WAC Alerts works by sending a message to all standard text communication devices: mobile phones (via SMS text messages, voice and voice mail), land phones, e-mail accounts, RSS readers, test pagers, wireless pagers, wireless PDAs, and web site pages. Follow up information may be sent out through the college email system to students, faculty, and staff, or through additional WAC Alerts messages. We may also disseminate general information through the campus' student newspaper, *The Elm*.

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of the Department of Public Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

CAMPUS SECURITY AUTHORITIES

A Campus Security Authority (CSA) is defined as: An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

When CSAs receive information from students or employees regarding criminal offenses, they are required to report this information to Public Safety.

Once a year, CSAs are asked to provide information regarding crimes reported to them during the previous year that were not reported to the Public Safety Department. Criminal offenses for which we are required to disclose statistics are outlined in detail in this yearly letter to CSAs. Forms used to report criminal offenses are also provided, and this information can also be found on the Public Safety website.

ANONYMOUS TIPS

Members of the Washington College community are able to provide Public Safety with information pertaining to criminal and suspicious activity. The form can be found on the Public Safety website. Just click on the link marked "Anonymous Tips" and fill out the form. All reports are anonymous.

SEX OFFENDER REGISTRY
To view the sex offender registry for the state of Maryland, you can go to the following website: http://socem.info/. Once on this site, you can search the Maryland sex offender registry by name, zip code, or by clicking on a geographic area on a map. The sex offender registry for Kent County is also held at the Kent County Sheriff's Office. They can be contacted at 410-778-2279.

CAMPUS SAFETY

EMERGENCY COMMUNICATIONS

Patrol Officers have communication with Kent County Communications via radio. Kent County Communications dispatches calls to police, rescue and fire departments in Kent County.

911 is to be used only in the event of a real emergency. A real emergency is a fire, injured person, or crime in progress. Once the caller has contacted a dispatcher, he should be prepared to give the following information: caller's name, location, phone number of phone being used and the nature of the problem. Please give the dispatcher as much information as possible.

410-778-1241 is the non-emergency number to Kent County Communications. A police dispatcher will answer the phone and take your information. They will then contact Public Safety via radio and relay your information. The dispatcher will request your name, location, phone number and nature of problem.

Extension 7810 or 410-778-7810 is the phone number to the Public Safety Office. All non-emergency calls are to be made to this number. Call extension 7810 if you are calling from a campus extension or our direct line 410-778-7810 if you are calling from a cell phone or an off-campus phone. Patrol Officers can be contacted directly by dialing extension 7810. If no one is in the office to answer your call, the phone system will transfer the call to a cellular phone carried by Patrol Officers. The Officer will be able to talk directly with you through the phone. Should this system fail, please contact the emergency dispatcher at 410-778-1241 or 911 for emergencies. The dispatcher will be able to contact the Patrol Officer directly via radio.

What to Do in Case of an Emergency

Call 911 from campus phones for any situation that requires an immediate response from police, fire or medical authorities to preserve life or property. **If calling from a cell phone give your location as Washington College, in Chestertown in Kent County.**

Any emergency or incident should also be reported to Public Safety at 410-778-7810. The Washington College Department of Public Safety works with local police and fire agencies to respond to all emergency situations on campus including fire, accident/illness, crime, hazardous spills/gas leaks, and bomb threats.

Unless electrical power or electronic communication is unavailable following a major storm or emergency, the Washington College web site will be the official source for information and regular updates will be posted there. The College will also use WAC Alerts and/or the Emergency Broadcast Towers (see Emergency Notification Methods, below) to send emergency communications to the campus community upon confirmation of a significant emergency or dangerous situation, occurring on the campus, involving an immediate threat to the health or safety of students, faculty, staff or visitors, unless issuing a notification will compromise efforts to contain the emergency or would put the community at greater risk. Follow up information may be sent out through the college email system to students, faculty, and staff, or through additional WAC Alerts messages. We may also disseminate general information through the campus' student newspaper, *The Elm*.

The decision to notify the campus community of a significant emergency or dangerous situation will be made by the Director of Public Safety, or by an employee of the Department of Public Safety. When appropriate, the Director of Public Safety will share emergency information with the Chestertown Police Department and the Kent County Office of Emergency Services.

Should telephone and electronic communication be interrupted, information fliers will be posted on first floor bulletin boards around campus, in the residence halls, and at entrances to key buildings when and where possible.

The College's Emergency Response Plan can be viewed online at http://publicsafety.washcoll.edu/pdf/emergencyplan.pdf.

Emergency Notification Methods and Evacuation Procedures

Public Broadcast System

The campus is equipped with outdoor emergency broadcast towers found in strategic locations that also double as emergency blue light phones. Emergency notifications are delivered via the broadcast towers when situations warrant. When activated, the broadcast system will sound an alert accompanied by a siren and blinking blue light. A message will follow informing the campus community of the reason for the alert and with appropriate instructions.

WAC Alerts

WAC Alerts is the College's self-service, web-based, emergency notification system that sends instant alerts to registered users. The College will use WAC Alerts to send emergency communications to the campus community.

WAC Alerts works by sending a message to all standard text communication devices: mobile phones (via SMS text messages, voice and voice mail), land phones, e-mail accounts, RSS readers, test pagers, wireless pagers, wireless PDAs, and web site pages. It is a cross-carrier mobile service, so it does not matter which phone provider you use.

All Washington College students, faculty and staff can self manage their accounts to register or deactivate the service, update phone numbers, email addresses, etc. Those who register can also include phone numbers or email addresses for parents, spouses or others if they want. All email addresses for students, faculty and staff, as well as office and dorm room phone numbers, are pre-loaded into the system.

There is a link on the College home page (www.washcoll.edu) to sign up for WAC Alerts. Just go to the log in page and click on the WAC Alert link.

Emergency Blue Light Phones

Know the location of emergency phones throughout campus. They are mounted on campus buildings as well as the outdoor emergency broadcast towers. To use: push the RED emergency button and the phone will automatically dial Public Safety.

Evacuation Procedures

Building/Campus Evacuation

Building evacuation

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by the Department of Public Safety (see Emergency Notification Methods, above).

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

Assist disabled persons in exiting the building! Remember that elevators are reserved for disabled persons. Do not use the elevators in cases of fire or earthquake.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.

Do not return to an evacuated building unless told to do so by a Department of Public Safety Officer or emergency personnel.

Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by the Department of Public Safety (see Emergency Notification Methods, above).

All persons (students, faculty, staff and visitors) are to immediately vacate the area of campus in question and relocate to another part of the campus grounds as directed.

Do not return to an evacuated area unless told to do so by a Department of Public Safety Officer or emergency personnel.

Broader emergency evacuation information will be disseminated in accordance with guidance provided by Kent County Emergency Services.

Personal Safety Tips

ICE – In Case of Emergency

Program your cell phone with an "In Case of Emergency" contact number and name using the acronym ICE. This will help emergency personnel assist you when you need it most.

Personal Safety

- Walk in groups or call Public Safety (410-778-7810); do not walk alone after dark
- Keep identification on your person at all times
- Park and walk in well-lit areas
- Know the location of emergency call boxes with Blue Lights
- Stay Alert! Avoid talking on your cell or using electronic devices when walking alone
- Secure personal property and avoid displaying valuables
- Alert someone you know and trust if you plan to leave campus or if your daily schedule will be different from the “norm”
- Report all suspicious activity to Public Safety (410-778-7810)

Residence Hall Safety

- Lock doors at all times, especially when you go to sleep
- Report lost keys immediately; do not loan your key card or keys to anyone
- Secure valuables and medications at all times
- Know the location of fire alarms and extinguishers, and be familiar with exits and evacuation procedures
- Escort your guests at all times and do not let strangers into residence halls
- Report all suspicious activity to your RA or Public Safety (410-778-7810)

If you live off-campus, know your neighbors, leave on outside lights, keep your front and back doors locked and close your curtains.

Web Safety

- Review the security setting on a website before using that site
- Avoid posting personal information on any website; do not post social security number, phone number, address, or screen name
- Secure your laptop and computer when not in use so that other people will not have access to your information
- Do not add people you do not know to your IM or contact lists
- Inform Public Safety (410-778-7810) IMMEDIATELY if you receive threatening or suspicious e-mail, or have concerns about suspicious activity on any of your familiar websites

Fire/Smoke

Members of the college community should become familiar with at least two evacuation routes from each building in which they study, work or reside as well as the location of fire alarm stations, emergency exits, and fire extinguishers in the area. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. YOU MUST LEAVE THE BUILDING WHEN THE ALARM SOUNDS.

If You Discover Smoke or Fire

- If you have been trained and it is safe to do so, attempt to extinguish the fire with a portable fire extinguisher only if fire is small. If you have not been trained, you must evacuate the area.
- Keep yourself between the fire and an exit.
- As you vacate fire area, close all doors behind you.
- Activate the nearest fire alarm pull station. Warn people in the vicinity. (Although an alarm will alert Public Safety automatically for most major campus facilities, that is not the case for a small number of buildings. Please call Public Safety at 410-778-7810 or local authorities at 911 from a campus phone to let them know the alarm has been activated and the nature of the emergency.)
- Evacuate the building via the nearest safe exit.
- Elevators are not to be used as a means of exit during a fire emergency.
- Once outside, stay clear of the building. Do not re-enter the building until authorized by the Fire Department or Public Safety.

On Hearing the Fire Alarm

- If a fire alarm has been activated, make your way to the nearest exit and leave the building.
- Faculty and staff are asked to ensure that all students are out of the classrooms and laboratories before leaving. If time permits, close windows and shut off any gas and other utilities. Close doors upon leaving the room.
- Continue to move out of the building in an orderly manner even if the alarm stops sounding. Never return for personal items left behind.

Once outside, stay clear of the building. Do not re-enter the building until authorized by Fire Department or Public Safety.

Medical Emergency

Call extension 7810 or 911 from a campus or cell phone.

If you suspect a head or spinal injury DO NOT MOVE the victim unless there is an immediately life-threatening emergency.

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to "sleep it off." Stay beside the person and call Public Safety at 410-778-7810 or 911 from a campus phone immediately if the person:

1. cannot be roused
2. is incoherent and is vomiting
3. breathes shallowly
4. has cold, clammy skin
5. looks bluish or pale
6. has taken other drugs with alcohol
7. has a head injury

Injuries

- After calling Public Safety 410-778-7810 or 911 from a campus phone, you may provide first aid if you are trained, it is safe to do so, and the victim consents.
- Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
- Calmly assure the injured person that help is on the way.
- Assist emergency personnel in locating the victim and investigating the incident.
- Prepare for medical emergencies by taking first aid and CPR training classes.

Emotional/Psychological Warning Signs

If you have contact with any individual who displays the following behaviors, report your concerns to Public Safety, Student Affairs staff, Counseling or Health Services, or other college official in a timely manner:

- Threatens harm or talks about killing self or students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Possesses or draws artwork that depicts graphic images of death or violence.

- Assaults others constantly which may include immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

For information about health and campus health-care services, go to http://health.washcoll.edu/

Active Shooter

These recommended procedures cannot cover every possible situation that might occur. Nevertheless, they serve as an awareness and training tool likely to reduce the number of injuries or death if followed as soon as a situation develops.

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building, we recommend the following procedures be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call 911.
- Don't stay in the open hall.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Barricade yourself in the room with furniture or anything you can push against the door.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Silence cell phones
- Try to stay calm and be as quiet as possible
- Keep others calm quiet and out of sight
- Contact authorities. Be aware the local emergency numbers may be overwhelmed. Program the Public Safety and Chestertown administrative numbers into cell phones: Washington College Public Safety 410-778-7810; Kent County Emergency Operations Center 911.

What to Report

- Your specific location - building name and office/room number
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

- You can try to hide, but attempt to find a well-hidden space or you may be found as the intruder moves through the building looking for victims.

- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area in the dorm, may be to fight back. This is dangerous, but depending on your situation, this could be a viable option. If you are caught by the intruder and are not going to fight back, follow directions and don't look the intruder in the eyes.

Once the police arrive, *obey all commands*. This may involve being handcuffed or made to put your hands in the air. This is done for safety reasons and once the police evaluate circumstances, they will give you further directions to follow.

Police Response

- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation

Severe Imminent Weather

Preparations before a major storm

- Have flashlights and fresh batteries ready. Remember no candles are permitted in the residence halls.
- Obtain a battery-operated radio. Tune to a local TV/radio station or check on-line for the latest information on the storm's progress.
- Collect some bottled water and non-perishable food.
- Make sure your cell phones, laptop computers and other electronic devices are fully charged.
- If you live in off campus residence, bring any patio furniture and other outdoor accessories inside so that they do not blow into glass doors and windows.

During a storm

- Stay in your residence hall. Do not go outside. Downed electrical lines, flying debris, and flash flooding can be life threatening.
- Keep away from windows, glass doors and skylights. Breaking glass can cause severe injuries.
- Keep your blinds and/or curtains drawn and your windows tightly shut.
- Follow directions from your RAs and College employees.
- Use your flashlights - DO NOT USE OPEN FLAMES such as candles or kerosene lamps.
- If an injury of a life-threatening nature should occur, call 911 immediately.

If a tornado watch is announced

- Remain calm and stay inside.
- A "watch" indicates that conditions are favorable for the formation of a tornado in the area and a "warning" indicates that a tornado is imminent or has touched down in the area. If a tornado watch is announced for the Kent or Queen Anne's county pay careful attention to radio, TV or Internet reports in case it is upgraded to a warning. If the power is out, listen to your battery-operated radios and heed the advice of your RAs.

If a tornado warning is announced

- A "warning" indicates that spotters have actually sighted a tornado or indicated on radar and is occurring or imminent in the warning area.

If inside during a tornado warning

- Seek immediate shelter.
- Go to a basement or lowest level of the building.
- If there is no basement, go to an interior hallway away from exterior windows.
- Close all doors to rooms with exterior windows.
- Stay away from all windows and other glassed areas.
- Use arms to protect head and neck.
- Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs.

If outdoors during a tornado warning

- If possible, get inside a building.
- If shelter is not available, lie in a ditch or low-lying area.
- Use arms to protect head and neck.

In case of a power outage on campus

- For a short-term disruption there is typically no need to do anything more than remain where you are unless doing so presents a safety hazard.
- Do not light candles, use flashlights only.

If the power outage is expected to be of extended duration you will be notified of where to go by either posted flyers on bulletin boards and first floor entryways of major campus buildings or by text message.

Protect your computer and other electronics

- Unplug all expensive electronics, computers, and peripherals to protect them from damage due to power surges.
- Move your electronic equipment and computers to a protected location in your room or office away from a window and cover them with plastic. Lower window blinds to deter possible broken glass.

Hazardous Material

If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel, or oil) spill, incident, or release for which assistance is needed

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area call Public Safety at extension 7810 or 911 from a campus or cell phone.
- Be prepared to provide the following information regarding the spill or release:
    - Name of the material
    - Quantity of material
    - Time of the incident
    - Location of the incident
    - If anyone is injured or exposed to material
    - If a fire or explosion is involved
    - Your name, phone number, and location

Follow instructions provided by the emergency responders

- Arrange for someone to meet the emergency responders.
- Evacuate, if necessary. Remain in a safe designated area until released by emergency responders.
- Identify the name or type of substances involved to emergency responders if this information is available.
- Do not attempt to clean up a spill or release unless you are trained to do so and have the proper equipment.

If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials

- Clear the area immediately if instructed to do so by the emergency providers, providing assistance to those with special needs.
- When evacuating, move crosswind, never directly with or against the wind.
- Remain in a safe designated area until released by emergency responders.

Bomb Threat

In the event that a bomb threat is phoned into the college, the caller will most likely not identify him/herself. However, people who call in bomb threats are calling because they want you to know what they are doing, and often, why. Note caller ID information if available.

Should a bomb threat be received, immediately have a co-worker inform Public Safety at extension 7810 while you keep the caller on the line. Use a written note to do this as you stay on the phone.

If you should spot a suspicious object, package, etc., report it to Public Safety and your supervisor but under no circumstances should you touch it, tamper with it, or move it in any way.

Public Safety will be responsible for ordering building evacuation in consultation with the appropriate senior staff member where possible.

When a bomb threat is received, attempt to remain calm and keep the person on the line as long as possible. Ask the caller to repeat the message and try to ascertain as many of the following items as you possibly can.

Questions to Ask

- When is bomb going to explode?
- Where is it located? In what building? On what floor? Near what?
- What does it look like? (If present)
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why are you doing this?
- What is your name? Address?
- Where are you calling from?

Background Sounds

- Street/Traffic or Motor Noises
- Factory Noises
- Television
- Animal Noises
- Air Traffic
- Office Machinery

Threat Language

- Formal/Informal Language or Phrases
- Irrational
- Taped
- Read from Script
- Accent

Voice Characteristics

- Angry/Excited
- Young or Old
- Rapid or Slow
- Soft or Loud
- Lisp or Stutter
- Deep or nasal
- Distinct or Slurring

Additional Information

- Exact wording of threat
- Number at which the call was received
- Calling number (if available on Caller ID)
- Time and Date of the call

Remember to remain calm. Keep caller on the phone as long as possible. Get as much information as you can. Be sure a co-worker has notified Public Safety.

PUBLIC SAFETY PATROLS

The Department of Public Safety has Patrol Officers on duty on the campus 24 hours a day. The Officers patrol the campus buildings and grounds. Patrol Officers are required to patrol hallways and common areas of buildings during their shifts. The Officers are required to make checks of the mechanical rooms and special areas in each building. This is done for your protection and for fire safety reasons.

CAMPUS ESCORT SERVICE

Should you require an escort at any time, please contact Public Safety and an Officer will assist you.

CAMPUS POLICIES ADDRESSING DISCRIMINATION, HARASSMENT AND SEXUAL ASSAULT

Policy Statement on Discrimination

Washington College does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, genetic information, or any other legally protected classification in the administration of any of its educational programs and activities or with respect to admission and employment. The designated coordinator to ensure compliance with Title IX of the Educational Act Amendments of 1972 is Darnell Parker, Director of Multicultural Affairs, Casey Academic Center, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, and (410) 778-7202. The designated coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 is the Director of Academic Skills, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620.

Policy Statement on Harassment

Harassment in any form, whether based on race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, genetic information, or any other legally protected classification is unacceptable on the Washington College campus.

For purposes of this policy harassment means unwelcome verbal, written, or physical conduct based on a protected classification (race, color, sex, etc.) that has the purpose or effect of unreasonably interfering with an individual's work or education, (including living conditions, extracurricular activities, and social life) creating an intimidating, hostile, or offensive environment, or constituting a threat to an individual's personal safety. Sexual harassment includes sexual violence/assault.

Policy Statement on Sexual Harassment

Washington College will not tolerate sexual harassment in any form. When sexual harassment occurs at the College, the standards of the community are violated. The goal of this policy is to create a community free of sexual harassment. Sexual harassment committed in connection with any College program, whether on or off campus, is prohibited. This applies to academic, educational, extracurricular, athletic, residential, and other College programs. Sexual harassment may be a violation of state and federal laws as well as a violation of this policy. Therefore, individuals who feel they have been sexually harassed may have the right to bring legal action, in addition to making a complaint to the College. Legal action and an internal complaint can be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation of sexual harassment, or pursues legal action is prohibited.

The essential importance of academic freedom is recognized and a standard of reasonableness will guide the College. Only when academic freedom is used to disguise, or as the vehicle for, prohibited conduct will it be questioned. Washington College believes that ideas, creativity, and free expression thrive and, indeed, can only exist for students, faculty, and staff in an atmosphere free of sexual harassment and assault.

Definition of Sexual Harassment
Federal Law (Title VII of the Civil Rights Law of l964 and Title IX of the Education Amendments of 1972) provides that sexual harassment shall be considered a form of gender discrimination. Maryland Law also prohibits gender discrimination and sexual harassment.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with one's academic or work performance or social world by creating an intimidating, hostile, offensive, or violent environment. Sexual violence/assault is also considered sexual harassment.

Examples of Sexual Harassment

- Action of an individual in a position of institutional power or authority who misuses that position to subject an individual to unwanted sexual attention of either a verbal or physical nature when that conduct is either explicitly or implicitly a term or condition of a person's employment or academic status.

- Demanding sexual favors accompanied by implied or overt threats or promises concerning grades, recommendations, or evaluations.

- Inappropriate sexual conduct that interferes with an individual's work performance or educational experience by creating an uncomfortable environment. This prohibition applies to all relationships at the institution between members of the College community.

- Inappropriate conduct against an individual that interferes with an individual's work performance or educational experience by creating an uncomfortable environment that would not occur but for the sex of the individual.

Consensual Relationships
Washington College policies prohibit unreciprocated and unwelcome relationships. In addition, persons in positions of power, authority, and control over others should be aware of and sensitive to problems that may arise from mutual relationships that are inherently unequal. Individuals in these situations are urged to examine such relationships before engaging in them, especially in terms of emotional health, self-esteem, and respect for the freedom of others.

Apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. The College particularly abhors the abuse potentially inherent in sexual relationships between faculty members and students and between staff supervisors and their student employees.

Policy on Sexual Assault
When sexual assault or sexual violence occurs in any form at Washington College, the standards of the community, and possibly the criminal laws of the state of Maryland, are violated. When reported, the College will deal with these issues in accordance with its policies and procedures and as required by applicable laws. Sexual assault committed in connection with any College program, whether on or off campus, is prohibited. This includes all College programs including, but not limited to, academic, educational, extra-curricular, athletic, and residential programs.

Washington College urges individuals who believe they have been sexually assaulted to pursue criminal charges against the person or persons they believe to have committed the sexual assault. A criminal charge and an internal complaint can be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues legal action is prohibited and possible violations will be investigated and violations addressed in accordance with College policy and procedures.

In cases of sexual assault or other sexual misconduct, College authorities will inform a complainant of the option of criminal prosecution and medical assistance, as well as the complainant's rights under the Crime Complainant's Bill of Rights. This includes the right to assistance from the Maryland State Crime Complainants Reparation Board and the Maryland State Office of the Crime Complainant Ombudsman. A student complainant will also be informed of the right to file a complaint of sexual harassment (which includes sexual assault/violence) with the College's Grievance Committee.

When the alleged perpetrator is a Washington College student, the complainant will be informed about the role of the Honor Board's Sexual Misconduct Hearing Board in evaluating whether the alleged perpetrator is responsible for violations of College policy (including policies addressing discrimination and harassment).

College authorities, normally the Director of Public Safety, will notify the Chestertown Police of the sexual assault **only** at the request of the complainant and will provide assistance in notifying any other law enforcement authorities or in preserving materials, which are relevant to the internal complaint process. College authorities will, at the direction of the Chestertown Police, provide assistance in obtaining, securing, and maintaining evidence for criminal prosecution.

Summary Suspension

By decision of the President of the College, the Vice President of Student Affairs, or a designee of either, respondents in a sexual assault complaint may, without prejudice, be removed from the campus or subjected to other forms of restriction with regard to the complainant, pending formal judicial action or criminal procedures, to avoid additional conflict within the community and/or to protect the safety of members of the College community.

The Grievance Procedure

The Washington College Grievance Procedure is available to members of the Washington College community (faculty, staff, or students) who feel that they have been subjected to discrimination or harassment. Information regarding the grievance procedure may be obtained from the Student Affairs Office, Chief of Staff, Provost and Dean of the College, and Human Resources. An employee can also obtain information and/or file a complaint by writing the Director of Civil Rights, U.S. Department of Education, Office of Civil Rights, 330 Independence Avenue SW, Washington, DC 21001.

Appointment of a Grievance Committee

The Grievance Committee will be composed of the Provost and Dean of the College, the Chief of Staff, the Vice President and Dean of Students, one faculty member, one student, and a representative from the staff. All committee members will be appointed by the President of the College. The Provost and Dean will serve as chair and the Chief of Staff will serve as vice chair.

Report of a Grievance
Any member of the Washington College community who believes that he or she has been subjected to unlawful discrimination or sexual harassment should immediately report the alleged incident(s) to a member of the Grievance Committee.

Resolution of a Grievance
The College encourages efforts to resolve complaints in an informal manner. If this process proves unsatisfactory, however, a formal complaint procedure is also available.

Informal Resolution of a Grievance
The complainant will discuss the alleged incident(s) with a member of the Grievance Committee. The committee member may offer to attempt resolution in an informal manner.

Formal Resolution of a Grievance
The Grievance Committee will prepare and provide to the complainant for completion and signature the Discrimination Complaint Form.

The full committee will review the information provided on the Discrimination Complaint Form and will decide whether the complaint should be more fully investigated or dismissed.

If the committee decides to pursue investigation of the complaint, committee members with a potential conflict of interest will be required to withdraw from the case.

Two members will be appointed to conduct a thorough investigation of the complaint.

The issue of whether discrimination or sexual harassment has occurred requires a determination based on all of the evidence received. The investigation will include interviews with the parties involved, interviews with witnesses and reviews of pertinent evidence. The investigation will be completed within 30 working days from the date the complaint was signed. This investigation will be handled in a confidential ("need to know") manner.

Based on the report of the investigation, the full committee will:

1. Decide that the findings do not support the allegations or complaint, or

2. Decide that the findings do support the allegations in the report and refer the complaint, with recommendations, to the President of the College.

3. Inform in writing both the complainant and the person against whom the allegations were made of the committee's decision.

The President, after consultation with appropriate College officers, will take action in accordance with existing College disciplinary guidelines.

Records
A log of formal and informal complaints of discrimination and harassment will be maintained permanently by the Office of the Provost and Dean. Records pertaining to any formal complaints of discrimination and sexual harassment will be maintained in the Office of the Provost and Dean for three years after the final resolution of the complaint, at which time the records will be destroyed. Records regarding any sanctions imposed will be maintained in accordance with normal personnel or educational records policies, as applicable.

Retaliation
All members of the Washington College community are advised that retaliation against anyone for filing a complaint of discrimination or harassment is prohibited. Members of the community should be equally aware that making false or frivolous allegations of harassment or discrimination is itself a violation of College policy and the individual involved will be subject to disciplinary action.

Grievance Procedures for Victims of Sexual Assault

File a Grievance
Victims of sexual assault may file a grievance by contacting the Provost and Dean of the College, the Chief of Staff, the Vice President and Dean of Students, or the Director of Public Safety. The Director of Public Safety will inform the victim of the options available for handling the complaint. If criminal charges are pursued, the Director of Public Safety will offer to assist the victim throughout this process.

Investigation of the Grievance
Once a grievance has been filed, the official with whom the grievance was filed will notify the Director of Public Safety, who will expeditiously conduct a thorough investigation. At the completion of the investigation, the Director will inform the President and the Discrimination and Harassment Grievance Committee of the reported offense(s) and the results of the investigation.

Persons May be Removed from Campus
By decision of the President of the College, persons accused of sexual assault may, without prejudice, be removed from the campus or subjected to other forms of restriction with regard to the complainant, pending action of the Discrimination and Harassment Grievance Committee or criminal procedures, to avoid additional conflict within the community and/or to protect the safety of members of the College community.

Discrimination and Harassment Grievance Committee Determination
Based on the Public Safety Director's report of the investigation, the Discrimination and Harassment Grievance Committee will:

1. Decide that the findings do not support the allegations or complaint, or,

2. Decide that the findings do support the allegations in the report and schedule a hearing that will occur as soon as possible, but in any case, no later than ten business days.

3. Inform in writing both the complainant and the person against whom the allegations were made of the committee's decision.

Guidelines for a Hearing
If the Committee decides the allegations warrant a hearing, both the accuser and the accused will be notified of the date, time, and location of the hearing. The accuser and the accused are each entitled to have a person of his or her choice, but not legal counsel, accompany them to the hearing. These persons may only serve in an advisory capacity and are not permitted to participate in the hearing. Seating in the hearing room will be arranged so that the accuser and the accused will present the facts of the case to the Committee during the hearing. The accuser and the accused will be given the opportunity to testify and may present witnesses to testify. These witnesses may be present at the hearing only while giving testimony or responding to questions based thereon. Only members of the Committee, as well as the accuser and the accused, may ask questions of all parties testifying. Questions and responses by the principals, however, will be directed to the Chair, not to each other. A detailed summary of the hearing shall be prepared following the proceedings and filed in the formal record to be maintained in the Office of the Provost and Dean according to the records policy.

Formal Recommendation
Following the hearing and the subsequent deliberations, the committee will arrive at a formal recommendation and communicate it to the President of the College. The President, after consultation with the appropriate College officers, will, when the recommendation indicates, assign a penalty, as the President deems appropriate in accordance with existing College disciplinary guidelines. The accuser and the accused will be informed, in writing, of both the Committee's recommendation and the President's decision on disciplinary action, if any, and also of their respective rights of appeal.

Appeal Procedure
If either the accuser or the accused wishes to appeal the decision on procedural grounds or based on new evidence, an appeal should be submitted, in writing, to the President within 15 business days of the notification of the decision. The President will determine if the case warrants further review and within 10 business days will inform the Harassment Grievance Committee and parties involved. If the President determines that the case warrants further action, the President will then review the case including procedures, evidence, decision, and resulting sanctions. The President will deliver a written decision to both parties and the Discrimination and Harassment Grievance Committee. This decision is final.

Confidentiality
All parties involved, especially those charged with carrying out the above policies, are enjoined to maintain confidentiality to the greatest extent practicable.

Records
Records pertaining to formal complaints of sexual assault will be maintained in the Office of the Provost and Dean for three years after the resolution of the complaint, at which time the records will be destroyed. Records regarding any sanctions imposed will be maintained in accordance with normal personnel or educational records policies, as applicable.

Resources for Victims of Sexual Assault

If you, or someone you know, are a survivor of sexual assault, the following campus and community resources are available for assistance. Sexual assault survivors are encouraged to speak with the College's Sexual Assault Response Coordinator for support and to obtain assistance in accessing campus or external resources or procedures (even if the sexual assault is not recent). The Sexual Response Coordinator will review with the survivor procedures to file an internal complaint or grievance or an off-campus complaint, the availability of confidential counseling, and steps the College can take to address concerns about physical safety including changes to housing or classroom arrangements if needed.

CAMPUS RESOURCES

- Sexual Assault Response Coordinator - Beth Anne Langrell, Director of Student Development, 410-778-7277
- Gerald Roderick, Director of Public Safety, 410-778-7810
- Dr. Bonnie Fisher, Director of Counseling Center, 410-778-7260
- Lisa Marx, Director of Health Services, 410-778-7261

COMMUNITY RESOURCES

- Local Emergency, Police, Fire and Ambulance – dial 911 (or 9-911 from a campus phone)
- For All Seasons, Mental Health and Rape Crisis Center, 1-800-310-7273 – a free 24-hour confidential hotline provides crisis support to individuals and groups. Advocates are available to meet sexual assault survivors at the hospital and support them during any time spent at the hospital. To learn about on-going counseling and support to survivors, contact 410-822-1018.

HOSPITALS

- Chester River Hospital Center, 410-778-3300 – located adjacent to Washington College
- Memorial Hospital in Easton, Maryland, 410-822-1000

Each hospital has Forensic Nurse Examiners available 24 hours a day, 7 days a week to provide a confidential medical examination as well as sexually transmitted infection and pregnancy testing and treatment. Forensic Nurse Examiners work in Conjunction with For All Seasons, Inc. to provide advocacy support to survivors. Chester River Hospital Center and the Memorial Hospital in Easton have a Sexual Response Assault Team program that includes the "Jane Doe" reporting option. Jane Doe reporting allows survivors to have an exam using a rape kit without informing law enforcement but while still preserving the option to notify law enforcement at a later time. A member of the Campus Department of Public Safety is available 24 hours a day and 7 days a week to transport the complainant to either hospital if requested.

Education and Training

The Student Development Office is responsible for developing and coordinating educational and training programs for students. To address issues of sexual assault and sexual violence proactively, the College will distribute these policies to and provide training for students, staff, and faculty members. In addition, these policies will be c ommunicated at appropriate opportunities.

People to contact for more information:
Beth Anne Langrell, Director of Student Development, ext. 7277
Mela Dutka, Vice President of Student Affairs and Dean of Students, ext. 7752
Sarah Feyerherm, Associate Vice President of Student Affairs, ext. 7228
Carl Crowe, Associate Dean of Students and Director of Residence Life, ext. 7235
Lisa Marx, Director of Health Services, ext. 7261
Bonnie M. Fisher, Director of Counseling Services, ext. 7289
Jerry Roderick, Director of Public Safety, ext. 781

Campus Policies and Regulations
Alcohol and Other Drugs
Expectations and Education

Washington College is dedicated to promoting a safe and healthy living and learning environment for all students. The College recognizes that student alcohol use and abuse is an issue that confronts all colleges and universities. Alcohol or other drug abuse adversely affects student success in and out of the classroom and is an issue with complex physiological, social, psychological, and legal dimensions. The following guiding principles are used to shape the College's alcohol and other drugs related programs and services as well as the College's expectations for students.

Core values at Washington College include: honor, trust, integrity, respect, civility, service, responsibility, and citizenship. These values are expected to influence individual and group decisions involving alcohol and other drugs.

Washington College adheres to all local, state, and federal laws and legal requirements. Students are expected to do the same.

To make informed choices about alcohol use, students are expected to educate themselves about the social, physiological, psychological, and legal consequences of consuming alcohol or other drugs. As an institution of higher learning, Washington College will use education as its primary method to raise awareness about alcohol use and abuse and to guide student behavior. Students are also expected to understand that as part of this educational approach, the College will hold students accountable should their actions violate alcohol and other drug policies.

Members of the Washington College community are expected to take appropriate care of themselves and others in the community, a demonstration of respect and a commitment to individual and shared responsibility. All members of the Washington College community are expected to intervene when necessary. If a student is perceived to be at risk, the College will take the steps needed to ensure student safety.

In an effort to provide support or assistance, the College may choose to notify parents or legal guardians of students who have violated College polices related to alcohol or other drugs. The decision to notify parents or legal guardians will be made according to the professional judgments of appropriate staff. The primary goal of notifying parents or legal guardians is to promote the safety, health, and well being of the community and the student.

Expectations For Students

Students are expected to abide by applicable laws and College policies concerning the possession, purchase and consumption of alcoholic beverages and other drugs and to conduct themselves in accordance with guiding principles outlined above. Explicit in these expectations is that students are responsible for making their own decisions and accept the consequences of those decisions.

Expectations for Student Groups
Student groups considering sponsoring or hosting events at which alcohol may be served are expected to use the guiding principles in designing, planning, and conducting their events. Students are required to complete the registration process in advance and receive the appropriate written authorization for events at which alcohol may be served. Event organizers are required to take appropriate precautions to prevent the unlawful and irresponsible consumption of alcohol. This includes abiding by applicable laws and existing College policies governing the purchase, sale, service, possession, and consumption of alcoholic beverages. These expectations apply to all events or activities sponsored by student groups, whether the event or activity is held on or off campus.

Expectations for the College
The College is expected to:

- View the student's first year as a transitional year and therefore be more likely to notify parents of dependent students of incidents that have the potential to affect a student's health, safety, or academic performance.

- Intervene with appropriate measures when any student's health, safety and/or academic success are perceived to be at risk.

- Provide individualized and timely support and intervention for students who display alcohol or other substance related problems.

- Maintain an alcohol and other drugs advisory group, composed of students, faculty and staff members.

- Implement a comprehensive alcohol education outreach effort informed by data collected from Washington College students about their alcohol related attitudes, knowledge, and behavior.

- Provide information at appropriate times during the academic year to assist student organizations make educated decisions about the risks of, and whether to serve, alcohol at their activities.

- Target programming efforts toward populations identified by campus research or the national research literature as more vulnerable to alcohol use and abuse.

- Offer lively, enjoyable, safe and readily available activities designed to support a campus social culture free of alcohol and plentiful social opportunities for students who do not use alcohol regularly or at all.

- Establish relationships with local vendors to promote compliance with policies and the law.

Policy Statement and Federal, State and Local Laws/Penalties

Policy Statement on Substance Abuse

The College is committed to fostering an environment free of drug and alcohol abuse through (1) education and counseling programs, and (2) the prohibition of illegal or imprudent use of drugs or alcohol. The College prohibits the unlawful manufacture, distribution, dispensing, possession and use of controlled substances. Controlled substances include, but are not limited to: narcotics, barbiturates, amphetamines, cocaine, marijuana, anabolic steroids and misused prescription or legal drugs or alcohol. As used in this policy, the words "substance" and "controlled substance" include alcoholic beverages. Those who use controlled substances or illicitly use or abuse legal substances, including but not limited to alcohol, are in violation of the law and of Washington College policy. Compliance with this policy is a condition of enrollment at the College.

All Washington College students are expected to be familiar with and abide by the principles and details of this policy. This policy will be reviewed at least biennially to assess its effectiveness, to implement appropriate changes and to ensure that the disciplinary sanctions discussed are consistently enforced.

The Washington College policy on alcohol and other drugs exists within the context of local, state, and federal laws. The regulations contained in this policy are designed to comply with all applicable Chestertown and Kent County ordinances and the laws of Maryland and the United States, including the Drug-Free Schools and Communities Act Amendments of 1989. The illegal use and abuse of alcohol or prescription drugs and/or use of illicit drugs, violates the Washington College community standards and, when reported, will be handled in a serious manner.

Maryland State Laws and Penalties

- It is illegal in the state of Maryland for anyone under the age of 21 to purchase, possess or drink alcohol.
- It is illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume.
- It is illegal to purchase or otherwise supply alcohol to individuals who are under the age 21.

Penalties for the above violations are a $500 fine for the first offense, and up to a $1000 fine for repeat offenses.

In the state of Maryland, a person may not drive or attempt to drive any vehicle while intoxicated or under the influence of alcohol. A blood alcohol concentration (BAC) of between .04 and .08 may result in a charge of Driving Under the Influence (DUI); a level of .08 or higher may result in a Driving While Intoxicated (DWI) charge. Drinking and driving charges are not restricted to these BAC limits. An underage drinker with a BAC of .02 (approximately one drink) may be charged with a violation of restricted license, which will result in a suspension of the driver's license. The driver may also face a fine of up to $500. An individual can still be charged with a violation despite possession of an out-of-state driver's license.

Federal Controlled Dangerous Substances/Illegal Drug Laws and Penalties
Federal law states that it is unlawful to possess any controlled substance, including marijuana, cocaine and heroin. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from five to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least $1,000 and/or imprisonment for up to three years.

The penalties increase if the possession includes intent to manufacture, distribute or dispense a controlled substance, especially if done near a public or private elementary, vocational or secondary school, or a public or private college or university. Any person who violates this law shall also be liable to the U.S. government for an amount up to $10,000 in civil penalties. In addition to federal laws, violations of state of Maryland laws regarding the distribution, manufacturing and possession of controlled substances may result in penalties of up to $25,000 and imprisonment for up to 20 years for a first offense. It is also unlawful to drive while under the influence of any Controlled Dangerous Substance, whether legal or illegal (prescribed or unlawfully obtained.) An individual can be charged with a violation despite possession of an out-of-state driver's license. Violations may result in suspension of the driver's license.

College Alcohol and Other Drugs Policies

Washington College has several policies addressing the use of alcohol and other drugs. In addition to federal, state, and local laws, students are required to comply with College policies pertaining to alcohol use on campus.

Alcohol Policy
Students are required to abide by all Maryland and Kent County laws and Washington College regulations regarding the use of alcohol. These rules specify that persons under 21 years of age are prohibited from possessing or consuming any alcoholic beverage at Washington College.

Students who are 21 years of age or older may possess and consume alcohol on campus in accordance with the following:

- Alcohol may be consumed only within assigned rooms or suites. Open containers of alcohol are prohibited in common spaces, such as hallways and lounges, and in public areas, such as lobbies or outdoors.

- Students who possess alcohol on campus are responsible for its legal and responsible use. This includes taking reasonable precautions to prevent the possession of alcohol by underage students and guests.

- Kegs and other mechanisms or devices that permit purchase, storage, and distribution of alcohol in bulk quantities or that allow unregulated access to alcohol by any means, are prohibited.

- Students may not sell or distribute alcohol anywhere on campus. This prohibition includes, but is not limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), entitling the purchase access to an open bar, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.

- College funds allocated for hall activities and any college sponsored programming may not include alcohol.

- Students are responsible for the behavior of their guests, including any violation of policy.

- Students found to be in an intoxicated state on campus may be subject to mandatory medical or psychological intervention as well as appropriate disciplinary action (except as outlined in the Medical Amnesty Policy section found below).

Marijuana Policy
Marijuana is an illegal substance and is prohibited. Any student, who is found to be in possession of, or using marijuana, will face disciplinary action and possible criminal charges. Water pipes, bongs, hookahs, and other paraphernalia commonly associated with drug use are also prohibited.

Policy for Other Controlled Substances
The possession or use of narcotics and/or other controlled substances without a valid prescription is prohibited. Students are expected to obey federal and state laws regarding the use, sale, and distribution of controlled substances.

Parent or Guardian Notification
To provide support or assistance to students, the College may choose to notify parents or legal guardians of students under the age of 21 who have violated the alcohol or drugs policies. This decision will be made according to the professional judgment of appropriate staff and will be consistent with the application of privacy laws. The primary goal of notifying parents or legal guardians is to promote the health and well-being of the community and the individual student.

Medical Amnesty Policy
It is imperative that someone calls for medical assistance when an individual experiences severe intoxication or a serious injury after consuming alcohol or other substances. People may be reluctant to seek help in such alcohol or other substance related emergencies because of potential judicial consequences for themselves or the person in need of assistance. Since these emergencies are potentially life threatening, the Medical Amnesty Policy reduces or eliminates disciplinary consequences for students who obtain medical help for an intoxicated student or guest or even for themselves.

This policy is part of Washington College's comprehensive approach to reducing harmful consequences caused by the consumption of alcohol or other drugs. The Medical Amnesty Policy represents the College's commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or substance-related emergency. The Medical Amnesty Policy also provides education for individuals who receive emergency medical attention to reduce the likelihood of future occurrences.

How does the Medical Amnesty Policy work?
The Medical Amnesty Policy reduces or eliminates disciplinary consequences when medical help is obtained for an intoxicated student as follows:

Person in need of medical attention
If an individual who receives emergency medical attention related to his or her consumption of alcohol or other substances completes a required educational follow-up at Health Services and/ or with the Director of Student Development he or she will not be subject to judicial action for the following policy violations should they occur at the time of the emergency:

• underage consumption and/or possession of alcohol and illegal drugs
• disorderly conduct

A person in need of medical attention is eligible for medical amnesty on more than one occasion.

Calling on behalf of someone else
An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or other substance related emergency would not be subject to judicial action for the following policy violations should they occur at the time of the emergency:

• underage consumption and/or possession of alcohol
• provision of alcohol to an underage person

For more information about the Medical Amnesty Policy, contact Beth Anne Langrell, the Director of Student Development, **blangrell2@washcoll.edu**.

Alcohol and Other Drugs Violations and Sanctions: What to Expect

The College's response to alcohol or other drug violations will depend in part upon the level of the violation. For the purposes of this policy, there are two levels of violations, categorized by frequency and severity:

• first violation/low-level violation
• second or subsequent violation/serious first violation

Sanctions most likely to result from alcohol and other drug violations at these two levels are listed below. Please note, these are not exhaustive lists and provide only a range of

typical sanctions; other sanctions not listed here may be assigned when appropriate. Designated college administrators or the Honor Board will make their decisions based on conversation with the student and a review of the student's past actions, and consider what is most likely to effect a positive and lasting change in a student's behavior when assigning sanctions for alcohol or other drug policy violations. Incident reports documenting behavior in violation of College policy, letters from College administrators and records from Honor Board or other administrative hearings are maintained in the student's file located in Student Affairs.

Alcohol Violations
First violation/low-level violation
For a first low-level violation the most common outcome is a letter of warning kept in the student's file for one year. Should a first low-level violation occur in conjunction with other alcohol or behavior related concerns, the student may be required to meet with a College administrator to discuss the concerns.

Possible sanctions that may be considered:
• Citation and fine
• Letter of Warning
• Educational conversation with College administrator documented in a follow-up letter to the student

Typical Notifications:
• If a student is a varsity athlete - Athletic coach and Athletic staff notification
• If a student is a Greek organization member - Director of Student Development notified

Second or Subsequent Violation/First Serious Violation
Second or subsequent violations or serious first violations will be reviewed by a College administrator and the Honor Board to determine appropriate educational and judicial follow-up. The case may be referred to the Honor Board for adjudication and/or the Director of Student Development for educational follow up. Sanctions for a second violation or first serious violation may include a minimum one semester probation and demonstration of successful completion of alcohol education requirements or similar activity. Students placed on probation and later reported for a possible violation of College policy, especially a moderate or serious violation, will be referred to the Honor Board and may face possible suspension from the College for a semester.

Possible sanctions that may be considered:
• Official College Warning
• Probation for a semester or extension of existing probation
• Completion of an alcohol education program or community service followed by a reflection paper
• Required substance abuse evaluation by a substance abuse counselor
• Suspension from on-campus housing
• Restriction to classes and class-related activities (prohibited from attending social activities, entering the Student Center, residence halls, etc.)
• Suspension from the College for a semester for a moderate to serious violation committed while on probation

• Suspension for two semesters or longer for repeated violations while on probation or for a very serious violation while on probation

Typical Notifications:
• Parent/guardian notification
• Associate Provost notification
• If a student is a varsity athlete - Athletic coach and Athletic staff notification
• If a student is a Greek organization member - Director of Student Development notified

Drug Use and Paraphernalia Violations
First Violation
A first violation will be reviewed by the Honor Board and may result in a minimum of one semester of probation and demonstration of successful completion of a substance abuse education requirement or similar activity.

Second or Subsequent Violation/First Serious Violation
Serious first violations will be reviewed by the Honor Board and may result in more serious sanctions including suspension for a semester or more, evidence of substance abuse counseling or other appropriate learning and development activity while away and a two semester or more period of probation upon return. Students reported for a second or subsequent violation of College policy during the period of probation will be referred to the Honor Board and face possible suspension or, for repeated or serious violations, expulsion from the College. In all cases, students should be aware that violations involving controlled dangerous substances (CDS) will be reported to local authorities who may file charges in the local court system independently.

Possible sanctions that may be considered:
• Probation for a semester or extension of existing probation
• Substance abuse education activity or community service followed by a reflection paper
• Suspension from on-campus housing
• Restriction to classes and class-related activities (prohibited from attending social activities, entering the Student Center, residence halls, etc.)
• Suspension from the College for a semester for a moderate to serious violation committed while on probation
• Suspension for two semesters or longer or expulsion for repeated violations while on probation or for a very serious violation while on probation

Typical Notifications:
• Parent/guardian notification
• Associate Provost notification
• If a student is a varsity athlete - Athletic coach and Athletic department staff notified
• If a student is a Greek organization member - Director of Student Development notified

In addition to the possible sanctions listed above, students should also be aware of other potential consequences of drug related convictions through the court system. If a student is convicted of any offense involving the possession or sale of illegal drugs, under the Higher Education Opportunity Act of 2008 (HEOA), the student is ineligible for federal student aid funds. A drug related conviction might also affect a student's:

• Eligibility to participate in a study abroad program
• Eligibility for employment
• Ability to acquire certification to work in fields of education, recreation, and with senior citizens
• Ability to acquire professional licensure, i.e., counseling, law, health care professions, etc.

All students should be aware that current federal statutes permit notification of parents/legal guardians of a student's violation of college alcohol policy. Both designated college administrators and the honor board may recommend to the Vice President for Student Affairs/Dean of Students that parental/legal guardian notification occur. The Vice President for Student Affairs/Dean of Students will make a final determination of the appropriateness of notification. The Vice President for Student Affairs/Dean of Students may also notify parents/legal guardians without a designated college administrator's or Honor Board's recommendation when the situation warrants notification.

Each student should be prepared that parental/legal guardian notification may occur if an underage student is reported for a violation of the college alcohol or other drug policies.

Health Risks
The use of drugs and alcohol has both physical and psychological repercussions. Such substances can interfere with memory, sensation and perception and impair the brain's ability to synthesize information. Regular users develop tolerance and physical dependence. Psychological dependence occurs when the substance becomes central to the user's life and decision-making. Alcohol consumption may cause a number of marked changes in behavior. Even low doses may significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including physical attacks. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described. Repeated use of drugs and alcohol can lead to dependence. Sudden cessation of substance intake can produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Substance withdrawal can be life threatening. Long-term consumption of substances, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver. Women who use controlled substances during pregnancy may give birth to infants with fetal alcohol or drug syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Counseling
In order to promote an environment free of substance abuse, the College supports an active program of community awareness and education and also offers assistance with confidential counseling. Many of these counseling services are provided "in-house" at no

charge to the student; other services are provided through direct referrals to outside service agencies and regional support network. A part-time program specialist provides education, counseling, and evaluation services related to drug, alcohol, and other substance. All services are confidential, and information will not be released without written authorization. A copy of the policy related to limits of confidentiality is available at Counseling Services. Students, faculty and staff are encouraged to refer students who appear to be troubled by drug or alcohol use to Counseling Services (ext. 7261). In addition to the College's confidential counseling services, there are several national hotlines and websites available that provide information and referral.

Campus Resources
Health Services 410-778-7261
Counseling Services 410-778-7261

Off-Campus/Community Resources
Alcoholics Anonymous **www.aa.org**
Al-Anon/Alateen **www.al-anon-alateen.org**
Marijuana Anonymous **www.marijuana-anonymous.org**
Children of Alcoholics Foundation **www.coaf.org**
Cocaine Anonymous **www.ca.org**
Narcotics Anonymous **www.na.org**
National Alcohol Abuse and Drug 24-Hour Helpline: 1 (800) 252-6465
Cocaine Abuse 24-Hour Hotline: 1 (800) 262-2463

ALCOHOL- AND DRUG-FREE WORK PLACE

Drug and Alcohol Policy
Washington College takes seriously the problem of drug and alcohol abuse, and is committed to providing a substance-free workplace. This policy applies to all employees of Washington College, without exception, including part-time and temporary employees. Washington College prohibits the possession, use, or distribution of drugs and illegal or unauthorized use of alcohol by employees in the work place. Violations may result in action by law enforcement officials and disciplinary action up to and including mandatory participation in a substance abuse rehabilitation program, and/or termination of employment. By federal law, employees must notify the College within five (5) days of any employee's conviction under criminal drug statutes for a violation occurring in the workplace.

Washington College will not tolerate employees who report for duty while under the influence of alcoholic beverages or drugs. All employees should report evidence of alcohol or drug abuse to a supervisor or a Human Resources representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to report a violation could result in disciplinary action for the non-reporting employee.

WASHINGTON COLLEGE MISSING STUDENT POLICY

Introduction
If a member of the Washington College Community has reason to believe a student is missing, they should contact the Department of Public Safety immediately at 410-778-7810.

Whether or not a student resides on campus, efforts will be made to locate the student to determine his or her location and well-being. These efforts may be aided by collaboration local law enforcement.

Definitions
For purposes of this policy, a student may be considered a *"missing student"* if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not be limited to:

- A report or suspicion that the missing person may be the victim of foul play.
- The missing student has expressed suicidal thoughts.
- The missing student is drug dependent.
- The missing student is in a life-threatening situation.
- The missing student has been with persons who may endanger the student's welfare.

On-Campus Missing Student Investigations
When an on-campus resident student is reported to be missing, Public Safety will:

- Gather all essential information about the person (description, clothes last worn, where the subject might be, who they might be with, vehicle description, etc.). An up to date photograph may be obtained to aid in the search.
- Appropriate campus staff will be notified to aid in the search of the individual.
- A quick but thorough search will be conducted of campus.
- Public Safety will secure authorization and make a welfare entry into the student's room.
- Class schedules will be obtained and a search of classrooms will be conducted.

If the above actions are unsuccessful in locating the student or if in the judgment of Public Safety or local law enforcement staff it is likely the person is actually missing, the student will be determined to be a missing student by either Public Safety or appropriate local law enforcement staff. Once the determination is made that the student is missing, the investigation will be turned over to the appropriate local law enforcement agency. Once the investigation is turned over to local law enforcement, Public Safety will aid local law enforcement in continuing to determine the student's whereabouts.

No later than 24 hours after determining a student is missing, Public Safety or the primary investigative agency will notify the student's emergency contact.

Off-Campus Missing Student Investigations
If the student is an off-campus resident, appropriate family members or associates will be encouraged to make an official missing person report to the law enforcement agency with jurisdiction.

Public Safety will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

Procedures for Designation of Emergency Contact Information
No later than 24 hours after determining that a student is missing, Public Safety or the primary investigative agency will notify the student's emergency contact.

For students who are under the age of 18 and not emancipated, the College will contact a custodial parent or guardian.

Students over the age of 18, or students who are emancipated, will be given the opportunity to designate an emergency contact who will be contacted in the event the student is reported as missing. An emergency contact will remain in effect until changed or revoked by the student. This contact information is registered confidentially, and will be accessible only to authorized campus officials and law enforcement. It will not be disclosed outside of a missing person investigation.

Emergency contact information will be stored in a student's file in the Student Affairs Office. A student can update emergency contact information on the Student Housing Preference Form (https://remark.washcoll.edu/cgi-bin/rws4.pl?FORM=Housing_Preference_Form_Fall_2012) under the heading "Alternative Contact."

Conclusion of Investigation
If located, verification of the student's well-being and intention of returning to the campus is made. If needed, the student will be referred to campus or community resources (counseling, medical, etc.).

Upon closure of a missing person investigation, all parties previously contacted will be advised of the status of the case.

Campus Communication About Missing Students
In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person.

All communications regarding missing students will be handled by the Director of Public Safety and outside law enforcement authorities, who may consult with the Office of College Relations and Marketing.

All inquiries to the College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Office of

Public Safety, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the Washington College community with any information about a missing student, the Office of College Relations and Marketing shall consult with Public Safety and with local law enforcement authorities to ensure that communications do not hinder the investigation.

Policy Disclosure

At least once a year Public Safety will make students aware of the Missing Student Policy. This notification shall inform students they have the option to indicate an emergency contact and if they were to be reported missing their emergency contact would be notified within 24 hours.

CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT

October 1, 2012

Overview

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

Fire Log

The Department of Public Safety maintains a written, easily understood fire log that records by the date reported any fire that occurred in an on-campus student housing facility. This log includes the nature, date, time, and general location of each fire. It also provides details regarding any deaths or injuries sustained as a result of a fire, as well as damages incurred. The fire log is available for review during normal business hours in the Public Safety Office, located in the basement of the Wicomico Building.

General Statement of College Owned/Controlled Student Housing

At Washington College, most of our buildings are covered by an integrated automatic sprinkler and fire alarm system. Officers investigate alarms that are received in our Public Safety office, and officers are on duty 24 hours a day, seven days a week. Buildings are equipped with battery-powered backup lighting in the event of a power outage.

All dormitory residents and residence hall staff receive basic fire safety training at the beginning of each semester. Our annual security report has a section regarding fire safety, and fire safety tips are also posted on our website. We conduct fire drills at the start of each semester. A certified vendor conducts biannual, complete servicing of all fire protection and detection systems as well as all fire protection devices on campus.

To minimize the potential for fires at Washington College, the following policies are in place:

Fire Safety

Periodic fire drills (at least one per semester) will be held in residence halls to ensure the safety of all residents. Anyone found responsible for willfully setting off a false fire alarm or tampering with fire equipment (alarm, horn, extinguisher, or detection device) will be subject to disciplinary action and a fine of $100. Persons failing to evacuate a building during a fire alarm will be fined $50. Open fires in or around buildings are not permitted. All buildings are smoke-free. Halogen lamps, candles and incense are not permitted in the residence halls. Students should keep in mind the dangers of overloaded

electrical circuits. The College strongly recommends the use of surge protectors in student rooms.

Periodic room inspections may be made by the State Fire Marshal, the Department of Public Safety, the Buildings and Grounds Department and the Department of Residential Life to ensure the safety of the residence halls. Only loft beds that have been provided by the College are permitted in residence halls.

State fire law mandates that no items are to be hanging from the ceilings of student rooms (tapestries, flags, blankets, curtains, etc.) and further mandates that posters are to be kept to a minimum. Only 10% of the wall space may be covered (two to three posters to a room).

Any damage caused by unknown persons to fire safety equipment (alarms, horns, extinguishers, or detection devices) will be assessed to the residents in the area of the residence hall in which the damage occurred or to the residents of the entire residence hall.

All heating and cooking appliances must be enclosed and may not have an open flame.

Student Housing Reporting and Evacuation Procedures

If You Discover Smoke or Fire

- If you have been trained and it is safe to do so, attempt to extinguish the fire with a portable fire extinguisher only if fire is small. If you have not been trained, you must evacuate the area.
- Keep yourself between the fire and an exit.
- As you vacate fire area, close all doors behind you.
- Activate the nearest fire alarm pull station. Warn people in the vicinity. (Although an alarm will alert Public Safety automatically for most major campus facilities, that is not the case for a small number of buildings. Please call Public Safety at 410-778-7810 or local authorities at 911 from a campus phone to let them know the alarm has been activated and the nature of the emergency.)
- Evacuate the building via the nearest safe exit.
- Elevators are not to be used as a means of exit during a fire emergency.
- Once outside, stay clear of the building. Do not re-enter the building until authorized by the Fire Department or Public Safety.

On Hearing the Fire Alarm

- If a fire alarm has been activated, make your way to the nearest exit and leave the building.
- Faculty and staff are asked to ensure that all students are out of the classrooms and laboratories before leaving. If time permits, close windows and shut off any gas and other utilities. Close doors upon leaving the room.
- Continue to move out of the building in an orderly manner even if the alarm stops sounding. Never return for personal items left behind.

Once outside, stay clear of the building. Do not re-enter the building until authorized by fire department or Public Safety personnel.

Any fires that were quickly extinguished or any evidence of recent fires must be reported immediately to a member of the Public Safety Department at 410-778-7810. They will then document the incident as required. Public Safety personnel will assist fire department personnel and the Fire Marshal (as warranted) in the investigation of each fire incident.

2011 Fire Statistics for On-campus Student Housing Facilities

Date	Location	Cause	Injuries	Deaths	Property Damage
5/7/2011	***Outside** Sassafras	Someone deliberately set fire to a bush outside of Sassafras. Police were NOT called, individual responsible was identified.	None	None	None

***This incident will not be counted in our 2011 statistics reported to the Department of Education. The reason is that the incident occurred outside of a student housing facility. Additionally, police and/or fire marshal were not contacted.**

Fire Safety Systems for on-campus student housing

	Sprinklers	Fire Extinguishers	Other Extinguishing devices	Fire Detection devices	Stand Alone smoke alarms	Other Alert devices	Fire Doors	Fire Walls
Queen Anne	x	x		x	x		x	x
Caroline	x	x		x	x		x	x
Reid	x	x	x - standpipe	x	x		x	x
Minta Martin	x	x	x - standpipe	x	x		x	x
East	x	x	x - standpipe	x	x		x	x
West	x	x	x - standpipe	x	x		x	x
Middle	x	x	x - standpipe	x	x		x	x
Wicomico	x	x	x - standpipe	x	x		x	x
Somerset	x	x	x - standpipe	x	x		x	x
Worcester	x	x	x - standpipe	x	x		x	x
Cecil	x	x		x	x		x	x
Talbot	x	x		x	x		x	x
Dorchester	x	x		x	x		x	x
Harford	x	x		x	x		x	x
Sassafras	x	x	x - standpipe	x	x		x	x
Chester	x	x	x - standpipe	x	x		x	x
Montgomery	x	x		x	x		x	x
Howard	x	x		x	x		x	x
Carroll	x	x		x	x		x	x
Frederick	x	x		x	x		x	x
Alleghany	x	x		x	x		x	x
Garrett	x	x		x	x		x	x
Anne Arundel	x	x		x	x		x	x
Calvert	x	x		x	x		x	x
St. Mary's	x	x		x	x		x	x
Prince Georges	x	x		x	x		x	x
Charles	x	x		x	x		x	x
Kent	x	x		x	x		x	x
100 Gibson	x	x		x	x		x	x
Kent Crossings	x – all but 3 buildings	x		x	x		x	x