

Colby-Sawyer College
Annual Security Report and Annual Fire Safety Report
2013-2014

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PREPARATION OF THE ANNUAL CAMPUS SAFETY REPORT

Colby –Sawyer College Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, commonly known as the Clery Act. The full text of this report is located on our web site at <http://www.colby-sawyer.edu/clery/index.html>. You will also be able to connect to our site via the CSC Home page at www.colby-sawyer.edu. This report is prepared in cooperation with local law enforcement, Residential Education, Campus Activities, Citizenship Education, and the Baird Health and Counseling Center. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to Campus Safety, Campus Security Authorities who are designated campus officials (including but not limited to directors, deans, Citizenship Education, advisors to students/student organizations, athletic coaches), and local law enforcement. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the web site to access this report. Copies of the report may also be obtained at the Department of Campus Safety office located in James House, or by calling 603-526-3675. Prospective employees may obtain a copy of the report from Human Resources which is located in Colgate Hall.

CAMPUS SAFETY OBJECTIVE

The Colby-Sawyer College Campus Safety Department mission is to create a safe environment conducive to learning by promoting individual responsibility and community commitment through education, empowerment, engineering and enforcement using proactive partnerships throughout the Colby-Sawyer College community.

GENERAL INFORMATION

The Campus Safety personnel at Colby-Sawyer College are a team of professionals working to provide a secure and safe environment in order to facilitate the educational mission of the college.

The Department of Campus Safety is service-oriented and tailored to the needs of the college. It provides crime prevention and control, investigations, traffic and parking supervision, physical plant security, emergency first-aid treatment, identification services, coordination of action during disasters, the maintenance of public order, and other services, including, but not restricted to:

- personal registration and provision of parking registration for students, faculty, staff, and visitors

- reports to the maintenance department of safety hazards
- supply and processing of photo identification cards for members of the college community
- evening personal safety escort services, when requested
- crime prevention notices and seminars
- lost and found services.

AUTHORITY AND RELATIONSHIP WITH OTHER AGENCIES

The Officers of the Colby-Sawyer College Department of Campus Safety (DCS), acting as agents of the College, are authorized to enforce policies and regulations of the College and to refer those individuals in violation to the Department of Citizenship Education. Officers do not have sworn police powers. The College maintains a cooperative relationship with the Town of New London and the Department of Campus Safety maintains an excellent working relationship with New London Police Department (NLPD). The circumstances under which NLPD will be contacted are defined in a “memorandum of understanding” (MOU) between NLPD and DCS that outlines which agency will have jurisdiction over which types of offenses. Campus Safety also periodically works with local, state and federal organizations on investigations, programs and training.

Local law enforcement agencies include:

- New London Police Department: 911 or 526-2626
- New Hampshire State Police: 1-800-852-3411
- New Hampshire State Liquor Commission: 271-3755.

HOW TO REPORT CRIMES AND EMERGENCIES

All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Safety and/or the New London Police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. If you observe a crime or suspected crime, please provide the following information as soon and as accurately as possible:

- the nature of the incident
- where and when the incident occurred
- the person(s) involved (name, sex, race, age, height, weight, hair color and style, scars, tattoos, clothing, and anything else which might help in identification)
- the vehicle(s) involved (type, make, license plate number and state of license plate, color, decals, and anything else which might help in identification)
- a detailed description of the property (if any) in question.

You are the main ingredient in crime prevention. Disinterest and complacency are the prime contributors to campus crime. Please be alert to all suspicious activity and report all incidents promptly.

TO REPORT A CRIME:

Contact the Department of Campus Safety at 526-3300 or dial 9-1-1- (emergencies only) for law enforcement, or by using the wall mounted emergency telephones located at the entrance of all residence halls and many administrative/academic buildings. Emergency pedestal telephones are also located in lots K and M. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residence Halls should be reported to Campus Safety.

Communications Specialists and/or Campus Safety Officers are available at the aforementioned telephone numbers 24 hours a day to answer your call. In response to a call, Campus Safety or the appropriate law enforcement agency will take the required action, dispatching an officer or asking the victim to file an incident report.

All Campus Safety incident reports are forwarded to the office of Citizenship Education for review and potential action. Campus Safety personnel will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Citizenship Education.

If assistance is required from the New London Police Department or the New London Fire Department, Campus Safety will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including Campus Safety, will offer the victim a wide variety of services.

This publication contains information about on-campus and off campus resources. That information is made available to provide CSC community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for CSC.

While it is preferable for reports of crime to be made to Campus Safety, some people may feel more comfortable reporting an incident to someone outside the department. In addition you may report a crime to the following areas:

Vice-President for Student Development 526-3754

and Dean of Students

Department of Citizenship Education 526-3755

Director of Baird Health and Counseling 526-3621
Center

Off Campus

A crime that occurs off campus should be reported to the police department having legal jurisdiction (see phone numbers previously listed). Colby-Sawyer Campus Safety is here to assist you in the event you are unsure of the appropriate department to contact. Call 526-3675 or, in case of an emergency, call 911. While Colby-Sawyer College does not operate any off campus student organization facilities the College does own residences in close proximity to campus and leases housing to students. While the New London Police Department has primary jurisdiction in all areas off campus, CSC Campus Safety Officers can and do respond to student-related incidents that occur on property owned and leased by the College. CSC Campus Safety Officers have direct radio communications with New London Dispatch to facilitate rapid response in any emergency situation.

CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Safety or a designee of the Department of Campus Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Confidential report forms can be found on the College's website at <http://www.colby-sawyer.edu/assets/pdf/clery-statform.pdf>.

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

TIMELY WARNINGS

In the event a situation arises, either on or off campus, that, in the judgment of the College's President, Senior Staff and/or Director of Campus Safety, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued.

In situations where the threat is not immediate the College will use its e-mail system to distribute information to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in situations that could pose a direct threat to the community, the Emergency Notification System may be activated. In such instances, a TXT message will be sent to all subscribers using CSCAlert in concert with mass e-mails and postings on the College's webpage. Other means of disseminating information may include posting a notice in each residence hall, as well as Colgate Hall, Ware Student Center, the Dan and Kathleen Hogan Sports Center, Susan Colgate Cleveland Library and the Ivey Science Center; using runners; a portable public announcement system and/or local media outlets.

Anyone with information warranting a timely warning should report the circumstances to the Department of Campus Safety, by telephone (526-3300) or in person at James House.

ACCESS TO CAMPUS FACILITIES

Colby-Sawyer College buildings, grounds and parking areas are private property. Community members may use campus facilities for advertised public events or as members of the Susan Colgate Cleveland Library or Dan and Kathleen Hogan Sports Center.

Administrative buildings are secured at the earliest possible hour, given their projected use each day. Exterior doors to on-campus residence halls are locked 24/7 however resident students can access all residence halls using their CSC SmartCard 7 AM-9: 30 PM Sunday through Thursday and 7:00 AM through 7:00 PM on Friday and Saturday and their own on-campus residence hall after hours. The exteriors of the on campus residence halls are secured by electronic card access systems. Residence Halls located off campus are secured 24/7 with the BEST® lock system. Campus Safety Officers periodically patrol the campus and off campus properties to check for propped doors, as well as other safety issues.

Some areas on campus, such as smart classrooms, computer rooms and studios, are restricted from access without authorization. Authorization must be in writing from the person responsible for the area and must be on file at the Campus Safety Office in order for access to be granted to any restricted area. Valid CSC identification is necessary to confirm authorization for access. Campus Safety reserves the right to give or deny access to any area in case of emergency.

FACILITIES AND GROUNDS ACCESS AND PATROLS

The Campus Safety Officers on duty provide ongoing monitoring of the campus and off campus properties owned by the College, through scheduled and random patrolling. Officers are alert to security and safety conditions such as unauthorized visitors, disruptive behavior, defective lighting, inoperative doors or locks, fire hazards, defective walkways, and evidence of vandalism. Officers monitor the parking lots to deter incidents, maintain open access, and to ensure compliance with the college parking policy.

College Owned/Leased Properties Include:

On Campus Residence Facilities: Abbey Hall; Austin Hall; Best Hall; Burpee Hall; Colby Hall; Danforth Hall; Lawson Hall; McKean Hall; Page Hall; Rooke Hall; and Shepard Hall. London House (480 Main Street); Grey House (117 Gould Rd.); White House (75 Seamans Rd.); Yellow House (81 Seamans Rd.); Red House (452 Main Street) and Cottage Lane Units 30, 33, 42, 54, 63, and 68.

On Campus Academic/Administrative Facilities: Colgate Hall; William T. Baird Health And Counseling Center; Sawyer Fine Arts Center; Ware Student Center; Dan and Kathleen Hogan Center; Reichhold; Susan Colgate Cleveland Library/Learning Center; Mercer Hall; Lethbridge Lodge; Curtis L. Ivey Science Center; Homestead; Colby Farm; Windy Hill; Caretakers Cottage; James House; and Sap House.

On Campus Grounds/Fields: Patricia D. Kelsey Tennis Courts; Pierce Park; Kelsey Athletic Fields; Mercer Field; Susan's Swamp; Lot A; Lot B; Lot C; Lot D; Lot E; Lot F; Lot G; Lot H; Lot I; Lot J; Lot K; Lot L; Lot M and Lot P

Non-Campus Academic/Administrative Facilities: President's House (504 Main Street); Facilities (372 rear Main Street)

CSC SMARTCARD

The Colby-Sawyer College identification card is called the CSC SmartCard and serves as both identification as well as a means to access buildings, check materials from the Susan Colgate Cleveland Library, eat in the dining facility and Lethbridge Lodge, make vending machine purchases, operate campus laundry amenities and use the college athletic facilities. CSC SmartCards are issued and/or validated at registration each semester and/or immediately after hiring. Replacement IDs can be obtained throughout the year at the Campus Safety Office (fee must be paid to the Finance Office). Community members should carry their CSC SmartCards at all times when on campus, and present it to a Campus Safety Officer or other College official, upon request in accordance with the Code of Community Responsibility.

GUESTS

All guests must register with Campus Safety upon arrival on campus. Student Activities must approve all vendors prior to setting up on campus. Unauthorized persons found on campus will be deemed trespassers and may be subject to criminal prosecution. See the Code of Community Responsibility for the complete Guest Policy at: <http://www.colby-sawyer.edu/campus-life/conduct/guests.html>

LOCKOUTS AND LOST KEYS

Colby-Sawyer College Lock Out Policy:

Students should keep their doors locked at all times. Students who are locked out of their room should contact Campus Safety and request assistance. During the hours when Residential Education staff members are on duty, Campus Safety will attempt to contact a Resident Assistant (RA) and request assistance for the student. The RA will verify the identity of the requesting student (if unknown) and unlock the student's assigned room. During hours when Residential Education is not on duty, an RA is unreachable or the student resides in a CSC lease property, Campus Safety will provide access. In all cases Campus Safety will record the student's name and date of the request so an accurate count can be maintained.

Faculty and Staff who are locked out of their space should first contact their Administrative Assistant for access. If no one from their area is available to assist they should contact Campus Safety for access.

Lock Out Charges:

One free lock out is permitted each academic year. A lock out fee of \$10 will be assessed for each lock out after the first has been logged. The lock out charges will be applied to the student's CSC Smartcard account at the end of each month. Students without a CSC Smartcard account will have their College account billed.

Colby-Sawyer College Lock Change Policy:

At Colby-Sawyer College the safety of our community members and visitors is a top priority. The loss or theft of a key is considered a security risk, as anyone who finds it is then able to access buildings and/or rooms. Therefore, lost keys should be reported to Campus Safety immediately. For the safety of all campus community members, a lost key will always result in a lock change.

Lock Change Charges:

Colby-Sawyer College uses a proprietary patented lock system making unauthorized key duplication improbable. Charges for lock/key replacement are based on the cost of materials and the labor required to change any of the locks potentially impacted by the missing key(s).

The residential student cost for lock changes is as follows: \$35.00 for a single; \$45.00 for a double; \$55.00 for a triple and \$65.00 for a quad. Additional costs may be incurred for apartments and lease properties. Immediately after the lock change has been completed Campus Safety will issue an invoice to the responsible party through CSC campus mail. The invoice should be paid at the Financial Services office in Colgate Hall during regular business hours with a check, CSC Smartcard or Credit Card. Charges not paid within 14 days will be added to the student's college account.

The cost of lock changes for employees who have lost an assigned key is predicated on the kind of key(s) that were lost and the number of locks impacted. The department who employs the individual who lost the key will be billed and is responsible for all related charges.

ALCOHOL/DRUG LAWS AND POLICIES

Alcohol

General

The abuse and illegal use of alcohol and other drugs is detrimental to academic endeavor, enjoyable social activity, personal growth, and the welfare of the campus community. The college acknowledges it has both a moral duty to care about substance abuse problems as well as a legal responsibility to formally address and educate the campus community regarding substance abuse problems. The college's Department of Campus Safety is responsible for investigating alleged violations of college policy which includes state and local laws concerning alcohol. When Campus Safety determines an infraction has occurred they will generate an incident report which will be forwarded to Citizenship Education (student violator) or the Department of Human Resources (employee violator) for further action. The college may also involve law enforcement based on the circumstances of the violation. Colby-Sawyer's rules and regulations, in addition to the enforcement of New Hampshire state law and compliance with the Drug-Free Schools and Communities Act of 1989, establish educational and legal parameters for alcohol use.

Individual Responsibility

All members of the Colby-Sawyer community are expected to be familiar with and abide by college policies governing the use of alcohol and other drugs. Members of the college community, as well as visitors and guests, are legally and individually responsible should their behavior jeopardize themselves, the safety or welfare of any person, or result in damage to property. Behavior resulting from intoxication or chemical use which causes, or can be expected to cause, harm to any person, damage to any property, or disruption to the college environment will be dealt with through the college judicial system, may result in suspension or dismissal from Colby-Sawyer, and may result in legal action.

POLICIES GOVERNING ALCOHOL USE

- Underage persons may not possess or consume alcohol anywhere on campus.
- Underage students, who possess alcoholic containers, whether they contain alcohol or are empty, will be considered in possession of alcohol.
- Persons of legal age (21 years) may purchase and consume alcoholic beverages in a licensed campus area at college-sponsored events. These events must be approved in advance by the Vice President/Dean of Students (or a designated person) for student-sponsored events, or by the college's liquor license agent for employee-sponsored events. Advance notice may be required for some events.
- Colby-Sawyer College does not permit the use of alcoholic beverages at department functions or on college premises when underage people are invited unless appropriate license and liability insurance requirements are met and the sponsoring agent has approval of the Vice President to whom he or she is accountable.
- The excessive use of alcoholic beverages on the campus, including at authorized events, is a violation of the *Colby-Sawyer College Code of Community Responsibility*.
- Persons of legal drinking age may consume alcohol in resident student rooms where at least one of the assigned residents is of legal age.
- Persons of legal age may not buy, sell, provide, furnish, barter, or exchange alcoholic beverages under any circumstances to/with minors. If a persons of legal drinking age allow minors to possess or consume alcoholic beverages they will be held responsible and appropriate disciplinary action will be taken.
- Persons of legal age may not possess more than any one of the following:
 - 30, 12-ounce containers of beer or equivalent
 - 20, 12-ounce wine coolers
 - 12, 12-ounce mixed alcoholic packaged beverages
 - One and ½ gallons of wine
 - 1.75 liters of distilled spirits
- Shared sources of alcohol, such as kegs, alcoholic punches, party balls, cases of beer, boxed wines or bars are not allowed on campus. People of legal drinking age may have in their possession only the amount of alcohol as described above.
- Grain alcohol is not permitted on campus.
- Drinking practices that promote intoxication such as, but not limited to, funneling and "around-the-world" parties, drinking games, etc and the paraphernalia that supports these practices, are not allowed and are in violation of the *Colby-Sawyer College Code of Community Responsibility*.
- Social events involving alcohol must be registered and have designated non-drinking persons responsible for monitoring the behavior of guests invited to the event.

- Alcohol held in violation of college alcohol policy can and will be confiscated by authorized college personnel (this includes college Safety Officers, residential staff members, and others).
- Colby-Sawyer College authorized personnel have the right to question and receive appropriate clarification from any person in regard to containers that could contain alcoholic beverages. Confiscated alcohol will be destroyed. At all social events where alcohol is served, non-alcoholic beverages and appropriate food items will be provided.
- State law prohibits the advertisement or promotion (pictorial or otherwise) of the availability of alcohol at any campus event. This law includes flyers, posters, or any other form of communication used to notify people of an event.
- Colby-Sawyer College contracts with a beverage service holding a liquor/cocktail license that allows alcoholic beverages to be served/sold at pre-approved events on campus. The college adheres fully to state and local laws regarding the service of alcohol. Valid photo identification is required, and underage or intoxicated persons will not be served. People may not enter or leave a licensed area with alcohol.

Please see the Colby-Sawyer College Code of Community Responsibility for additional policies regarding alcohol.

New Hampshire State Laws

- The legal age for possession and consumption of alcohol in New Hampshire is 21. It is illegal for underage people to transport, possess, or consume alcohol.
- It is unlawful to purchase alcohol for, or to give or sell alcohol to, an underage individual or a person under the influence of alcohol.
- The falsification of identification and misrepresentation of age to obtain alcohol is illegal. Acceptable proof of age must be established by a driver's license with a photograph or a State of New Hampshire identification card. Such card may be secured through the office of the New London town clerk. Violators are subject to fines and other penalties.
- Driving under the influence (D.U.I.) of alcohol or any drug is unlawful. No person shall drive or attempt to drive a vehicle while under the influence of alcohol while there is .08% or more by weight of alcohol in their blood (.02% for minors).
- It is illegal for persons of any age to consume alcohol in or on public areas of the town. These areas include: streets, sidewalks, parking lots, beaches, and buildings. Violators are subject to fines and/or arrest.
- Internal Possession: A person under the age of 21 is guilty of a violation if he or she is intoxicated (any amount of alcohol in system) due to consumption of an alcoholic beverage. \$300 minimum for the first offense, \$600 minimum for subsequent offenses, possible additional penalties such

as the loss of New Hampshire State Drivers License even if the violation does not occur while operating a vehicle.

POLICIES GOVERNING ILLICIT DRUG USE

Federal and state laws prohibiting the use, possession, or sale of controlled drugs are supported by Colby-Sawyer College. The college's Department of Campus Safety is responsible for investigating alleged violations of college policy which includes federal and state drug laws. When Campus Safety determines an infraction has occurred they will generate an incident report which will be forwarded to Citizenship Education (student violator) or the Department of Human Resources (employee violator) for further action. The college may also involve law enforcement based on the circumstances of the violation. The college will not interfere with the legal prosecution of anyone who is apprehended using drugs. Drug violations may be either misdemeanor or felony offenses.

Colby-Sawyer College students, employees, and their guests are responsible for knowing the federal laws concerning drug use. Controlled drugs are defined by law as those substances having stimulant, depressant, or hallucinogenic effects upon the higher functions of the central nervous system and which are substances which have the potential of being abused or are used for physiological and psychological dependence, or both. Controlled drugs are classified as: amphetamines, barbiturates, cannabis (marijuana), cocaine, morphine-type drugs, hallucinogenic, and other stimulant and depressant drugs (excluding alcohol) such as nicotine, caffeine, and laetrile. Paraphernalia, which supports, facilitates, or disguises the use of drugs, is also a violation of college policy. Drug paraphernalia could include bongs, clips, pipes, toilet paper rolls with fabric softener in them, modified soda cans/bottles, etc.

The following are illegal activities involving controlled drugs. They also violate Colby-Sawyer policies.

1. **Sale or *Distribution** - transaction, exchange, gift, offer of, prescription, administration, and dispensation (except as authorized by federal law). Students involved in the sale and/or distribution of controlled drugs could face criminal charges and be dismissed from the College.
2. **Manufacture** - compound, mix, cultivate, grow, or process the production or preparation of controlled drugs.
3. **Possession** - knowingly have under control, knowingly controlling any premises or vehicle where a controlled drug is illegally kept or deposited, aiding, assisting, or abetting a person, knowing that such a person is illegally in possession of a controlled drug.
4. **Use** – Ingestion or inhaling controlled drugs, another person's prescription drugs, or using over the counter medication or the products in ways or for the purpose other than their intended use.

*Note: The possession of 7grams or more of marijuana, baggies, various measured out bundles, a scale, cash or a combination of the aforementioned is enough reasonable suspicion to charge a student with distribution.

BUILDING A HEALTHY LEARNING COMMUNITY

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. Baird Health and Counseling Center provides the overall coordination of alcohol and drug education. However, many services are the responsibility of other areas of the institution. These include:

- 1. 3rd Millennium Classroom Under the Influence (Alcohol) or (Marijuana) 101 Course** — Alcohol/drug intervention course used for on-campus violations that takes about 3 hours for a student to complete. The course is designed to reduce negative consequences and is presented in a motivational interviewing style.
- 2. H.O.P.E. — Help and Observation in a Protected Environment** - Designed to provide a location where alcohol impaired students are observed by a trained student monitor until the alcohol related health risks have been reduced. Staff members monitor the status of the individual, periodically measure the patient's vital signs, breath alcohol level, adhere to established protocols, and make appropriate recommendations for care. Admission is voluntary and free to any CSC student found to be under the influence through the Department of Campus Safety.
- 3. SAIT — Substance Abuse Intervention Teams** – If warranted by the Substance Abuse Intervention Protocol, a SAIT is assembled to develop a written compliance plan/contract with a student. The SAIT may consist of the student, a substance abuse counselor, a health care practitioner, a support person chosen by the student, the Director of Citizenship Education, and a Residential Education, Campus Safety, or Athletic Training staff member if appropriate. Available to all students as needed. Coordinated by Baird Health and Counseling Center.
- 4. The Lodge** - providing a substance free gathering place. Available to all students 24/7.
- 5. McKean Hall** - a substance free residence hall. Available to all students.
- 6. Baird Health & Counseling Center services**, which include a **certified substance abuse counselor** - provides supportive health and counseling assistance programs to those wanting help in dealing with substance-related issues, and will help in referrals to local mental health agencies and practitioners. Available to all students as needed.
- 7. Parental notification** - is accomplished via the student when violations of the alcohol or drug policies have been violated and adjudication is required.

8. Public service announcements - presenting the detrimental effects of alcohol as well as on-campus resources available to students. The segments are created by communication majors and are broadcast on WSCS FM, the college radio station and run throughout the academic year.

SUBSTANCE ABUSE RESOURCE GUIDE

On-Campus Organizations

Campus Safety Department

Emergencies	911
Campus Safety (direct).....	Ext. 3300
Campus Safety (administrative/general).....	Ext. 3675
Director of Campus Safety	Ext. 3791
Baird Health and Counseling Center.....	Ext. 3621
Student Development Office	Ext. 3755
FACE IT.....	Ext. 3755
Help and Observation in a Protected Environment (HOPE)	Ext. 3675

SUBSTANCE ABUSE RESOURCE GUIDE

Off-Campus Organizations

Headrest Hotline	448-4400
A 24-hour crisis intervention and information and referral hotline dealing with suicide, alcohol, other drug problems, AIDS, etc.	
Alcoholics Anonymous.....	863-4107
Information and support regarding alcohol and alcohol abuse.	
Al-anon Alateen	225-2666
A fellowship of young people, whose lives have been affected by someone else's drinking.	

RESPONSE TO SEXUAL ASSAULT

The Colby-Sawyer Code of Community Responsibility

Intentional physical contact of a sexual nature with the body of another should not occur without the unequivocal consent of that individual. In the event of any indication that the contact or conduct is unwelcome, it should cease or not be attempted. “No” means “no”; “maybe” means “no”; silence means “no”; hesitation means “no”; and a “yes” that is followed by a change of mind also means “no”. If there is any doubt, the answer should be understood to be no, and sexual activity should cease. This policy applies regardless of the sexual orientation of the individuals involved. – *CSC Code of Community Responsibility*

Male Victims

While most victims of sexual assault are women, some men are also victims. Male victims at Colby-Sawyer College receive the same services as women. Emotional support, counseling about options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

Prevention and Education Programs

Programs and information are available through CSC’s Department of Campus Safety (James House), the Baird Health and Counseling Center (ex.3621), Department of Citizenship Education (Ware Student Center), Department of Residential Education (Ware Student Center) and the Student Activities office (Ware Student Center)

On campus programs promoting awareness and prevention of sexual assault include:

- Student Activities coordinates Orientation for new students at the start of each academic year during which sexual assault prevention is discussed. The presentation includes a live performance where actors portray a post sexual assault situation followed by campus resource representatives who discuss what their area can offer for support.
- The Department of Campus Safety offers a self-defense program to all female members of the CSC community several times a semester. The Rape Aggression Defense (RAD) program teaches personal safety and basic self-defense skills capitalizing on women’s lower center of gravity and greater lower body strength. The program assists women in gaining confidence in their own abilities, as well as making them more aware of their surroundings.
- The Associate Dean offers the program, “Invisible Line on Campus: Sexual Harassment Prevention Program” A sexual harassment prevention

- program that includes definition of terms, vignettes outlining continuum from positive interactions to assault, and intervention techniques.
- Baird Health and Counseling offers
 - Individual medical and mental health counseling to victims of sexual assault as needed;
 - Referrals to professional care providers as needed;
 - Individual counseling on awareness and prevention of sexual assault as needed;
 - BHCC staff affiliation with Rape and Domestic Violence Crisis Center, Concord, NH.

GUIDELINES FOR ASSISTANCE

1. IF YOU ARE RAPED OR SEXUALLY ASSAULTED:

- **Get to a safe place as soon as you can.**
- **Try to preserve all physical evidence.** Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not a plastic bag.
- **Get medical attention** as soon as possible to make sure you are physically well and to permit collection of important evidence in the event you may wish to take legal action either immediately or later.
- **Contact Colby-Sawyer College Department Of Campus Safety** (follow the reporting procedures outlined previously in this publication).
- **Talk with a counselor** who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- **Contact someone you trust** to be with you and support you.

Past Abuse

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

For additional resource information visit:

<http://www.colby-sawyer.edu/campus-life/conduct/sexual-misconduct/resources.html>

2. MEDICAL TREATMENT

It is important to seek immediate and follow-up medical attention for several reasons:

- a. To assess and treat any physical injuries you may have sustained
- b. To determine the risk of sexually transmitted diseases or pregnancy and take preventive measures
- c. To gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Immediate Emergency Services

A special exam should be conducted as soon as possible following an assault to ensure your physical well-being and to collect evidence that may be useful in criminal proceedings. The exam can be conducted without the involvement of law enforcement personnel. Even if you have not been physically hurt, this forensic exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. The exam is performed by an emergency department physician or gynecologist. A nurse is present throughout the procedure, and a support person of your choice can also be present. Students can receive the exam for free by going to New London Hospital or any other Hospital of their choosing. These locations follow the national standards for victim care, rape exams, and evidence collection procedures. *Note: Ordinarily the police will be contacted by Hospital personnel whenever they provide treatment for injuries resulting from a crime. If you seek treatment at a local hospital and the police are contacted, this does not mean that you have to proceed with criminal charges. In addition, it is recommended that a survivor use a hospital in the county/state where the incident occurred.*

Transportation

The Department Of Campus Safety can provide transportation to the Hospital 24 hours a day and can be reached by calling (603)526-3675 or (603)526-3300.

Non-Emergency Medical Procedures

Even if you do not have evidence collected at the Hospital, it is still important to get medical attention. An exam in this case should include treatment of any physical problems and various lab tests for sexually

transmitted diseases and pregnancy. This non-emergency treatment can be arranged with your family doctor or with the Baird Health and Counseling Center.

3. COUNSELING AND EMOTIONAL SUPPORT

On-Campus

Baird Health and Counseling Center (603-526-3621), has counselors that can provide confidential support for you during this difficult period. They can inform you of common emotional reactions and discuss coping methods that may assist you immediately following the assault and later. Talking about your concerns with a counselor in a safe and supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call the Baird Health and Counseling Center for information. Counselors will not reveal your identity to anyone without your permission. The Director will report any incident of sexual assault to Campus Safety for trend reporting. Names will be withheld if student consent is not granted. Students may be seen on a walk-in basis or by appointment Monday through Friday 8 AM to 5 PM. In the event of an emergency or a problem which cannot wait until the health center is open, New London Hospital is 1 mile away and has 24 hour emergency services. Assistance and support for dealing with personal issues outside of Counseling may also be received from members of Student Development. This office can be found on the first floor of the Ware Student Center, or you may call (603)-526-3755. For support in Academics you may contact the Academic Dean's office at (603)526-3781 or for advising (603) 526-3781.

Off-Campus

The following are resources for any individual who needs support and or advocacy unconnected to Colby-Sawyer College:

- Women's Information Services (WISE). WISE offers crisis assistance in domestic and sexual violence support groups, information and referrals. This is a 24-hour service. **Contact Phone Number 603-448-5525 or toll free 866-348-9473 (WISE)**
- Crisis Center of Central New Hampshire (CCCNH)– Provides crisis counseling, court advocacy, and support groups for victims/survivors of sexual violence, domestic violence or stalking. Provides confidential 24-hour service via sexual assault crisis line: **Contact Phone Number 1-866-841-6229.**

4. REPORTING TO THE DEPARTMENT OF CAMPUS SAFETY

This can be done immediately by following the procedures addressed on page four of this document. The reasons for reporting to Campus Safety are:

- a. To take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety.
- b. To seek justice for the wrong that has been done to you.
- c. To have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

If you choose to report the incident to Campus Safety, an officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or College disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point.

5. CONFIDENTIAL REPORTING

If you are the victim of a Sexual Assault and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Safety or a designee of the Department of Campus Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Confidential report forms can be found on the College's website at <http://www.colby-sawyer.edu/assets/pdf/clery-statform.pdf>.

Concurrently, As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As

a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

6. COLBY-SAWYER COLLEGE DISCIPLINARY ACTION

If you have been sexually assaulted by another student or group of students and are considering taking action through the Colby-Sawyer College judicial system, you are encouraged to discuss the matter with a member of Citizenship Education (603-526-3752). This will provide you a chance to review the procedures should you decide to file a formal complaint through the College's disciplinary/judicial system. This discussion does not obligate you to pursue official action. If you decide to take part in the College adjudication process, you should contact the Departments of Campus Safety and Citizenship Education. Charges may either be filed directly by you or by the College on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the College's *Code of Community Responsibility*. Individuals could be subject to disciplinary action pending review by the College. Students found to have committed a sexual assault could be suspended or expelled. Pursuant to the College's disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during the hearing. Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. For more details on these proceedings, consult the *Code of Community Responsibility*.

If you have been sexually assaulted or harassed by a non-student Colby-Sawyer College employee, this is a violation of the law and College policy. Students should contact the Department of Campus Safety immediately.

7. CRIMINAL INVESTIGATION AND CHARGES

If you want to press criminal charges, contact New London Police Department (603-526-2626). Campus Safety can notify the appropriate authorities or the complainant may contact them directly. Depending on the timing of your report and preference, it may be possible for you to make a statement in the presence of a Campus Safety officer and the local police at the same time. Be advised that questioning can be difficult. Remember, you may request that a support person be with you during police interviews (a counselor from the Baird Health and Counseling Center can assist or any other individual of your choosing) If the assailant

is apprehended, the suspect will be taken by police before the local Court judge and charged with the appropriate offense(s) at a preliminary arraignment. You do not need to be present for this proceeding. The assailant may be jailed or released on bail depending on the circumstances of the crime. One of the usual conditions prior to a suspect being released on bail is that the suspects not make any attempt to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call Campus Safety or New London Police Department. Under some circumstances bail may be revoked and additional charges may be filed.

SEXUAL OFFENDER INFORMATION

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In New Hampshire pursuant to TITLE LXII of the New Hampshire Criminal Code chapter 651-B convicted sexual offenders are required to report their current mailing address, place of residence or temporary domicile, and place of employment or schooling to the local law enforcement agency within 30 days after the person's release from custody following conviction, or within 30 days after the person's date of establishment of residence in New Hampshire if convicted elsewhere. The reporting continues annually within 30 days after each anniversary of the person's date of birth, and additionally within 30 days after any change of address or place of residence.

Any nonresident sexual offender or offender against children who enters New Hampshire for the purpose of employment, with or without compensation, or to attend any public or private educational institution for a period exceeding 14 consecutive days or for an aggregate period of time exceeding 30 days during any calendar year is required to report to the local law enforcement agency having jurisdiction over the place of employment or school within 10 days of the nonresident offender entering the state for employment or schooling, and additionally within 10 days after any change of place of employment or schooling. In the event a nonresident offender required to register but does not have a principal place of employment, the offender must register with the department in Concord. Upon the nonresident offender's initial registration, the local law enforcement agency or the department notifies the offender of the offender's duty to report under this chapter. The offender reports the address of her/his place of employment or schooling while in the state, the address where s/he resides out of state, and other information required by department rules adopted in accordance with RSA 651-B: 8. The reporting continues annually within 30 days

after each anniversary of the person's date of birth, and additionally within 10 days after any change of address or place of employment or schooling. The offenders address status is monitored through the mailing of a non-forwardable verification form to the offender's last reported address every 90 days.

Colby-Sawyer College falls under the jurisdiction of the New London Police Department who is responsible for maintaining a current list of Sexual Offenders, required to register in the town of New London.

Any interested party may view the list at:

New London Police Department
375 Main Street
New London, New Hampshire 03257 (603) 526-2626

Or on-line at: <http://www4.egov.nh.gov/nsor/search.aspx>

DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

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

WEAPONS INFORMATION

All deadly weapons and projectiles including: firearms (loaded or unloaded); ammunition; fireworks, firecrackers, black powder or any other explosive devices; knives*; swords, dirks, daggers, stilettos, switchblades, hatchets, machetes, and other bladed instruments; archery and target practice equipment; pellet guns, sling shots or other devices which propel a projectile; or other weapons striking instruments including clubs, sling shots, truncheons, blackjacks and metal knuckles; martial arts weapons including nunchakus, staffs and throwing stars; and mace, OC, pepper spray and the like are specifically prohibited from the residence halls and all college properties except as expressly permitted by written approval of the director of campus safety.

Any object that is used to harm, threaten, or intimidate will also be considered as a weapon.

Violations of this policy will result in confiscation of the objects and conduct system action. Use or possession of any of these items could result in termination of a student's residence hall living privileges or suspension or

dismissal from the institution. Depending on the weapon and the circumstances surrounding its discovery, the college may notify New London Police Department.

EDUCATION OF MEMBERS OF THE COLLEGE COMMUNITY

Campus security and fire safety procedures are discussed during new student and new employee orientation. Student Development, which consist of the Departments of Campus Safety (DCS), Residential Education, Baird Health and Counseling Center, Citizenship Education and Campus Activities participate in forums, meetings, and programs in residence halls to address students and explain College security, public safety, and fire safety measures and procedures at CSC. Members of DCS conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the College. During these presentations, the following information is typically provided: crime prevention tips; travel safety; sexual assault prevention; fire safety information; and information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus. New employee orientation includes a presentation on personal safety, chemical hygiene, workplace violence and fire safety.

In 2012 Student Development conducted approximately 36 events and presentations. The passive and active programs conducted by all of these offices included general crime prevention and security awareness programs, such as safety education forums, programs, displays and discussions about topics such as substance abuse, domestic violence, personal safety, travel safety, workplace safety, fire safety, emergency response and evacuation procedures, sexual assault prevention, and crime prevention.

Crime Prevention Programs

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Campus Safety personnel facilitate programs for student, parents, faculty, and new employee orientations, in addition to regular programs for Residential Education staff and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. Some examples of Colby-Sawyer College crime prevention initiatives include:

Facilities Surveys — developed to identify and correct deficiencies in exterior lighting, locking hardware, and safety of individual structures and grounds through tours conducted by the department's officers.

Prepare Training—Workplace Safety training which includes identifying and responding to threatening behavior, approaching and reducing the tension of an agitated person; alternatives if a person loses control and becomes violent; techniques to control anxieties during interventions while maintaining ones professional attitude; and providing nonverbal, paraverbal and verbal intervention skills. Offered once a semester to all staff and faculty.

Project Engrave — engraving tools are made available to members of the college community, free of charge, to mark all valuable property. The result is a reliable tracking method and deterrence to crime. Available to all students throughout the academic year.

Printed Crime Prevention Materials — materials pertaining to sexual assault, fire safety, crime prevention, etc. are distributed at crime prevention presentations throughout the campus and on the World Wide Web.

Residence Hall Security — All exterior doors of the residence halls are protected by card access systems. Student rooms are secured with BEST® locks that require a unique key to help prevent unauthorized duplication. Uniformed officers periodically throughout the day and evening patrol the residence halls.

Emergency Telephones — are located outside each residence hall, outside Colgate Hall, outside the Campus Safety Department, the Ivey Science Center and parking areas K and M.

Personal Safety Escort Program — a personal escort for all students walking on campus during hours of darkness.

Security Loss Prevention

Theft is the most common crime on American campuses. Safeguard your valuables by practicing these easy tips.

- Keep your doors and windows locked, even if you are sleeping in your room or leaving your room for only a few seconds.
- Keep valuable items like cash, checks, credit cards, and jewelry locked in a safe place. Consider having a securable footlocker or trunk.
- Report broken doors, windows, locks, and lights to your resident director immediately. Follow up if you notice any response delay.
- Don't loan your key or give your combination to anyone, even friends.
- Don't prop open external doors or even your own room door. This is dangerous because it allows access to anyone for any reason.
- When leaving your room, keep a light on. This will give the appearance that someone may be in, and you'll return to a lit room.
- Identify high-value items and keep a record, including serial numbers. Project Engrave is a great way to discourage thieves and protect your valuables.
- When leaving on break, or even for a long weekend, take your valuables with you. If that's not possible, lock them up before you leave.

Residence Hall Safety

Campus Safety and the residential education staff are here to ensure that security and safety measures are constantly maintained. The *CSC Student Life webpage* and the Housing Contract delineate residence policies. Listed below are highlights regarding security/safety considerations.

- Entrance doors to all residence halls are locked 24/7

- Do not place items in a position where they block open residence hall entrance doors, doors marked as fire doors, or any window exits.
- Lock your door whenever you leave your room, no matter how short the time. It only takes a few seconds for your belongings to disappear. The same rule applies whenever you or your roommate are sleeping or even for short trips to the restroom.
- Do not leave notes on your door or dry erase board stating that no one is home or posting your daily routine.
- Report missing keys or broken locks to Campus Safety immediately.
- Unauthorized duplication of keys is prohibited.
- Notify residence staff and Campus Safety immediately if you receive obscene or harassing telephone calls.
- Notify Campus Safety in the event of unauthorized room entry. Do not touch anything as you may disturb evidence.
- DO NOT allow anyone you don't know into a residence hall. Report all suspicious persons and vehicles to Campus Safety.
- Residents are responsible for their guests' safety and behavior.
- Do not put your name and address on key rings.

NOTIFICATION OF MISSING STUDENTS

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Safety at 526-3300. Campus Safety will generate a missing person incident report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by CSC in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, CSC will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through on the College's website under myColby-Sawyer in the students section. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Campus Safety determine that the student has been missing for 24 hours, CSC will notify the New London Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, CSC will notify the student's parent or legal guardian immediately after Campus Safety has determined that the student has been missing for 24 hours.

EMERGENCY RESPONSE

The College's Emergency Management Plan includes information about Unit Plans, College operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. College Departments are responsible for developing Unit Plans and continuity of operations plans for their faculty and/or staff and areas of responsibility. The College conducts emergency response exercises each year, such as table top exercises, functional exercises, evacuation drills and/or tests of the emergency notification systems on campus (CSCAlert). These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Department of Campus Safety officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the CSC Department of Campus Safety, New London Police (NLPD) and/or New London Fire (NLFD), and they typically respond and work together to manage the incident. Depending on the nature of the incident, other CSC departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for CSC are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the Department of Campus Safety web site. Detailed information about and updates to the CSC Emergency Management Plan are available on myCOLBY-SAWYER.

All members of the CSC Community are to notify the Department of Campus Safety (DCS) of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. DCS has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the DCS has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

NOTIFICATION TO THE CSC COMMUNITY ABOUT AN IMMEDIATE THREAT

The College Communication Office (CCO) receives information from the Department of Campus Safety (DCS). If DCS confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the CSC Community, the CCO or designee will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the CSC

Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. CCO or designee will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: DCS, NLPD, NLFD), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the CSC community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the CSC campus community. These methods of communication include network emails, voicemails, emergency text messages that can be sent to a phone or PDA (individuals can sign up for this service on the College web site), and emergency messages that scroll across computer screens when logged into the College system. The College will post updates during a critical incident on the CSC web site at <http://www.colby-sawyer.edu/>. Public Address (PA) system from the Campus Safety vehicle strategically placed on campus to facilitate communication. Time permitting, printed material providing incident specific information will be posted in residence halls and some administrative buildings.

EMERGENCY EVACUATION PROCEDURES

An evacuation drill is facilitated by DCS each semester for all residential facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. DCS does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, DCS and Residential Education staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. At CSC, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. A fire safety presentation is offered to all individuals participating in the drill before they return to their rooms. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the DCS and Residential Education to evaluate egress and behavioral patterns. Reports are prepared by participating

departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The Residential Education staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

DCS coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. CSC will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

LOCKDOWN

ROOM, BUILDING, OR CAMPUS ROOM LOCKDOWN RESPONSE

A Room Lockdown Response is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms. Examples: Violent or potentially violent incident by an angry or deranged person or persons threatening with a gun or other deadly weapon; robbery in progress, etc. Community members will be alerted to a campus "Lockdown" status via text message, a computer connected to the college's network, e-mail, runner or other means available.

Room Lockdown Procedure

- a. When a "Lockdown" alert is received announce "Lockdown" to your group
- b. Remain calm and stay with your group of students, faculty, staff, or visitors.
- c. Lock room doors and windows, barricade door if circumstances permit
- d. Close shades
- e. Move people away from doors and windows so they can't be seen
- f. Shut off lights
- g. Remain quiet (silence cell phones but do not shut them off)
- h. Ignore Fire Alarm (contact 911 if you believe there is a fire danger)
- i. Notify law enforcement (911) of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
- j. If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
- k. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.
- l. Notify law enforcement (911) as soon as possible of any medical emergencies.
- m. Remain in the secure room until released by law enforcement.

- n. If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not a straight line.

Building or Campus Lockdown Response

- a. The decision to initiate a building or campus-wide Lockdown rests with Campus Safety and/or law enforcement.
- b. A Lockdown consists of moving all students, faculty, staff, and visitors off the grounds and into the buildings, securing all entrances, and denying access to any unauthorized persons.
- c. Always begin the Lockdown procedure immediately following notification to do so.
- d. Cancel all outdoor activities until approved otherwise by law enforcement.
- e. No person should leave a building under a Lockdown order.
- f. The building or campus Lockdown is to remain in effect until cancelled by law enforcement.
- g. Ensure all instructions issued by law enforcement are followed immediately.

SHELTER-IN-PLACE PROCEDURES--What It Means to "Shelter-In-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

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

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, including the Department of Campus Safety (DCS), Residential Education members, other College employees, NLPD, NLFD, or other authorities utilizing the College's emergency communications tools.

How to "Shelter-in-Place"

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

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (Hall Staff, faculty, or other staff) to call the list in to DCS so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

ANNUAL FIRE SAFETY REPORT

If a fire occurs in a CSC Building, community members should immediately dial 911. If a member of the CSC Community finds evidence of a fire that has been extinguished, and the person is not sure whether the Department of Campus Safety (DCS) has already responded, the community member should immediately notify the DCS duty officer to investigate and document the incident.

The fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The New London Fire Chief can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons!

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically rings to 911 dispatch.

DCS publishes this fire safety report as part of its annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for CSC. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire (see charts on pages 34, 35 and 36 for more information). The compliance

document is available for review at the Department of Campus Safety office in James House.

Fire Protection Equipment/Systems

A majority of College buildings are equipped with automatic fire detection and alarm systems which are constantly monitored by a contracted 24 hour dispatch center. Refer to *page 33* to review the Fire Safety Amenities in CSC Residential Facilities Chart for information about fire detection, notification, and suppression systems in each residential facility. Colby-Sawyer College periodically reviews its fire safety program and there are no immediate plans for improvement.

Health and Safety Inspections

Fire safety inspections are conducted by Residential Education each semester. Inspections generally occur at hall closings (Thanksgiving, Winter Break and Spring Break). Students will be notified at least 24 hours in advance of the inspection. Inspections will record any violation of the Fire Safety regulations, and students will be advised in writing of the violations and the appropriate sanctions. The Residential Education inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Code of Community Responsibility which includes the inspections and all other rules and regulations for residential buildings. During the summer the Facilities Department conducts an inspection of the residential facilities. The inspections include, but are not limited to, a visual examination of sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, toasters, toaster ovens, coffee pots, hot plates, immersion heaters, irons, air conditioners, space heaters, sun lamps, halogen lamps, or any appliances with exposed burners or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.).

Fire Safety Tips*

Buildings are equipped with a variety of features that are designed to detect, stop and /or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping. Nothing may be hung from or may cover ceilings, smoke detectors, conduit cables, light fixtures, sprinkler pipes, sprinkler heads, or electrical outlets.

- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of College Policy.
- Almost ¾ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any CSC building.

A daily fire log is available at the DCS in James House from 8 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

(*Please see the Code of Community Responsibility at <http://www.colby-sawyer.edu/campus-life/conduct/index.html> for a comprehensive policy listing)

EXCERPTS FROM NEW HAMPSHIRE CRIMINAL CODE

644:3 False Public Alarms — A person is guilty of a misdemeanor if he knowingly communicates or causes to be communicated to any governmental agency that deals with emergencies involving danger to life or property a false report concerning an explosion or other catastrophe or emergency knowing such report to be false. This section does not apply to false alarms subject to RSA 644:3-a or 3-b.

644:3-a False Fire Alarms — Any person who knowingly gives or aids or abets in giving any false alarm of fire, by any means, is guilty of a misdemeanor.

644:3-b False Fire Alarms resulting in Injury or Deaths — Any person who knowingly gives or aids or abets in giving any false alarm of fire, by any means is guilty of a class B felony if bodily injury or death is sustained by any person as a result thereof.

644:3-c Unlawful interference with Fire Alarm Apparatus — A person who knowingly tampers with, interferes with, or impairs any public fire alarm apparatus, wire, or associated equipment is guilty of a class B felony.

Penalties:

Misdemeanors — Up to one year in jail and/or up to a \$1,000 fine.

Class B Felonies — One to seven years in jail and/or a fine.

**Colby-Sawyer College
Residential Facilities Fire Safety Systems**

Colby-Sawyer College Residential Facilities	Fire Alarm Monitoring by contracted 24/7 Dispatch Center	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plan Placards	Number of evacuation drills each calendar year
Abbey Hall	x	x	x	x	x	2
Austin Hall	x	x	x	x	x	2
Best Hall	x	x	x	x	x	2
Burpee Hall	x	x	x	x	x	2
Colby Hall	x	x	x	x	x	2
Danforth Hall	x	x	x	x	x	2
Lawson Hall	x	x	x	x	x	2
McKean Hall	x	x	x	x	x	2
Page Hall	x	x	x	x	x	2
Rooke Hall	x	x	x	x	x	2
Shepard Hall	x	x	x	x	x	2
75 Seamans Rd.	x	x	x	x	0	2
81 Seamans Rd.	x	x	x	x	0	2
117 Gould Rd.	x	x	x	x	0	2
480 Main St.	x	x	x	x	x	2
452 Main St.	x	x	x	x	0	2
30 Cottage Lane	x	x	x	x	0	2
33 Cottage Lane	x	x	x	x	0	2
42 Cottage Lane	x	x	x	x	0	2
54 Cottage Lane	x	x	x	x	0	2
63 Cottage Lane	x	x	x	x	0	2
68 Cottage Lane	x	x	x	x	0	2

Colby-Sawyer College Residential Facilities Fire Statistics 2010

Colby-Sawyer College Residential Facilities	Total Fires in Each Building	Fire Number	Date Reported	Date & Time of Fire	Cause of Fire	Number of Injuries that Required Treatment in a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Incident Number
Abbey Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Austin Hall	1	1	11-21-10	11-21-10	unintentional	0	0	\$0	3725
Best Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Burpee Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Colby Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Danforth Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Lawson Hall	0	0	NA	NA	NA	NA	NA	NA	NA
McKean Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Shepard Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Page Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Rooke Hall	0	0	NA	NA	NA	NA	NA	NA	NA

Colby-Sawyer College Residential Facilities Fire Statistics 2011

Colby-Sawyer College Residential Facilities	Total Fires in Each Building	Fire Number	Date Reported	Date & Time of Fire	Cause of Fire	Number of Injuries that Required Treatment in a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Incident Number
Abbey Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Austin Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Best Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Burpee Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Colby Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Danforth Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Lawson Hall	0	0	NA	NA	NA	NA	NA	NA	NA
McKean Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Shepard Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Page Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Rooke Hall	0	0	NA	NA	NA	NA	NA	NA	NA
75 Seamans Rd.	0	0	NA	NA	NA	NA	NA	NA	NA
81 Seamans Rd.	0	0	NA	NA	NA	NA	NA	NA	NA
117 Gould Rd.	0	0	NA	NA	NA	NA	NA	NA	NA
480 Main St.	0	0	NA	NA	NA	NA	NA	NA	NA
452 Main St.	0	0	NA	NA	NA	NA	NA	NA	NA

Colby-Sawyer College Residential Facilities Fire Statistics 2012

Colby-Sawyer College Residential Facilities	Total Fires in Each Building	Fire Number	Date Reported	Date & Time of Fire	Cause of Fire	Number of Injuries that Required Treatment in a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Incident Number
Abbey Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Austin Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Best Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Burpee Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Colby Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Danforth Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Lawson Hall	0	0	NA	NA	NA	NA	NA	NA	NA
McKean Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Page Hall	0	0	NA	NA	NA	NA	NA	NA	NA
Rooke Hall	1	1	3/17/12	4:04 PM	unintentional	0	0	0	4170
Shepard Hall	0	0	NA	NA	NA	NA	NA	NA	NA
75 Seamans Rd.	0	0	NA	NA	NA	NA	NA	NA	NA
81 Seamans Rd.	0	0	NA	NA	NA	NA	NA	NA	NA
117 Gould Rd.	0	0	NA	NA	NA	NA	NA	NA	NA
480 Main St.	0	0	NA	NA	NA	NA	NA	NA	NA
452 Main St.	0	0	NA	NA	NA	NA	NA	NA	NA
30 Cottage Ln.	0	0	NA	NA	NA	NA	NA	NA	NA
33 Cottage Ln.	0	0	NA	NA	NA	NA	NA	NA	NA
42 Cottage Ln.	0	0	NA	NA	NA	NA	NA	NA	NA
54 Cottage Ln.	0	0	NA	NA	NA	NA	NA	NA	NA
63 Cottage Ln.	0	0	NA	NA	NA	NA	NA	NA	NA
68 Cottage Ln.	0	0	NA	NA	NA	NA	NA	NA	NA

DEFINITIONS AS PER THE UNIFORM CRIME REPORTING HANDBOOK

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 and probably would result in serious personal injury if the crime were successfully completed.)

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

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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Criminal Homicide-Manslaughter by Negligence-The killing of another person through gross negligence.

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

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, methadones); and dangerous nonnarcotic drugs (barbituates, Benzedrine).

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

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 joyriding.)

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.

Vandalism-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.

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; and all attempts to commit any of the aforementioned.

OFFENSE DEFINITIONS RELATING TO HATE/BIAS RELATED CRIME STATISTICS

As per the UCR Hate Crime Reporting Guidelines

Hate Crime-A criminal act which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

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.

SEX OFFENSES DEFINITIONS

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

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 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 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-Non-forcible-Unlawful, non-forcible sexual intercourse.

A. *Incest*-Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. *Statutory Rape*-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

GEOGRAPHY DEFINITIONS FROM THE CLERY ACT

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building Or Property-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

CRIME STATISTICS

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the Colby-Sawyer College Department of Campus Safety (DCS), the New London Police Department (unless otherwise indicated), the office of Citizenship Education and other officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to the Department of Citizenship Education. Statistical information is requested from employees at the Baird Health and Counseling Center, even though they are not required by law to provide statistics for the compliance document.

All of the statistics are gathered, compiled, and reported to the College community via this brochure, entitled "Your Right to Know-Annual Security report and Annual Fire Safety Report" (referred to as the "Right to Know" brochure),

which is published by DCS. DCS submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

DCS sends an e-mail to every enrolled student and current employee on an annual basis. The e-mail includes a brief summary of the contents of the “Right to Know” brochure. The e-mail also includes the address for the DCS website where the “Right to Know” brochure can be found on-line http://www.colby-sawyer.edu/campus-life/Campus_Safety/Information/right_to_know.html and information about how to request a hard copy of the brochure.

SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS

The statistics in this brochure (*see pages 41-42*) are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act). The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/ Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics. The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Office of Citizenship Education for disciplinary action for violations of those specific laws. Being “found responsible” for a violation includes a referral that resulted in a student being charged by Citizenship Education and a record of the action being kept on file.

The statistics in the Hate Crime charts (*see page 43*) are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. 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. Note: 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, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

2012 Colby-Sawyer College Crime Statistics

Category	Venue	2010	2011	2012
Arson	Total on campus**	0	0	0
	In residence facilities	0	0	0
	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Motor Vehicle Theft	Total on campus**	0	1	0
	In residence facilities	0	0	0
	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Liquor Law Arrests	Total on campus**	20	11	23
	In residence facilities	12	8	20
	In/on noncampus building or property	0	3	0
	On public property	5	0	0
Drug Law Arrests	Total on campus**	0	3	5
	In residence facilities	0	3	4
	In/on noncampus building or property	1	0	0
	On public property	1	0	0
Illegal Weapons Possession	Total on campus**	0	0	0
Arrests	In residence facilities	0	0	0
	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Liquor Law Violations	Total on campus**	150	139	111
Referred for disciplinary action	In residence facilities	135	123	100
	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Drug Law Violations	Total on campus**	26	25	53
Referred for disciplinary action	In residence facilities	21	25	40
	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Illegal Weapons Possession	Total on campus**	0	0	0
Referred for disciplinary action	In residence facilities	0	0	0
	In/on noncampus building or property	0	0	0
	On public property	0	0	0

Category	Venue	2010	2011	2012
Criminal Homicide:				
Murder and Non-Negligent Manslaughter	Total on campus**	0	0	0
	In residence facilities	0	0	0
	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Negligent Manslaughter	Total on campus**	0	0	0
	In residence facilities	0	0	0
	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Sex Offenses:	Total on campus**	3	3	2
Forcible	In residence facilities	2	2	1
	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Sex Offenses:	Total on campus**	0	0	0
Non-Forcible	In residence facilities	0	0	0
(Incest and Statutory Rape only)	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Robbery	Total on campus**	0	0	0
	In residence facilities	0	0	0
	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Aggravated Assault	Total on campus**	0	1	0
	In residence facilities	0	0	0
	In/on noncampus building or property	0	0	0
	On public property	0	0	0
Burglary	Total on campus**	4	1	2
	In residence facilities	3	1	1
	In/on noncampus 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.

Colby-Sawyer College Hate Crime Statistics

2010	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability			
	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offense/Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offense/Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2011	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability			
	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offense/Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offense/Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2012	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability			
	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offense/Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offense/Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Destruction/Damage/Vandalism of property	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
				OC=On Campus				NC=Non-Campus				RF=Residential Facility				PP=Public Property								
NOTE: Statistics under Residential Facilities (RF) are also counted in the On campus (OC) crime category. The law requires institutions to break out the number of On Campus crimes that occur in Residential Facilities (RF).																								