

University of Maine Farmington

2010 Security & Campus Safety Annual Report



For the Students, Faculty and Staff of the University of Maine at Farmington

University of Maine at Farmington
Department of Public Safety/Campus Police
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Farmington, Maine 04938
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This report includes campus safety policies, procedures and statistics concerning campus crime for the calendar years 2009, 2008, and 2007. It is for the information of students, employees, parents, prospective students and prospective employees. This report describes how the UMF Department of Public Safety/Campus Police responds to crime, and how students, faculty, staff can work together to maintain a safe community. The booklet complies with the Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act.

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Annual Campus Crime Report: *Safety and Security Information*

The UMF Department of Public Safety/Campus Police is located at 248 Main Street, Farmington Maine 04938. The phone number is 207-778-7400. The Department reports to the Vice President for Student and Community Services. The UMF Department of Public Safety/Campus Police staff includes the Director of Public Safety/Campus Police, an Administrative Assistant, 4 full time Police Officers, 12 part time Police Officers, 15 Student Security Assistants, 10 Student Escorts, and 16 Student Event Security Officers. The department provides protection and services 24 hours a day, 7 days a week during the academic year. Police Officers at UMF have full law enforcement authorization on all property owned or controlled by the University of Maine Farmington. The Police Officers of the UMF Dept. of Public Safety/Campus Police receive the enforcement authority via the provisions of Public Law 1971, Chapter 544, Section 142, as amended, and the Board of Trustees grants each campus President, or his or her appointed representative, the authority to appoint persons to act as Police Officers at that campus. All full time Police Officers are trained as any other full time Police Officers in the State of Maine.

University of Maine Farmington, Department of Public Safety/Campus Police Officers patrol the campus 24 hours a day using motor vehicles and on foot. During the academic year, UMF Department of Public Safety provides a student security monitor patrol and escort service during evening hours.

The University of Maine Farmington, Department of Public Safety/Campus Police have trained Communication staff during the daytime hours, but rely on the Franklin County Sheriff's Office for E911 dispatching. The Franklin County Sheriff's Office Communication Center instantly dispatches the appropriate response to a call for service as we are in constant communication via radio.

Cooperative Law Enforcement Functions

University of Maine Farmington, Department of Public Safety/Campus Police Officers are full time police officers and have powers of arrest, they work with and have Mutual Aid agreements with all local law enforcement agencies. UMF Department of Public Safety/Campus Police investigate all criminal matters on campus, and also work with other area law enforcement agencies in solving crime.

Reporting Criminal Activities or Emergencies

Students and others who wish to report criminal activities may do so in a number of ways. Emergency calls should be made to 911. When calling 911 from a university phone, the call rings into the Department of Public Safety/Campus Police office – and shows the extension of which it is dialed and then it rings through to the Franklin County Sheriff’s Communication Center. This process allows the on duty police officer to mobilize before the call is even completed.

The Franklin County Sheriff’s Department Communication Center personnel are fully trained 911 emergency certified, and are also trained at Emergency Medical Dispatching. They will keep the caller on the line to communicate instructions in the event of a medical emergency.

Persons may use any of the 30 emergency phones/call boxes that are strategically located around campus, providing a direct line to University of Maine Farmington, Department of Public Safety/Campus Police when the red button is pushed. These phones are visible and marked with a blue light. You may use the emergency phones to report a criminal incident, a fire, or other types of emergency or to request assistance of any kind from the Department of Public Safety/Campus Police. Phone jacks are also available in each residential room but it is the student’s responsibility to plug in a standard phone.

Persons desiring more confidentiality may also come to the University of Maine Farmington, Department of Public Safety/Campus Police office at any time of the day or night to report a crime. Persons may report criminal activity to UMF, Farmington Police, the Franklin County Sheriff’s Office or any Campus Security Authorities.

If you call to report a crime, please provide the following information:

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

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call University of Maine Farmington, Department of Public Safety/Campus Police immediately x7400.

When a crime is reported to University of Maine Farmington, Department of Public Safety/Campus Police or other appropriate officials of the University, it will normally be investigated by the University of Maine Farmington, Department of Public Safety/Campus Police. In addition, if a suspect of a crime is a student, there may be an

inquiry through the Office of the Vice President of Student and Community Services, or the Department of Student Life. If the suspect is an employee of the University, an inquiry may be conducted by the Office of Human Resources and/or other appropriate university officials. It is the policy of the university to take every report of criminal activity seriously and to take appropriate action, consistent with applicable law.

TO REPORT A CRIME:

To report a crime: Contact Department of Public Safety/Campus Police at 778-7400, dial 911 (for emergencies only), or by using any of the emergency call boxes located throughout the campus. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residence halls should be reported immediately to the Public Safety/Campus Police Department. In addition you may report a crime to the following individuals:

- Celeste Branham – *Vice President for Student and Community Services* 778-7087
- Brian Ufford – *Director of Student Life* 778-7334
- Laurie Gardner – *Director of Human Resources & Administrative Services* 778-7272
- Allen Berger – *Vice President for Academic Affairs/Provost* 778-7276
- Robert Pederson – *Director of Center for Human Development* 778-7036
- Julie Davis – *Director Athletics, Fitness & Recreation* 778-7264
- James Toner – *Director of Fitness & Recreation Center* 778-7494
- Rob Lamppa – *Director of Facilities Management-* 778-7009
- Farmington Police Department – 778-6311
- Franklin County Sheriffs Department – 778-2680
- The University of Maine Farmington, Public Safety/Campus Police/Police – 778-7400

Department of Public Safety/Campus Police and the Farmington Police Department have a mutual aid and working agreement. Each department augments with the other within their jurisdictions during mutual investigations, arrest, and prosecutions. UMF Police personnel attend monthly meetings with local law enforcement agencies to exchange ideas and problems that may be of concern for the campus community.

Anonymous Reporting

Members of the campus community can also report an incident anonymously by going to the Campus Crime Watch at <http://publicsafety.umf.maine.edu/general->

[information/campus-crime-watch/](#) By filling out the form that is available, an officer from the Department of Public Safety/Campus Police will investigate.

Criminal Activity Off Campus

When a UMF student is involved in an off-campus offense, officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Farmington Police Department routinely works and communicates with campus officers on all incidents occurring on-campus or in the immediate neighborhood and business' surrounding the campus. UMF does not offer off-campus housing or off-campus student organization facilities. However, many students live in the neighborhoods surrounding UMF. While the Farmington Police Department has primary jurisdiction in all areas off campus, UMF officers can and do respond to student-related incidents that occur in close proximity to campus. UMF officers have direct radio communications with the local police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

Building and Grounds Security

Most University of Maine Farmington buildings and facilities are accessible to the campus community, guests, and visitors during normal business hours 8am- 4:30pm, Monday through Friday.

Access to Campus Residence Halls

Resident students access their residence halls via an electronic card access control system. Guests may gain access by calling a resident living in the hall and being escorted in by that individual. *Exterior doors to residence halls are always locked 24 hours a day.* Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted. Administrators from the Vice President's Office, Facilities Management, Student Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year,

the Directors of Facilities Management, Student Life, Public Safety/Campus Police, and Maintenance meet often to discuss issues of pressing concern.

University of Maine Farmington, Department of Public Safety/Campus Police Officers perform regular building checks each and every shift. Resident hall staff are also assigned to each residence hall. Safety and security checks made in the residence hall are conducted to determine and detect any damage to facilities and any suspicious activities.

Emergency Call boxes/phones, which are identified and visible by a blue light, are located throughout the campus. Grounds maintenance includes the trimming of trees and shrubs that might be a hazard to the safety of students and others walking on campus, especially at night. Lighting is in an ongoing process of upgrading and has been increased and improved throughout the campus; defective or inoperable lighting is noted by patrols at night and repaired by the Department of Facilities Management.

Crime Prevention Resources and Service

Crime prevention programs play an important and significant role within the University of Maine Farmington Campus Community. University of Maine Farmington, Department of Public Safety/Campus Police operates under the assumption that they are a component of the educational process for students, faculty and staff within the community. Programs rely on a teamwork approach, with which the responsibility in the reduction of crime lies with the Police Department, the individual, and the campus community.

Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis. Periodically during the academic year the Department of Public Safety/Campus Police, in cooperation with other university organizations and departments, presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students and employees to understand their responsibility for their own safety and the safety of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, bulletin boards, and articles and advertisements in university and student newspapers. When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent over the university's electronic mail system and cell phone instant messaging.

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

- **Orientation:** During orientation in September students are informed of services offered by the Department of Public Safety/Campus Police. Students are told about local crime. Similar information is presented to new employees.
- **Residence Hall Security Awareness:** Crime prevention, safety, and security programs are presented in each residence hall at the beginning of the Fall semester. A week prior to the beginning of each Fall semester, the UMF Dept. of Public Safety/Campus Police conducts a mandatory safety and security briefing with the residential life staff.
- **Escort Service:** Inter-Campus Escort Service (I.C.E.), under the direct supervision of the UMF Dept. of Public Safety/Campus Police, provides evening escort service to students and employees. To use the service during the evening hours (4pm-12am) call the Dept. of Public Safety/Campus Police 778-7400.
- **Printed Crime Prevention Materials:** The UMF Dept. of Public Safety/Campus Police prints and distributes numerous brochures and handouts relating to rape prevention, crime prevention, residence hall safety tips, and emergency reporting procedures. These handouts are also posted on residence hall bulletin boards.
- **Operation Identification:** Operation Identification, the engraving of serial numbers or owner-recognized numbers on items of value, is strongly promoted in student residence facilities and is available to students and employees upon request. The serial numbers of valuables are recorded and a record maintained at the Dept. of Public Safety/Campus Police.
- **Whistle Program:** Each first year student is given a high quality steel whistle to be blown in case of an emergency. Most students keep their whistle on their keychain or on their identification lanyard for quick and easy access.
- **Operation T.I.P.P. (dial 8477)** A confidential information hotline. Confidential information can be left on voice mail. Caller does not need to leave his or her name. DIAL: 778-8477.
- **Crime Prevention Publicity:** Crime prevention material is routinely published in the student newspaper, *The UMF Farmington Flyer*; shown over TV monitors in the Olsen Student Center; and broadcast on the student radio, WUMF 100.1 FM.
- **Escort Program:** Provides personal safety escorts for persons walking from one point on campus to another point on campus and individuals traveling from the campus to their off-campus residence after dark.
- **Crime Prevention Presentations:** Officers will conduct crime awareness and

prevention programs in residence halls and elsewhere on campus throughout the year.

- **Event Security:** University of Maine Farmington, Department of Public Safety/Campus Police will work with event organizers to ensure that the event being held is safe for participants. Plus many students are trained in event security and assist with large gatherings.

Maine Sex Offender Registry

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, the UMF Department of Public Safety/Campus Police is providing a link to the Maine Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in the State at which the person is employed, carries a vocation, or is a student. In Maine, convicted sex offenders must register with the Maine Sex Offender Registry maintained by the Department of State Police. At UMF DPS, we provide information about any registered sex offenders in our area. The State of Maine Bureau of Identification is the base for the Maine Sex Offender Registry program. Our local law enforcement agencies also provide information regarding registered sex offenders. Please use the links below to view all registered sex offenders in the area of the University of Maine Farmington:

(www.informe.org/sor/)(www.farmingtonpd.org/)(<http://www.franklincountysopd.net/>)

Disciplinary Sanctions for any Sex Offense or Sexual Assault

University of Maine Farmington denounces the use of violence within our community directed against any individual or group. We, the campus community, regard sexual assault as a violent crime, a particularly heinous form of sexual harassment, whether committed by a stranger or an acquaintance on or off campus. We condemn the commission of sexual assaults and believe person charged with such offenses should be dealt with promptly and fairly through the courts and our own judicial systems. Moreover, we are dedicated to eradicating hostile settings in which our ability to work, study, live, and learn together is inhibited. Finally, we pledge assistance through the various departments of the university in aiding

survivors of assault to determine how best they may regain control over their own circumstances.

What to do if you are attacked/raped.

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

Criminal Code Definitions

In addition to recognition of the definitions and general provisions of the Criminal Code of the State of Maine, under which criminal sanction may be pursued, the campus community is provided with following definitions of some particular forms of unacceptable social behavior and interference with the rights of others, which, if committed by a member of the campus community, shall be subject to disciplinary action.

Sexual Harassment

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

Oral, physical, written or pictorial communications relating to

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

Sexual Assault

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

Rape

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

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

Consent

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

- If asleep
- If substantially physically or mentally impaired due to alcohol or other drugs
- If unconscious
- If intimidated
- If forced
- If threatened

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

Force

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

Support Network for Survivors of Sexual Violence

The UMF Sexual Violence Task Force on rape prevention plays a large role in the

education of the university community. Members speak to all faculty and attend departmental meetings; they develop and distribute the UMF Sex Offense and Sexual Assault Policy and Procedure booklet, and oversee the Peer Rape Prevention Educators (PRPE's). The PRPE raises awareness through presentations in the residence halls, movies, posters, and handouts. The committee members and the PRPE's have spoken in class sessions of PHE 100, Fitness and Health, and are available to speak in any class upon request. Participation by the members of the committee in new student orientation sessions, mailings to new students, and in the September Organizational Fair allows for distribution of written materials as well as a presentation of a skit dealing with rape. For individual assistance in the area of sex offenses or sexual assault prevention, students may consult any of the three sex offense or sexual assault victim advocates: the counselors in the Center for Human Development, the staff in the Student Health Center, or members of the UMF Dept. of Public Safety/Campus Police.

Students who are possibly in violation of University of Maine Farmington, Student Life Department policies meet with an Assistant Director, Director of Student Life, and/or the Vice President for Student and Community Services. Students found responsible for violating policy can be sanctioned with the following: warning, probation, termination of housing contract, suspension and/or expulsion with restitution. Other education sanction can also be imposed. For example, community service and referral for alcohol/drug evaluations (BASICS) are often used. If a sexual assault or rape occurred, staff on the scene, including Public Safety/Campus Police, will offer the victim a wide variety of services. SAVES (Sexual Assault Victims Emergency Services) Crisis Center has trained staff which is available to assist a victim on their 24-hour hotline at 1-800-871-7741. This publication contains information about on-campus and off-campus resources. That information is made available to provide the UMF community members with specific information about the resources that are available in the event that they become the victim of a crime. Crimes should be reported to the Department of Public Safety/Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the S.A.V.E.S. Crisis Center would not be included in the UMF crime statistics.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the University

System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Public Safety/Campus Police can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to help take steps to ensure the future safety of you and others. With such information, the university can keep accurate records of the number of incidents involving students, determine whether 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.

Procedures Victims Should Follow Should an Offense Occur

Any victim of any incident, including assault, sex offense or sex assaults should immediately contact the UMF Department of Public Safety/Campus Police, which will immediately respond to assist the victims in seeking medical attention, and then investigate the crime. *At all times, the victim's rights will be protected and the victim will have input into the course of the investigation.* Counseling services are available and will be provided if the victim is receptive to such services.

Disciplinary Sanctions for Any Sex Offense or Sexual Assault

Any person found to have committed any sex offense or sexual assault by the University of Maine Farmington Conduct Committee and/or the Maine Criminal Justice System will be subject to severe disciplinary sanctions to include immediate suspension or dismissal.

Notification of Options for Changing Living Areas or Academic Situations

Any victim of any incident, including assault, sex offense or sexual assaults has the right to request a change in living arraignment or academic situations. If an immediate threat is perceived by a person, they can be reassigned temporarily to a different room or building basis until the threat is removed or eliminated.

Procedures for Campus Disciplinary Action

1. The accuser and accused will have the same rights to have others present at any hearing, including the assistance of an advisor and/or legal counsel only when criminal case is pending.
2. The accuser and accused will both be informed of the outcome of any such hearings when the charge is a violent act. Victims must be informed of their option to notify proper law enforcement authorities, and their option to be assisted in doing so. If a sex offense or sexual assault or other offense is reported to any University official other than the University of Maine Farmington, Department of Public Safety/Campus Police, the victim will be informed of his/her option to notify proper law enforcement authorities (including the UMF Department of Public Safety/Campus Police) and will be assisted in doing so if requested. Note: The physical evidence of any sex offense or sexual assault is critical in the investigation and must be secured as soon as possible. Related information can be found at:

Guidelines for UMF Residence Hall living:

http://www.umf.maine.edu/vpscs/Students/umfpolicy/policy_25_house.html

UMF Alcoholic Beverage Policy:

http://www.umf.maine.edu/vpscs/Students/umfpolicy/policy_17_alcohol.html

U Maine System ~ Student Conduct Code:

<http://www.maine.edu/policyscc501.html>

Federal Compliance Requirements:

http://www.umf.maine.edu/vpadmin/students/policy_07_fedreq.html

University Alcohol and Drug Policy

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

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

University of Maine Farmington does not shield its students from the law or from the consequences of their own behavior.

The University of Maine Farmington has been designated “DRUG FREE”. The possession, sale, manufacture or distribution of any controlled substances is illegal under both state and federal laws. Such laws are strictly enforced by the Department of Public Safety/Campus Police. Violators are subject to university disciplinary action, criminal prosecution, fine and imprisonment.

Alcohol Awareness and Education

The Student Life Department engages in numerous alcohol education and awareness activities. Information is conveyed to students through residence hall newsletters, hall and floor meetings, and bulletin boards. The University of Maine Farmington participated in a statewide alcohol grant to examine alcohol use. An alcohol committee was formed, including an Assistant Director from Student Life. Surveys were conducted as part of the CORE Institute to look at drinking on campus. This data was compared to other Maine institutions and other institutions similar to the University of Maine Farmington. Social norm posters were displayed with the results. The e-CHUG link, a self-assessment test, was also added to the Center for Human Development webpage. The Student Life Department offered and/or sponsored numerous alcohol

awareness programs. Resident Assistants in every hall offered programs such as “Have a Drink on Us”, a non-alcoholic alternative to drinking, and a “Beer Goggles” program looking at the effect of alcohol and possible legal ramifications with drinking and driving. Alcohol educational bulletin boards are displayed the first-week of school in all the halls to provide policy and education information.

Alcohol and Substance Abuse Policies for Employees

The University of Maine Farmington, Department of Public Safety/Campus Police is committed to providing a safe and orderly environment for all members of the campus community. To accomplish this goal, the University advises all members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on UMF property. Any violation of this policy or state and federal laws regarding drugs may result in prosecution or campus disciplinary action. The University of Maine Farmington views alcohol and substance abuse as a serious problem. In compliance with the Drug Free Schools and Communities and the Drug Free Workplace Act, the University publishes and distributes annually a booklet which informs all students and employees of UMF’s substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug offenses and sanctions. For a copy of the booklet, “Alcohol and Drugs, What every Student and Employee Should Know About the Use and Abuse of Alcohol and Illegal Drugs,” contact the UMF Dept. of Public Safety/Campus Police, 778- 7400 or the UMF Center for Human Development, 778-7029.

Employee violations of these policies will be reported to the Vice President for Student and Community Services, and the Director of Human Resources and Administrative Services. In the case of members of the Faculty found to be in violation, a report will be filed with the Vice President for Academic Affairs/Provost for review and action. Employees are subject to appropriate sanctions that may include referral to standing procedure for termination of employment.

Unlawful possession, use or distribution of illicit drugs or alcohol may involve the above sanctions, according to the severity of the infraction and the kind of involvement of the employee. All employees involved may be required to undergo professional assessment by a substance abuse professional designated by the University to

determine whether they are involved in substance abuse or addiction. In case of dependency, the University may treat the case as a disability.

Policy Statement Addressing Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community within the scope of his or her license or certification.

Timely Warning

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

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

University of Maine Farmington, Department of Public Safety/Campus Police issues timely warnings for the following incidents:

- Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Arson
- Other crimes as determined necessary by the Director of Public Safety/Campus Police

University of Maine Farmington, Department of Public Safety/Campus Police does NOT issue a timely warning for the above listed crimes if:

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

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

- **E-Campus:** UMF's online directory/source of information of everything that a campus community member may need.
- **Directed Communications / EMAIL:** University of Maine Farmington email system alerting students, faculty, and staff.
- **Flyers:** posted on bulletin boards, exterior doors in academic buildings, residence halls, outdoor boards and administrative buildings.
- **University of Maine Farmington, Department of Public Safety/Campus Police website:** [www. publicsafety.umf.maine.edu](http://www.publicsafety.umf.maine.edu)
- **University of Maine Farmington, Emergency AUDIBLE ALERT HORN:** A very loud air powered horn that is on top of the Public Safety/Campus Police Office Building

is used when there is imminent danger to the community. If the horn is heard, the campus community can get particular information through other messaging systems. (i.e. the email or text alerts)

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

The University of Maine Farmington, Department of Public Safety/Campus Police also maintains a daily crime and fire log that contains all crimes and fires reported to the department. These can be viewed at the Public Safety/Campus Police Office.

Campus Security Authorities

A Campus Security Authority (CSA) is any individual or individual who have responsibility for campus security but who do not constitute a campus security department. This includes officials of the university who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. The Director of the Department of Public Safety/Campus Police is responsible for the identification, training, collecting and reviewing of all reports from all Campus Security Authorities.

Definitions of Crimes - The Clery Act

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

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

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

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

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

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

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

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

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

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

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

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

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

Motor Vehicle Theft – The theft of a motor vehicle.

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

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

purposes or reporting are: race, gender, religion, sexual orientation, ethnicity/national origin, disability.

Criminal Investigations and Criminal Charges

The University of Maine Farmington, Department of Public Safety/Campus Police investigates all criminal conduct that may occur on the campus. The Department of Public Safety/Campus Police has trained and experienced sworn police officers/criminal investigators that work directly with the Franklin County District Attorneys Office. All cases of criminal matters are presented to the District Attorney's Office for review. Violent crimes take priority over property crimes and time is of the essence.

If possible, the assailant will be apprehended, the suspect will be charged, and or arrested with the appropriate offenses as defined in the Maine Criminal Statutes. The assailant may be incarcerated or released on bail depending on the circumstances of the crime. One of the usual conditions of bail is that the suspect cannot make any attempt to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call the Department of Public Safety/Campus Police.

Policy for Reporting the Annual Disclosure of Crime Statistics

The Department of Public Safety/Campus Police prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://publicsafety.umf.maine.edu> . You will also be able to connect to our site via the UMF home page at www.farmington.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding campus, Housing and Residential Services, and the Vice President for Student & Community Services. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the Department of Public Safety/Campus Police, designated campus officials (including but not limited to directors, deans, department heads, designated VP of Student Services, advisors of students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and are not required by law. Staff at the Center for

Human Development informs their clients of the procedures to report crime to the Department of Public Safety/Campus Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. Each year, an e-mail notification is made to all enrolled students which provides the web site to access this report. Faculty and staff receive similar email notification. Copies of the report may also be obtained at the Department of Public Safety/Campus Police, located at 248 Main Street (between Admissions and Franklin Academic Success Center) or by calling (207) 778-7400. All prospective employees may obtain a copy from Human Resources Office located on the second floor of Merrill Hall or by calling (207) 778-7246. The web site address is attached to the UMF employment applications. Also an abbreviated version of this report is located in the class schedule.

Crime Statistics Report

The statistical report for calendar years 2007, 2008, and 2009 is shown in this report. The following is a list of geographical locations and definitions which can provide a better understanding of how statistics are counted and categorized.

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

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

Residential Facilities - Dormitories or other residential facilities for students on campus.

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

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

Crime Statistics

Department of Public Safety/Campus Police

248 Main Street
Farmington, Maine 04938
207-778-7400

Criminal Offenses: ON CAMPUS

Criminal Offenses	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - forcible	4	0	2
Sex offenses - non-forcible	0	0	0
Robbery	1	1	0
Aggravated assault	1	0	0
Burglary	7	8	4
Motor Vehicle theft	3	0	0
Arson	0	0	1

Department of Public Safety/Campus Police

248 Main Street
Farmington, Maine 04938
207-778-7400

Criminal Offenses: Residence Halls

Criminal Offenses	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - forcible	0	0	1
Sex offenses - non-forcible	0	0	0
Robbery	0	1	0
Aggravated assault	0	0	0
Burglary	2	7	2
Motor Vehicle theft	0	0	0
Arson	0	0	1

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

Criminal Offenses: Noncampus

Criminal Offenses	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - forcible	0	0	1
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

Criminal Offenses: Public

Criminal Offenses	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - forcible	1	0	0
Sex offenses - non-forcible	0	0	0
Robbery	1	0	0
Aggravated assault	1	0	1
Burglary	0	0	0
Motor Vehicle theft	3	2	1
Arson	0	1	0

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

HATE CRIMES

On Campus

Criminal Offenses	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

HATE CRIMES

Residence Halls

Criminal Offenses	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

HATE CRIMES

Noncampus

Criminal Offenses	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

HATE CRIMES

Public Property

Criminal Offenses	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

ARRESTS Oncampus

Criminal Offenses	2007	2008	2009
Illegal Weapons Possession	1	0	0
Drug Law Violations	4	1	5
Liquor Law Violations	21	1	0

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

Arrests Residence Halls

Criminal Offenses	2007	2008	2009
Illegal Weapons Possession	1	0	0
Drug Law Violations	1	1	3
Liquor Law Violations	13	1	0

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

Arrests Noncampus

Criminal Offenses	2007	2008	2009
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

Arrests Public Property

Criminal Offenses	2007	2008	2009
Illegal Weapons Possession	1	0	0
Drug Law Violations	12	0	7
Liquor Law Violations	3	4	8

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

Disciplinary Actions Oncampus

Criminal Offenses	2007	2008	2009
Illegal Weapons Possession	1	0	1
Drug Law Violations	8	10	11
Liquor Law Violations	4	31	45

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

Disciplinary Actions Residence Halls

Criminal Offenses	2007	2008	2009
Illegal Weapons Possession		0	0
Drug Law Violations		10	11
Liquor Law Violations		28	39

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

Disciplinary Actions Noncampus

Criminal Offenses	2007	2008	2009
Illegal Weapons Possession		0	0
Drug Law Violations		0	0
Liquor Law Violations		0	0

Department of Public Safety/Campus Police

248 Main Street
 Farmington, Maine 04938
 207-778-7400

Disciplinary Actions Public Property

Criminal Offenses	2007	2008	2009
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	1

Campus Emergency Response & Evacuation Procedures

Emergency Response

The University of Maine Farmington Crisis Response Team is responsible for developing contingency plans and continuity of operations plans for all staff and students on campus. The university conducts numerous exercises each year, which have included table top exercises, field exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the university.

The University of Maine Farmington, Department of Public Safety/Campus Police members are trained in National Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders on the scene are usually the members of the Department of Public Safety/Campus Police, the Farmington Police Department and the Farmington Fire Department. They all respond and work together to manage the incident. Depending on the nature of the incident, other University of Maine Farmington departments, as well as other local, federal and private agencies may also be involved in responding to, and the management of the incident.

General information about the emergency response and evacuation procedures for University of Maine Farmington University are publicized each year as part of the institution's Clery compliance efforts and that information is available on the University of Maine Farmington, Department of Public Safety/Campus Police website www.PublicSafety.umf.maine.edu

Notification

All members of the University of Maine Farmington campus community are notified on an annual basis that they are required to notify the University of Maine Farmington, Department of Public Safety/Campus Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. University of Maine Farmington, Department of Public Safety/Campus Police have the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the University of Maine Farmington, Department of Public Safety/Campus Police has the responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case,

Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

In the event of a serious incident, which poses an immediate threat to members of the University of Maine Farmington, Department of Public Safety/Campus Police will immediately notify Director of Public Safety/Campus Police and then the UMF Crisis Response Team. First responders will confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the University of Maine Farmington campus community, the Crisis Response Team will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the University of Maine Farmington campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Crisis Response Team will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: University of Maine Farmington, Department of Public Safety/Campus Police, the Farmington Police Department, the Farmington Fire Department and NorthStar Emergency Medical Services compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

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

- **E-Campus:** UMF's online directory/source of information of everything that a campus community member may need.
- **Directed Communications / EMAIL:** University of Maine Farmington email system alerting students, faculty, and staff.
- **Flyers:** posted on bulletin boards, exterior doors in academic buildings, residence halls, bulletin boards and administrative buildings.
- **University of Maine Farmington, Department of Public Safety/Campus Police website:** [www. publicsafety.umf.maine.edu](http://www.publicsafety.umf.maine.edu)
- **University of Maine Farmington, Emergency AUDIBLE ALERT HORN:** A loud air powered horn located on top of the Public Safety/Campus Police Office building is used when there is imminent danger to the community. If the horn is heard, the

campus community can get specific instructions and other particular information through the other messaging systems, i.e. the email or text alerts.

Emergency Evacuation Procedures

An evacuation drill is coordinated by the Department of Public Safety/Campus Police, the Department of Facilities Management, and the Farmington Fire Department once each semester for all residential facilities. Students are required to learn the locations of the emergency exits in the buildings and are provided guidance and direction when exiting each facility for a short-term evacuation. Residents are not advised in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. The Department of Public Safety/Campus Police and Student Life staff on scene will communicate the proper procedure to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to better prepare occupants of a building for an organized evacuation in case of a fire, or any other emergency. Evacuation drills are used as a way to educate and train community members on fire safety issues specific to the building they work or live. During the drill, occupants practice procedures, and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of the buildings about evacuation procedures, the process also provides the University an opportunity to test the operation of fire alarm systems.

Shelter in Place Procedures

If an incident occurs and the buildings or areas around where you are located become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances in the air, it is usually safer to stay indoors. Thus, "shelter in place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made safe and comfortable the outside threat is resolved.

Basic "Shelter in Place" Guidance

If an incident occurs and the building you are in is "not" damaged, stay inside, interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, use the stairs instead of the elevators). Once evacuated, seek shelter at the nearest safe university building quickly. If the police or fire department personnel are on scene, follow their directions.

How You Will Know to "Shelter in Place"

A shelter in place notification may come from several sources including: Public Safety/Campus Police, Student Life staff members, other university facility employees and the Farmington Fire Department and the Farmington Police Department. Notification of a need to "shelter in place" also may come over the radio and television. In addition, the university can announce the need to shelter in place on campus through any of the communications methods previously mentioned.

How to "Shelter in Place"

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

- If you are inside, stay where you are. Gather any emergency "shelter in place" supplies, as well as a telephone. If you are outdoors, proceed to the closes building quickly or follow instructions of emergency personnel on scene.
- Locate a room for shelter.
- It should be an interior room above ground level and with few or no windows.
- Shut and lock all windows and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close all vents to outside ventilation systems if able.
- Turn on a radio or TV listen for further instructions.
- If internet access, go to UMF ECampus for updates.

Missing Student Notification Policy for Students Who Reside On-Campus

If a member of the University of Maine Farmington campus community has reason to believe that a student who resides in on campus is missing, he or she should immediately notify the Department of Public Safety/Campus Police at 207-778-7400.

After investigating the missing person report, should the Department of Public Safety/Campus Police determine that the student is missing and all available means have been reached; the on duty police officer will facilitate the entry of that individual into the National Crime Information Center computer system no later than 2 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not emancipated, the on duty police officer will notify the student's parent or legal guardian immediately.

In addition to registering an emergency contact, students residing on campus have the option to list confidentially an individual they wish to be contacted by the Department of Public Safety/Campus Police in the event the student is determined to be missing. If a student has identified such an individual, the Department of Public Safety/Campus Police will notify that individual no later than 2 hours after the student is determined to be missing. Students who wish to identify a confidential emergency contact can do so at the Department of Public Safety/Campus Police, 248 Main Street, Farmington, Maine 04938 207-778-7400.

Firearms and Weapons Policies

Weapons and ammunition are potential safety hazards. Possession, use or display of weapons or ammunition are inappropriate in an academic community for any reason other than protection of University employees, faculty, students and members of the public invited on campus as allowed by law, and policies of the University of Maine System.

Definitions of Weapons and Ammunition:

A weapon is defined as an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or other material. This shall include, but not limited to: firearms, bows, rockets and sling shots. Ammunition is any material capable of being projected by a weapon and makes the weapon operational.

Weapons and Ammunition Prohibition:

1. No weapon or ammunition shall be worn, displayed, used or possessed on campus.
2. Weapons may be stored on campus under the control of the Director of University Public Safety/Campus Police and in accordance with the policy and procedures of the Office of Public Safety/Campus Police.
3. The Director of Public Safety/Campus Police may grant permission in writing to an individual to possess a weapon or ammunition on campus for instructional purposes only or other circumstances and under conditions as approved by the Director.

Violation:

Any employee, faculty, student or other representative of the University who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable discipline process.

Exemption:

All current licensed law enforcement officers are exempt from this policy.

Annual Fire Safety Report

For all campus owned residential facilities

If a fire occurs in a University of Maine at Farmington building, community members should immediately notify University of Maine Farmington, Department of Public Safety/Campus Police at 778-7400. University of Maine Farmington, Department of Public Safety/Campus Police will initiate a response by contacting the Franklin County Sheriff's Department Communication Center, which in turn will initiate a response from the Farmington Fire Department and the Department of Facilities Management. If a member of the campus community finds evidence of a fire that has been extinguished, and the person is not sure whether the Fire Department is or has already responded, the community member should immediately notify University of Maine Farmington, Department of Public Safety/Campus Police and the Department of Facilities Management to investigate and document the incident.

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

University of Maine Farmington, Department of Public Safety/Campus Police publishes this fire safety report with its annual Clery compliance documents. These documents contain information with respect to the fire safety standards for the University of Maine at Farmington. This report includes statistics concerning:

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

Fire Protection Equipment/Systems

The majority of university buildings are equipped with automatic fire detection, alarm systems, sprinkler and hood suppression systems which are not currently monitored by the Farmington Fire Department by remote sensing.

Fire Evacuation Plan

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

Fire Reporting Procedures

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

1. Proceed to the nearest emergency call box to activate the fire alarm system, and call the University of Maine Farmington, Department of Public Safety/Campus Police or Emergency Dispatch at 911.
2. Inform the officer your name, the building name, the location of the fire, and if there are any injuries.
3. If the fire is small, use a fire extinguisher but only if you have been properly trained.

Emergency Evacuation Procedures for Individuals with Disabilities

1. If the occupant, resident, or visitor is located above or below the ground floor, **do not use the elevator.**
2. If the occupant, resident, or visitor is located on the ground floor of the building, exit through the closest appropriate means of egress.
3. Call the Department of Public Safety/Campus Police and give the officer you name, exact location, room number, and telephone number. Remain by the phone until firefighters come and assist persons who are unable to evacuate.

An emergency situation exists when a fire alarm system activates. Regardless of the cause, all emergency procedures must be followed. Occupants shall exit the building in an orderly fashion; the Farmington Fire Department (via the 9-1-1 system) will be notified. The Department of Facilities Management as well as The Department of Public Safety/Campus Police will be advised. Campus Police personnel will remain on site to assist the Farmington Fire Department as needed until the source of the activation is known and the most senior fire department official deems an emergency no longer exists.

A maintenance issue exists when a fire alarm panel shows a trouble light or alarm, but the system was not activated. When this situation occurs, the individual that discovered the trouble shall contact the Facilities Management office immediately. A licensed electrician will investigate the source of the problem, make repairs and reset the alarm panel. Other than a licensed electrician, no other staff, faculty or students shall reset a fire alarm that is in trouble.

Health and Safety Inspections

The Department of Facilities Management performs Residence Hall health and safety inspection annually. The inspections are primarily designed to find and eliminate safety violations. The inspection will include, but not be limited to, a visual examination of electrical cords, sprinklers heads, smoke detectors, and other safety systems.

In addition, the Department of Student Life examines each room for the presence of prohibited items (e.g., sources of open flames, such candles, non-surge protected extension cords, halogen lamps, portable cooking appliances in non-cooking areas, etc.) or prohibited activity (e.g. smoking in the room, tampering with life safety equipment, possession of pets, etc.) throughout the academic year.

Housing Policies

Cooking

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

Flammable Materials

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

Electrical Appliances

Electric line load limitations prohibit the use of heavy-demand appliances in student rooms. One small refrigerator per resident is permitted in student room or in common areas. No refrigerators exceeding 3.0 cu. ft. or operate at more than 350 kWh in any student rooms. Larger sized refrigerators, keg refrigerators, coolers, air conditioners and space heaters are prohibited and will be removed if found.

Light-demand electrical items, such as radios, stereos, alarm clocks and televisions may be used within the limitations of safe operating conditions. Please contact the Department of Facilities Management for guidance on the use of multiple appliances. All electrical items should be unplugged if the student room will not be occupied for an extended period of time such as break periods.

Electrical Safety

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

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

Fire Protection and Combustible Materials

A fire in a campus residence is a disaster that can be avoided by the mutual effort of residents and staff. The misuse of fire safety equipment (e.g. fire escapes, fire extinguishers, smoke detectors, sprinkler systems, and fire alarms) is not permitted and is a violation of Public Safety/Campus Police laws in the State of Maine. Smoke detectors, sprinkler heads and fire alarms may not be covered with tapestries or any other materials. Nothing may be attached to or hung from sprinkler pipes or sprinkler heads. A \$50.00 fine will be assessed along with the repair/replacement cost of any life

safety system is tampered with or damaged. All students should become familiar with policies regarding life and fire safety, administered by the Department of Facilities Management.

Smoking

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

The presence of ash-filled ash trays and/or hookahs and water pipes will be considered proof of smoking in rooms and will be reported to the Department of Public Safety/Campus Police. Water pipes and hookahs may be confiscated.

Fire Safety Tips

1. Fire Drills/Evacuation

- a. Never assume it's a false alarm
- b. Know the safest and quickest route out of your building
- c. Always move as quickly and safely as you can
- d. Showers are not safe place during a fire
- e. Know where to gather to get a head count

2. Fire Safety Systems and Equipment

- a. Never hang items or cover sprinkler piping or heads
- b. Know locations of the nearest alarm pull station
- c. Never tamper with or cover smoke detectors

3. Prevention

- a. Maintain a clear path through your room to exit door
- b. Never cook in your room
- c. Never use candles
- d. Avoid placing extension cords under carpeting
- e. Always plug personal items into power strips
- f. Avoid using thin wire extension cords
- g. Outlet adapters are prohibited
- h. Flammable materials and combustion source devices are prohibited in all resident halls.
- I. Always keep hallways free of personal items and trash

A daily fire log is available for review 24 hours a day at the Department of Public Safety/Campus Police from 8:00 a.m. to 4:00 p.m. Monday through Friday. The information in the fire log typically includes the nature, date, time, and general location.

University of Maine at Farmington

Year 2008

Annual Fire Safety Statistics

	Number of Fires	Date and Time of Fire	Cause of Fire	Number of Deaths by Fire	Value of Property Damaged by Fire	Totals of Fires for each building
Scott Hall South	1	02-22-09 /2200	Burnt Food	0	0	1
Scott Hall West	0			0	0	0
Scott Hall North	0			0	0	0
Mallet Hall	0			0	0	0
Purington Hall	0			0	0	0
Stone Hall	0			0	0	0
Lockwood Hall	0			0	0	0
Dakin Hall	0			0	0	0
Black Hall	5	01-20-09/1820 01-21-09/1522 04-01-09/0931 05-19-09/1109 11-03-09/2150	All Burnt Food	0	0	5

Fire Safety Systems	Fire Alarm Monitoring	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plans/Placards	Number of (Fire) Drills
Scott Hall South	no	yes	yes	yes	yes	2
Scott Hall West	no	yes	yes	yes	yes	2
Scott Hall North	<i>no</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>	2
Mallet Hall	no	yes	yes	yes	yes	2
Purinton Hall	no	yes	yes	yes	yes	3
Stone Hall	<i>no</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>	2
Lockwood Hall	no	yes	yes	yes	yes	2
Dakin Hall	no	yes	yes	yes	yes	2
<i>Black Hall</i>	<i>no</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>	2