

## College of the Atlantic Annual Security Report – Statistical Data for 2017

This report is shared annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

Part I will contain statistics concerning specific crimes reported to campus public safety authorities or local police agencies that we are required to report to the Department of Education. The reporting requirements for the DOE are very specific and very limited in scope. Therefore COA had also voluntarily decided to share additional information reported to us that falls outside of those federal definitions but that we believe is important for those in our community to know about. These will be included in an addendum to this report.

Part II will contain summaries of or references to policies as they relate to campus security and services provided by the College of the Atlantic, including sexual misconduct and missing person notification.

Part III will contain information about fire safety and statistics.

**PART I:** Federally reportable statistics concerning specific crimes and disciplinary referrals reported during the years of 2015-16, 2016-17, 2017-2018.

Policy for reporting annual disclosure of crime statistics:. The full report of these statistics can be seen here: [ope.ed.gov/security](http://ope.ed.gov/security). The Director of Public Safety in cooperation with local law enforcement agencies, student life staff and the Title IX Coordinator, gathers and reports the relevant campus data. Data included in the table below includes crimes occurring on campus, and arrest and referral statistics reported to designated campus officials (including but not limited to program directors, deans, faculty, and those with supervisory responsibility for students). Campus counselors and medical providers are not required to report but are encouraged to share information about reporting and options for campus and legal action when they feel it is in the best interest of their client. This report is made available to the campus community on an annual basis by email. Paper copies can be obtained by asking the Director of Public Safety or the Dean of Student Life. Prospective community members can contact the Office of Admission or the Administrative Dean for copies.

Notes on definitions under Venue: On campus refers to property owned by the college; non-campus building or property refers to property owned or operated by a student organization officially recognized by the college, public property refers to town property immediately adjacent to campus, such as sidewalks.

CATEGORY	VENUE	2015	2016	2017
<b>CRIMINAL HOMICIDE: Murder and Non-Negligent Manslaughter</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Negligent Manslaughter</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>SEX OFFENSES Rape</b>	• On Campus***	0	1	0
	• In dormitories or other residential facilities	0	1	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Fondling</b>	• On Campus***	3	0	0
	• In dormitories or other residential facilities	2	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0

<b>Dating Violence</b>	• On Campus***	0	0	2
	• In dormitories or other residential facilities	0	0	2
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Domestic Violence</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Stalking</b>	• On Campus***	1	0	2
	• In dormitories or other residential facilities	0	0	2
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>ROBBERY</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>AGGRAVATED ASSAULT</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>BURGLARY</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>ARSON</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>MOTOR VEHICLE THEFT</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On Public property	0	0	0
<b>ARREST FOR: Liquor law violations</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Drug-related violations</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Weapons possession</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>DISCIPLINARY REFERRALS: Liquor Law violations</b>	• On Campus***	0	1	0
	• In dormitories or other residential facilities	0	1	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0

<b>Drug-related violations</b>	• On Campus***	0	0	6
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>HATE CRIMES: Race</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>National Origin</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Gender</b>	• On Campus***	0	2	0
	• In dormitories or other residential facilities	0	1	0
	• In or on a non-campus building or property	0	1	0
	• On public property	0	0	0
<b>Religion</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Sexual Orientation</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Ethnicity</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Disability</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Arson</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Manslaughter</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Larceny-theft</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Simple assault</b>	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<b>Intimidation</b>	• On Campus***	0	2	0

	• In dormitories or other residential facilities	0	1	0
	• In or on a non-campus building or property	0	1	0
	• On public property	0	0	0
<b>Vandalism</b>	• On Campus***	0	1	0
	• In dormitories or other residential facilities	0	1	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0

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

Clery Crime Definitions:

Reporting of statistics under the Clery Act uses federal offenses definitions that allow comparability across campuses, regardless of the state in which the campus is located. These definitions are as follows:

**Murder and Non-Negligent Manslaughter:** is defined as the willful (non-negligent) killing of one human being by another

**Negligent Manslaughter:** is defined as the killing of another person through gross negligence. Count one offense per victim.

**Sex Offenses-Forcible:** is defined as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent. Includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling. [This is a category was phased out after 2013-see below.]

**Sex Offenses-Non-forcible:** is defined as unlawful, non-forcible sexual intercourse. Includes incest, and statutory rape. [This is a category was phased out after 2013-see below.]

**Incest** — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. [New language for this category as of 2014]

**Sex Offenses-Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Sex Offenses- Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- A. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship,

and the frequency of interaction between the persons involved in the relationship.

- B. For the purposes of this definition:
  - i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - ii. Dating violence does not include acts covered under the definition of domestic violence.
- C. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

- A. By a current or former spouse or intimate partner of the victim;
- B. By a person with whom the victim shares a child in common;
- C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- D. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- E. By any other person against an adult or youth victim who is protected

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. Fear for the person's safety or the safety of others; or
- B. Suffer substantial emotional distress.
- C. For the purposes of this definition, *course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

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

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

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

**Motor Vehicle Theft:** is the theft or attempted theft of a motor vehicle.

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

**Hate Crime:** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

## PART II: Safety and Security Policies and Information

COA students, faculty, and staff regularly discuss the expectations we have for each other and our community. These expectations include an understanding that being small gives us the opportunity to know each other well and to care for and about each other. This understanding contributes to a culture permeated by mutual respect and responsibility for self and others. Our institutional values include a strong emphasis on openness and accessibility of spaces and shared community resources paired with an understanding that we are all responsible for ensuring that those spaces and resources remain safe and secure. In our small community we do this partly by encouraging individual members to recognize and confront problematic behavior, to pass along relevant information and to report problems or safety concerns. Our small community also supports us recognizing those who are regularly part of our community and those who may be new. This helps us with early identification of potentially problematic individuals or situations.

These expectations and values permeate our institution and are presented on our website, are discussed at ACM and in campus houses on an annual basis. Discussions of community expectations include information about how to prevent or reduce the opportunity for theft and/or other criminal activity related to people or property. Other prevention related information is disseminated as appropriate given the seasonal nature of some of this activity within our wider community. We know that when we look out for ourselves and each other we are all safer.

Public Safety is overseen by Millard Dority, Director of Buildings and Grounds/Public Safety. Public Safety provides services in the student residence areas and other areas on campus. Buildings and Grounds staff function as public safety during the day. COA employs two nightwatch that assist students throughout the evening and morning hours, seven days a week. Nightwatch conduct a number of building safety checks each evening, and are available to help students at any time. Public safety services can be obtained by calling the campus emergency line at 207 288 9001 or by calling X 5910 from a campus phone. The emergency line rings on campus and then will forward to a cell phone. Nightwatch can be reached by calling X5800 from a campus phone and by calling 207 288 2944 and then X 5800. Calls to nightwatch will be forwarded to the radio carried by the nightwatchman.

Public Safety at COA does not have authority to arrest. College of the Atlantic contacts local, county, and state agencies when needed. The College has a very good working relationship with all Law Enforcement Agencies.

Access to Academic Buildings and Residence Halls: COA strives to encourage an environment that balances a strong sense of community with safety. Academic buildings are open for use by community members during academic terms and other periods of college operations. Campus residences are open to those living in them. Guests and visitors are expected to be escorted in residences at all times as outlined in the Residential Student Housing Contract. Any individual deemed to be problematic by residence life staff can be removed from campus residences at any time.

### Timely Warnings and Immediate Notifications:

The decision to send a timely warning is made on a case by case basis. In the event that a situation arises, either on or off campus, that, in the collective judgement of the Director of Public Safety, the Dean of Student Life, and/or the President (or their designees) constitutes a serious and/or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through any of the following: the college's email system, website, mass notification system provided by E2campus, dissemination through residence life systems or other appropriate methods.

Upon confirmation of a significant campus emergency or dangerous situation involving an immediate threat to the health and safety of the campus community we will initiate the emergency notification process

to send an Emergency Notification. The group above will take into account the safety of the community, determine who needs to be notified, the content of the message and send notification unless the notification will compromise efforts to address the emergency.

All community members are encouraged to opt into the emergency notification system by registering their email address, cell phone number, home number, and having the program added to any computer you use on the COA network.

Anyone with information warranting a timely warning or immediate notification should report the circumstances to the Director of Public Safety (207 288 9001- anytime) or the Dean of Student Life (207 801 5670- daytime; 207 266 5890-after hours).

Reporting crime on a voluntary confidential basis for inclusion in crime stats:

Those who have witnessed or been victim of criminal actions may report to the Director of Public Safety or the Dean of Student Life to discuss options and to have their report included in annual statistics. All information reported is kept confidential except when it is deemed to pertain to an active threat to the community. Under such circumstances, the confidentiality of the report is maintained to the greatest extent possible.

Education on Safety Procedures: Annually, safety and security procedures are covered comprehensively at incoming student orientation. In addition information outlining safety and security protocols is available online. The Director of Public Safety attends residential house meetings to present information about security and safety awareness programs to all residential students. Additional information is provided to students during the term by the Dean of Student Life and RAs. Updated information on safety and security issues are also disseminated to the community as necessary throughout the year.

College of the Atlantic has additional policies relating to the safety and security of students while on campus. Most of the policies are found online by searching Community Policies. Some of these policies include: A. Drug and Alcohol, B. Weapons and Firearms, C. Sexual Misconduct, D. Emergency Response and Notification, and E. Missing Persons

**A. Drug and Alcohol Use and Prevention Information:**

Alcohol Policy:

COA is required to comply with the Drug Free Campuses Act, as well as the laws of the State of Maine, which include but are not limited to:

- Individuals must be 21 years old to purchase, possess, or consume alcohol in the state of Maine.
- Persons under 21 years of age may not purchase, consume, possess, or transport alcoholic beverages.
- It is illegal to present false identification, either written or oral, in the attempt to procure alcoholic beverages.
- No person may furnish, procure, or deliver alcohol to a minor or allow any minor in his/her control to drink alcohol.
- No person may furnish, procure, or deliver alcohol to/for an intoxicated person.
- Only licensed liquor dealers may sell alcoholic beverages in Maine.
- Charging admission to parties where alcoholic beverages are available "free" is illegal.
- No person may drink alcohol while operating a motor vehicle. In addition, an excessive blood alcohol level (0.08) could result in a suspension of your driver's license and/or a fine. If you are under 21 years old, the state considers you intoxicated if your blood alcohol level reaches 0.02.
- The consumption of alcoholic beverages in public places is illegal without a special license or permit issued by Maine state officials.

In order for COA to comply with these laws and to maintain a safe campus, the following policy has been enacted:

- All COA students, staff, and faculty are personally responsible for complying with Maine state and local laws regarding consumption, sale, transportation, and procurement of alcohol.
- Individuals under the influence of alcohol will be held fully accountable for their actions, including physical or verbal abuse to individuals, or any action resulting in damage to personal or college property. Intoxication is not an acceptable defense or excuse for disorderly conduct.
- Making reference to alcohol is discouraged in campus advertisements or announcements for social events.
- Consumption of alcohol is prohibited in spaces regularly frequented by the public, including but not limited to Blair Dining Hall; Thorndike Library; Gates Community Center; Deering Common, access ways to buildings; parking lots and drives, hallways, lobbies, and common areas of buildings; formal gardens; and at all COA functions except under conditions noted below.
- At the discretion of the Director of Public Safety or his delegate, any individual who is potentially disruptive or impaired by alcohol must cease his/her behavior upon request.
- Consumption of alcohol in campus housing is only permitted by residents 21 or older, in private student rooms in housing not designated as substance free. Alcohol is not permitted to be stored in common spaces. Any student storing alcohol in a student room will be held responsible for any consequences resulting from the consumption of that alcohol whether by themselves or others. The household and the Resident Advisor will determine further guidelines, with the assistance of the housing office as needed. The household policy must be in accordance with the community guidelines and all members of the household are to share in the responsibility of upholding the policy.
- Alcohol may only be served or consumed at COA sponsored private events (events closed to the general public) by individuals 21 and over when a licensed bar tender has been hired for the event and has obtained the necessary permits from local and state agencies. Organizers of events should consult with the Director of Public Safety to ensure proper precautions and safeguards have been taken. Examples include receptions for trustees, parents, seniors, closed parties for COA students, faculty, and staff where minors are not allowed to bring or consume alcohol.
- Social functions which provide alcohol must also have a sufficient quantity of non-alcoholic beverages and food available at all times and displayed prominently

Any community member violating this policy will be held accountable through measures that may include a warning or referral to appropriate social misconduct or personnel procedures. Complaints of social misconduct can be brought through the offices of either the Director of Campus Safety or the Dean of Student Life. Violations of Maine laws occur at the risk of the individuals involved - and are not the responsibility of the College.

#### Drug-free Workplace and Campus Policy:

College of the Atlantic, in compliance with and in support of the Drug-free Workplace Act of 1988 and other Federal and State laws, hereby notifies all employees and students that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited at COA. Individuals will be prosecuted through either the College's internal policies and/or local law enforcement agencies.

#### Marijuana Policy: (proposed language for a revision following the legalization of recreational marijuana)

College of the Atlantic receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting this money, College of the Atlantic is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. §1011i; 34 C.F.R. part 86). The

federal government regulates drugs through the Controlled Substances Act (CSA), which regulates all usage of marijuana as illegal. Thus, to comply with the Federal Drug Free School and Communities Act and to avoid losing federal funding, College of the Atlantic prohibits all marijuana use and possession, even usage otherwise legal in the State of Maine, on any campus property and in any college-owned vehicle. Any community member identified as being in violation of this policy may be subject to disciplinary action for its use. First year students with medical marijuana prescriptions/certifications may request a waiver of the campus residency requirement by contacting the Dean of Student Life. Returning students should make arrangements to live off-campus for the duration of their time at College of the Atlantic or until such time as they no longer need to use medical marijuana. Employees will need to make alternate arrangements if they need to use medical marijuana during work hours.

#### Drug and Alcohol Education and Prevention Programs:

COA encourages students to make informed and healthy choices related drug and alcohol use. Our Wellness program offers proactive and preventative wellness updates about drug and alcohol use and abuse as well as how these issues may connect to or exacerbate other health concerns. We encourage students to talk about and self-assess their patterns to determine if their patterns of behavior are healthy and supportive to being a successful student. In addition for students who have self-identified or for those whom we have identified as struggling with or having questions about these issues, there are several campus counseling hours every week dedicated to drug, alcohol, and/or addiction issues offered by a licensed drug and alcohol counselor (LDAC). These hours offer students a confidential space in which to talk about their own struggles or those of friends or family members. The counselor as well as the nurses in the campus clinic can help students access medical support through our local community partners and providers. In addition, information about local community resources such as Alcoholics Anonymous/ Narcotics Anonymous (AA/NA); Alateen, and Alanon meetings are provided to students with other Wellness information.

## **B. Weapons and Firearms**

### Firearms Policy:

COA seeks to create and maintain a safe and secure environment in which to learn, work and live. We believe that those in our community expect and will endeavor to keep each other safe and will refrain from engaging in behavior that will endanger others. This policy is a proactive step towards reducing the risk of harm associated with intentional or accidental use of firearms.

COA prohibits the possession of firearms, concealed or not concealed, with or without a concealed weapon permit, on campus or on property controlled by the college, or in college vehicles. Sworn law enforcement personnel carrying out their duties are exempt from this policy. If any member of the community has an academic reason for needing to have a firearm on campus, that individual can apply for an exemption to this policy by making a request to the Director of Public Safety.

Firearms are defined as any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, or shots (including paint balls), or other projectiles, regardless of the propellant used and regardless of whether the device is functional or not.

By expressly prohibiting firearms, this policy does not tacitly permit the possession of other weapons.

### Weapons in Campus Housing Policy:

As is stated in the Student Residential Housing Contract, no firearms or other weapons are permitted in on-campus housing at any time.

## **C. Sexual Misconduct:**

College of the Atlantic's Sexual Misconduct and Assault Policy and procedures can be found in their

entirety on the website at: <https://www.coa.edu/student-life/title-ix/>

To report sexual misconduct or to access support, resources or accommodations contact any of the following:

Immediate Assistance: Student Life Emergency Line: 207 266 5890  
COA Emergency Line: 207 288 9001  
Bar Harbor Police: 207 288 3391  
AMHC Sexual Assault Services: 1800 871 7741

Title IX Coordinator:  
Sarah Luke, Dean of Student Life, x5670, [sluke@coa.edu](mailto:sluke@coa.edu)

Director of Public Safety:  
Millard Dority, x5690, [mdority@coa.edu](mailto:mdority@coa.edu)

Title IX Team Members:  
Karen Waldron, Faculty Member, x5727, [kwaldron@coa.edu](mailto:kwaldron@coa.edu)  
Zach Soares, Audio Visual Technology Specialist, x5663, [zsoares@coa.edu](mailto:zsoares@coa.edu)  
Nick Jenei, Coordinator of Community Engagement, X 5673, [njenie@coa.edu](mailto:njenie@coa.edu)  
Carrie Graham, Director of Dorr Museum, X 5638, [cgraham@coa.edu](mailto:cgraham@coa.edu)  
Dave Feldman, Faculty Member, x5709, [dfeldman@coa.edu](mailto:dfeldman@coa.edu)

#### Sexual Misconduct Policy and Procedures:

College of the Atlantic's Sexual Misconduct and Assault Policy prohibits acts defined as sexual misconduct including sexual assault-rape, sexual assault-unwanted sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender-based stalking, and sexual harassment. While COA utilizes different standards and definitions than the Maine State Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX ([www.coa.edu/student-life/title-IX](https://www.coa.edu/student-life/title-IX)), and the Clery Act, which mandates the contents of this report.

It is the policy of COA not to notify local law enforcement when sexual misconduct occurs, unless a victim wishes or there is an emergency threat to health or safety. Victims have the option to notify law enforcement directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to campus or local law enforcement, but may also respect a victim's request not to do so.

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students COA utilizes a range of campaigns, strategies, and initiatives to promote awareness, educational, risk reduction, and prevention programming.

It is the policy of COA to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are conducted during new student and new employee orientation. Programs and other campaigns offered throughout the year to all students and employees include messages regarding not just awareness, but also primary prevention including bystander intervention, and discuss institutional policies on sexual misconduct as well as the Maine definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential incidents, and do so without victim-blaming approaches. COA engages in an informational/awareness poster campaign, provision of the Resource Guide for Community Members on Sexual Misconduct, film series and discussion, annual mandatory student

training, positive sexuality workshops, and community wide awareness events such as Take Back the Night. Programs are informed best practices and are evaluated on an ongoing basis for their effectiveness.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders. Our bystander intervention training is offered on an annual basis and is mandatory for students.

In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, COA takes the matter very seriously. COA employs interim protection measures such as no contact orders, or interim suspensions in any case where a student's behavior represents a risk of violence, threat, pattern, or predation. If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, s/he is subject to action in accordance with the Sexual Misconduct and Assault Policy on the COA website. A student wishing to officially report such an incident may do so by contacting the Title IX Coordinator, Sarah Luke, the Director of Public Safety, Millard Dority, or any member of the Title IX Team. Anyone with knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately. Protective measures for victims are available from the campus whether or not a victim chooses to report to local law enforcement or campus public safety, and irrespective of whether a victim pursues a formal complaint through COA's complaint procedure.

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

**Go to a safe place and speak with someone you trust. Tell this person what happened. We encourage everyone to report, but particularly if there is any immediate danger, contact the COA emergency line 207 288 9001 or the Student Life Emergency Line 207 266 5890 if you are on campus or call 911 if you are off campus.**

**Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.**

**Campus counselors are a confidential resource and appointments can be made using the online scheduling website. Emergency appointments can be arranged by consulting with Sarah Luke (x5670, [sluke@coa.edu](mailto:sluke@coa.edu)), by contacting the Student Life Emergency Line (207 266 5890- you don't need to give a name) or by contacting counselors directly. Confidential support and guidance is also available through our community partner, Sexual Assault Services AMHC by calling 1-800-871-7741.**

**For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.**

- It can be helpful to preserve evidence, even if you are not sure you want to proceed with either reporting to the police or taking campus actions. Gathering of evidence simply means you have more options later if you choose to exercise them. The following points are offered to assist you if you choose to collect evidence for immediate or later use. To

preserve evidence, it is recommended that you do not wash or shower, eat, drink, smoke, brush your teeth, use the bathroom, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean **paper** bag or clean sheet to avoid contamination.
- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
- Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
- If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify the Director of Public Safety and/or the campus Title IX Coordinator so that those orders can be observed on campus.

**Even after the immediate crisis has passed, consider seeking support from campus or local counselors, or AMHC Sexual Assault Services.**

**Contact the Title IX Coordinator if you need assistance with COA concerns, such as no-contact orders or other protective measures. The Title IX Coordinator, Director of Public Safety, or other members of the Title IX team will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. COA is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. COA is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.**

STATE of MAINE DEFINITIONS:

The State of Maine uses the term gross sexual assault for the crime commonly referred to as rape. Rape is generally defined by states as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.

Under Maine law, gross sexual assault is defined as a person engaging in a sexual act with another person and:

- The other person submits as a result of compulsion
- The other person, not the actor's spouse, has not in fact attained the age of 14 years.
- The actor has substantially impaired the other person's power to appraise or control the other person's sexual acts by furnishing, administering, or employing drugs, intoxication, or other similar means.
- The actor compels or induces the other person to engage in the sexual act by any threat.

- The other person suffers from mental disability that is reasonably apparent or known to the actor, and which in fact renders the other person substantially incapable of appraising the nature of the contact involved or of understanding that the person has the right to deny or withdraw consent.
- The other person is unconscious or otherwise physically incapable of resisting and has not consented to the sexual act

The above list is not a complete list. The complete Maine state statute for gross sexual assault, and also for unwanted sexual contact and unlawful sexual touching are available here:

<http://legislature.maine.gov/statutes/17-A/title17-Ach11sec0.html>

## **OTHER SEXUAL OFFENSES**

In Maine, Stalking is defined as a person intentionally or knowingly engages in a course of conduct directed at or concerning a specific person that would cause a reasonable person :

- To suffer serious inconvenience or emotional distress
- To fear bodily injury or to fear bodily injury to a close relation
- To fear death or to fear death of a close relation
- To fear damage or destruction to or tampering with property; or
- To fear injury to or the death of an animal owned by or in the possession and control of that specific person.

Complete text of the statute can be found here: <http://legislature.maine.gov/legis/statutes.17-A/title17-Asec210-A.html>

Additionally Maine State Law defines domestic violence assault, domestic violence criminal threatening, domestic violence terrorizing, domestic violence staking, domestic violence reckless conduct. The complete text of those statutes can be found here:

<http://legislature.maine.gov/legis/statutes/17-A/title17-Ach9sec0.html>

## **COA SEXUAL MISCONDUCT POLICY DEFINITIONS:**

Consent: is unambiguous, voluntary, and knowing agreement demonstrated by positive and active participation and cooperation between partners prior to and during a sexual encounter for any kind of sexual activity. Consent can only be given by a person with the capacity to do so and who has not been forced into doing so.

The following are offered to further understanding of the definition of consent:

- Consent can be given by word or action, but verbal consent is usually the clearest.
- Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity or the same activity again.
- Silence--without actions demonstrating permission--cannot be assumed to show consent.
- Previous sexual encounters with or prior consent from the same partner(s) cannot imply consent to future sexual acts.
- Consent given prior to or during an encounter does not preclude consent being withdrawn later in that encounter.
- Under this policy, "No" always means "No," and "Yes" if produced while a person is being coerced or does not have the capacity to consent, may not always mean "Yes."

Sexual Misconduct: Sexual misconduct offenses include but are not limited to the following each to be defined further: Sexual Harassment, Sexual Exploitation, Sexual Assault- Unwanted Sexual Contact, Sexual Assault- Rape (or the attempt to commit such actions).

Sexual Harassment:

- is unwelcome gender-based verbal, written, digital, or physical conduct
- that is sufficiently severe, persistent or pervasive
- that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from COA's educational program, work environment, and/or activities,
- and is based on the creation of a hostile environment, retaliation or power differentials (quid pro quo).

Sexual Exploitation: occurs when a person takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Sexual exploitation includes, but is not limited to:

- invasion of sexual privacy;
- prostituting another student;
- non-consensual video, audio, or any other methods of recording of sexual activity;
- non-consensual digital or online sexual behavior;
- engaging in voyeurism without the consent of the parties having sex;
- knowingly transmitting an STI or HIV to another student;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- stalking and/or intimidation

Sexual Assault-- Unwanted Sexual Contact: is any intentional sexual touching, however slight, with any body part or foreign object, by a person upon another person regardless of gender, that is without consent and/or by force.

Sexual Contact includes:

- intentional contact with the breasts, buttock, groin, or genitals,
- touching another with any of these body parts,
- making another touch you or themselves with or on any of these body parts;
- or any intentional bodily contact in a sexual manner that doesn't involve contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual Assault-- Rape: is any sexual intercourse however slight, with any body part or foreign object, by a person upon another person regardless of gender, that is without consent and/or by force.

Intercourse includes:

- vaginal sex, anal sex, and oral sex, no matter how slight the penetration or contact.

Intimate Partner Violence (Domestic Violence, Dating Violence): is violence or emotional and/or psychological abuse between those in an intimate relationship with each other.

*The following behaviors are prohibited at COA and may also constitute be covered in this policy if they are sex or gender based.*

Stalking: defined as repetitive and/or menacing pursuit, following, harassment, contact, and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

Bullying: defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment).

Incapacity: is the lack of ability to consent resulting from mental disability, sleep, lack of consciousness, involuntary physical restraint, alcohol intoxication, or from the consumption of drugs including but not limited to rohypnol, ketomine, GHB, burundanga or other drugs/substances.

NOTE: Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to consent if they lack the capacity to reasonably understand the situation-understanding is demonstrated by knowledge of who, what, when, where, why, or how. In situations where alcohol or drug use are involved, if one person is incapable of functioning and the other, capable of functioning, takes advantage or exploits the first person's incapacitation- there is no consent.

Administering drugs to another person for the purpose of reducing inhibitions, gaining or rendering a person incapable of giving consent is a violation of this policy.

Force: is the use of physical violence and/or the imposition on someone physically to gain sexual access and can also include threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. The absence of resistance does not imply the absence of force.

NOTE: The use of physical force including partner (domestic or dating) violence, constitutes a stand-alone non-sexual offense as well, as it is our expectation that those who use physical force (restraint, battery, etc.) would face consequences not just for sexual misconduct, but also additional consequences for assaultive behavior. Similarly, emotional abuse used to control, isolate, or manipulate another person constitutes misconduct for which additional consequences can be imposed.

Coercion: is when one person is pressured unreasonably for and/or manipulated into sex and is clearly distinct from seduction. Coercing someone into sexual activity violates that person's agency and autonomy and this policy in the same way as physically forcing someone into sex.

Retaliation: is any adverse action directed against a person as a result of that person's participation in an investigation or resolution of discrimination or sexual misconduct.

#### CONSEQUENCES OF VIOLATING THE SEXUAL MISCONDUCT POLICY :

The misconduct hearing process is detailed in a separate policy. However it is relevant to include here that COA never assumes a community member is in violation of COA policy without due process. Hearings are conducted to take into account all evidence available, from all relevant sources.

In addressing sexual assault and other forms of sexual misconduct, not just those acts that would meet a criminal standard, COA aims to uphold our community expectations of respect, the right to autonomy, and a campus environment that is safe for all.

Not all forms of misconduct covered in this policy will be deemed to be equally serious offenses, and COA reserves the right to impose different consequences, ranging from verbal warning to expulsion/employment termination, depending on the severity of the offense.

That said, the following are offered as guidelines for hearing boards when addressing complaints of sexual misconduct:

- Any student/employee found responsible for violating the policy on sexual harassment, sexual exploitation, intimate partner violence, stalking, or retaliation will likely receive a

recommended consequence ranging from warning to expulsion/employment termination, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

- Any student/employee found responsible for violating the policy on Sexual Assault-Unwanted Sexual Contact (where no intercourse has occurred) will likely receive a consequence ranging from probation to expulsion/employment termination, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- Any student/employee found responsible for violating the policy on Sexual Assault-Rape will likely face a recommended consequence of suspension or expulsion/employment termination.

The full Sexual Misconduct Policy and Procedure for Addressing Complaints can be found at this link: [www.coa.edu/student-life/title-IX](http://www.coa.edu/student-life/title-IX)

### **Sexual Harassment**

Sexual harassment is a form of misconduct that is included under our Sexual Assault and Misconduct Policy and which undermines the integrity of the academic environment. It is the policy of COA that sexual harassment is prohibited. All members of the COA community, especially officers, faculty, and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment.

State Definition: Sexual harassment is defined in the State of Maine as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual;
- or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.

The COA definition is included in the definitions from our policy listed above.

Any complaints or inquiries regarding sexual harassment of any community should be brought to the immediate attention of the Title IX Coordinator. COA will investigate such claims promptly and thoroughly and address them under the Sexual Misconduct Policy and Procedures. If, for any reason, a community member wishes to report or inquire regarding sexual harassment, but feels it would not be appropriate to raise such issues with the Title IX Coordinator, the community member may inquire or complain to any member of the Title IX Team and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, COA will take appropriate action and consequences will be implemented. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from COA for serious or repeated violations.

### **Sex Offenders**

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, COA is providing a link to the Maine State Sex Offender Registry. All sex offenders are required to register in the state of Maine and to provide notice of each institution of higher education in Maine at which the person is employed, carries out a

vocation, or is a student. <http://sor.informe.org/sor>

In addition to the above notice to the State of Maine, all sex offenders are required to deliver written notice of their status as a sex offender to COA's Director of Public Safety no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence at COA. Such notification may be disseminated by COA to, and for the safety and well-being of, the COA community, and may be considered by COA for enrollment and discipline purposes.

### **CAMPUS PROCEDURES FOR ADDRESSING SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, SEXUAL HARASSMENT, AND OTHER ACTS OF SEX AND GENDER DISCRIMINATION**

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct, and stalking, sanctions range from warning to expulsion. Serious and violent incidents and acts of sexual assault-rape usually result in suspension, expulsion, or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Sexual Misconduct and Assault Policy and the Social Misconduct Policy.

Procedurally, when COA receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the campus Title IX Coordinator is notified. If the victim/survivor wishes to access local community agencies and/or law enforcement for support, COA will assist the victim/survivor in making these contacts. The Title IX Coordinator will offer assistance to victims/survivors in the form of interim or long-term measures such as opportunities for academic accommodations; changes in housing for the victim/survivor or the responding student; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim/survivor so desires, that individual will be connected with a counselor on- or off-campus, as well as with an advisor or off-campus victim's advocate. No affected party is required to take advantage of these services and resources, but COA provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports, and procedures, is provided to all victims/survivors, whether they are students, employees, guests, or visitors.

When appropriate upon receipt of notice, the Title IX Coordinator will initiate a prompt, fair, and impartial process, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing COA's investigation and resolution processes can be found online here: [www.coa.edu/student-life/title-IX](http://www.coa.edu/student-life/title-IX). The Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, COA acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Coordinator is also responsible for assuring that training is conducted annually for all investigators and appeals officers involved in the process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process of protecting the safety of the community and promoting accountability for those who commit offenses.

The investigation and records of the resolution conducted by COA are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the complaint will be informed. Privacy of the records specific to the investigation is maintained in accordance with the federal FERPA statute. Any public release of information needed to comply with the timely warning provisions of the Clery Act will not include

the names of victim or information that could easily lead to a victim's identification. Additionally, COA maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, interview, appeal, or other procedural action. The role of advisors is described in our procedure. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any), and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of COA's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. COA does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator Sarah Luke, Dean of Student Life and/or to officials of the U.S. Department of Education.

### **C. Emergency response procedures:**

A link to COA's current emergency plan can be found here: [This plan is currently under revision with a new version anticipated soon.](#)

Protocol for obtaining emergency assistance when needed is as follows:

- A. Call 911 for access to local emergency responders (fire, police, ambulance)
- B. Call COA Emergency Line at 207 288 9001
- C. Call Student Life emergency Line at 207 266 5890

Strong efforts are made to keep the community informed about situations that affect the health, safety, security, and operations of the college. Regular notices are sent by email to alert community members about health updates, weather alerts, and security bulletins. In addition COA is also implementing a mass notification system (e2campus) that links email, computer pop-up, text, and voicemail messaging. This system is mandatory for employees and on an opt-in basis for students. The community will be reminded of the presence of the system on a termly basis. A test of the system (sending of a "test" message), arranged and communicated ahead, will be conducted at least once a year to ensure its function and saturation.

#### **Timely Warnings:**

The decision to send a timely warning is made on a case by case basis. The kinds of situations that would require a timely warning include those listed as Clery crimes in this report, and that present a serious or continuing threat to the campus community. In the event that a such a situation arises, either on or off campus, then, the Director of Public Safety, the Dean of Student Life, and/or the President (or their designees) will issue a campus wide "timely warning". The warning will be issued through any of the following: the college's mass notification system provided by E2campus, email, website, campus postings, dissemination through residence life systems or other appropriate methods.

Immediate Emergency Notifications:

Upon confirmation of a significant campus emergency or dangerous situation involving an immediate threat to the health and safety of the campus community we will initiate the emergency notification process to send an Emergency Notification. The group above will take into account the safety of the community, determine who needs to be notified, the content of the message and send notification unless the notification will compromise efforts to address the emergency.

To report an emergency situation:

- a.) Call 911 (if deemed necessary)
- b.) Contact COA emergency 207 288 9001
- c.) Public Safety will determine the need to contact local emergency services, if not already contacted and will begin appropriate campus response, including possible evacuation.
- d.) Contact Dean of Student Life, if anticipate significant impact on any students
- e.) Those above will contact other as necessary to respond appropriately, including activating the Emergency Resource Team

### EVACUATION PLAN

Where there is sufficient advance warning of a natural or human caused disaster and the College population is considered to be in immediate danger, timely and systematic evacuation may be required. Notice to evacuate a building will be communicated either by pulling an alarm or by sending notice through any of the available emergency communication systems utilized by the college.

1. Begin appropriate evacuation as necessary.
2. Evacuation Procedures
  - a.) There is a designated Emergency Assembly Area for each building (see table below). If evacuation is required all will go to the designated Emergency Assembly Area for the buildings in which they are located.
  - b.) Following an evacuation, no one should re-enter any buildings until officials declare the area safe.

### Emergency Building Assembly Areas

<b>BUILDING</b>	<b>PRIMARY AREA</b>	<b>Secondary (inclement weather or significant disturbance)</b>
Pottery Shed	North Lawn	Blair Dining Hall
Buildings and Grounds	North Lawn	Blair Dining Hall
Studios 5 and 6	North Lawn	Blair Dining Hall
Dorr Museum	Front Lawn	Blair Dining Hall
Arts and Sciences	Front Lawn	Turrets
Kaelber Hall	Front Lawn	Turrets
Blair Dining Hall	Front Lawn	Turrets
Gates Community Center	Front Lawn	Turrets
Turrets	Lawn between Turrets and Kaelber Hall	Blair Dining Hall
Cottage	Front Lawn	Blair Dining Hall
Blair-Tyson	Front Lawn	Blair Dining Hall
Peach	Lawn between house and road to Turrets	Deering Common
Davis Carriage	Lawn to north of house	Eliot All-night Study Space
Deering Common	Village lawn circle	Eliot All-night Study Space
Village Housing	Village lawn circle	Deering Common
Seafox	Village lawn circle	Deering Common
Davis Center	Witchcliff circle	Deering Common
Witchcliff	Davis Circle	Deering Common

### **E. Missing Student Notification Policy:**

In accordance with language in the Higher Education Act (HEA) reauthorization, we are required to implement a policy outlining the process for reporting as missing students living on campus and detailing the notification of appropriate persons following such a report.

Any community member may file a report of a missing student with either the Director of Public Safety or the Dean of Student Life. All reports must be filed in good faith and with reasonable cause for concern. Those knowingly filing false or malicious reports will be handled through the existing process for social misconduct.

All students living on campus will be given the opportunity to identify a person to be notified in the unlikely event that a missing person report is filed. This information is collected as part of our Emergency Contact Form. This information will be kept confidential and will only be made know to the Student Support Team and the Director of Public Safety.

Reports of missing persons will be referred to and investigated by the Director of Public Safety with the cooperation of appropriate College of the Atlantic personnel including Student Life staff and Resident Advisors. If after investigation it is determined that a student has been missing for more 24 hours, then within the next 24 hours the Director of Public Safety (or his/her designate) will:

- Notify the person identified by the student for this purpose, if provided
- Notify a custodial parent or guardian if the student is under 18 years old and not emancipated
- Notify appropriate law enforcement officials

### **Part VI: Fire Safety Information:**

- A. Statistics for 2017-18: There were zero fires reported in buildings or on property owned by College of the Atlantic. There were 0 personal injuries occurring from fire incidents. There was no property damage as a result of fire. There were 17 false alarms recorded at the main campus during the academic year.
- B. Fire Safety Systems and Maintenance in Campus Housing: Each residence on campus is equipped with fire detection systems. Detection systems are hardwired and will send a signal to a monitoring company which notifies the local fire department and COA public safety personnel. Both local fire and COA public safety respond to all notifications through the alarm system. The Public Safety Department will, on a regular basis, monitor and maintain all fire extinguishers, heat and smoke sensing devices, exit lights, and emergency lighting throughout the campus. The Director of Public Safety, in coordination with the Bar Harbor Fire Chief, will determine the schedule for supervised fire drills in the residence halls. Drills will be supervised and documented by the Director of Public Safety.
- C. Policies for community fire education: All students living on campus participate in an annual informational session with the Director of Public Safety regarding fire safety policies and procedures. Student residences are subject to an annual fire safety inspection. Information regarding fire safety regulations is available in the Student Housing Contract, which must be read and signed by all campus residents. Resident Advisors are responsible for enforcing fire code in the campus residence halls and students living on campus are informed of the disciplinary action and/or monetary penalty for violations of fire code.
- D. Fire Code for Campus Housing: For public health and fire safety reasons, there is no smoking in or immediately around the residence halls; candles and incense are also prohibited from use in the residence halls. Corridors must be kept free of personal property, including bicycles and furniture for fire code and safety reasons. Fire inspection fines will be charged to students for any fire code violations. Misuse or tampering with fire safety equipment including the removal of smoke detector batteries and door closures will result in a \$100 fine and possible disciplinary action. No motorcycles, scooters, etc. are allowed in the residence halls. Bikes are to be stored in the appropriate storage areas. Hot plates, space heaters without automatic shut offs, and halogen lamps

without safety cages are not permitted due to increased risk of fire. Other items deemed a safety risk may be added to this list at the discretion of the Dean of Student Life.

E. Fire Code Violation Checklist:

- Candles
- Incense
- Disabled Smoke Detectors- covered or batteries removed (most are hard wired and don't have batteries-there is usually a light that blinks to indicate function)
- Anything hanging from a sprinkler head
- Anything that indicates that smoking has occurred in the room (full ash trays etc.)
- Halogen lamps
- Hot plates or other cooking items like Foreman grills
- Space heaters without automatic shut-offs
- Non-UL approved string lights
- Cloth hanging from the ceiling above beds
- Overloaded outlets
- Electric cords that are placed where people will walk on them and possibly break through the plastic and cause a short
- Personal property in the hallway as it blocks a necessary fire exit

F. Procedure for evacuation: All occupants must evacuate a building if the fire alarm sounds and not re-enter until such time as they are given the all clear by fire and or COA public safety personnel. Campus residences have the following assigned primary and secondary evacuation points.

Residence:	Primary Evacuation Point:	Secondary Point (Cold/Bad Weather):
Cottage	Front Lawn	TAB- Dining Hall
Carriage	Lawn to north of house	Eliot All-Night Study Space
Blair-Tyson	Front Lawn	TAB- Dining Hall
Peach	Field to north of house	Deering Common
KWD Village	Lawn circle	Deering Common
Seafox	Lawn circle	Deering Common

G. Reporting a Fire not in progress: All fires should be reported by contacting the COA Emergency Line: 207 288 9001 and the Director of Public Safety.

**ADDENDUM: 2017-18 Crime Statistics not reportable to the federal government (These numbers reflect reports of incidents received in the last year that were not previously reported, but reflect incidents that may have happened in years prior to the reporting period.)**

Category:	Number of Reports
• Sexual Assault-Rape:	1
• Sexual Assault-unwanted sexual contact:	0
• Sexual Harrassment:	2
• Sexual Exploitation:	0
• Interpersonal Violence (dating and domestic)	1
• Stalking:	0
• Alcohol:	
○ Providing a place for minors to consume	0
○ Illegal consumption by a minor	0
○ Possession of alcohol by a minor	0
• Drugs:	0
• Theft:	0
• Criminal Mischief:	0
• Noise Complaints:	0
• Students on social probation:	6