

# **University of Southern Maine Safety and Security Information Report And On Campus Housing Fire Safety Report**

## **Safety and Security Information Report**

### **Introduction**

U.S.M. is a community of over 9,000 undergraduate and graduate students and 2,000 employees. Two of the campuses are located 12 miles apart, in the town of Gorham and the city of Portland. A third campus, Lewiston/Auburn College is located in the city of Lewiston, approximately 38 miles away. The University shares many of the same interests and problems of its local communities, including crime. Although the University has been fortunate and has not experienced significant numbers of violent crimes, crimes do and can occur on our campuses. The information provided in this report is part of USM's commitment to campus safety, crime prevention and awareness. It is the compliance document for the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Security Act of 1990). Please read this information, learn how to prevent crimes, report crimes, and practice safer behavior.

Even though USM Public Safety is the department responsible for campus safety, no one department can accomplish this task alone. Each student, faculty and staff member is encouraged to participate as we work together to keep USM safer!

The Office of Community Standards compiles this report. Information for this report is collected from the Office of Community Standards, USM Public Safety, and appropriate local police agencies. An e-mail announcing the updated version of this report is sent annually to all currently enrolled students and all faculty and staff of the University.

### **Reporting of Criminal Actions or Emergencies**

USM Public Safety is the department responsible for law enforcement, security and emergency response at the University of Southern Maine on the Gorham and Portland campuses. The primary office of USM Public Safety is located on the Gorham campus at 28 Husky Drive across from Upperclass Hall and the John Mitchell Center. There is a branch office on the Portland campus in the Sullivan Gym. USM Public Safety is staffed by certified, professional police officers. The Department investigates all reports of criminal action and is ready to respond immediately to initiate whatever action is necessary to resolve emergencies. While USM Public Safety investigates reports that occur at Lewiston/Auburn College, emergency police assistance is handled by the Lewiston Police Department.

Students, faculty and staff are strongly encouraged to report criminal actions or other emergencies by notifying USM Public Safety or the Lewiston Police Department immediately.

**Gorham and Portland Campuses:** To report a crime or emergency, members of these campus communities should call USM Public Safety at: Emergency number on campus is 911 or from off

campus or cell phones 780-5211. The non-emergency number is 780-5211. When calling from on-campus telephones, you are only required to dial 911 for emergencies or 5211 for non-emergencies. These numbers are staffed 24 hours a day by full-time and certified communications officers.

**Lewiston/Auburn College:** To report an emergency members of this campus should call Lewiston Police Department at: Emergency number 911. To report a crime USM Public Safety should be called at 780-5211.

Well-marked exterior telephones are located at the entrances to all residence halls on the Gorham campus. These direct-ring telephones may be used to report a criminal incident, a fire, any other type of emergency or to request an escort from USM Public Safety. Outdoor emergency direct-ring telephones are also located on the Gorham and Portland campuses. These telephones are easily identified by the blue lights on top and their use provides fast, efficient campus police response to emergencies.

Free on-campus public telephones are located in the lobbies or public areas of most Gorham and Portland campus buildings. Using these telephones, USM Public Safety may be contacted by dialing 911 for emergencies or 5211 for non-emergencies.

USM Public Safety maintains contact with all area police departments, fire departments and other emergency services. Although campus police initiate the response, additional assistance and support may be obtained immediately from area police and fire departments.

USM Public Safety's telephone numbers (from a cell phone is 780-5211 for emergencies or non-emergencies and from a campus phone is 911 for emergencies and X5211 for non-emergencies) are highlighted in the campus directory and are included in many University publications.

### **Campus Emergency Response and Evacuation Procedures**

The Gorham and Portland campuses of the University are staffed by a fulltime, certified, professional Police Department with primary responsibility for campus safety and immediate response to emergency situations of all kinds. Emergency situations at the Lewiston Auburn Campus are responded to by the Lewiston Police Department. Emergency response to all campuses, depending on the specific situation, is also provided by fire, rescue and other emergency services from the community in which the campus is located as well as county and state emergency response services.

Emergency response policies and procedures for all of the USM campuses and can be reviewed at <http://www.usm.maine.edu/police/emergency-response-information>. **Please note that specific instructions during an emergency may vary from those appearing in the procedures and will be communicated to community members at the time of the emergency through one or more of the emergency notification mechanisms outlined below.** The University community is notified, minimally, on an annual basis as to the location of emergency response policies and procedures. Emergency procedures and notification mechanisms are reviewed and tested on an annual basis. University community members will be notified via one or more of the methods included below when their participation in testing activities is required.

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

1. USM Alert -text message notification. Register at <http://www.usm.maine.edu/usmalert>
2. E mail notification to all USM campus community members.
3. USM website <http://www.usm.maine.edu/emergency>
4. USM Emergency (Storm) telephone lines 207-780-4800 (LAC only 207-653-6595)
5. Local television, radio and/or electronic media.
6. Campus telephone mass distribution.
7. Printed and posted notifications.

The members of the Critical Incident Response Team (CIRT) are responsible for determining how to handle an emergency or other dangerous situation on campus including appropriate notification to the USM community. The current members of the (CIRT) are the Chief Student Affairs Officer, Chief Student Success Officer, Director of Residential Life, Director of Public Safety, Executive Director of Public Affairs, Director of University Health and Counseling, Executive Director of Facilities Management, Director of Marketing, Information and Web Services (LAC campus), Director of Environmental Safety and Health, Director of Student Life-Portland, Director of Student Life-Gorham or their designees.

### **Sexual Misconduct/Relationship Violence/Stalking**

The University of Southern Maine does not tolerate interpersonal violence (sexual misconduct, relationship violence, and/or stalking) in any form. University policy prohibits any unlawful sexual act and/or forced sexual contact, relationship violence and stalking. Violators may be subject to criminal prosecution and disciplinary measures up to and including dismissal. The complete sexual assault policy and procedures are located on the web at <http://usm.maine.edu/ocs/policy-sexual-assault>. The policy and procedures on relationship violence and stalking are located on the web at <http://usm.maine.edu/ocs/stalking-and-relationship-abuse-policy>. You may also call the Office of Community Standards, 780-5242 to request a hard copy.

Campus education programs on interpersonal violence are aimed at the awareness and understanding and prevention of sexual assault including rape, acquaintance rape and other sex offenses, relationship violence and stalking. The Campus Safety Project is available to conduct educational programs designed to raise awareness of interpersonal violence issues.

If a sex offense or other form of interpersonal violence occurs, students are encouraged to report it to USM Public Safety (campus police) at 780-5211 or any staff/faculty member who will assist in getting the student in getting connected to services and support. USM Public Safety in conjunction with the Deputy Title IX Coordinator are responsible for investigating reports of sexual misconduct, relationship violence, and stalking.

Victims of sexual misconduct are made aware of the importance of preserving evidence, which may be necessary to prove sexual misconduct.

Victims are informed of their options to notify proper law enforcement authorities, including on-campus and local police as well as their option to be assisted by campus authorities.

Victims are notified of the existing counseling, mental health, and student health services available to victims of sexual assault both on and off campus. Assistance and options are also made available to victims who request a change in academic and living arrangements after an alleged incident of sexual misconduct, relationship violence or stalking, if such changes are reasonably available.

As provided for in the University of Maine System Conduct Code, both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual misconduct, relationship violence, or stalking. The usual sanctions imposed for these types of violations are suspension from the University for no less than one year up to and including dismissal from the University of Maine system.

For additional information on USM policy regarding sexual misconduct relationship violence, and stalking, contact the Deputy Title IX Compliance Officer by calling: (207) 780-5512.

USM employees are required to report incidents of sexual assault, relationship violence, and stalking to the USM Deputy Title IX Coordinator. Employees are **not required** to report the name of the **victim/survivor**. The Deputy Title IX Compliance Officer will ensure that the victim/survivor has received a referral to an advocate and any other supports they may need. They will also investigate the case to determine the level of threat to the larger community and coordinate the involvement of other departments as necessary.

Sexual Assault and Relationship Violence Advocates are present on campus weekly. For information on office hours, and how to access additional support services, visit:

[www.usm.maine.edu/campussafetyproject](http://www.usm.maine.edu/campussafetyproject)

**Anonymous Reporting:** Any University of Southern Maine students, employees, or visitors may file an anonymous report via [website http://usm.maine.edu/police/usm-public-safety-anonymous-crime-reporting-form](http://usm.maine.edu/police/usm-public-safety-anonymous-crime-reporting-form). Anonymous reports are not identifiable by the recipient. Such reports may be filed regardless of any legal or University disciplinary action.

### **Access to Campus Facilities**

USM buildings and facilities (excluding 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 on campus buildings are locked and secured after normal operating hours. Police officers routinely check campus buildings.

Exterior doors to residence halls are locked 24 hours a day.

### **Maintenance and Security of Campus Facilities**

The University is committed to maintaining a safer environment, which extends to maintenance issues such as campus landscaping, lighting and door locks. Both police and campus maintenance staff routinely check the campus physical plant for maintenance and security deficiencies. Members of the campus community are encouraged to report any of these

deficiencies to the Department of Facilities Management 780-4160 or the USM Police Department any time by calling 780-5211.

All reports, which present a safety/ security hazard, are given high priority and receive immediate attention. A campus safety survey is conducted each year by the Occupational Safety and Health Coordinator.

### **Law Enforcement Authority and Interagency Relationships**

The law enforcement officers of USM Public Safety receive their police authority pursuant to Chapter 544, Section 142 or PL-1971 as amended by Chapter 541, Pat B, Section 72 of PL-1979 and the resolution adopted on September 25, 1979 by the Board of Trustees.

Police Officers of USM Public Safety have full law enforcement authority including arrest powers on all property owned or controlled by the University, including streets running through the University's campuses.

Police Officers of USM Public Safety are trained in the same manner as all other public law enforcement officers in the State of Maine. They each receive annual firearms training and periodic additional training as required.

USM Public Safety maintains close working relationships with the surrounding Police Departments to each campus and with state and federal law enforcement agencies of the criminal justice system. Regular meetings are held, both on a formal and informal basis. Written mutual aid agreements have been established several municipalities. Crime related reports and statistics are routinely exchanged.

A number of recognized student organizations maintain either meeting and/or living facilities off campus. Through an interagency agreement between the Gorham Police Departments and the University of Southern Maine Public Safety Department, any reports related to crime activity associated with these student organization off-campus facilities are shared or reported to USM Public Safety. These reports are subsequently shared with the appropriate University administration and departments.

### **Security Awareness and Crime Prevention Programs**

Security awareness and crime prevention programs are a critical part of USM's effort to provide a safer campus environment for students and employees. The University's crime prevention efforts are based upon five concepts:

1. Eliminating or minimizing criminal opportunities whenever possible
2. Encouraging students and employees to be responsible for their own security and the security of others
3. Ongoing coordination and review of security and victim response service
4. Violence response education activities to reduce risky behaviors and change community attitudinal norms
5. Victim response education and training to increase effective and timely community response to victims.

The following is a list of the crime awareness and prevention programs offered by the University of Southern Maine.

**1. Training:** Programs on how to assist sexual assault victims as a first responder that cover education, resources, and first response skills are offered to faculty, staff, resident hall staff, student leaders, and the general student body. Specific programs are periodically provided to staff in each Student and University Life department. Training is also offered to identified student groups including the Women's Resources volunteer staff. Additionally, dating violence/ domestic violence education is available upon request. Staff from Student and University Life departments attend conferences and participate in committees on campus sexual assault and campus crime prevention. The University of Southern Maine also serves as a source of training and information for other higher education institutions, and agencies offering sexual assault prevention and response services.

**2. Escort Service:** USM Public Safety provides an escort service for safety purposes for people walking on-campus. Members of the campus community may make use of this service by calling campus police at 780-5211.

**3. Residence Halls:** At the beginning of the academic semester residence hall floor meetings address security awareness and crime prevention.

**4. Material, Distributed:** The documents and web links listed below are distributed to all faculty, staff and students annually.

a.

The brochure, "Information About Alcohol and Drugs for Students and Employee of the University of Maine system. While the brochure is sent as e-mail sent to all faculty, staff, and students it is also found at the following web link

<http://usm.maine.edu/sites/default/files/Office%20of%20Community%20Standards/alcoholdrugbroc.pdf>

b. The web link to the "Policy on Sexual Assault".

<http://usm.maine.edu/ocs/policy-sexual-assault>

c. The web link to the "Stalking & Relationship Abuse Policy".

<http://usm.maine.edu/ocs/stalking-and-relationship-abuse-policy>

d. The web link to the "Good Samaritan Policy".

<http://usm.maine.edu/ocs/good-samaritan-policy>

e. The web link to the "Sexual Harassment Policy".

<http://www.maine.edu/pdf/sexharasbroc.pdf>

Student Conduct Code is given to every residential student annually at the time they move into the residence halls and is available to all other members of the USM community at

[http://www.maine.edu/system/policy\\_manual/policy\\_section501.php](http://www.maine.edu/system/policy_manual/policy_section501.php).

Additionally campus safety tips which are found at the end of this report and are provide to the campus community each time a campus safety alert is issued.

**5. Printed Material, Available on Campus:**

a. A brochure on sexual harassment provided by the Division of Human Resources.

b. Educational brochures on sexual assault education University Health and Counseling Services.

c. Educational materials on dating/domestic violence.

d. Substance abuse education materials that integrate sexual assault education and crime prevention education.

**6. Residence Hall Safety:** Programs are offered throughout the academic year for students living in University housing. Examples of safety awareness and crime prevention program to include

the following: safety awareness floor meetings, sexual assault prevention workshops, fire safety workshops, safety discussions, debates on safety topics such as "24-hour lockdowns," hall council safety discussions, alcohol awareness, sexual assault dating/domestic violence, violence prevention, sexual harassment programs, and sexual assault and domestic violence programming offered by the Campus Safety Project, Women's Resource Center, The Well and other campus and local resources.

**7. Campus Wide Crime Prevention Presentations:** Under these periodic programs include: safety discussion groups, crime prevention panels, sexual assault awareness workshops, radio and television interview programs on the topic of sexual assault and crime prevention.

**8. Emergency Telephones:** Outdoor emergency telephones are located on both campuses and are easily identified by blue lights on top. These telephones are linked directly to USM Public Safety in order to provide fast and efficient response to emergencies.

**9. New Employee Orientation:** At the time of hire and periodically thereafter, University employees are provided information concerning USM campus security procedures, practices, and crime prevention awareness. Notice of the availability of the Annual Safety and Security Report on the web is distributed to all employees, as are University materials regarding alcohol and drugs, safety and hazard programs and University policy statements issued by the University of Maine System, Board of Trustees, which are specific to sexual harassment, sexual assault and non-discrimination.

**10. Operation Identification:** The USM Public Safety offers a program which encourages students and employees to engrave serial or ID numbers on items of value such as bicycles, motor bikes, etc. For more information, call campus police at 780-5211.

**11. Sexual Assault Response, Education, and Risk Reduction:** The Division of Student and University Life in cooperation with a number of University departments provides the campus community with sexual assault response education and risk reduction programs, a variety of educational materials, and educational workshops designed for students, faculty, and staff. Prevention education is targeted to special populations: high violence risk groups (such as athletes and fraternities), and vulnerable populations: sororities, female athletes, international students, etc., and involves students in the development of educational strategies. Videotapes, campus television and radio, literature tables in high traffic areas, table tents, posters and awareness weeks are all educational strategies utilized. The University's policies on sexual assault may be found at <http://usm.maine.edu/ocs/policy-sexual-assault>. The policy on Relationship Violence and Stalking is found at <http://usm.maine.edu/ocs/stalking-and-relationship-abuse-policy> For printed copies of these policies, please call the Office of Community Standards (207) 780-5242 and provide us with your name and mailing address or stop by 125 Upton Hall on the Gorham Campus.

**12. Campus Safety Alerts (Timely Notice) On Campus Crime:** These are provided to protect the safety of the campus community and to prevent similar incidents. USM provides these "alerts" for crimes or people considered to be a threat to members of the campus communities. Add to every alert is information on campus safety tips. Campus Safety Alerts are initiated by the Campus Safety Alert Group in conjunction with USM Public Safety and the USM Office of Media Relations. Please address questions to Craig Hutchinson, Vice President for Student and University at 780-4035 or [craigh@usm.maine.edu](mailto:craigh@usm.maine.edu).

**13. Uniform Crime Report:** USM Public Safety is one of a small number of institutions who have for a number of years voluntarily submitted data to the State and National Uniform Crime Reporting System. The University of Southern Maine and USM Public Safety have been firmly





	0	0	1	NA	NA	NA	0	0	NA	0	0	0
<b>LIQUOR LAW ARRESTS</b>	0	0	0	NA	NA	NA	10	0	NA	0	0	0
<b>LIQUOR LAW CAMPUS DISCIPLINE</b>	0	0	0	NA	NA	NA	12	0	NA	0	0	0
<b>DRUG LAW ARRESTS</b>	0	0	0	NA	NA	NA	1	0	NA	0	0	0
<b>DRUG LAW CAMPUS DISCIPLINE</b>	0	0	0	NA	NA	NA	4	0	NA	0	0	0
<b>ILLEGAL WEAPONS POSSESSION ARRESTS</b>	0	0	0	NA	NA	NA	0	0	NA	0	2	0
<b>ILLEGAL WEAPONS POSSESSION CAMPUS DISCIPLINE</b>	0	0	0	NA	NA	NA	0	0	NA	0	0	0

**HATE/BIAS CRIMES:**

**2008:** No Countable Hate Offenses Occurred.

**2009:** No Countable Hate Offenses Occurred.

**2010:** No Countable Hate Offenses Occurred.

**Explanation of Categories**

1. On Campus refers to what occurs inside the boundaries of the campus.
2. Portland does not have any residence halls.
3. Non Campus Buildings are 350 Commercial St, 85 Grant St.. and Portland Hall ( 645 Congress St.) through the 2008 report in the City of Portland.
4. Public Property is the sidewalk, roadway and opposite sidewalk that borders each campus
5. Students who are summonsed or arrested for liquor law, drug law, and illegal weapons possession AND are also sent through the campus disciplinary process are only count once in the arrest category.
6. These numbers do not represent an increase in crimes committed, but rather more students who are reporting these crimes and seeking help for themselves and their peers. Creating greater awareness of these crimes is a goal of the information, training and counseling programs established with funds from a 2009 grant from the U.S .Department of Justice Office of Violence Against Women. By all statistical measures, USM offers a safe environment, but the university encourages students to report these crimes and is committed to supporting victim/survivors, ensuring accountability, and working to prevent violent crime in all its forms.

**LEWISTON AUBURN COLLEGE OF THE UNIVERSITY OF SOUTHERN MAINE**

OFFENSES	ON CAMPUS			RESIDENTIAL FACILITIES			NONCAMPUS BUILDINGS			PUBLIC PROPERTY		
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009
<b>MURDER/ NON-NEGLIGENT MANSLAUGHTER</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0

<b>SEX OFFENSES, FORCIBLE</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>SEX OFFENSE, NONFORCIBLE</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>ROBBERY</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>BURGLARY</b>	1	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>ARSON</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>LIQUOR LAW ARRESTS</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>LIQUOR LAW CAMPUS DISCIPLINE</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>DRUG LAW ARRESTS</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>DRUG LAW CAMPUS DISCIPLINE</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>ILLEGAL WEAPONS POSSESSION ARRESTS</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0
<b>ILLEGAL WEAPONS POSSESSION CAMPUS DISCIPLINE</b>	0	0	0	NA	NA	NA	NA	NA	NA	0	0	0

**HATE/BIAS CRIMES:**

**2008:** No Countable Hate Offenses Occurred.

**2009:** No Countable Hate Offenses Occurred.

**2010:** No Countable Hate Offenses Occurred.

**Explanation of Categories:**

1. On Campus refers to what occurs inside the boundaries of the campus.
2. LAC does not have any residence halls.
3. LAC does not have any non campus buildings
4. Public Property is the sidewalk, roadway and opposite sidewalk that borders each campus.
5. Students who are summonsed or arrested for liquor law, drug law, and illegal weapons possession AND are also sent through the campus disciplinary process are only count once in the arrest category.

**Explanation of Crime Statistics:** These charts include offenses that were reported to USM Police, local police departments and to USM officials who have responsibilities for student and campus activities. These offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This federal

legislation is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was assaulted and murdered while attending Lehigh University.

### **Alcohol and Substance Abuse Policies**

The University of Southern Maine views alcohol and substance abuse as a serious problem. In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University publishes and distributes annually a booklet which informs all students and employees of U.S.M.'s substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. Also included in the booklet is how information about the campus safety report and safety tips. For a copy of the booklet *Alcohol and Drugs, What Every Student and Employee Should Know about the Use of and Abuse of Alcohol and Illegal Drugs* go to

<http://usm.maine.edu/sites/default/files/Office%20of%20Community%20Standards/alcoholdrugbroc.pdf> or call the Office of Community Standards (207) 780-5242 and we would be glad to print off and mail you a copy.

### **Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act of 2000 requires that all states provide each college and University with the names of all current students and employees at their respective campuses who are registered sex offenders. In turn each institution is required to make this list available upon request. To find out if there is any student or employee at USM in the list as a registered sex offender, please contact USM Public Safety, (207) 780-5211

### **Campus Safety Tips**

We urge you to pay careful attention to the following safety guidelines. As with all communities, each individual plays an important role in the safety and security of all.

- Lock the door to your room or office, carry your keys with you, and don't lend/give keys to anyone. Don't prop doors open.
- Avoid walking alone after dark. Campus escorts are available by calling 780-5211 (from a campus phone, dial 5211).
- Emergency phones are located in the lobby of each residence hall and under the blue lights on the Gorham and Portland campuses.
- Report suspicious behavior and individuals to police or staff members.

Campus police are located on the lower level of Upton Hall on the Gorham campus and in the lobby of the Sullivan Gym on the Portland Campus.

**Gorham and Portland Campuses:** To report a crime or emergency, members of these campus communities should call USM Public Safety at: Emergency number on campus is 911 or from off campus or cell phones 780-5211. The non-emergency number is 780-5211. When calling from on-campus telephones, you are only required to dial 911 for emergencies or 5211 for non-emergencies

**Lewiston/Auburn College:** To report an emergency members of this campus should call Lewiston Police Department at: Emergency number 911. To report a crime USM Public Safety should be called at 780-5211.

## **On Campus Housing Fire Safety Report**

### **Introduction**

Higher Education institutions that have residence halls are now 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, USM offers the following important information on fire safety and statistics for the residence halls.

### **Emergency Procedures for a Fire or Explosion**

- **If a fire or an explosion occurs, EVACUATE IMMEDIATELY. Pull the fire alarm station on the way out of the building if the alarm is not already sounding and call USM Public Safety at campus phone: 911 or cell phone: 780-5211 from a safe place (they will notify the Fire Department).**
- **Render assistance to others only if you can do so safely.**
- **Evacuate the building using your primary exit route. (Note: in the residence halls that information is posted on the back of the main room door.) Use the stairs only – avoid any elevators as they will be inoperable and unsafe.**
- **Close the door (and windows, if possible) tightly behind you.**
- **If smoke is a problem, crawl on the floor to escape, or seal your door and room ventilation and call for help via the phone or by signaling out the window.**
- **When emergency personnel arrive: identify yourself, give them any information you have about the fire/explosion, provide any information about additional hazards in the area, and provide information about any individuals remaining in the building.**
- **Concerning persons with disabilities: If you are unable to evacuate, remain calm and try not to panic. Inform USM Public Safety (campus phone: 911, cell phone: 780-5211) 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 residence hall directors and USM Public Safety.)**

**NOTE: USM personnel/students shall evacuate each and every time a building alarm is sounded. Don't reenter the building until it is declared safe by the authorities.**

## **Fire Safety Equipment**

At USM each of our residence halls has an addressable fire suppression system and is fully sprinkled. The fire alarm system is tested annually. In addition to the fire safety systems, every residence hall has fire extinguishers on every floor and wing. The fire extinguishers are checked weekly. When a fire is activated registers in USM Public Safety with the police dispatcher who notifies the Town of Gorham Fire Department and sends a patrol officer to the scene.

## **Evacuation Procedures**

The evacuation procedures for each of the residence halls are posted on the back of the main door to every student room, suite, or apartment. Evacuation procedures along with other emergency procedures are also published in the University Directory distributed annually and fire safety policies are posted in the policies section of the Department of Residential Life and Resident Education website. Every fall and spring semester the residential life staff does a fire drill for each residence hall.

## **Policies Related to Fire Safety**

For the benefit of the University community, particularly residential students, the fire safety policies of Residential Life are printed below.

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

***All residents must vacate the building by following emergency procedures and go to designated areas when the alarm sounds. Everyone must stand clear of entrances and walkways to permit passage of the Fire Department personnel and equipment.***

*After the building has been vacated, the Fire Department will communicate with residents of the building through staff members regarding the status of the fire call. Students will be permitted back into the building only when the Fire Department issues an approval for reoccupation. Should there be a lengthy period of time when remaining outside is probable, students will be temporarily relocated.*

***\* The fire fighting equipment, the fire alarm system, and appropriate procedures are provided for the protection of life and property of residents. Tampering with or the misuse of fire alarms, smoke detectors, fire extinguishers, and/or failure to comply with related procedures is a serious infraction of University policy and is a federal offense, and will be dealt with appropriately.***

***\* Because of the sensitive nature of fire protection equipment, items may not be hung from, nor cover, sprinklers, pipes, or smoke/heat detectors in residence hall rooms. For timely and safe evacuation, all hallways should be free from obstructions (sports equipment, shoes, trash bags, etc.)***

*All residence halls have heat/smoke detectors in the hallways and heat/smoke detectors mounted on the ceilings of individual student rooms. Each hall and all buildings on campus are equipped with fire extinguishers and pull boxes. Fire equipment is not to be used for any*

*reason other than putting out fires. Tampering with fire equipment may be grounds for dismissal from the University.*

***To avoid fire hazards, smoking cigarettes, burning candles or incense or other similar open flame devices, and using space heaters, electric heaters and halogen lamps is not permitted in the residence halls. Ceiling hangings of any kind, including flags, drapes, tapestries, sheets, etc. are also prohibited. The storage of BBQ grills, charcoal, lighter fluid and propane is prohibited in facilities. Use of BBQ grills is allowed outside ONLY with permission from the USM Police Department.***

In addition the fire safety policies there are additional related policies that all residential students must comply with. Those policies are as follows.

***Electrical Appliances*** *The following electrical appliances are permitted, as long as they draw less than 800 watts:*

- \* Computers*
- \* Low Power Stereos and radios*
- \* Televisions, VCRs, DVD players, X-Box, Sega, etc.*

*This list is not all inclusive, so if there are any questions, please ask your Resident Director or the Department of Residential Life.*

*One University owned Microfridge unit will be provided for each designed double or single. A second University owned Microfridge unit will be provided for designed triples or four person suites without kitchens. Only one University owned Microfridge will be provided for over-assigned rooms, but an additional Microfridge may be requested from the Resident Director. **No other refrigerator or microwave units will be allowed.** Any damage to or parts missing from a Microfridge unit will be assessed to the appropriate occupant(s) of the room. Microfridge units must be left clean, unplugged and with the refrigerator and freezer doors open when all occupants check out of the room at the end of the fall and spring semesters. Any Microfridge unit that requires cleaning by custodial staff will cause the occupant(s) of that room to be billed a \$30.00 cleaning fee in addition to any other damage charges that might apply.*

***The use or possession of high wattage and/or dangerous electrical appliances such as high-powered stereo systems, subwoofers, air conditioners, coffee makers, hot-pots, electric skillets, grills (including George Foreman grills, quesadilla makers, and sandwich makers) hot plates, heaters, popcorn poppers, toasters, waffle makers, is strictly prohibited. The discovery of any of these items may lead to disciplinary action and you will be requested to remove the item from the residence hall.***

***Electric Extension Cords*** *A UL-rated power strip (available at U.S.M. Bookstores) that has a switch, 15 amp circuit breaker, ground fault protection and surge protection must be used, and may not be plugged in to another power strip. For fire and safety reasons, extension cords are not allowed in residence hall rooms as a substitute for permanent wiring.*

***Holiday Decorations*** *Due to potential fire hazards, the use of holiday decorations MUST adhere to the University guidelines. No live trees, treated or untreated, are permitted. It is*

*against policy to leave electrical lights on when no one is present in the room to attend them. Holiday lights may not be hung from ceilings, nor may they obstruct doors or windows.*

***Kitchen Facilities*** *There is absolutely **no cooking** (as opposed to warming pre-cooked foods in a microwave) in any residence hall rooms due to fire regulations, with the exception of apartments and suites with FULL kitchens. You are welcome to cook in the common kitchens in the halls (Woodward does not have a common kitchen, but students may use the Anderson Hall kitchen). Pots and utensils are generally not available in the halls, so be sure to bring your own.*

***Not Allowed*** *This section gives a brief overview of some things you should not bring to campus. This list is not all inclusive, so if you have questions about any item, please contact your Resident Director. We reserve the right to determine if an item constitutes a health, safety, or environmental hazard.*

*PETS of any kind - except non-walking, non-poisonous fish in an aquarium, seeing eye dogs, guide dogs and simian aids*

*WEAPONS - including guns, rifles, hunting knives, BB guns, paint ball, Aerosoft guns, handheld Tazers, etc.*

*HIGH-WATTAGE (OVER 800 WATTS) ELECTRICAL APPLIANCES - air conditioners, skillets, heaters, etc.*

*FIRE HAZARDS - Candles and incense, including decorative candles and oil burning lamps, hot pots, toasters, popcorn poppers, BBQ's, coffee makers, sunlamps, halogen lamps, George Forman grills, extension cords, water pipes, bong, hookahs, etc.*

*DANGEROUS DECORATIONS - live Christmas trees, non UL rated holiday lights*

*CEILING HANGINGS of any kind - please note wall hangings may only cover 25% of available wall space, and must not leave holes or damage*

*CINDER BLOCKS for raising furniture or for any other purpose*

*DANGEROUS GAMES - Paint ball guns, metal-tipped darts*

*WEIGHTLIFTING EQUIPMENT due to damage and noise that may occur*

*WADING POOLS - (Kiddie pools)*

***WATERBEDS***

***Smoking*** *Smoking is not permitted within any area of a residence hall, or any area outside any residence hall, with the exception of yellow designated smoking areas. Please dispose of waste in the smoking outposts. You can be sanctioned for smoking within 50 feet of buildings.*

**Wall Hangings** Residents are encouraged to make themselves feel at home by personalizing their rooms. Due to fire regulations, no more than 25% of wall space should be covered at any one time, and there must never be any items hanging from the ceiling. Residents are asked to leave the room in similar condition when they check out. Therefore, any damage done by hanging items on the walls using items such as nails and tacks will result in charges.

**Fire Safety Education and Training Programs**

In addition to the training the resident assistants and resident directors receive, the Department of Residential Life and Resident Education hires a number of students for the residence halls to serve as Fire Marshalls. The responsibilities of the fire marshals include, but are not limited to, planning and implementing safety education programs for residence hall students, conducting weekly fire inspections of their assigned halls, reporting in a thorough, timely manner any safety related facilities issues to the appropriate residential life staff, and responding to emergency situations within respective residence halls. Additionally, fire marshals serve as a liaison between the Department of Residential Life and the Gorham Fire Department.

**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 report to USM Public Safety an investigation is done. For purposes of compliance with the Higher Education Opportunity Act of 2008 the University is instructed to report every incident which meets the following definition of a fire.

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

The following statistics represent the total number of fires, the cause of each fire for each residence hall. Separately each and every reported fire is individually explained at the end with the following information: Cause of the Fire, Number of Deaths related to the Fire, Number of Injuries that required Treatment at a Medical Facility, and Value of Property damage related to the Fire.

**Calendar Year 2009 Fire Statistics**

<b>Res. Hall</b>	<b>Total # of Fires</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injures*</b>	<b>Number of Deaths</b>	<b>Value of Property Damage</b>
<b>Anderson</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dickey/ Wood</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robie/ Andrews</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Philippi</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Upperclass</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Upton/ Hastins</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Woodward</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**\*Number of injuries that required treatment at a medical facility.**

**Calendar Year 2010 Fire Statistics**

<b>Res. Hall</b>	<b>Total # of Fires</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injures*</b>	<b>Number of Deaths</b>	<b>Value of Property Damage</b>
<b>Anderson</b>	<b>0</b>					
<b>Dickey/ Wood</b>	<b>0</b>					
<b>Robie/ Andrews</b>	<b>0</b>					
<b>Philippi</b>	<b>0</b>					
<b>Upperclass</b>	<b>0</b>					
<b>Upton/ Hastings</b>	<b>3</b>	<b>1. 2. 3.</b>	<b>Lit Sign Lit Sign Lit Paper Decoration</b>	<b>0 0 0</b>	<b>0 0 0</b>	<b>0 - \$99 0 - \$99 0 - \$99</b>
<b>Woodward</b>	<b>1</b>	<b>1.</b>	<b>List Poster</b>	<b>0</b>	<b>0</b>	<b>0 - \$99</b>

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**\*Number of injuries that required treatment at a medical facility.**

For further information regarding the Fire Safety report please contact Stephen Nelson, Director of Community Standards, (207) 780-5252 or by e-mail at [snelson@usm.maine.edu](mailto:snelson@usm.maine.edu).

### **Requesting a printed copy of these Reports**

A printed copy of this report is available by contacting the Office of Community Standards at (207) 780-5242. When a staff member is unavailable to take your call or during non-business hours voice mail will take your message. Please be sure to provide your name and a complete mailing address when requesting the Campus Safety Report.

Though we believe USM provides a safer environment, we can't lose sight of the fact that USM, like campuses everywhere, is not always immune from the crime problems of the external community. If you have any questions about the crime statistics, please contact Stephen Nelson, Director of Community Standards, at 780-5242 or e-mail him at [snelson@usm.maine.edu](mailto:snelson@usm.maine.edu) . Concerns about safety issues on campus, should be directed to Kevin Conger, Director of Public Safety USM Chief of Police, at 780-5211, [kconger@usm.maine.edu](mailto:kconger@usm.maine.edu) .



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