



THE UNIVERSITY OF MAINE AT

MACHIAS

Naturally!

Annual Security Report

Updated: September 27, 2016

machias.edu/crime-report

Campus Crime and Security Report

The information provided in this report is part of the University of Maine at Machias' (UMM) commitment to campus safety, crime prevention and awareness. An informed community is a safety conscious community. Therefore, the following statistics are provided to complement UMM's safety awareness and education effort and to comply with and meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. This report has been prepared by the Interim Dean of Students with assistance and information provided by the Title IX officer, the Director of Physical Plant, UMM's Campus Safety Officer and the Machias Police Department.

Explanation of Crime Statistics: These charts include offenses that were reported to UMM Campus Safety, local law enforcement agencies and to UMM officials who have responsibilities for student and campus activities. These offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Notification to Campus Community: Each fall, e-mail notification is made to the UMM community (faculty, staff, and enrolled students), providing the URL machias.edu/campus_safety_report for the Campus Crime and Safety Report. The URL is also included on the Human Resources and Admissions webpages to inform prospective employees and students. For questions regarding this report or to obtain a paper copy, please contact us at (207) 255-1305. This report, including crime statistics, is updated annually by October 1.

Please read the information to learn how to prevent and report crime and practice safe behavior. We ask for your assistance in making the UMM community a safe place to learn & live in.

Annual Campus Crime Report

Safety and Security Information: UMM is a community of about 800 undergraduate students and 70 employees. The UMM campus is centrally located on College Hill in Machias, Maine. Machias, Maine is located within Washington County and serves as the county seat. There are two police forces in Machias, Maine--the Machias Police Department and the Washington County Sheriff's Office. Each may respond to campus crimes. In addition, there is a Campus Safety Officer on campus. Although crimes do occur in the community and on campus, UMM has been fortunate and has not experienced significant numbers of violent crimes. We encourage you to read the Clery Report and view our public daily logs.

Reporting an on-campus emergency or reporting of criminal actions: All emergency calls should be reported to 911 and notify them of your campus location. For campus crimes, you may call 911, Machias Police Department at (207) 255-8558, or the Residential Education and

Commuter Life On-Call Professional at (207) 255-1209 or Campus Safety at (207) 263-9315. Please be prepared to your name, location, describe the situation, and a description of any suspects or vehicles involved in the incident. Members of the community should report all crimes on campus in an accurate and prompt manner. If a victim chooses to report crimes to Campus Safety or a UMM office, the victim will be strongly encouraged to report the incidents to the Machias Police Department and/or Washington County Sheriff's Office. To report a residential non-emergency, please contact a Community Advisor or the Residential Education and Commuter Life On-Call Professional (207) 255-1209. The Professional On Call is on call 24/7 during the academic year, May term, and summer session. The Campus Safety Officers is on campus Tuesday-Saturday 8:00 p.m.-4:00 a.m. during the academic year.

Maintenance and Security of University Facilities: The University is committed to maintaining a safe environment which extends to maintenance issues such as campus landscaping, lighting and door locks. Exterior lighting is maintained throughout campus. Physical Plant and Student Affairs routinely survey existing lights and recommend maintenance of existing lights and requests for additional illumination. Both the campus Physical Plant Department and Campus Safety continually checks for maintenance and security deficiencies and strives to maintain a safe environment. Members of the campus community are encouraged to report any deficiency to the Director of Physical Plant at 255-1315.

Access to University Physical Plant and Building Security: In addition to lighting, Physical Plant routinely checks to ensure doors campus building doors are secured. UMM buildings and Physical Plant (excluding residence halls) are accessible to members of the campus community, guests and visitors during normal operating hours Monday through Friday. Exterior doors of campus buildings are locked after normal business hours and Physical Plant and Campus Safety routinely check to ensure doors are secured. Entry after normal hours is available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices. The Chief Business Office is responsible for approving student keys. Buildings are also opened on weekends and holidays on an as-needed basis. Campus Safety officers routinely check campus buildings. All residence halls are secured 24/7 with an electronic card access system that allows authorized students to gain access to the residence halls. The Office of Residential Education and Commuter Life maintains the keycard lock system on Sennett and Dorward Residence Halls. If doors are unlocked or left ajar, please contact the Residential Education and Commuter Life On-Call Professional at (207) 255-1209.

Law Enforcement Authority

The University of Maine at Machias Campus Safety Officer has authority to ask persons for identification and to determine whether individuals have lawful business at the University. The University of Maine at Machias Campus Safety officer has the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety does not possess arrest power. All crime victims and witnesses are strongly encouraged to immediately report crime to the Campus Safety Officer, Residential Education and Commuter Life On

Call Professional, and or the Machias Police Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Campus Emergency Response and Evacuation Procedures

The University of Maine at Machias Campus Safety Officer is responsible for safety on campus. Emergency response to campus is provided by fire, police, rescue and other emergency services from the community as well as county and state emergency response.

Timely Warnings: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery), UMM will post timely warnings to notify community members about serious crimes that occur on campus. Having knowledge of such crimes will assist the community members in making informed decisions about their personal safety and in preventing or reducing the risk of future crimes. These warnings are posted if there is a serious crime on campus that constitutes an ongoing and/or continuing threat to the community. Timely warnings are not issued for crimes where the suspect(s) has been apprehended. The decision to issue a timely warning is decided on a case by case basis in compliance with the Clery Act. The decision is made by the Interim Dean of Students or designee. A timely warning will take into account available facts, whether the crime is considered serious, a continuing threat to the community, and/or the possible risk of compromising law enforcement's efforts. A timely warning will not include identifiable information of a victim.

UMM considers issuing a timely warning for the following incidents: criminal homicide, sex offenses, aggravated assault, robbery, burglary, motor vehicle theft, major incidents of arson, and other crimes as determined necessary by the Interim Dean of Students or designee.

Timely Warnings and Updates Distribution: Procedures and mechanisms to notify the campus community are in place and include one or more of the following depending on the specific situation:

1. e2Campus Alert – text message notification.
Register at <http://www.machias.edu/e2campus.html>
2. Email notification to all UMM campus community members.
3. UMM Web site <http://www.machias.edu/emergency>
4. UMM Emergency (Storm) telephone lines 207-255-1395
5. Local television, radio and/or electronic media.
6. Printed and posted notifications.

For emergency response and evacuation procedures please visit: machias.edu/emergency-guide.

A copy of timely warning notifications will be electronically filed. In addition to timely warnings, UMM may issues safety alerts to the community. Safety alerts include tips and recommendations to follow by UMM community members.

The members of the Emergency Response Team (ERT) are responsible for determining how to handle an emergency or other dangerous situations on campus including appropriate notification to the UMM Community. Information regarding ERT, please visit:
www.machias.edu/emergency

Emergency Notifications: Unlike Timely Warnings, Emergency Notifications are used when there is an emergency that is not a Clery crime category. Procedures and mechanisms to notify the campus community are in place and include one or more of the following depending on the specific emergency situation:

1. e2Campus Alert – text message notification.
Register at www.machias.edu/e2campus.html
2. Email notification to all UMM campus community members.
3. UMM Web site www.machias.edu/emergency
4. UMM Emergency (Storm) telephone lines 207-255-1395
5. Local television, radio and/or electronic media.
6. Printed and posted notifications.

Missing Person

The following policy meets the requirements of the Higher Education Opportunity Act of 2008 (HEOA).

Emergency Contact: Residential students must provide information for an emergency contact.

Missing Student: A missing student is determined to be missing when the Interim Dean of Students or designee determines that a student has been missing for more than 24 hours without any known reason.

On-Campus Housing: Sennett and Dorward Residence Halls are considered residential/on-campus facilities.

Missing Residential Students: If a member of the University of Maine at Machias campus community has reason to believe that a student who resides in on campus is missing he or she should immediately notify the Residential Education and Commuter Life On-Call Professional (207) 255-1209. The on-call professional staff will work with work with Campus Safety to determine whether or not a student is missing. After investigating the missing person report, should the Residential Education and Commuter Life On Call Professional determine that the student is

missing and all available means have been reached to contact the student including the emergency contact; the on-call professional will contact the will contact the Machias Police Department to facilitate the entry of that individual into the National Crime Information Center computer system no later than two (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 Interim Dean of Students or designee 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 a second individual they wish to be contacted by the Interim Dean of Students or designee in the event the student is determined to be missing. If a student has identified such an individual, the Interim Dean of Students or designee will notify that individual no later than two (2) hours after the student is determined to be missing. Students who wish to identify a confidential emergency contact can do so at the Student Affairs Office, 116 O'Brien Avenue (2nd Floor Powers Hall), Machias, Maine 04654, (207) 255-1305.

Contact Information:

- UMM Campus Safety (207) 255-1450.
- UMM Residential Education and Commuter Life On-Call Professional (207) 255-1209.

Reporting Laws and Policies

State laws require that UMM officials must report certain crimes including child and elder abuse, among others. In addition, there is a legal duty on the part of the employees at UMM (who are not exempt by due to State Law—e.g. counselors, pastors) to report disclosures of sexual harassment, sexual assault, stalking, and domestic violence that occurred on campus property and/or involved a UMM community member to the Title IX Coordinator. Student incidents should be reported to the Deputy Title IX Coordinator. UMM officials will help the victim to complete a report and encourage him/her to report incidents to the Machias Police Department.

Anonymous reporting: Anonymous reports may be completed at machias.edu/student-alert.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

The University of Maine at Machias does not tolerate sexual assault, misconduct, domestic violence, and stalking in any form. University policy prohibits any unlawful sexual act and/or forced sexual contact. Violators of this policy may be subject to criminal prosecution and disciplinary measure up to and including dismissal. The complete policy and procedures are maintained by the Student Affairs Office. [Click here to view a copy on the web](#), or you may call the Student Affairs Office at 255-1305 to request a hard copy.

The Student Affairs staff provides information sessions on the subject of sexual assault and safety. Community Advisors also undergo a training session on sexual assault during the annual training session.

In the event of sexual assault or rape, domestic violence, dating violence or stalking students should seek the support and assistance of another person immediately. The University provides a number of resource people including the University Counselor, Residential Education and Commuter Life On Call Professional, Nurse Practitioner, and Deputy Title IX Coordinator all of whom are aware of the need for sensitivity and confidentiality. Students may also use Downeast Sexual Assault Services 1-800-228-2470. Please note that victims are encouraged to report the crime to the Machias Police Department and/or Washington County Sheriff's Office.

Medical treatment can be accessed at Downeast Community Hospital emergency room. Such treatment does not initiate legal action; however, it is important to preserve the evidence in case the individual opts to report the crime.

Official Reporting: All University of Maine at Machias students, employees, or visitors are strongly encouraged to make an official report of any incident of sexual assault, sexual misconduct, dating violence, domestic violence and stalking to the Student Affairs Office (255-1305), Residential Education and Commuter Life On Call Professional (207-255-1209), Campus Safety (255-1450 or cell 263-9315) or Machias Police Department (255-8558) whether the incident occurred on or off campus. Official reporting may initiate a course of action.

Anonymous Reporting: Any University of Maine at Machias students, employees, or visitors may file an anonymous report located at <http://machias.edu/student-alert> or to the Mental Health Counselor or Nurse Practitioner. Anonymous reports are not identifiable by the recipient. Such reports may be filed regardless of any legal or University disciplinary action.

Complaints against University faculty or staff will be handled by the Equal Opportunity Officer.

Investigation and Resolution of Crimes On Campus: The University of Maine System Student Conduct Code provides information regarding the process for adjudicating crimes on campus. Please visit: www.maine.edu/about-the-system/board-of-trustees/policy-manual/section501/.

The Violence Against Women Act (VAWA) defines each domestic violence, dating violence, and stalking.

Domestic Violence: Domestic violence means a felony or misdemeanor crime of violence committed by—

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,

- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of Maine, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Maine.

Dating Violence: Dating violence means violence committed by a person—

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and
 - the frequency of interaction between the persons involved in the relationship.

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

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

Alcohol and Substance Abuse Policies

The University of Maine at Machias views alcohol and substance abuse as a serious problem. In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University publishes and distributes annually a booklet which informs all students and employees of the substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. For additional copies of the booklet "Alcohol and Drugs, What Every Employee Should Know about the Use and Abuse of Alcohol and Illegal Drugs," please contact Human Resources at 255-1220.

The University provides educational and awareness programs on the subject of substance abuse and abuse in a number of ways. UMM is a member of the Higher Education Alcohol Prevention Program (HEAPP) in Maine. UMM utilizes educational sessions with the Mental Health Counselor to reduce continued alcohol and substance abuse education.

Security Awareness and Crime Prevention Programs

Security awareness and crime prevention programs are part of UMM's effort to provide a safe environment for students and employees. The University's crime prevention efforts are based upon the concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of the crime awareness and prevention programs offered by the University of Maine at Machias:

- Electronic Material: Sexual harassment brochures are provided electronically to all students, faculty, and staff along with the Clery Reporting information.
- Residence Hall Safety: A variety of programs are offered for students living in the residence halls covering topics on safety awareness, sexual assault and date rape prevention, dating violence, stalking, and domestic violence, fire safety, and drug and alcohol awareness programs. Prevention is stressed but response to these concerns is also an important consideration.
- Fall Orientation: Sessions at fall orientation address the University of Maine System policies, UMM policies, and sexual misconduct policies.
- Sexual assault, dating violence, domestic violence, and stalking educational campaigns are held throughout the year.
- Sexual harassment and misconduct training programs are held with athletes each year.

Location of Sex Offenders Registry

In accordance with the Violent Crime Control and Law Enforcement Act of 1994, information concerning registered sex offenders may be obtained at:

- Maine State Police, Bureau of Sex Offender Registry <http://sor.informe.org/sor/>
- Machias Police Department - Outer Broadway Street, Machias, ME -255-8558
- Washington County Sheriff's Department – Court Street, Machias, ME – 1-800-432-7303

Annual Safety and Security Report Definition

The Annual Safety and Security Report is compiled and published annually by the Interim Dean of Students in collaboration with the Director of Physical Plant and Campus Safety. Information and statistics for the report are compiled with the help of written reporting mechanisms from campus departments and personnel.

The following are definitions for each category for Clery reporting. (*Crime Definitions from the Uniform Crime Reporting Handbook and Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.*)

Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

Sex Offenses–Forcible: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

A. Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/ or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses–Nonforcible: Unlawful, nonforcible sexual intercourse.

A. Incest

Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape

Nonforcible sexual intercourse with a person who is under the statutory age of consent.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding).

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

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Clery Act Hate Crime Definitions

The University of Maine at Machias is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession (see definitions above), and larceny, vandalism, intimidation, and simple assault (see definitions below).

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

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

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

Destruction/Damage/Vandalism of Property (Except "Arson"): To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, religion, ethnicity, gender, sexual orientation, or disability, the assault is then also classified as a hate/bias crime.

Annual Safety and Security Report Statistics

Crime or Offense	On Campus			Residence Halls			Public Property Adjacent to Campus		
	2013	2014	2015	2013	2014	2015	2013*	2014*	2015
Reporting Years	2013	2014	2015	2013	2014	2015	2013*	2014*	2015
Murder/Non-neg. Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	1	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	2	0	0	1	0	0	0	0	4
Sex Offenses - Non-forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	0	0	2	0	0	0	0	0
Burglary	2	0	4	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	1
Arson	0	0	1	0	0	1	0	0	0

Crime or Offense	On Campus			Residence Halls			Public Property Adjacent to Campus		
	2013	2014	2015	2013	2014	2015	2013*	2014*	2015
Reporting Years	2013	2014	2015	2013	2014	2015	2013*	2014*	2015
Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	1	0	0	1	0	0	5
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapons Possession Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Drug Law Disciplinary Referrals	3	9	16	3	9	16	0	0	0
Liquor Law Disciplinary Referrals	16	7	12	13	7	12	0	0	0
Hate Crimes (By category of protected class)	1 (Sexual Orientation)	0	0	1 (Sexual Orientation)	0	0	0	0	0

* The University of Maine at Machias made a good faith effort to obtain statistics from the Machias Police Department, but the Department did not respond to our request.

The Annual Safety and Security report statistics are located at machias.edu/crime-report

**Questions regarding the annual report should be directed to:
The Interim Dean of Students (207) 255-1305.**



**Sexual Assault, Harassment, Stalking, Dating Violence, and Exploitation Policy
(Sexual Misconduct)**

Updated: September 28, 2016
Implemented: September 1, 2014

machias.edu/crime-report

Sexual Misconduct Policy

IMPORTANT--Who to Contact:

- o Emergencies- 911
- o Confidential reporting:
 - o Mental Health Counselor, at 207-255-1305
 - o Coordinator for Student Health, at 207-255-1275 or beth.russet@maine.edu
 - o Maine Coalition Against Sexual Assault (MeCASA) at 1-800-871-7741.
- o Incidents involving students:
 - o Deputy Title IX Coordinator, at 207-255-1245 or jacob.hanley@maine.edu
- o Incidents involving faculty and staff:
 - o Michelle Hale, Human Resources Partner and Title IX Coordinator, at 207-255-1220 or ummhr@maine.edu

I. Statement of Purpose

The University of Maine at Machias (UMM) is a learning environment. UMM will not tolerate sexual misconduct (rape, sexual assault, sexual harassment, dating violence, and stalking). These acts are against Maine State Law and threaten our community. Sexual misconduct violations, as listed above, also violate the University's policies. If there is reason to believe that The University of Maine at Machias campus regulations prohibiting sexual misconduct of any kind have been violated, on or off-campus, UMM will pursue disciplinary action through the appropriate University procedures. **The University of Maine at Machias strongly encourages individuals who experience sexual misconduct to report sexual misconduct.**

Sexual misconduct occurs with disturbing frequency among college aged men and women and between people of the same sex, but is very often unreported. In order to provide support for individuals reporting incidents of sexual misconduct and to enforce the behavioral standards critical to the University's mission, students are encouraged to report all violations of this policy to appropriate University personnel.

Sexual misconduct is a criminal offense, and a violation of the University of Maine System Student Conduct Code. It is essential that incidents of sexual misconduct be reported to a University official and that all reports of sexual misconduct be treated seriously, consistent with University policies and procedures while respecting the rights of complainants and respondents. This guide is designed to assist faculty and staff in providing the best possible support to complainants and respondents. Please, note that throughout this document a complainant may refer to a student, faculty or staff member filing allegations of sexual assault or harassment by a student.

The University of Maine at Machias will protect the confidentiality of the person being violated. To the fullest extent possible, the University will protect the privacy of the individual being violated (complainant) who reports sexual misconduct. That said, under federal law, campus officials (with the exception of those listed under Confidential Resources in Section V below), who receive a report of sexual misconduct, whether from the student involved or a third party, must share that information with the appropriate university authorities for investigation and follow-up. (See Section IV on Reporting below for more information). ***All employees (faculty, staff, and student employees) are mandatory reporters.*** The University is obligated to investigate the complaint and work to eliminate sexual misconduct, prevent its recurrence and address its effects on the individuals involved and the UMM community.

The University acknowledges that sexual misconduct, especially sexual assault perpetrated by someone unknown (often referred to as “stranger rape”) does occur. However, the most prevalent form of sexual assault on a college campus is between two people who know each other (often referred to as “acquaintance rape”). The acquaintance may be a date, partner, or someone known casually from a residence hall, class, club, or through mutual friends. Regardless of the relationship, the same institutional response and penalties apply. To clearly illustrate the seriousness of these offenses, this policy does not differentiate the types of offenses based on the relationship between the individuals. This policy is intended to provide more detailed information about how The University of Maine at Machias handles sexual assault matters and is not intended to replace the UMS Student Code of Conduct, the UMS Sexual Harassment Policy, or the UMS Equal Opportunity Complaint Procedure.

II. Definition of Terms

The University of Maine at Machias, as a standard for the Student Code of Conduct (*found in italics*), defines the following items:

A. Sexual Assault: Non-Consensual Sexual Intercourse: *Subjecting another person to sexual contact to which that person has not consented (as that term is defined below), to which that person has only consented due to compulsion, or to which that person cannot legally consent due to age or physical or mental incapacity.*

For the purpose of this policy, sexual assault, also known as rape, may consist of non-consensual penetration of the genitals, anus or mouth of one by the genitals or fingers of another, or an instrument or device manipulated by another person. This may include

vaginal intercourse, anal intercourse, oral sex, or non-consensual sexual penetration of genital or anal openings by a foreign object, including a finger. Force, the threat of physical harm, coercion, or manipulation may be present during non-consensual sexual intercourse. Non-consensual sexual intercourse may take many forms including, but not limited to, rape by a stranger, an acquaintance, while on a date; rape by multiple perpetrators (often referred to as “gang rape”), and may occur both on and off campus. Sexual assault includes forced physical contact of a sexual nature including the unwanted touching, directly or through clothing, of an intimate part of another person such as a sexual organ, buttocks or breast with one’s body or an object for the purpose of arousing or gratifying one’s own sexual desire or for the purpose of causing physical or emotional harm. It may include (but does not require) forced anal intercourse, forced oral sex, or forced penetration of genital or anal openings. Forced contact may include physical violence, physical coercion, threat of physical harm to the complainant or the intentional use of substances to create a vulnerable complainant (eg alcohol, marijuana, molly, GHB). It is also important to note the following:

- o Sexual assault is considered such, regardless of whether or not the individual involved are strangers, friends, intimate partners or otherwise known to one another prior to the incident.
- o The absence of consent may constitute sexual assault if the individual is unconscious, physically incapacitated, mental disability or unable to offer consent due to the respondent administering drugs or other means to coerce the individual.
- o Consent to one type of sexual contact does not mean consent to other types of sexual contact during the same or subsequent encounters.
- o Consent to sexual contact on one occasion does not provide consent on subsequent occasions.

B. Sexual Harassment: *Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or such conduct interferes with an individual’s academic or work performance or creates an intimidating, hostile, or offensive employment, educational, or living environment.*

These behaviors are covered by the University of Maine System Sexual Harassment Policy, which may be found at:
<http://www.maine.edu/pdf/sexharasbroc.pdf> .

C. Sexual Exploitation : Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such

recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in peeping tommy, and knowingly transmitting an STD or HIV to another student.

D. 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. Whether or not a dating relationship exists is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*

E. Sexual Misconduct : *Includes, but not limited to, prostituting another student, nonconsensual image capturing of sexual activity, presentation or unauthorized viewing of a non-consensual videotaping of sexual activity, letting others watch you have sex without the knowledge or consent of your sexual partner, possession of child pornography, peeping tommy, incest, and/or knowingly transmitting an STD or HIV to another person.*

F. Consent : *Agreement to engage in sexual contact. Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and conditions of) sexual activity. Any consent that is given is invalid or moot when the exchange involves unwanted physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption, or being asleep or unconscious.*

III. Reporting Procedures

All students, faculty, and staff, as well as members of the public participating in University activities have the right to an environment free from sexual misconduct and/or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment.

A. Reporting Allegations of Sexual Assault

The University needs members of its community to report alleged sexual misconduct that occurs both on and off campus so that the University may respond appropriately and effectively. All ***University employees have a mandated duty to forward information about allegations of sexual misconduct to appropriate campus officials.*** When allegations like these arise, the University requires all its employees and volunteers to report what they have witnessed or heard to designated university officials.

The complainant may be feeling a profound sense of helplessness. It is important for those assisting complainants to begin helping the complainant to reclaim their own strength and self-confidence. For this reason, it is critical to empower a sexual assault or harassment complainant to make her/his own decisions and choices following an alleged incident as much as possible. The understandable urge to try to make decisions for the complainant can do more harm than good. Making decisions for the complainant would continue to disempower them, thus robbing them further of their self-confidence and dignity.

Of course, if a crime is in progress or the situation presents an ongoing danger to the University community or persons involved in the situation, immediately dial 911. Otherwise:

- o Students, faculty and staff may file a complaint of sexual assault through Campus Safety, Residential Education and Commuter Life Staff, the Interim Dean of Students, or Deputy Title IX Coordinator and/or through other faculty or staff with assistance from these campus representatives. Report information about alleged sexual misconduct by students to Jacob Hanley, Deputy Title IX Coordinator at (207) 255-1245 or machias.edu/student-alert. You can contact the Professional On-Call at (207) 255-1209.
- o Report information about alleged sexual violence by employees to Michelle Hale, Human Resource Partner and Title IX Coordinator (207) 255-1220.
- o After reporting an incident the Student Affairs professional will follow the established response protocol.

Information provided to the Deputy and Title IX Coordinator is not protected by confidentiality. Every attempt will be made to keep information confidential between the person responding to the incident, the person reporting the incident, and those involved in the incident.

B. Reporting Timeframe

Any individual may file a complaint of sexual assault at any time. Early reporting is encouraged to preserve evidence and provide the person filing the complaint with information regarding rights, options, and resources available to them by this policy and federal or state laws.

IV. Campus Based Resources - University Based Services and Supports

The following University departments may be of assistance to complainants of sexual assault or sexual harassment. Complainants should be made aware of these services, but encouraged to decide for themselves what would be most helpful for them:

- o **UMM Counseling Center**, 2nd Floor Powers Hall, (207) 255-1305: The Mental Health Counselor may provide immediate crisis support following the incident, and on-going counseling for students to address the emotional trauma and recovery process. Services may also include referrals to community services for assistance with legal and medical issues, and assistance advocating with faculty and staff for any necessary accommodations relating to one's response to the trauma of sexual assault. Information relayed to the Mental Health Counselor is not reportable to the University.
- o **UMM Health Center**, 1st Floor Dorward Hall, 207-255-1275: Service may include medical assistance and referral for the recovery of evidence, testing and treatment of sexual transmitted diseases or provision of emergency birth control.
- o **Student Affairs**, 2nd Floor Powers Hall, 207-255-1305: Student Affairs can assist in making accommodations to students' academic schedule or housing arrangements whenever reasonably available if they are requested following a report of a sexual misconduct. They are also available for support of students or to provide a referral to support services on campus or in the community.
- o **Conduct Committee**, Student Affairs Office, 2nd Floor Powers Hall, (207) 255-1305: When a complainant identifies the respondent as another student, they may file a complaint of an alleged violation of the student conduct code, without filing a formal criminal complaint. This will result in an on campus investigation, and possible conduct sanctions up to and including dismissal. Sanctions vary and may include removal from residence halls, requirements of professional assessment and/or intervention, or community service. Note that all accused students are entitled to a fair investigation into complaints.
- o **Campus Safety**, 1st Floor Dorward Hall, (207) 255-1450: In instances of alleged sexual misconduct, Campus Safety can provide immediate assistance and will call the Residential Education and Commuter Life On-Call Professional at (207) 255-1209 to report the incident. Campus Safety also provides escort services to any students for additional protection while traveling across campus.
- o **Title IX Coordinator**, 1st Floor Powers Hall, (207) 255-1220: When a student identifies the respondent of a sexual misconduct as a faculty or staff member, complaints should be filed with the Title IX Coordinator / Human Resources Office. Filing a complaint will initiate an investigation which may result in action on the part of administration to activate a corrective or disciplinary action up to and including termination of employment. This professional can also assist in referring students to other support services if needed.

- o **Deputy Title IX Coordinator**, 2nd Floor Powers Hall, (207) 255-1245: When a student identifies the respondent of a sexual misconduct as another student, complaints should be filed with the Deputy Title IX Coordinator. Filing a complaint will initiate an investigation which may result in action on the part of administration to activate a corrective or disciplinary action up to and including termination of employment. This professional can also assist in referring students to other support services if needed.

V. Confidential Resources

If a student wishes the details of an incident to be kept strictly confidential, she or he can speak with UMM's Mental Health Counselor at (207) 255-1305 and or the Nurse Practitioner at UMM's Health Center (207) 255-1275. Individuals in these offices will honor confidentiality unless there is an imminent danger to the student or to others. The Mental Health Counselor is not a mandated reporter. The UMM Health Center must report the number of incidents reported to them; they do not report any identifiable information.

Confidential resources are also available off campus from health care providers and counselors as well as specialized agencies such as AMHC Sexual Assault Services at 1-800-871-7741.

VI. Statement and Intent of Policy

The University of Maine at Machias, as a standard for the Student Code of Conduct, determines the following to be its intentions for this policy:

A. Maine State Law

In publishing this policy the University is not intending to substitute or supersede related civil and/or criminal law. It is the policy of The University of Maine at Machias to strongly encourage individuals to report all incidents and violations to law enforcement officials or agencies with appropriate jurisdiction and avail themselves of all the services and rights to which they are entitled.

It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. Maine State Law considers gross sexual assault and unlawful sexual contact to be serious crimes that are punishable by imprisonment in jail and/or probation. It also involves creation of a criminal record and may include a monetary fine.

B. Multiple Adjudication

A student charged with sexual misconduct may be prosecuted under the Maine Criminal Justice System and disciplined through the University of Maine at Machias student discipline process. Even if the criminal justice authorities choose not to prosecute, the accused

may be subject to University disciplinary action. University disciplinary procedures should be considered distinct and independent of any and all criminal procedures. Discipline procedures may precede, occur simultaneously, or follow court action. In the event that University disciplinary procedures follow court action, the court proceedings and/or verdict may be considered in the disciplinary proceeding. When necessary, temporary action may be taken by the University in the form of summarily suspending or summarily restricting the accused, or officially requesting no contact between the complainant and the respondent. Relocation or removal from the residence halls may also occur. Any of these measures may result in the accused student's restricted access to the University and/or participation in University events, such as attendance at classes and residing on campus.

C. Disciplinary Action

Any student found by The University of Maine at Machias to have committed sexual assault may be subject to severe disciplinary sanctions, including suspension or dismissal from the University. For information about sanctions, individuals should refer to The University of Maine System Student Conduct Code, Section IV Sanctions.

The University recognizes that violations of sexual assault are not the fault of the individual filing the complaint. The University intends to encourage the report of sexual assaults and therefore the University generally does not intend to hold complainants accountable for conduct code violations that may have occurred along with violations of sexual assault. The University administration will use discretion to ensure the rights of the complainant are preserved.

D. Rights of the Complainant

Individuals who report their experience of sexual misconduct to University officials may be assured that:

- o All sexual misconduct cases will be treated seriously and equally.
- o The reporting individual will be treated with dignity and respect.
- o University personnel will encourage individuals to report the sexual misconduct to the Machias Police Department and/or Washington County Sheriff's Department.
- o University personnel will not discourage anyone from reporting, nor encourage them to under-report or report the incident as a lesser crime.
- o University personnel will inform students of their option to notify appropriate law enforcement authorities, including local police, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual misconduct.
- o When an incident of sexual misconduct is reported, the incident will be investigated and adjudicated by appropriate criminal and/or University authorities.
- o A person may invite an advisor to accompany her/him throughout the process.
- o University personnel will cooperate in obtaining, securing and maintaining evidence (including a medical examination) necessary in legal proceedings.

- o Individuals will be notified of available on- and off-campus counseling, mental health, and psychological services, or other student services for those reporting sex offenses.
- o Individuals will be afforded the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.

E. Campus disciplinary proceedings:

In order to conduct a fair, orderly hearing, the complainant may request reasonable accommodations be made in hearing procedures, such as special seating arrangements in the hearing room.

- o The complainant may invite an advisor of choice to accompany him or her through University disciplinary proceedings.
- o S/he has the right to remain present during the entire Student Conduct Code Committee hearing except during committee deliberations.
- o S/he has the right not to have his or her sexual history discussed during the hearing.
- o S/he has a right to make an “impact statement”.
- o S/he has a right to testify without facing the accused.
- o S/he has the right to be informed concurrent with notice to the accused (respondent) of the decision of the appropriate conduct officer and the Student Conduct Code Committee regarding the alleged sexual assault violation and any sanction(s) imposed. The complainant and the respondent must respect the privacy of all involved.

F. Rights of the Person Accused of Sexual Assault

The student accused of sexual assault (the respondent) may be assured that:

- o All sexual assault cases will be treated seriously and equally.
- o The respondent will be treated with dignity, respect, and in a non-judgmental manner.
- o The respondent will be advised of on- and off-campus organizations and services that may be of assistance.
- o University personnel will cooperate in investigating the case for conduct proceedings.
- o The respondent will be informed of available counseling and psychological services.
- o The respondent may invite an advisor of choice to accompany him/her through University disciplinary proceedings.
- o The respondent has the right to remain present during the entire Student Conduct Code Committee hearing except during committee deliberations.
- o In order to conduct a fair, orderly hearing, reasonable accommodations may be made in hearing procedures, such as special seating arrangements in the hearing room.
- o Campus disciplinary proceedings

- o S/he will be informed of the decision of the conduct officer and/or the Student Conduct Code Committee regarding the alleged sexual assault violation and any sanction(s) imposed. The respondent and the complainant must respect the privacy of all involved.
- o Individuals should refer to the University of Maine System Student Conduct Code. Attention should be given to Section V. Procedures and Section IV., Sanctions, in particular. Any questions regarding the Student Conduct Code should be directed to the Student Affairs Office.

G. Group Infractions

Every organization has the duty to take all reasonable steps to prevent any infraction of University rules and state laws growing out of or related to the activities of the organization. This duty is applicable not only to members of the organization who are engaging in the activity, but also to every member, including those not engaging in the activity.

When students violate policy, they should be aware that in addition to being adjudicated as individual offenses, there may also be sanctioning of the entire organization. In determining whether a group may be held collectively responsible for the individual actions of its members, all the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grew out of, or were in any way related to, group life.

H. Use of Alcohol and Drugs

The use of alcohol and other drugs by the accused in conjunction with an incident of sexual misconduct does not mitigate accountability for the commission of sexual misconduct or diminish the seriousness of the incident. The accused person's intentional use of a substance to affect an individual in order to facilitate a sexual misconduct will be considered when determining responsibility and, if found responsible, appropriate sanctions.

I. Procedure for Policy Assessment and Improvement

The University supports and maintains the Sexual Misconduct Prevention Committee as a standing committee. This Committee is comprised of faculty, staff, students, and community members. The members of this committee are appointed by a three-person oversight panel consisting of the Interim Dean of Students, Vice President for Academic Affairs, and the Vice President for Finance and Administration making a recommendation to the President.

This Committee is responsible for:

- o reviewing and commenting on non-identifiable campus crime information being collected in compliance with The Clery Act,
- o reviewing and commenting on other general reports regarding sexual assault prepared by the Title IX Coordinator;
- o reviewing the sexual assault policies;
- o assisting in the development of effective prevention strategies;
- o sharing general information, upcoming events, programming ideas, and concerns on the topic of sexual violence;
- o making recommendations regarding ongoing awareness and educational programs on campus; and
- o producing an annual report related to these responsibilities to the oversight panel.

J. Policy Dissemination

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Violence Against Women Act (VAWA), and the dear colleague letters of the Department of Education, the University provides to each of its students, faculty, and staff, the following:

- o The University of Maine at Machias Sexual Assault Policy;
- o Data on the prevalence of these crimes and their frequency on college and university campuses;
- o Information about the circumstances in which campus sexual misconduct commonly occur;
- o The range of administrative, civil, and criminal penalties that may be invoked against perpetrators; and
- o Educational programs during orientation and the academic year.

Notice of availability of this information is made by October 1st of each year by email to enrolled students. Notice to prospective students is included as a link on the Admissions Office website.

K. Education and Prevention

An important part of the University's prevention strategy is education. The University of Maine at Machias' Interim Dean of Students, Deputy and Title IX Coordinator, and Mental/Physical Health professionals in collaboration with community organizations makes numerous sexual misconduct awareness education and prevention presentations each year to members of the campus community. First year students receive sexual misconduct training at fall and spring orientations. To request programs, please contact Student Affairs at (207) 255-1305.

L. Safety and Security Information Report (The Clery Act)

Under the Clery Act, an institution must report certain crimes to the campus community in a timely manner that will aid in prevention of similar crimes that represent a threat to students and employees. To that end, a community alert will be issued whenever appropriate. Additionally, departments will comply with all mandatory reporting requirements. More information may be found at the UMM's reporting website: machias.edu/student-alert.

Nothing in this policy should be interpreted as precluding enforcement of the laws and regulations of the United States of America, the State of Maine, any locality in the state of Maine, or the University's Student Conduct Code.



THE UNIVERSITY OF MAINE AT

MACHIAS

Naturally!

Annual Fire Safety Report

Updated: September 28, 2016

machias.edu/crime-report

Procedures for Fire Emergencies

Introduction

Higher Education institutions that have residence halls are required by the Higher Education Opportunity Act of 2008 to publish an annual fire safety report specific to the residence halls along with statistics about fires that have occurred in the residence halls. To comply with the HEOA, UMM offers the following important information on fire safety and statistics for the residence halls.

Emergency Procedure for Fire or Explosion

- Remain calm.
- If a fire or an explosion occurs, EVACUATE IMMEDIATELY! If the alarm is not going off, pull the fire alarm station on your way out of the building and call 911 and then, call (207) 255-1209.
- Please provide assistance to others if you can do so safely on your way out.
- Evacuate the building using your primary exit route. The primary route is located on the back of your residence hall door.
- Use only the stairs. Do not use the elevator.
- If possible, close the door and windows behind you.
- If smoke is an issue, crawl on the floor and remain low to escape the smoke. If you are not able to exit your room, seal your door and room. Call for help via phone and notify 911 with your location and room number.
- Move to the designated location.
- Provide information to emergency personnel.
- Do NOT reenter the building until cleared by the emergency personnel.

Persons with Disabilities

- If you are unable to evacuate remain calm. Inform 911 or UMM Campus Safety (207-263-9315) of the nature of your disability, any special needs that you have and where you will wait for help. These are the areas that will be searched first by personnel responding to the emergency. (Note: a list of disabled individuals living in University residence halls will be maintained by the Residential Education & Commuter Life Office and by Campus Safety.)

Buildings' Address & Assembly Points

Dorward Hall

117 Downeast Drive

Grassy area between Dorward & Kilburn Commons | Inclement Weather: Sennett Hall

Flaherty Center

125 University Drive

Back corner of preschool playground | Inclement Weather: Lower gym in the Reynolds Center.

Kilburn Commons

96 Downeast Drive

Grassy area between Dorward & Kilburn Commons | Inclement Weather: Sennett Hall

Merrill Library

40 University Drive

Mall Area | Inclement Weather: Reynolds Center

O'Brien House

23 Downeast Drive

Mall Area | Inclement Weather: Performing Arts Center (PAC)

Powers Hall

116 O'Brien Avenue

Mall Area | Inclement Weather: O'Brien House

Reynolds Center

112 University Drive

Dirt parking lot of CLL | Inclement Weather: 1st floor Torrey Hall

Science Building

31 University Drive

Mall Area | Inclement Weather: PAC

Sennett Hall

34 Downeast Drive

Grassy area between Dorward & Sennett | Inclement Weather: Dorward Hall

Support Building

54 O'Brien Avenue

Grassy area of College Hill | Inclement Weather: Powers Hall

Torrey Hall

40 University Drive

Mall Area | Inclement Weather: Reynolds Center

Fire Safety Equipment

At UMM each of our residence halls have automatic magnet door openers, fire rated doors, an audible and visual alarm system, and are fully sprinkled. The fire alarm system is tested annually. In addition to the fire safety systems, there are fire extinguishers on every floor. Members of the Facilities staff check the fire extinguishers on a routine basis.

Evacuation Procedures

The evacuation procedures for each of the residence halls are posted on the back of the main door to every student room or suite. Students must report any missing evacuation procedures signs to the Director or Assistant Director of Residential Education & Commuter Life.

Policies Related to Fire Safety

For the benefit of the University community, particularly residential students, the fire safety policies of Residential Education and Commuter Life are printed below. The information is located in the Guide to Community Living

<http://machias.edu/community-living-student-conduct-code>.

Fire Safety**Candle, Candle-making products, Incense, and Open Flames:**

The use of incense, candles and candle making items, and/or items with open flames are strictly prohibited. Examples include: oil lamps, blow torches, fireworks, barbeque grills, etc. Candles may not be burned during power outages. Students should bring a flashlight with extra batteries.

Ceiling and Light Fixtures:

Hanging holiday lights, sheets, flags, paper, decorations and other such materials from the ceiling and light fixtures is considered a fire hazard and is strictly prohibited. Ceilings must be free from flammable material. Tapestries of size greater than 4'x6' are prohibited under University and State Fire Codes.

Electrical Appliances:

Cooking is not allowed in the rooms. All cooking must be done in the kitchens, and all safety regulations must be followed in the process. There is a kitchen located in each residence hall. The Dorward Hall kitchen is located downstairs by the Recreation Lounge and the kitchen in Sennett Hall is in the main lounge. The primary purpose of the kitchens is for students living in the residence halls to have space to prepare food. The following appliances are the only appliances allowed in the rooms:

- one electric coffee maker with an automatic shut off or one small water heater for making coffee or tea with an automatic shut off;
- one microwave less than 700 watts;
- one popcorn maker (not a hot plate);
- and one small fridge less than 4.0 cubic feet and energy star.

All appliances must carry a UL listing. Portable electric heaters are not allowed.

Decorating & Using Your Room

Your residence hall room will be your home for over nine months and you should feel as comfortable as possible. Residents are encouraged to decorate their rooms within the guidelines below.

1. Burnable materials—cloth, paper, tissue, and etcetera—must be clear of potential sources of ignition (e.g. hair dryers, high intensity lamps, heater, bare light bulbs, etc.).

2. Posters and wall hangings add an individual touch to the room, but the more there are the greater the potential for fire to spread around the walls, if one gets started. Wall coverings such as posters or tapestries can only take up 50% of a wall. All decorations must lay flat against the wall. No holes, nails or screws may be put into any residence hall door, wall, ceiling, floor or furniture. No objects may cover electrical outlets, heat or smoke detectors, fire alarm signaling devices or lighting fixtures. Residents are encouraged to use 3M-like hooks or tabs.

3. No objects can be hung from the ceiling.

4. If the student uses their own curtains, the student must show proof of the fire retardation capability.

5. No poster or other student work should be left in the hallways. Nothing may be hung from the hallway ceilings.

6. Nothing may be stored in the hallways, stairwells, or entrances to buildings. These items would obstruct passages in the case of an emergency. Examples include: bicycles, snow equipment, furniture, boxes, motorcycles, wheelchairs, etc. Any item found will be confiscated and may be claimed by the owner through the Residential Education and Commuter Life Office.

7. Residents cannot hang banners or signs on the exterior buildings without permission from the Resident Director(s). Product advertisement posted in residence hall windows must face inward. Painting rooms is not allowed. Fire code requires that furnishings of an explosive or highly flammable nature not be used and/or possessed in a residence hall (e.g. gasoline, oil, turpentine).

Fire Alarm: All alarms should be treated as an emergency.

Students are required to read and understand all fire evacuation procedures located on the back of their residence hall room door. In the event of a fire alarm, you should assume there is a fire and exit the building by the shortest route, as quickly as possible. You **MUST** remain outside the building and away from entrance eaves until the re-entry signal is given by Residential Education, Campus Safety or the Machias Fire Department. In all cases, the Machias Fire Department will be summoned to campus to inspect the residence hall. They will be assisted by the Residential Education and Commuter Life staff. Please note, residents are not allowed to return to the building once exited.

If you believe a resident is trapped in the building, please provide their name and location immediately to 911 or the professional staff member. **DO NOT REENTER THE BUILDING!** The fire equipment provided in the residence halls (alarms, smoke and heat detectors, and extinguishers) are provided for use in emergency situations. Tampering with this equipment is a very serious matter and will lead to campus disciplinary action and possible legal action. Strict disciplinary action will be taken if a student is found in violation of fire safety regulations. In addition, any student who interferes or disobeys a local fire department official when in the building is subject to legal action. In each residence hall room there is a map for evacuation and a sticker with emergency numbers. These items are not to be removed from the door or vandalized. If these items are tampered with, it will lead to campus disciplinary sanctions.

Automatic sanctions for students found in violation of tampering with fire safety equipment (smoke detectors, fire extinguishers, pull stations, etc.) first offence:

1. \$100 fine
2. Placed on disciplinary probation

Tampering with fire safety equipment can cause harm to others, please consider the lives of others when making your decision.

Fire Safety Drills

For your safety and protection, fire drills and inspections will be conducted periodically throughout the academic year. The sole purpose of fire drills is to ensure the operation of the fire safety system and to practice evacuation procedures.

Residence Hall Fire Statistics

The University takes all evidence of fires and burn marks very seriously. Each and every time a fire or burn markings are reported to UMM Facilities an investigation is done. For purposes of compliance with the Higher Education Opportunity Act of 2008 the University is instructed to report every incident which meets the following definition of a fire.

For the purpose of fire safety reporting a *fire* is “*any instance of open flame or other burnings in a place not intended to contain the burning or in an uncontrolled manner.*” The following statistics represent the total number of fires, the cause of each fire for each residence hall. Separately each and every reported fire is individually explained at the end with the following information: Cause of the Fire, Number of Deaths related to the Fire, Number of Injuries that required Treatment at a Medical Facility, and Value of Property damage related to the Fire.

Annual Fire Safety Report

	2013			2014			2015		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Dorward Hall	2	0	0	2	0	0	1	0	0
Sennett Hall	0	0	0	1	0	0	2	0	0