



**THE UNIVERSITY OF MAINE AT
MACHIAS**

**The University of Maine at
Machias 2018
Annual Security &
Fire Safety Report**

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The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

This report provides information regarding our compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The "Clery Bill" (H.R.3344, S.1925, and S.1930) was introduced in Congress on September 6, 1989, and was signed into law on November 8, 1990 by President George Bush as Title 2 of the "Student Right-To-Know and Campus Security Act." The bill was named for Jeanne Clery who was raped and murdered in her dorm room at Lehigh University in 1986. It took effect September 1, 1991 and the U.S. Department of Education (DOE) was charged with enforcing the law. The law requires all institutions of higher education to release campus crime statistics and security policies to their current and prospective students and employees.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights. Amendments in 1998 added new categories to the crime statistics, an obligation to report statistics for public property in and immediately adjacent to the campus, a geographic breakdown of statistics, and a daily public crime log for schools with a police or security department. The law was also amended to require the DOE to centrally collect the crime statistics and make them publicly available. The 1998 amendments also formally named the law in memory of Jeanne Clery.

On March 7, 2014, President Obama signed a bill that reauthorized the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE) which amends the Clery Act and affords additional rights to campus victims of sexual violence, dating and domestic violence, and stalking.

The University of Maine at Machias Annual Security and Fire Safety Report Statistics must be compiled by the University on certain crimes. This report may also include certain crimes reported to the local law enforcement departments as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (as amended). Notice of availability of this Annual Security and Fire Safety Report (ASR) is made by October 1 of each year to enrolled students and current employees by electronic mail. Notice is given to prospective students, with the information included with application materials by the Admissions Office. Notice is given to prospective employees, with information included with the application material by the Office of Human Resources. The annual report is compiled and published electronically by October 1 of each year. This report is compiled by the UMM Dean of Students. The report is available electronically at <http://machias.edu/clery>.

Campus Crime and Security Report

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

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

Notification to the Campus Community: By October 1 of each year, a PDF copy of the latest Campus Crime and Safety Report is emailed to the UMM community (faculty, staff, and enrolled students). A link to the report is also found in the Helpful Links section of the footer menu on the UMM website (<https://machias.edu/>). For questions regarding this report or to obtain a paper copy, please visit contact us at (207) 255-1305. This report, including crime statistics, is updated annually.

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

Reporting of Criminal Actions or Emergencies

The University of Maine at Machias' Campus Safety Office, located in Sennett Hall, Student Affairs Office, located on the second floor of Powers Hall, and the Head of Campus office are responsible for security, and emergency response at the University. There are two police forces in Machias which may respond to crimes on campus - the Machias Police Department and the Washington County Sheriff's Office. In addition, the Maine State Police may also respond to campus.

Reporting an On-Campus Emergency or Reporting of Criminal Actions: To report a crime or an emergency on the University of Maine at Machias campus, call 9-1-1 or the Machias Police Department at (207) 255-8558. On-campus resources reports can be made to are the University of Maine at Machias professional on-call by calling (207) 263-4371 or Campus Safety at (207) 263-9315.

Please be prepared to provide your name, location, describe the situation, and a description of any suspects or vehicles involved in the incident. Members of the UMM community should report all crimes on campus in an accurate and prompt manner. If an individual chooses to report

crimes to Campus Safety or a UMM employee, they will be strongly encouraged to report the incidents to the Machias Police Department and/or Washington County Sheriff's Office.

To report a residential non-emergency, please contact a Community Advisor or the professional on-call (207) 263-4371. The professional on-call is available 24/7. The Campus Safety Officer is on campus Tuesday-Saturday 6:00PM - 2:00AM during the academic year.

If you wish to remain anonymous in your reporting of a crime or emergency, you can do so by asking to remain anonymous when speaking to a UMM employee. Individuals are strongly encouraged to fill out and submit an incident report, which can be found at: <https://machias.edu/campus-life/campus-safety/>. Incident reports may be submitted anonymously.

Confidential Reporting: If a reporting party discloses an incident, but wishes to maintain confidentiality or requests that no investigation into an incident be conducted or disciplinary action taken, the incident must still be reported to the Title IX Coordinator or Deputy Title IX Coordinator. The University will weigh the reporting party's request for confidentiality against its obligation to provide a safe, nondiscriminatory environment for all students and employees, including the responding party.

If the University honors the request for confidentiality, reporting parties need to understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action, if warranted, against the responding party may be limited. There are times when the University may not be able to honor a reporting party's request because it would pose a risk to providing a safe, nondiscriminatory environment for all students and employees. If the University determines that it cannot maintain a reporting party's confidentiality, the University will inform the reporting party prior to starting an investigation and, to the extent possible, will share information only with people responsible for handling the University's response.

The University encourages accurate and prompt reporting of all crimes to the University and appropriate law enforcement agencies when the victim of a crime elects to or is unable to make such a report.

Daily Crime Log: The Daily Crime Log is a record of criminal incidents and or alleged criminal incidents that are reported to Campus Safety. Recorded within the Crime Log is the date & time the crime/alleged crime occurred, the date & time the crime/alleged crime was reported, the nature of the crime/alleged crime and the general location of the crime/alleged crime.

The Crime Log for the most recent 60-day period is available for public inspection, free of charge, to access this information please email ummdeanofstudents@maine.edu or visit the Student Services Suite on the second floor of Powers Hall.

Campus Facilities Safety & Security

Maintenance and Security of University Facilities: The University is committed to maintaining a safe environment which extends to maintenance issues such as campus landscaping, lighting and door locks. Exterior lighting is maintained throughout campus by the Facilities Department. Student Affairs and Campus Safety routinely survey existing lights on campus and recommend to the Facilities Department maintenance of existing lights and requests for additional illumination so as to help maintain a safe environment. Members of the campus community are encouraged to report any deficiency to the UMM Facilities Department at (207) 255-1315.

Access to University Buildings and Building Security: UMM buildings, excluding our residence halls, are accessible to members of the campus community, guests and visitors during normal operating hours Monday through Friday. Buildings are also opened on weekends and holidays on an as-needed basis. Exterior doors of campus buildings are locked after normal business hours and members of the Facilities Department and Campus Safety routinely check to ensure doors are secured. Entry after normal hours is available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices. The Dean of Students is responsible for approving all student access requests.

Access to the Residence Hall: The exterior doors to the residence hall is controlled 24 hours a day with an electronic card access system that allows authorized students to gain access to the residence halls. Visitors to the residence halls gain admittance by calling a resident of the residence hall and being escorted by that student. Entry to student rooms is also controlled by the electronic card system. Students gain access to the residence hall and their room by using their Clipper Card (student ID card). The Office of Student Life maintains the electronic card access system.

Statement of Policy for Substance Abuse Education

UMM views alcohol and substance abuse as a serious problem. In compliance with the Drug-Free Workplace Act, the University publishes and distributes annually a booklet that informs all students and employees at UMM of the substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. The use and sale of illegal substances and underage drinking at the UMM are prohibited. The violation of state drinking laws and the use, sale or possession of illegal drugs is strictly enforced in accordance with federal and state law. For a copy of the booklet, "Information about Alcohol and Drugs for Students and Employees of the University of Maine System," please contact Student Affairs or Human Resources.

Statement of Policy for Addressing Alcohol: State and federal law prohibits the use of alcohol by anyone under the age of 21. In compliance with these laws, UMM does not permit the use of alcohol by anyone under the age of 21. Students of any age, including those over the age of 21, cannot furnish a place for students under the age of 21 to consume alcohol, nor can they provide alcohol to students under the age of 21. No student may possess or consume alcohol in public areas, including residence hall lounges, stairways and hallways.

If neither occupant of a student room is of legal drinking age, then the use of alcoholic beverages in that room is prohibited.

Students of legal drinking age are not permitted to have a common source of alcohol in the residence halls, including but not limited to: punch bowls, barrels, kegs, kegerators, beer balls, etc.

While empty alcohol containers alone are not a violation of the Code of Student Conduct, they may be evidence of consumption in a conduct case.

Statement of Policy for Addressing Marijuana:

- Marijuana possession and use, regardless of form, is prohibited in the residence halls.
- Medical marijuana is not an accommodation made on campus. For more information about medical marijuana, please contact Student Accessibility Services at (207) 255-1228.
- Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana on campus illegal, even in states with medical marijuana laws. Thus, the University of Maine System does not permit medical use of marijuana anywhere on campus. Furthermore, students who are under the influence of medical marijuana or in possession of marijuana for medical reasons are not exempt from normal conduct and job performance standards.

Statement of Policy for Addressing Other Drugs:

- Students using a prescription drug may not allow anyone else to use this medication.
- Sharing or selling of prescription drugs is illegal.
- Use or distribution of illegal substances is not permitted, and is a violation of the Student Code of Conduct.
- Use of a legal substance in an inappropriate or harmful manner (example: huffing) is not permitted.
- Drug paraphernalia, including but not limited to: bongos, pipes, water pipes, hookahs and scales, are not permitted in the residence halls. Possession of these types of items is a violation of the Student Code of Conduct.

Statement of Policy Regarding Firearms and Weapons

Guns and ammunition of all kinds are prohibited on the UMM campus. This includes, but is not limited to: hunting rifles, airsoft guns, paintball guns, pellet guns, BB guns, bows and arrows, hunting knives, martial arts weapons, and ammunition.

Missing Student Notification Policy

If a member of the University of Maine at Machias campus community has reason to believe that a student who resides in on-campus housing is missing notify the professional on-call at (207) 263-4371 or Campus Safety at (207) 263-9315 immediately.

In addition to registering an emergency contact, students residing on campus have the option to list confidentially, a second individual they wish to be contacted by the Dean of Students in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential emergency contact can do so at the Student Affairs Office located on the second floor of Powers Hall. This contact information will not be disclosed to anyone except law enforcement in connection with a missing person's investigation.

After receiving a report of a missing student, the Dean of Students will work with other offices/departments on campus to determine whether or not a student is missing. Should the University determine that the student is missing and has been missing for more than 24 hours, the Dean of Students will notify the Machias Police Department and Washington County Sheriff's Office to facilitate the entry of that individual into the National Crime Information Center computer system. The student's emergency contact or the confidential contact will be notified 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 emancipated, the Dean of Students will notify the student's parent or legal guardian immediately after the University has determined the student has been missing for more than 24 hours and will also make a report to local law enforcement.

Contact Information:

- UMM Campus Safety (207) 263-9315
- UMM Professional On-Call (207) 263-4371

Definitions:

Missing Student: A student is determined to be missing when the University of Maine at Machias or other law enforcement agency determines that the student has been missing for more than 24 hours, without any known reason, that the reported information is credible, and that circumstances warrant declaring the person missing.

On-Campus Housing: A residence hall for students that is located on UMM's campus. Dorward Hall is the residence hall for the University of Maine at Machias.

Law Enforcement Authority

The University of Maine at Machias Campus Safety Officer has authority to ask persons for identification and to determine whether individuals have lawful business at the University. The University of Maine at Machias Campus Safety Officer has the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety does not possess arrest power. All crime victims and witnesses are strongly encouraged to immediately report crime to the Campus Safety Officer, professional on-call, and or the Machias Police Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. The professional on-call is able and willing to assist or accompany anyone looking to make a report to local law enforcement. Campus Safety and Student Affairs have a solid working relationship with the Machias Police Department.

Campus Emergency Response and Evacuation Procedures

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

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

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

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

- Subscriber based text message notification
Sign up for Blackboard Connect to receive text notifications by logging into the UMM Portal and then clicking on the Manage Emergency Notifications icon (red triangle with black exclamation point in the center)
- Email notification to all UMM campus community members

- UMM website - www.machias.edu
- UMM Storm Line (207) 255-1395
- Local television, radio and/or electronic media
- Printed and posted notifications - posted on exterior doors to buildings on campus

For more information on emergency response/planning, please visit: machias.edu/campus-life/emergency-planning

A copy of timely warning notifications will be electronically filed in the corresponding case file. In addition to timely warnings, UMM may issue safety alerts to the community, which include tips and recommendations for UMM community members to follow.

The members of the Emergency Response Team are responsible for determining how to handle an emergency or other dangerous situations on campus including appropriate notification to the UMM Community. Information regarding campus health & safety can be found at: machias.edu/campus-life/emergency-planning.

Emergency Notifications: Unlike Timely Warnings, Emergency Notifications are used when there is an emergency that does not fall within a Clery crime category - for instances such as gas leaks, weather emergencies, etc. Procedures and mechanisms to notify the campus community are in place and include one or more of the following depending on the specific emergency situation:

- Subscriber based text message notification
Sign up for Blackboard Connect to receive text notifications by logging into the UMM Portal and then clicking on the Manage Emergency Notifications icon (red triangle with black exclamation point in the center)
- Email notification to all UMM campus community members
- UMM website - www.machias.edu
- UMM Storm Line (207) 255-1395
- Local television, radio and/or electronic media
- Printed and posted notifications - posted on exterior doors to buildings on campus

Reporting Laws and Policies

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

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

The University of Maine at Machias does not tolerate sexual assault, misconduct, domestic violence, and stalking in any form. University policy prohibits any unlawful sexual act and/or forced sexual contact. Violators of this policy may be subject to criminal prosecution and disciplinary measure up to and including dismissal. The complete policy and procedures are maintained by the University of Maine System Human Resources Office and can be found at <http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section402/>, or you may call the Student Affairs Office at (207) 255-1305 to request a hard copy.

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

In the event of sexual assault or rape, domestic violence, dating violence or stalking students should seek the support and assistance of another person immediately. The University provides a number of resource people including the Mental Health Counselor, Professional on-call, Family Nurse Practitioner, and Deputy Title IX Coordinator all of whom are aware of the need for sensitivity and confidentiality. AMHC Sexual Assault Services is a community resource that can be reached at 1-800-871-7741.

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

Official Reporting: All University of Maine at Machias students and non-confidential employees need to make an official report of any incident of sexual assault, sexual misconduct, dating violence, domestic violence and stalking to the Student Affairs Office (207) 255-1305, professional on-call (207) 263-4371, Campus Safety (207) 263-9315 or Machias Police Department (207) 255-8558 whether the incident occurred on or off campus. Official reporting may initiate a course of action.

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

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

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

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

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

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

Dating Violence: Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- Length of the relationship;
- Type of relationship; and
- Frequency of interaction between the persons involved in the relationship

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

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

Alcohol and Substance Abuse Policies

The University of Maine at Machias views alcohol and substance abuse as a serious problem. In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University of Maine System distributes annually a booklet which informs all students and employees of the substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. A copy can be found at: staticweb.maine.edu/wp-content/uploads/2017/08/AlcoholDrugs_WEB-2017.pdf?565a1d or you may call the Human Resources Office at (207) 255-1235 to request a hard copy.

UMM's Mental Health Counselor can provide tips and education to students on ways to reduce alcohol and other drug use.

Security Awareness and Crime Prevention Programs

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

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

Location of Sex Offenders Registry

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

- Maine State Police, Bureau of Sex Offender Registry <http://sor.informe.org/sor/>
- Machias Police Department - Outer Broadway Street, Machias, ME: (207) 255-8558
- Washington County Sheriff's Department – Court Street, Machias, ME: 1-800-432-7303

Annual Safety and Security Report Definitions

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

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

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

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

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

A. Forcible Rape

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

B. Forcible Sodomy

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

C. Sexual Assault with an Object

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

D. Forcible Fondling

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

Sex Offenses 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.

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

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

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

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

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

Liquor Law Violations: The violation of laws or 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; all attempts to commit any of the aforementioned (Drunkenness and driving under the influence are not included in this definition).

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

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

Clery Act Hate Crime Definitions

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

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's

Law Dictionary, 6th ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)

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

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

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

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

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

Annual Safety and Security Report Statistics

Crime or Offense	On Campus			Residence Halls			Public Property Adjacent to Campus		
	2016	2017	2018	2016	2017	2018	2016*	2017*	2018*
Reporting Years									
Murder/Non-neg. Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Dating Violence	1	1	0	1	1	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapons Possession Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Drug Law Disciplinary Referrals	10	6	7	10	6	7	0	0	0

Liquor Law Disciplinary Referrals	12	10	8	12	10	8	0	0	0
Hate Crimes (By category of protected class)	0	0	0	0	0	0	0	0	0

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

The Annual Safety and Security reports are located at <http://machias.edu/clery>.

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

Sexual Misconduct Policy

Who to Contact:

- Emergencies- 911
- Confidential reporting:
 - Mental Health Counselor, at 207-255-1343 or stacy.cherry@maine.edu
 - Family Nurse Practitioner, at 207-255-1275
 - Maine Coalition Against Sexual Assault (MeCASA) at 1-800-871-7741.

I. Statement of Purpose

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

Sexual misconduct occurs with disturbing frequency among college aged men and women and between people of the same sex, but is very often unreported. In order to provide support for individuals reporting incidents of sexual misconduct and to enforce the behavioral standards critical to the University's mission, students are encouraged to report all violations of this policy to appropriate University personnel. Sexual misconduct is a criminal offense, and a violation of the University of Maine System Student Conduct Code. It is essential that incidents of sexual misconduct be reported to a University official and that all reports of sexual misconduct be treated seriously, consistent with University policies and procedures while respecting the rights of Reporting Parties and Respondents. This guide is designed to assist faculty and staff in providing the best possible support to Reporting Party and Respondents. Please, note that throughout this document a Reporting Party may refer to a student, faculty or staff member filing allegations of sexual assault or harassment by a student.

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

The University acknowledges that sexual misconduct, especially sexual assault perpetrated by someone unknown (often referred to as "stranger rape") does occur. However, the most prevalent

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

II. Definition of Terms

The University of Maine System sets the standard for the sexual misconduct section of the student code of conduct (<http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section501/>), defines the following items:

Sexual Assault: *Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape, as follows:*

- *Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim.*
- *Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
- *Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- *Statutory rape is sexual intercourse with a person who is under the statutory age of Consent under applicable law.*

All forms of sexual assault and sexual contact prohibited by Maine law are also included.

Sexual Harassment: *Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including sexual assault and sexual violence. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.*

These behaviors are covered by the University of Maine System Sexual Harassment Policy, which may be found at: staticweb.maine.edu/wp-content/uploads/2017/08/Sexual-Harassment-WEB-2017.pdf?565a1d

Dating Violence: *Violence committed against a person by an individual who is or has been in a social relationship of a romantic or intimate nature with that person. Whether a dating relationship exists is determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency*

of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. All forms of dating violence prohibited by Maine law are also included.

Sexual Misconduct: *Includes, but not limited to, prostituting another student, nonconsensual image capturing of sexual activity, presentation or unauthorized viewing of a non-consensual videotaping of sexual activity, letting others watch you have sex without the knowledge or consent of your sexual partner, possession of child pornography, peeping tommery, incest, and/or knowingly transmitting an STD or HIV to another person. Sexual misconduct may also constitute sexual harassment. All forms of sexual misconduct prohibited by Maine law are also included.*

Consent: *An individual's agreement to engage in sexual activity.*

- *Consent must be:*
 - *Informed, freely, and actively given, and consist of a mutually agreeable and understandable exchange of words or actions.*
 - *Clear, knowing and voluntary.*
 - *Active, not passive.*
 - *Consent may be withdrawn at any time.*
 - *Silence, in and of itself, cannot be interpreted as consent.*
 - *Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.*
 - *Past consent does not imply future consent.*
 - *Consent to engage in one form of sexual activity does not imply consent to engage in any other sexual activity.*
 - *Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with any other person.*
 - *There is no consent when the exchange involves unwanted physical force, coercion, intimidation and/or threats.*
 - *If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature, or extent of the sexual situation, and the Incapacitation or impairment is known or should be known to a Reasonable Person, there is no consent. This includes conditions resulting from alcohol or drug consumption, or being asleep, or unconscious.*
 - *Consent is not valid if the person is too young to consent to sexual activity under Maine law, even if the minor wanted to engage in the activity.*

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

A. Reporting Allegations of Sexual Assault

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

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

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

- Students, faculty and staff may file a complaint of sexual assault through Campus Safety, the Dean of Students, or Deputy Title IX Coordinator and/or through other faculty or staff with assistance from these campus representatives. Report information about alleged sexual misconduct by students to Ryan Micheau, Deputy Title IX Coordinator at (207) 255-1245 or machias.edu/campus-life/campus-safety/student-alert. You can contact the professional on-call at (207) 263-4371.
- Employees may contact Amie Parker Director of Human Resources for UMA/UMF at (207) 592-3618 amie.parker@maine.edu
- After reporting an incident, an established response protocol will be followed.

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

B. Reporting Timeframe

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

IV. Campus Based Resources

The following University departments may be of assistance to individuals reporting sexual assault or sexual harassment.

UMM Counseling Center - 1st floor Powers Hall, (207) 255-1305: The Mental Health Counselor may provide immediate crisis support following the incident, and on-going counseling for students to address the emotional trauma and recovery process. Services may also include referrals to community services for assistance with legal and medical issues, and assistance advocating with faculty and staff for any necessary accommodations relating to one's response to the trauma of sexual assault. UMM's Mental Health Counselor is a confidential resource.

UMM Health Center - 1st Floor Sennett C-Wing, (207) 255-1275: Service may include medical assistance and referral for the recovery of evidence, testing and treatment of sexual transmitted diseases or provision of emergency birth control. UMM's Family Nurse Practitioner is a confidential resource.

Student Affairs - 2nd Floor Powers Hall, (207) 255-1305: Student Affairs can assist in making accommodations to students' academic schedule or housing arrangements whenever reasonably available if they are requested following a report of a sexual misconduct. They are also available for the support of students or to provide a referral to support services on campus or in the community.

Campus Safety - Sennett Hall, (207) 263-9315: In instances of alleged sexual misconduct, Campus Safety can provide immediate assistance and will call the Professional On-Call to report the incident. Campus Safety also provides escort services to any students for additional protection while traveling across campus.

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

V. Confidential Resources

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

Employees who wish to remain confidential may contact Amie Parker Director of Human Resources for UMA/UMF at (207) 592-3618 amie.parker@maine.edu

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

VI. Statement and Intent of Policy

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

A. Maine State Law

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

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

B. Multiple Adjudication

A student charged with sexual misconduct may be prosecuted under the Maine Criminal Justice System and disciplined through the University of Maine at Machias student discipline process. Even if the criminal justice authorities choose not to prosecute, the accused may be subject to University disciplinary action. University disciplinary procedures should be considered distinct and independent of any and all criminal procedures. Discipline procedures may precede, occur simultaneously, or follow court action. In the event that University disciplinary procedures follow court action, the court proceedings and/or verdict may be considered in the disciplinary proceeding. When necessary, temporary action may be taken by the University in the form of summarily suspending or summarily restricting the accused, or officially requesting no contact between the Reporting Party and the Respondent. Relocation or removal from the residence halls may also occur. Any of these measures may result in the accused student's restricted access to the University and/or participation in University events, such as attendance at classes and residing on campus.

C. Disciplinary Action

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

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

D. Rights of the Reporting Party

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

All sexual misconduct cases will be treated seriously and equally.

- The reporting individual will be treated with dignity and respect.
- University personnel will encourage individuals to report the sexual misconduct to the Machias Police Department and/or Washington County Sheriff's Department.
- University personnel will not discourage anyone from reporting, nor encourage them to under-report or report the incident as a lesser crime.
- University personnel will inform students of their option to notify appropriate law enforcement authorities, including local police, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual misconduct.
- When an incident of sexual misconduct is reported, the incident will be investigated and adjudicated by appropriate criminal and/or University authorities.
- A person may invite an advisor to accompany her/him throughout the process.
- University personnel will cooperate in obtaining, securing and maintaining evidence (including a medical examination) necessary in legal proceedings.
- Individuals will be notified of available on- and off-campus counseling, mental health, and psychological services, or other student services for those reporting sex offenses.
- Individuals will be afforded the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.

E. Campus Disciplinary Proceedings:

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

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

F. Rights of the Person Accused of Sexual Assault

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

- All sexual assault cases will be treated seriously and equally.
- The Respondent will be treated with dignity, respect, and in a non-judgmental manner.
- The Respondent will be advised of on- and off-campus organizations and services that may be of assistance.
- University personnel will cooperate in investigating the case for conduct proceedings.
- The Respondent will be informed of available counseling and psychological services.
- The Respondent may invite an advisor of choice to accompany him/her through University disciplinary proceedings.
- The Respondent has the right to remain present during the entire Student Conduct Code Committee hearing except during committee deliberations.
- In order to conduct a fair, orderly hearing, reasonable accommodations may be made in hearing procedures, such as special seating arrangements in the hearing room.
- Campus disciplinary proceedings
- S/he/they will be informed of the decision of the conduct officer and/or the Student Conduct Code Committee regarding the alleged sexual assault violation and any sanction(s) imposed. The Respondent and the Reporting Party must respect the privacy of all involved.
- Individuals should refer to the University of Maine System Student Conduct Code. Attention should be given to Section V. Procedures and Section IV., Sanctions, in particular. Any questions regarding the Student Conduct Code should be directed to the Student Affairs Office.

G. Group Infractions

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

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

H. Use of Alcohol and Drugs

The use of alcohol and other drugs by the accused in conjunction with an incident of sexual misconduct does not mitigate accountability for the commission of sexual

misconduct or diminish the seriousness of the incident. The Respondent's intentional use of a substance to affect an individual in order to facilitate a sexual misconduct will be considered when determining responsibility and, if found responsible, appropriate sanctions.

I. Policy Dissemination

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

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

Notice of availability of this information is made by October 1st of each year by email to enrolled students, faculty & staff. Notice to prospective students is included under Helpful Links on the footer of the UMM website.

J. Education and Prevention

An important part of the University's prevention strategy is education. The University of Maine at Machias' Dean of Students, Deputy and Title IX Coordinator, and Mental/Physical Health professionals in collaboration with community organizations sponsor sexual misconduct awareness education and prevention presentations each year to members of the campus community. First year students receive sexual misconduct training at fall and spring orientations.

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

Under the Clery Act, an institution must report certain crimes to the campus community in a timely manner that will aid in the prevention of similar crimes that represent a threat to students and employees. To that end, a community alert will be issued whenever appropriate. Additionally, campus offices/departments will comply with all mandatory reporting requirements.

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



THE UNIVERSITY OF MAINE AT
MACHIAS

Annual Fire Safety Report 2018

Procedures for Fire Emergencies

Introduction

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

Emergency Procedure for Fire or Explosion

- Remain calm.
- If a fire or an explosion occurs, EVACUATE IMMEDIATELY! If the alarm is not going off, pull the fire alarm station on your way out of the building and call 911 and then call the professional on-call at 207-263-4371.
- Please provide assistance to others if you can do so safely on your way out.
- Evacuate the building using your primary exit route. The primary route is located on the back of your residence hall door.
- Use only the stairs. Do not use the elevator.
- If possible, close doors and windows behind you.
- If smoke is an issue, crawl on the floor and remain low to escape the smoke. If you are not able to exit your room, seal your door and room. Call for help via phone and notify 911 with your location and room number. Follow the directions provided by the 911 operator.
- Meet at the designated location.
- Provide information to emergency personnel.
- Do NOT re-enter the building until cleared by the emergency personnel.

Persons with Disabilities

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

Building Address & Assembly Points

Dorward Hall (Residence Hall)

117 Downeast Drive

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

Flaherty Center

125 University Drive

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

Kilburn Commons

96 Downeast Drive

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

Merrill Library

40 University Drive

On the Mall | Inclement Weather: Reynolds Center

O'Brien House

23 Downeast Drive

On the Mall | Inclement Weather: Performing Arts Center (PAC)

Powers Hall

116 O'Brien Avenue

On the Mall | Inclement Weather: O'Brien House

Reynolds Center

112 University Drive

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

Science Building

31 University Drive

On the Mall | Inclement Weather: PAC

Sennett Hall

34 Downeast Drive

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

Support Building

54 O'Brien Avenue

Grassy area of College Hill | Inclement Weather: Powers Hall

Torrey Hall

40 University Drive

On the Mall | Inclement Weather: Reynolds Center

Fire Safety Equipment

The Dorward Resident Hall has fire rated doors, an audible and visual alarm system, are fully sprinkled, have emergency lighting located in the hallways and have exit signs throughout the buildings. The fire alarm monitoring for these buildings are done off-site by Seacoast Security. The fire alarm system is tested annually. In addition to the fire safety systems, there are fire extinguishers on every floor, which members of the Facilities staff check on a monthly basis.

Evacuation Procedures

The evacuation procedures for each of the residence halls are posted on the back of the main

door to every student room or suite. Students must report any missing evacuation procedures signs to the Dean of Students.

Policies Related to Fire Safety

For the benefit of the University community, particularly residential students, and the fire safety policies of Student Life are printed below. The information is located in the [Guide to Community Living](#).

Fire Safety

Candle, Candle-making products, Incense, and Open Flames:

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

Ceiling and Light Fixtures:

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

Electrical Appliances:

Cooking is not allowed in individual rooms. All cooking must be done in the kitchens, and all safety regulations must be followed in the process. There is a kitchen located in Dorward Hall located on the BG floor. The primary purpose of the kitchens is for students living in the residence hall to have space to prepare food. The following appliances are the only appliances allowed in the rooms:

- One electric coffee maker with an automatic shut off or one small water heater for making coffee or tea with an automatic shut off;
- One microwave less than 700 watts;
- One popcorn maker (not a hot plate);
- One small fridge less than 4.2 cubic feet and energy star rated.

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

Decorating & Using Your Room

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

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

- Posters and wall hangings add an individual touch to the room, but the more there are the greater the potential for fire to spread around the walls, if one gets started. Wall coverings such as posters or tapestries can only take up 50% of a wall. All decorations must lay flat against the wall. No holes, nails or screws may be put into any residence hall door, wall, ceiling, floor or furniture. No objects may cover electrical outlets, heat or smoke detectors, fire alarm signaling devices or lighting fixtures. Residents are encouraged to use 3M-like hooks or tabs.
- No objects can be hung from the ceiling, from smoke detectors or from sprinkler heads.
- If the student uses their own curtains, the student must show proof of the fire retardation capability.
- No poster or other student work should be left in the hallways. Nothing may be hung from the hallway ceilings.
- Nothing may be stored in the hallways, stairwells, or entrances to buildings. These items would obstruct passages in the case of an emergency. Examples include: bicycles, snow equipment, furniture, boxes, motorcycles, wheelchairs, etc. Any items found will be confiscated and may be claimed by the owner through the Student Life Office.
- Residents cannot hang banners or signs on the exterior buildings. Product advertisement posted in residence hall windows must face inward. Painting rooms is not allowed. Fire code requires that furnishings of an explosive or highly flammable nature not be used and/or possessed in a residence hall (e.g. gasoline, oil, turpentine).

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

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

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

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

1st Offence	2nd Offence	3rd Offence
\$100 fine and placed on disciplinary probation	\$250 fine, removal from the residence halls	Disciplinary suspension from UMM

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

Fire Alarm Drills

For your safety and protection, fire alarm drills in the residence hall will be conducted once per semester. The purpose of fire alarm drills is to ensure the operation of the fire safety system and to practice evacuation procedures.

Residence Hall Fire Statistics

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

For the purpose of fire safety reporting a fire is “any instance of open flame or other burnings in a place not intended to contain the burning or in an uncontrolled manner.”

The following statistics represent the total number of fires, the cause of each fire for each residence hall. Separately each and every reported fire is individually explained at the end with the following information: Cause of the Fire, Number of Deaths related to the Fire, Number of Injuries that require treatment at a medical facility, and value of property damage related to the Fire.

Statement of Policy Referencing Fire Safety Log

Institutions which maintain on-campus student housing (residence halls), must maintain a written, easily to understand fire log that records, by date a fire was reported, any fire that occurred in a residence hall. This log must include the nature, date, time and general location of each fire. The institution must make an entry or an addition to an entry to the log within two business days of receipt of the information. The Fire Safety Log for the most recent 60-day period is available for public inspection, free of charge, to access this information please email ummdeanofstudents@maine.edu or visit the Student Services Suite on the second floor of Powers Hall.

Annual Fire Safety Statistics

Name of Facility	2016			2017			2018		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Dorward Hall	0	0	0	1	0	0	0	0	0
Sennett Hall	0	0	0	0	0	0	0	0	0

Cause of the fire(s): N/A for 2018

Number of deaths related to the fire(s): N/A for 2018

Number of injuries that required treatment at a medical facility: N/A for 2018

Value of property damage related to the fire(s): N/A for 2018