



# CHAMPLAIN COLLEGE

2019

## ANNUAL SECURITY REPORT & FIRE SAFETY REPORT

Contents include:

Personal Safety  
Hate Crime Reporting  
Daily Crime Log  
Missing Student Notifications  
Campus Safety Alerts  
Sexual Misconduct, Intimate Partner Violence and Stalking Policy  
Maintaining a Drug-Free Environment  
Annual Crime Statistics  
Annual Fire Safety Report  
Dublin & Montreal Support Resources  
Emergency Response Preparedness

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## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Document.**

I am pleased to present the 2019 Champlain College Annual Security Report (ASR) and Fire Safety Report. This report is prepared by Campus Public Safety on behalf of the College and complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The intent is to make safety related materials and statistics readily available to the Champlain College Community. Crime statistics include those reports made to local police, Campus Public Safety and Campus Security Authorities. With this publication, it is our intent to document mandatory information, i.e. crime statistics and fire safety data, as well as inform current students, employees and prospective students as to the many ways in which the College strives to continually enhance the safety our community.

Campus Public Safety is committed to working collaboratively with all our community partners in order to create a safe and welcoming campus environment. We encourage you to read, understand and use all the precautions outlined herein, as well as use the many services available to you.

This ASR, published as of October 1, 2019 is Champlain's official ASR.

Respectfully,

Bruce D. Bovat  
Director, Campus Public Safety  
Champlain College  
802-860-2755  
[bbovat@champlain.edu](mailto:bbovat@champlain.edu)

## An Overview of Campus Safety and Security Reporting

Choosing a College is a monumental decision for students and their families. Along with academic, financial and geographical considerations, the topic of safety plays a vital role in the decision-making process. In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in *HEA's* Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law, The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*.

On Aug. 14, 2008, the *Higher Education Opportunity Act* or *HEOA* (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. *HEOA* amended the *Clery Act* and created additional safety related requirements for institutions to follow. Specifically, it added:

- New categories to the list of hate crimes all institutions must disclose (*Clery* amendment);
- A new disclosure regarding the relationship of campus security personnel with state and local law enforcement agencies (*Clery* amendment);
- Implementation and disclosure of emergency notification and evacuation procedures for all institutions (*Clery* amendment);
- Implementation and disclosure of missing student notification procedures for institutions with on-campus student housing facilities (*HEOA*);
- Fire safety reporting requirements for institutions with on-campus student housing facilities (*HEOA*);
- Text clarifying the definition of an on-campus student housing facility (*Clery* and *HEOA*); and
- A Program Participation Agreement (PPA) requirement concerning disclosure of the results of disciplinary proceedings to the alleged victim of any crime of violence or a non-forcible sex offense (*HEOA*).

Although *HEA*, as amended, is the law that governs the administration of all federal higher education programs, as used in this report, *HEA* refers only to the *Clery Act* and *HEOA* safety- and security-related requirements.

## **The Campus Public Safety Office (CPS)**

Champlain College Campus Public Safety takes great strides to ensure the welfare and safety of our students, staff, faculty and guests. CPS has developed procedures, policies and programs to help promote a safe and secure learning and working environment. While no town, regardless of its size, is free of crime, we believe that the implementation of these policies and procedures, in conjunction with the efforts of the campus community work to make Champlain a safer community.

The CPS Office is located in Durick Hall, at 174 South Willard Street and is staffed by Campus Public Safety (CPS) Officers 24 hours a day 365 days a year. CPS is comprised of proprietary and contractual officers whose primary purpose is to promote a safe and secure environment. Campus Public Safety Officers are not sworn police officers and therefore do not have powers to arrest, however, CPS works closely with the Burlington Police and other local law enforcement agencies. Although no written memoranda of understanding exist, the Burlington Police Department does respond to the Campus when summoned to address any violations of State and Federal law as well as assist in providing community care taking functions. Should the need arise CPS is prepared to work closely with additional state and federal law enforcement agencies.

CPS Officers provide a myriad of services for the Champlain College community in addition to the promotion of safety and security for the campus and other properties owned, leased or otherwise controlled (in Vermont) by the College. Officers conduct routine patrols on foot, bike and with marked vehicles. Officers are trained in First Aid, CPR, AED (defibrillators) devices as well as the administering of Naloxone ("Narcan") nasal spray. CPS Officers carry digital two-way radios to communicate with one another as well as a 24-hour live dispatch center located within the University of Vermont Police Services Department.

## **Daily Crime Log and the Annual Security Report**

The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that have been reported to have occurred on College property, properties under control of the College and adjacent public property. The crime log is updated no later than two business days after CPS is notified of a crime and is housed within the Campus Public Safety Office.

The College's Annual Security Report (ASR) is also housed within the Campus Public Safety Office and a copy is attached to the information bulletin board. All are welcome to stop by and review the ASR or request a copy, no explanation is needed nor is there any associated cost.

## **Campus Crime Reporting and CPS Response**

While CPS Officers strive to be omni-present they cannot be everywhere at all times and therefore we rely upon the Champlain College Community to report suspicious activity, crime and emergencies as they become aware of them. We encourage accurate and prompt reporting of all crimes to our office and to appropriate police agencies as needed, to include when the victim of crime chooses not to, or is unable to, make such a report. Campus Public Safety can be reached by calling **802-865-6465** or by simply dialing **6465** from any Champlain College phone. **911** is always a valid option during an emergency.

Upon receiving a call CPS personnel will promptly respond to evaluate the situation, and if need be, coordinate with local authorities and additional campus staff. In a police, fire, or medical emergency, CPS will respond and stay on scene until the responding agencies have cleared. At that time CPS Officers will ensure all necessary parties have been informed of the situation.

The Campus Public Safety Director meets regularly with the Burlington Police Department representative responsible for police services for the area in which our Burlington campus is located. As previously stated no written memorandum of understanding exists, however local police have and will continue to respond to calls for service on our campus and will investigate all alleged criminal offenses. It should be noted that the College does not have officially recognized student organizations with off-campus addresses.

Students looking for crime related information or assistance or those who wish to discuss crime prevention should feel to contact Campus Public Safety regardless of the time of day. This CPS Office will assist the student in reporting the incident or suspicious activity and connect them with additional resources as needed. Students, faculty and staff are encouraged to contact CPS with questions regarding personal safety, loss, theft, or damage of personal property.

Because the College does not carry insurance on students' personal property, it cannot assume responsibility for any of your personal possessions that may be lost, stolen or damaged. You are responsible for insuring your personal property, and you may be able to do so under your family's homeowner's policy. If you suspect that any of your belongings have been stolen, please promptly notify Campus Public Safety.

Violations of the law will quickly be referred to law enforcement agencies and/or the Office of Community Standards for review and recorded on the daily crime log.

Tips for reporting a crime or emergency:

- Remain calm.
- Provide the location of the incident, building name, room number and/or parking lot.
- Identify yourself and give a callback telephone number. Your identity will

remain confidential if you wish; however, it may be important that we are able to contact you again if we need additional information.

- State the nature of the incident you are reporting (i.e., theft, medical emergency, fire).
- Advise if medical treatment is needed.
- State any Person of Interest's (POI's) direction of flight, if applicable.
- Stay on the phone until the dispatcher or officer has recorded all of the information.

When a crime or other serious incident is reported, a Campus Public Safety Officer will respond to the scene to render assistance and investigate the incident. The local police may be contacted if circumstances dictate.

### **Security Awareness and Crime Prevention Efforts**

Campus Public Safety provides on-going programs to educate members of the campus community about safety practices. Programs include:

**Safety Presentations:** Each year CPS presents a 60 minute "Safety First" presentation and an "Active Shooter Preparedness" presentation during the new student orientation weekend. Two general safety forums are offered to the community throughout the school year as well as safety related briefs upon request. CPS staff and Residential Life staff visit residence halls upon request to educate all residents on various aspects related to remaining safe. Topics include fire safety, theft prevention, personal safety, dating and domestic violence prevention, stalking and sexual assault prevention are but a few. The common theme of all presentations is to encourage self-awareness by our students as well as personal responsibility for their own safety. Similar safety awareness and crime prevention presentations take place for all new employees during new hire orientation which occur upon request from the People Center.

**Self-Defense Classes:** In partnership with the Burlington Police Department, Campus Public Safety Officers facilitate classes on (RAD) a personal self- defense course, free of charge, to students, faculty and staff alike. Once enough interest has been expressed the class is publicized in hopes of attracting more participants.

**Investigations:** All crime or safety related reports generated by CPS Officers are reviewed by the Director of Public Safety and/or the Assistant Director for quality assurance. For greater quality control all Campus incidents are reviewed weekly by the Student Care & Response Team (SCART). SCART is a multi-disciplinary team that evaluates behaviors that may be perceived as threatening, harmful or disruptive to the student or others. Team members consist of Residential Life, Campus Public Safety, Counseling Services, the Provost's Office and the school's medical department. Collaboratively the SCART team works to identify concerning trends and provide proactive resources and guidance.

**Safety Escort Service:** A 24-hour safety escort service is available to College affiliates between points on campus, this includes vehicle transports to the local hospital for non-emergency medical attention.

**Lighting and Grounds Surveys:** During routine foot patrols of the campus area CPS Officers review exterior lighting as well as identify safety issues using Crime Prevention Through Environmental Design (CPTED) techniques. During inclement weather CPS will monitor snow & ice to ensure walkways are safe for pedestrian travel.

## **Building Security**

Champlain College is an active member in the Burlington Community, hosting many activities and programs that are open to the public. The campus and its buildings (with the exception of residential halls) are open to the general public during regular business hours. In order to promote safety CPS conducts a series of lock-up routines, each evening, for the administrative and academic buildings. Residential halls are locked 24 hours a day with the exception of specific events such as first year move-ins.

## **Residential Hall Safety**

In 2018 Champlain College had 29 co-ed residential halls, which housed over 1,300 students during the academic year. Resident students are provided ID cards that serve as electronic access cards, or a standard key, to access their residence halls. Guests and delivery personnel may use the front door to contact residents. Students are expected to meet their guests and accept deliveries at the entrance. Throughout the year, Resident Assistants (RA), Student Life Staff and CPS staff will remind residents not to admit strangers into the residence hall.

Residents locked out of their room, when no RA is on duty, may contact CPS to gain entry into their room. CPS officers will require a photo ID and will verify, from a current student roster, that the student is assigned to the room in question. If a student is unable to provide a student ID, their identity will be verified through the school photo database.

Each day and evening CPS officers check the interior and the exterior perimeter of the residence halls. Continuous safety patrols of the residence hall areas are conducted and potential problems are addressed accordingly.

## **Emergency Call Boxes**

Emergency call box phones “blue light phones” are available at 13 locations around the campus for the immediate access to CPS and are for emergency use only. A blue light situated above the phones quickly identifies the phone’s location. All phones are handicapped accessible. All elevator emergency phones are programmed to call the Campus Public Safety Office as well.



## **Emergency Call Box Locations:**

- Alumni Auditorium, north entrance
- Bader Hall, east
- Boardman Hall, garage and north entrance
- Cushing Hall, east entrance
- Cushing Hall, front walkway
- Foster Hall, front walkway
- Hauke Center/CCM, north entrance
- Joyce Hall, northwest entrance
- Lakeview, Adirondack, Butler & Valcour Halls, courtyard
- Perry Hall, north entrance
- S.D. Ireland Center for Global Business & Technology, south entrance
- Durick Hall, west walkway
- Whiting Hall, west end walkway

## **How to Use the Emergency Call Boxes:**

Press and release the button marked "**PUSH.**" (No dialing is necessary) the call will automatically be connected to the Campus Public Safety on duty officer via cell phone. After four rings if the cell phone is not answered the call will be forwarded to the Police dispatcher.

## **What to Tell Campus Public Safety When Calling:**

1. Your **name**
2. Your **location**
3. The **nature** of the emergency

CPS will provide further instructions and may respond immediately to the emergency location if the situation dictates such.

## **Potential Threats**

All students, faculty and staff should be committed to ensuring the safety and security of the campus and workplace environment. As such, anyone who believes that an individual (student, faculty, staff member or guest) has committed or may commit an act of violence, or is engaging in behavior that generates concern or otherwise may pose an imminent threat to the health or safety of any member of the College community is encouraged to call Campus Public Safety immediately at **(802) 865-6465**. In case of an emergency **911** remains a viable option.

Below are individuals to contact if you have concerns about threatening statements or behaviors.

<b>Office of Public Safety</b>	Bruce Bovat	(802) 860-2755
<b>Dean of Students</b>	Susan Waryck	(802) 860-2702
<b>Counseling Center</b>	Skip Harris	(802) 651-5961
<b>Office of Community Standards</b>	Kaleena Rolitsky	(802) 865-6428
<b>Diversity, Community and Inclusion</b>	Reese Kelly	(802) 651-5906

If the behaviors or statements of concern **do not** appear to present an **imminent** threat, individuals may choose to contact one of the following individuals:

<b>Counseling Center</b>	Skip Harris	(802) 651-5961
<b>Human Resources</b>	Jennifer Archambault	(802) 865-5485
<b>Diversity, Community &amp; Inclusion</b>	-----	
	Reese Kelly	(802) 651-5906
<b>Academic Affairs</b>	Catherine Morgan	(802) 860-2729
<b>Campus Public Safety</b>	Bruce Bovat	(802) 860-2755
<b>Dean of Students</b>	Susan Waryck	(802) 860-2702

Reports will be reviewed to determine the appropriate response; the response may include, but not be limited to, a referral to a mental health counselor or the conduct officer. In situations where an individual has concerns about someone's behavior, but is unsure whether such behavior poses a "threat" to self or others, should report the information to Campus Public Safety or one of the individuals listed above, to allow the College the opportunity to assess the situation and respond as necessary. Individuals who wish to report crimes voluntarily and confidentially, that is to say **anonymously**, may still call Campus Public Safety at **(802) 865-6465**. Campus Public Safety is more concerned with your information, than your name.

The College will defer to the professional judgment of its counseling staff as to whether they should, if and when they deem appropriate, inform persons that they are counseling, of the procedures to report crimes on a voluntary basis for inclusion in the College's annual crime statistics. The College's professional counselors are not required to report crimes for inclusion in the statistics that they learn of in the course of their counseling work with clients.

### **Emergency Notifications/ Timely Warnings/ Campus Advisories: Use of Campus Emergency Notification System (RAVE)**

**Emergency Notifications:** Champlain College utilizes RAVE Mobile Safety as the campus emergency mass notification system to alert employees and students when danger is present, or imminent, on or near the College campus. (I.E. severe weather, acts of violence or any other event that could threaten the health and well-being of the campus). Prior to sending the notification the College will, without

unnneeded delay, assess all available information to best determine the content of the notification. When an alert is sent, affiliates will be given specifics about the danger as well as where to go for additional updates. Updates will continue until the threat no longer exists.

The Campus Public Safety Director or his/her designee will draft and send the RAVE message after conferring with key College officials. The sender will determine the content of the notification by considering all reported and known information and mitigating factors. If necessary, the sender will disseminate information about an on-campus emergency situation to the extended community by contacting local first responder authorities (e.g., Burlington Police Department, Burlington Fire Department and local 911 Public Safety Answering Point (PSAP) dispatchers).

College affiliates are automatically enrolled to receive RAVE alerts via their college email address. Campus Public Safety strongly encourages everyone to add their mobile devices to receive text and voice alerts as well. There is no cost associated to enroll and or add mobile devices. We encourage affiliates to login to the Rave Mobile Safety site to confirm their contact information and choose their notification preferences. (Note that cellular phone providers may charge a per-text message fee for the delivery of emergency notifications to your phone). All you will need to make changes is your username and password.

***Your username is your Champlain e-mail***

***Your password is your Champlain user password.***

The link below will bring you to additional instructions and an imbedded RAVE link.

<http://www.champlain.edu/current-students/campus-services/campus-safety/emergencies-and-closures/sign-up-for-alerts>

Once logged in, you can manage your account (for example, you can opt-out of receiving text and/or voice alerts).

The RAVE Alert system is tested each semester (September and January). Tests are publicized in advance so as to mitigate any confusion on behalf of the recipients. The College records a description of the mass alert test, the date and time it was sent and what additional information should be expected had this been a real time emergency. The College also utilizes this opportunity to promote all recipients to register their personal devices with the RAVE mass alert system. The last test of the Alert system was September 09, 2019 "Fall test" 99% of the targeted recipients received either a text, phone call or email. Mass Emergency Alerts are further discussed and simulated during the College's Annual Emergency Table Top Exercise.

The Residential Life Team takes in account all Individualized Emergency Response and Evacuation Procedure considerations for students with special needs.

**Timely Warnings:** The Campus Public Safety Director or their designee will provide a timely warning to the community whenever a crime has been reported to a Campus Security Authority or the Police and the crime has occurred on campus and is considered by the College to represent an on-going threat to the campus community. The College will withhold the names of any victims as confidential and will provide only information intended to aid in the prevention of similar occurrences.

**Campus Advisories:** There may be times when the College learns of public safety information that is deemed to be share worthy, yet the information does not meet the threshold for an Emergency Notification or Timely Warning. In cases like these, the College may decide to issue a Campus Advisory. These advisories may be disseminated via email and or fliers, but not via the RAVE Alert system.

### **Missing Student Investigations / Notifications (Suzanne's Law)**

Suzanne's law is a federal law that addresses missing persons, signed into law by President Bush as part of the national "Amber Alert". It provides that there shall be no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of twenty one and reports the missing person to the National Crime Information Center of the Department of Justice. To do so, it amends Section 3701 (a) of the Crime Control Act of 1990. It requires local authorities to notify the National Crime Information Center immediately if someone between the ages of 18 and 21 goes missing.

Since Champlain College maintains on-campus housing facilities, it has policies and procedures for investigating reports of missing students. It is the policy of Champlain College Campus Public Safety to immediately investigate reports of missing students, regardless of the student's age, or the length of time they have been reported missing, when it has been reported that the person's last known whereabouts involves our campus. Any person who believes a student might be missing student shall immediately bring it to the attention of Campus Public Safety.

Champlain College requires all students living in residence halls to register a contact person to be notified in the event of an emergency. Students who live in residence halls also have the right, regardless of age, to register one or more individuals to be a contact strictly for missing person purposes. This person need not be your emergency contact. This person's contact information will be kept confidentially and this information will be accessible only to authorized campus officials and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Campus affiliates receiving an initial report of a missing student are to report the information to Campus Public Safety officers at (802) 865-6465 who will then notify the local police immediately. It is Campus Public Safety policy to notify a missing student's parents or guardians of a missing student if the student is under 18 years of age and not emancipated. The College will notify the Burlington Police Department or other law enforcement agency with jurisdiction when **ANY** student who lives in on-campus student housing has been determined to be missing for 24 hours. Campus Public Safety officers will follow the Missing Persons Protocol located on file in the Campus Public Safety Office upon receiving an initial report.

**Emergency and Crime Reporting Procedures on Campus:** The Campus Public Safety Office is the central emergency reporting center for the College. In case of an emergency, community members should use the following numbers and procedures:

Champlain College Public Safety: 802-865-6465 (from a campus phone 6465)

Police, Fire and Medical Emergencies dial **911** – CPS officers are notified by dispatch when Fire and EMS are en route to the campus. Police and Fire departments are located less than one mile from Champlain College.

Burlington Police Department  
Emergencies Dial **911**  
Non-Emergencies Dial 802-658-2700

Burlington Fire Department  
Emergencies Dial **911**  
Non-Emergencies Dial 802-864-5311

Champlain College Blue Light Telephone: Press the call button and speak into the callbox

All residence halls have an exterior phone that reaches Campus Public Safety by dialing 6465. Additionally, there are 13 Blue Light Phones around campus that can be used to report emergencies or criminal incidents.

All campus telephones can be used to reach emergency services by dialing **911**.

### **Weapons on campus**

All weapons are **prohibited** on the Champlain College campus. Weapons include, but not limited to: firearms, paintball guns, BB guns, air soft guns, slingshots, bows, arrows, swords, spears, whips, various kinds of knives (other than cooking utensils and pocket knives with less than a 3 inch blade), and various kinds of martial arts devices that could inflict injury. A certified police officer may possess a firearm when on campus while performing their duties.

## **Hate Crime Reporting**

Champlain College Campus Public Safety is required to report to law enforcement any occurrence of the following offenses that are motivated by bias: *murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism* of property.

## **Personal Responsibility**

The involvement of students, faculty and staff in the campus safety program is vital to its success.

Students, faculty and staff are expected to assume responsibility for their own personal safety and the security of their personal belongings by taking simple, basic precautions. Room doors and windows should be closed and locked at night and whenever the room is unoccupied. Valuable items such as computers, stereos and cameras should be marked and serial numbers should be recorded in a safe location or photograph of the numbers should be taken.

It is important to promptly report any suspicious persons, activities or unusual incidents in residence halls or other campus buildings to the Public Safety Office.

## **JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013**

Champlain College does not discriminate on the basis of sex in its educational programs; sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Champlain College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a Responsible Employee. In this context, Champlain College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking as defined by the Clery Act as well as College policy and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

## SEXUAL MISCONDUCT, INTIMATE PARTNER VIOLENCE AND STALKING POLICY

### INTRODUCTION AND NOTICE OF NON-DISCRIMINATION

It is the policy of Champlain College (“Champlain” or the “College”) to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of unlawful discrimination and harassment, including sexual misconduct. The College has enacted this Sexual Misconduct, Intimate Partner Violence and Stalking Policy (the “Policy”) to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy prohibits sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, and sexual exploitation, as defined below. It also prohibits intimate partner violence and stalking, as defined below. The Policy also prohibits retaliation against a person because they have reported, complained about, or participated in good faith in an investigation of conduct covered by this Policy. All of the foregoing conduct shall be referred to collectively as “Prohibited Conduct.”

Champlain does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Sexual harassment is also prohibited under Title IX, Title VII of the Civil Rights Act of 1964, and other applicable statutes. This Policy prohibits sexual harassment against Champlain community members of any sex, sexual orientation, or gender identity in the context of education or employment. This Policy also prohibits gender- or sex-based harassment that does not involve conduct of a sexual nature.

The College strongly encourages all members of our community to take action to maintain and facilitate a safe, welcoming, and respectful environment on campus. In particular, the College expects that all Champlain community members will take reasonable and prudent actions to prevent or stop Prohibited Conduct. The College strongly supports bystander intervention and supports individuals who choose to take such action and will protect such individuals from retaliation.

Upon receipt of a report, the College will take equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the College will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in response to reported Prohibited Conduct. The College’s process for investigating and responding to reported Prohibited Conduct is outlined below. Students or employees who are found to have violated this Policy may face disciplinary action up to and including dismissal (students) or termination of employment (faculty or staff).

Champlain also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, ancestry, age, religious belief, marital status, physical or mental disability, medical condition, veteran status, or any other characteristic protected by federal, state, or local law. Such prohibited conduct is addressed in other College policies prohibiting discrimination, harassment and retaliation based on protected status (other than sex or gender).

## **SCOPE OF POLICY**

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. Where the date of the reported Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in existence at the time of the report will be used. The Investigation Process under this Policy, however, will be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the incident(s) occurred.

When used in this Policy, “complainant” refers to the individual who is identified as the subject of Prohibited Conduct. “Respondent” refers to the individual alleged to have engaged in Prohibited Conduct. A “Third-Party” refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a complainant.

## **Persons Covered**

This Policy applies to all Champlain community members, including students, faculty, administrators, staff, volunteers, vendors, contractors, visitors, and individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the College or on its property.



Students will be held accountable for Prohibited Conduct that takes place between the time an offer of admission is extended and their graduation, completion of their program, or Champlain's confirmation of their resignation or dismissal. Students who have taken a leave of absence or have withdrawn may be held accountable for allegations of Prohibited Conduct that occurred prior to or during their absence or withdrawal; the student's conduct file will reflect that the charge(s) is/are pending and the student's ability to re-enroll may be impacted. Students who graduate may also be held accountable for allegations of Prohibited Conduct prior to commencement, and a hold may be placed on their ability to receive their diploma and official transcripts, pending a hearing and/or completion of sanctions. In the event of serious Prohibited Conduct committed while still enrolled but reported after the accused student has graduated, Champlain College may pursue action under the sexual misconduct process, and should the accused student be found responsible, may revoke the student's degree.

The College strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct. Even if the College does not have jurisdiction over the respondent, the College will take action, to the extent that it is reasonably able to do so, to provide for the safety and well-being of the complainant and the broader campus community.

### **Locations Covered**

This Policy applies to all on-campus conduct and some off-campus conduct, as described below. The College strongly encourages reports of Prohibited Conduct regardless of location. Even if the Policy does not apply to the conduct because of its location, the College will take action, to the extent that it is reasonably able to do so, to provide for the safety and well-being of the complainant and the broader campus community. Students participating in third party study abroad experiences will be subject to the guidelines established by the host institution and may, if deemed appropriate by Champlain College, also be subject to investigation and sanction under this Policy and/or other Champlain College policies as well.

- 1. On-Campus Conduct.** This Policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or managed by the College.
- 2. College Programs.** This Policy applies to conduct that occurs in the context of College employment or education programs or activities, including, but not limited to, Champlain study abroad or internship programs.
- 3. Off-Campus Conduct.** This Policy also applies to conduct that occurs off campus and has continuing adverse effects on, or creates a hostile environment for, any member of the Champlain community on-campus or in any College employment or education program or activity.

<http://catalog.champlain.edu/content.php?catoid=37&navoid=991> to view the complete Champlain College Sexual Misconduct, Intimate Partner Violence and Stalking Policy.

## DRUG AND ALCOHOL POLICY

Champlain College strives to create an academically focused learning community that promotes the health and safety of all students. Additionally, the College fully supports federal, state and local laws pertaining to drugs and alcohol. The College therefore prohibits student manufacture, distribution, dispensation, possession and use of alcohol, controlled substances, drug paraphernalia or legal substances with psychoactive compounds in all College-operated properties. No student, regardless of age, is permitted to possess, consume, manufacture or distribute alcohol in any College-operated properties or at off-campus College-sponsored events, except at special non-student functions or when authorized by a specific College official. Students studying abroad are required to abide by all local laws and by the policies of the host campus. Students residing in off-campus apartments are required to abide by all local, state and federal laws pertaining to alcohol and drugs. Champlain College will respond to reports of off-campus behavior from community members and local law enforcement.

Consistent with the mission of the College, the primary purpose of Champlain College's drug and alcohol policy is informational and educational. The College is committed to increasing student awareness and knowledge of the issues surrounding drug and alcohol use and abuse, particularly those issues involving health and well-being. Toward this end, the College sponsors educational programs on campus and provides training opportunities for students. Materials regarding the health effects of alcohol and other drugs may be obtained through the counselors or Health Services. Counselors are available to speak to students who are concerned about their alcohol or drug use. These students may refer themselves to counselors or may be referred to counselors by any member of the College community. All counseling sessions are confidential. Counselors will work with students to assess each individual's substance use and refer them to appropriate agencies and rehabilitation programs as needed. In addition, counselors may facilitate support groups focusing on any issues related to drug and alcohol use. Faculty, staff and students should intervene as appropriate when observing violations of the Alcohol and Drug Policy. In addition, Residential Life staff responds in any residential area, including student rooms, when there is suspicion of violations of the Alcohol and Drug Policy or when behavior infringes on the rights of others or may affect the health and safety of members of the community. Behaviors inconsistent with this policy will be documented and will result in follow-up through the student conduct process.

Good Samaritan Statement: In the interest of protecting Champlain College students from serious injury due to impairment caused by alcohol or drugs, students should be aware that in ALL cases where safety is at risk, the proper agencies must be

contacted for assistance. These agencies include Champlain College Campus Public Safety (802-865-6465), local police or emergency services (911) or a member of the Residential Life staff (student RA or other Residential Life professional).

In cases where the proper calls are made for assistance, both the impaired student and the student(s) assisting may not be subject to formal disciplinary action for being impaired or for providing alcohol or drugs. Students involved in these incidents will participate in a meeting with the Office of Community Standards and may be referred for counseling. Families may be notified, but there will not be punitive sanctions. This resolution is available for isolated drug and alcohol incidents and does not excuse or protect those who engage in the distribution of drugs or repeatedly violate the Champlain College Alcohol and Drug Policy, nor does it apply to other types of violations that may occur in conjunction with alcohol and drug use, such as vandalism or assault. It is our belief that we all have a responsibility to help those in need by seeking the proper medical assistance when necessary.

[http://catalog.champlain.edu/content.php?catoid=37&navoid=986#Drug and Alcohol Policy](http://catalog.champlain.edu/content.php?catoid=37&navoid=986#Drug_and_Alcohol_Policy) to view the complete Champlain College Drug and Alcohol Policy.

### **Definitions of Crime**

Note: these are the definitions that will be used for purposes of counting crimes for inclusion in the annual statistical disclosure.

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

**Manslaughter by Negligence:** The killing of another person through gross negligence.

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

**Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

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

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence

and/or by putting the victim in fear.

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes offenses that are classified by local law enforcement agencies as burglary, 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.

**Weapons: Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Liquor Law Violations:** The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition—(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.

**Domestic violence:** A felony or misdemeanor crime of violence committed—(A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family

violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

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

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without the consent of the victim, including where the victim is incapable of giving consent. This includes rape, fondling, incest, and statutory rape as they are defined above.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. For the purposes of this definition—(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### Jeanne Clery Disclosure of Campus Crime Statistics for Burlington, VT

Offense	Year	On Campus Property	Residential Facilities	Non Campus Property	Adjacent Public Property
Murder/Non-Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Rape	2016	0	0	0	0
	2017	3	3	0	0
	2018	2	2	0	0

Statutory Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Incest	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Fondling	2016	1	1	2	0
	2017	2	2	0	0
	2018	3	3	0	0
Robbery	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2017	0	0	0	1
	2018	0	0	0	1
Burglary	2016	1	1	0	0
	2017	2	2	1	0
	2018	1	1	0	0
Motor Vehicle Theft	2016	0	0	0	1
	2017	0	0	0	0
	2018	0	0	0	0
Arson	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2016	76	76	13	0
	2017	79	73	4	4
	2018	97	92	11	0
Drug Law Arrests	2016	0	0	0	0
	2017	1	1	0	0
	2018	0	0	0	0
Drug law Violations Referred for Disciplinary Action	2016	2	2	0	0
	2017	4	4	0	0
	2018	1	1	0	0
Illegal Weapons Poss. Arrest Illegal Weapon Possession Arrests	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Hate Crimes	2016	0	0	0	0
	2017	0	0	1	0
	2018	2	1	0	0
(VAWA) Domestic Violence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
(VAWA) Dating Violence	2016	1	1	0	0
	2017	0	0	0	0
	2018	2	2	0	0
(VAWA) Stalking	2016	0	0	0	0
	2017	1	0	0	0
	2018	0	0	0	0

**Jeanne Clery Disclosure of Campus Crime Statistics for Dublin, Ireland**

<b>Offense</b>	<b>Year</b>	<b>On Campus Property</b>	<b>Residential Facilities</b>	<b>Non Campus Property</b>	<b>Adjacent Public Property</b>
<b>Murder/Non-Negligent Manslaughter</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Negligent Manslaughter</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Rape</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Statutory Rape</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Incest</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Fondling</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Robbery</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Aggravated Assault</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Burglary</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Motor Vehicle Theft</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Arson</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Liquor Law Arrests</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Liquor Law Violations Referred for Disciplinary Action</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Drug Law Arrests</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Drug law Violations Referred for Disciplinary Action</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0

Illegal Weapon Possession Arrests	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Hate Crime	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
(VAWA) Domestic Violence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
(VAWA) Dating Violence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
(VAWA) Domestic Violence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
(VAWA) Stalking	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

### Jeanne Clery Disclosure of Campus Crime Statistics for Montreal, Quebec

Offense	Year	On Campus Property	Residential Facilities	Non Campus Property	Adjacent Public Property
Murder/Non-Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Incest	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Fondling	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0



<b>Robbery</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Aggravated Assault</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Burglary</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Motor Vehicle Theft</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Arson</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Liquor Law Arrests</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Liquor Law Violations Referred for Disciplinary Action</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Drug Law Arrests</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Drug law Violations Referred for Disciplinary Action</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Illegal Weapon Possession Arrests</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Illegal Weapons Possession Violations Referred for Disciplinary Action</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>Hate Crimes</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>(VAWA) Domestic Violence</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>(VAWA) Dating Violence</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>(VAWA) Domestic Violence</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
<b>(VAWA) Stalking</b>	<b>2016</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
	<b>2018</b>	0	0	0	0

## **Fire Safety in Residence Halls**

Each year Campus Public Safety conducts (1) one unannounced fire drill per each on-campus housing facility. Students are timed on their egress with a goal of two minutes or less to exit the building. Each building is summarily searched during the exercise to ensure complete evacuation has occurred. Those who have not evacuated are counseled and a subsequent drill is conducted. Students living in on-campus housing facilities receive education and training during new student orientation, from Campus Public Safety personnel, in regards to fire safety.

All campus affiliates are given instructions during their Campus Public Safety orientation training and told to report all fires immediately by dialing 911. Affiliates are educated about fire safety inspections, are given lists of prohibited items and told about the College's right to search buildings for fire hazards. All reports of fires are forwarded to Campus Public Safety for documentation.

The College smoking policy prohibits indoor smoking in all College buildings. As of September 2012, outdoor smoking is banned on central campus (Aiken Lawn and the Rozendaal Courtyard) and within 25 feet of all entries, outdoor air intakes and operable windows from 7 a.m. to 7 p.m. Outdoor smoking is also banned outside of all residence halls within 25 feet of all entries, outdoor air intakes, and operable windows at all times. This includes the third floor patio of the library.

The campus has a smoking gazebo located on the lawn next to Aiken Hall which is a designated smoking spot on campus. If you need to smoke while visiting our campus, please ask where the gazebo is if you can't find it.

- The College reserves the right to inspect a room at any time, and reserves the right to immediately remove all health or safety hazards. Hazards include the following:
  - Candles, incense and open flames are not permitted in any residence.
  - Cooking is not permitted in the residence halls outside of designated kitchen areas. Cooking appliances, including portable electric cooking appliances, in student's rooms constitute a fire hazard and, if found, will be removed by the staff. This includes all types of coffee makers.
  - Grills are not permitted at any residence hall except at College approved outdoor events.
  - Sunlamps, immersion coils and extension cords are not permitted. Power strips are permitted provided they have an internal safety breaker feature.
  - Students may decorate their rooms and residence halls, but live greens are not permitted and only UL-approved lights may be used. Lights may not be draped in doorways or hung from the ceiling or fire safety equipment, and they may not be used anywhere near fabric or paper decorations.

- The College reserves the right to remove any decorations that present a fire hazard. Extra furniture that presents a safety hazard may be removed by the College.
- All exits are to be kept free of obstructions.
- All fire escapes, extinguishers, alarms and carbon monoxide detectors are for use in emergencies and in supervised fire drills only. Their use for other purposes is a serious violation of College regulations.
- Halogen lamps are not permitted in residence halls.
- No drapes, flags, tapestries or other flammable materials may be hung from any place in the room that would interfere with egress from the room or the operation of a light fixture, sprinkler head or smoke detector.

Students will be fined \$100 by the College for any violation of these regulations, including unnecessary discharge of a fire extinguisher, tampering with pull stations, smoke or heat detectors, emergency exits, carbon monoxide detectors or any other life safety device. The local Fire Department may impose further fines. Students who fail to exit a building during a drill or an unplanned alarm may also be subject to this fine or similar sanctions (if the responsible party is not identified, the fine may be levied against all building residents). Violation of these regulations may also be a violation of the College's Standard of Conduct that will be handled under the College's disciplinary procedures.

**The following represents the fire safety systems in residential facilities.**

<b>Residential Hall-Burlington, Vt.</b>	<b>Fire alarm monitoring by BFD</b>	<b>Sprinkler system</b>	<b>Smoke detection</b>	<b>Fire extinguishers</b>	<b>Evac plans and placards</b>	<b>Fire drill one per calendar year</b>
308 Maple	X	X	X	X	X	X
371 Main St	X	X	X	X	X	X
396 Main St	X	X	X	X	X	X
Adirondack	X	X	X	X	X	X
Bader Hall	X	X	X	X	X	X
Bankus Hall	X	X	X	X	X	X
Boardman Hall	X	X	X	X	X	X
Butler Hall	X	X	X	X	X	X
Carriage House	X	X	X	X	X	X
Cushing Hall	X	X	X	X	X	X
Schillhammer	X	X	X	X	X	X
Hill Hall	X	X	X	X	X	X
Jensen Hall	X	X	X	X	X	X
Juniper Hall	X	X	X	X	X	X
Lake View Hall	X	X	X	X	X	X
Lyman Hall	X	X	X	X	X	X
McDonald Hall	X	X	X	X	X	X
North House	X	X	X	X	X	X
Pearl Hall	X	X	X	X	X	X
Rowell Hall	X	X	X	X	X	X
Sanders Hall	X	X	X	X	X	X
South House	X	X	X	X	X	X
Summit Hall	X	X	X	X	X	X
Valcour Hall	X	X	X	X	X	X
Whiting Hall	X	X	X	X	X	X
287 College St	X	X	X	X	X	X
158 So. Willard	X	X	X	X	X	X
315 Maple	<b>N/A</b>	<b>N/A</b>	X	X	X	X
194 ST. Paul St.	X	X	X	X	X	X

**Fire Safety Report – Burlington, VT**

The procedure for running a fire drill is as follows:

1. Each semester, Campus Public Safety staff will conduct one unannounced fire drill in every residence hall that will be timed by staff (the desired goal is complete evacuation in 2 minutes or less. Because students are not to know of the drill prior to its happening, the procedure is as follows: Campus Public Safety officer notifies the local fire department of the drill and then proceeds to the dorm and notifies the

Residential Life staff of the drill and then immediately activates a pull station to start the alarm.

2. A Campus Public Safety officer will arrive at the residence hall before the drill is initiated.
3. A Public Safety officer will telephone the local fire department to report when the drill will begin, so the department can take the building offline.
4. The Public Safety officer will activate a pull station to begin the fire drill.
5. In a planned drill a Residential Life staff member or Public Safety officer will check all the rooms to make sure that all students have evacuated the building. Attendance will be taken at an outdoor waiting area by a Public Safety officer or Residential Life staff member.
6. After the evacuation of the building is complete, Public Safety personnel will silence the alarm and reset the pull station. The Public Safety staff will reset the panel and notify the local fire department that the drill is complete.

If students or employees hear or observe a fire alarm or are told that a fire is in progress, they shall do the following:

1. Evacuate the building immediately. Leave personal belongings behind. Everyone shall move to an outdoor position of safety – away from the structure in alarm. Once outdoors, no one may re-enter the building under any circumstances.
2. A Residential Life staff member shall start accounting for all residents outside the residence hall. A Public Safety Officer or local fire department representative should be immediately notified if an occupant remains unaccounted for.
3. Only after the local fire department establishes the safety of the building may residents re-enter the residence hall.

The College's Annual Fire Safety Report is available at the Campus Public Safety and Security Office and within this document. If you are aware of any fires please notify The Campus Public Safety Director, Bruce Bovat @ (802) 860-2755 or [bbovat@champlain.edu](mailto:bbovat@champlain.edu)

Name of Res Hall Burlington, VT	Total Fires	2016		Total Fires	2017		Total Fires	2018	
		Injuries Due to Fire	Death Due to Fire		Injuries Due to Fire	Death Due to Fire		Injuries Due to Fire	Death Due to Fire
308 Maple	0	0	0	0	0	0	0	0	0
371 Main	0	0	0	0	0	0	0	0	0
396 Main	0	0	0	0	0	0	0	0	0
Adirondack	0	0	0	0	0	0	0	0	0
Bader Hall	0	0	0	0	0	0	0	0	0
Bankus Hall	0	0	0	1	0	0	0	0	0
Boardman Hall	0	0	0	0	0	0	0	0	0
Butler Hall	0	0	0	0	0	0	0	0	0
Carriage House	0	0	0	0	0	0	0	0	0
Cushing Hall	0	0	0	0	0	0	0	0	0
Schillhammer	0	0	0	0	0	0	0	0	0
Hill Hall	0	0	0	0	0	0	0	0	0
Jensen	0	0	0	0	0	0	0	0	0
Juniper	1	0	0	0	0	0	0	0	0

Lake View	0	0	0	0	0	0	0	0	0
	<b>2016</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>2018</b>
<b>Res. Halls Continued</b>	Total	Injury	Death	Total	Injury	Death	Total	Injury	Death
Lyman	0	0	0	0	0	0	0	0	0
McDonald	0	0	0	0	0	0	0	0	0
North	0	0	0	0	0	0	0	0	0
Pearl Hall	0	0	0	0	0	0	0	0	0
Rowell Hall	0	0	0	0	0	0	0	0	0
Sanders	0	0	0	0	0	0	0	0	0
South	0	0	0	0	0	0	0	0	0
Summit	0	0	0	0	0	0	0	0	0
Valcour	0	0	0	0	0	0	0	0	0
Whiting	0	0	0	0	0	0	0	0	0
287 College	0	0	0	0	0	0	0	0	0
158 So. Willard	0	0	0	0	0	0	0	0	0
315 Maple	0	0	0	0	0	0	0	0	0
194 St. Paul	N/A	N/A	N/A	N/A	N/A	N/A	2	0	0

<b>Residential Hall- Burlington, Vt.</b>	<b>2016 Causes of Fire</b>	<b>2017 Causes of Fire</b>	<b>2018 Causes of Fire</b>
308 Maple			
371 Main St			
396 main St			
Adirondack			
Bader Hall			
Bankus Hall		<b>Cell Phone battery</b>	
Boardman Hall			
Butler Hall			
Carriage House			
Cushing Hall			
East House			
Hill Hall			
Jensen Hall			
Juniper Hall			
Lakeview Hall			
Lyman Hall			
McDonald Hall			
North House			
Pearl Hall			
Rowell Hall			
Sanders Hall			
South House			
Summit Hall			
Valcour Hall			
Whiting Hall			
287 College St			
158 So. Willard St.			
315 Maple St.			
194 St. Paul			1.Cardboard left on stove burner 2. Cigarette lighter caught fire



<b>Residential Hall- Burlington, Vt.</b>	<b>2016 Property Damage Value to Fire</b>	<b>2017 Property Damage Value to Fire</b>	<b>2018 Property Damage Value to Fire</b>
308 Maple			
371 Main St			
396 main St			
Adirondack			
Bader Hall			
Bankus Hall		<b>\$200.00</b>	
Boardman Hall			
Butler Hall			
Carriage House			
Cushing Hall			
East House			
Hill Hall			
Jensen Hall			
Juniper Hall			
Lakeview Hall			
Lyman Hall			
McDonald Hall			
North House			
Pearl Hall			
Rowell Hall			
Sanders Hall			
South House			
Summit Hall			
Valcour Hall			
Whiting Hall			
287 College St			
158 So. Willard St.			
315 Maple St.			
194 St. Paul			1. \$0.00 2. \$0.00

<b>Fire Statistics – Dublin, Ireland</b>	<b>Year</b>	<b>Total Fire Reports</b>	<b>No Residential Facilities</b>	<b>Cause of Fire</b>	
<b>Fires (No-Campus Housing)</b>	<b>2016</b>	0			
	<b>2017</b>	0			
	<b>2018</b>	0			
<b>Deaths Related to Fire</b>	<b>2016</b>	0			
	<b>2017</b>	0			
	<b>2018</b>	0			
<b>Injuries Related to Fire</b>	<b>2016</b>	0			
	<b>2017</b>	0			
	<b>2018</b>	0			
<b>Property Damage Value Related to Fire</b>	<b>2016</b>	0			
	<b>2017</b>	0			
	<b>2018</b>	0			
<b>Arson Also Appears in Clery Statistics as a Crime</b>	<b>2016</b>	0			
	<b>2017</b>	0			
	<b>2018</b>	0			

<b>Fire Statistics-Montreal Que.</b>	<b>Year</b>	<b>Total Fire Reports</b>	<b>No Residential Facilities</b>	<b>Cause of Fire</b>	
<b>Fires (No-Campus Housing)</b>	<b>2016</b>	0			
	<b>2017</b>	0			
	<b>2018</b>	0			
<b>Deaths Related to Fire</b>	<b>2016</b>	0			
	<b>2017</b>	0			
	<b>2018</b>	0			
<b>Injuries Related to Fire</b>	<b>2016</b>	0			
	<b>2017</b>	0			
	<b>2018</b>	0			
<b>Property Damage Value Related to Fire</b>	<b>2016</b>	0			
	<b>2017</b>	0			
	<b>2018</b>	0			
<b>Arson: Also Appears in Clery Statistics as a Crime</b>	<b>2016</b>	0			
	<b>2017</b>	0			
	<b>2018</b>	0			

## Burlington/ Vermont and Champlain College- Resources

<b><i>Category and Contact</i></b>	<b>Phone #</b>
Emergency – Fire/Police/Ambulance	911
Burlington Police Dept.	802-658-2700 Ext -8
Burlington Fire Dept.	802-658-2700 Ext-8
<b><i>Sexual Assault/Violence</i></b>	
Steps to End Domestic Violence (hotline)	802-658-1996
RU12	802-860-7812
Spectrum Youth & Family Services	802-864-7423
HOPE Works	802-863-1236
<b><i>Sexual Harassment/Discrimination</i></b>	
Reese Kelly (Diversity, Community & Inclusion)	802-651-5906
Vermont Attorney General	802-828-3171
<b><i>Mental Health</i></b>	
Howard Center	802-488-6000
Fletcher Allen Health Care	802-847-0000
<b><i>Family Planning/Health</i></b>	
Planned Parenthood of Northern New England	802-863-6326
Champlain College Health Services	802-860-2711
<b><i>Champlain College Counseling Resources – Mental Health/Sexual Assault/Students with Disabilities</i></b>	
Skip Harris	802-651-5961
<b><i>Drug &amp; Alcohol Education</i></b>	
Lukas Lewis	802-651-5959
<b><i>Drug &amp; Alcohol</i></b>	
Alcohol Crisis ACT 1	802- 488-6425
<b><i>Champlain College Public Safety</i></b>	
24 Hr Service - Main Line	802-865-6465
Director of Campus Public Safety – Bruce Bovat	802-860-2755
<b><i>Dean of Students</i></b>	
Susan Waryck	802-860-2702

## **Dublin & Montreal Support Resources & Protocols**

Each semester, students from Champlain College study abroad in Dublin, Ireland and/or Montreal, Quebec. Students receive intensive instruction and training from staff while in Burlington from the Office of International Education, and staff from abroad with regard to personal and fire safety while living abroad.

Each Dublin & Montreal staff member possesses a binder with emergency procedures. A copy of the procedures is kept at the home of each staff member (including student residence), a copy in the Academic Centre, and each staff member also has it in Dropbox to access from their smartphones if they are away from their physical copy when the emergency occurs.

### **The following documents are in the staff binder:**

Semester contact information – student contact numbers (students are issued cell phones), duty phone numbers, and staff phone numbers. This information is also posted in each student apartment.

Student health declarations – prior to arriving in Ireland or Montreal students are asked to declare pre-existing physical and mental health issues. This information is stored in the staff binders.

Parent/guardian emergency contact details – stored only in the staff binders.

Posted on the walls of each apartment at the residence are the following documents:

- Student rooming list and contact information along with Dublin/Montreal - specific emergency contact information.
- Fire evacuation plans
- Dublin & Montreal maps showing nearest hospitals and medical contact information

### **Protocols:**

There are specific protocols on file in Dublin & Montreal for possible emergencies that could arise (see below). Staff in both locations receive annual training on these protocols. These protocols are not published in this document as they contain sensitive personal information regarding staff and other support personnel.

- Unexpected Death of a Student
- Sexual Assault Protocol (can also be used for simple assault)

- Severe Mental Health Crisis / Attempted Suicide – and a guide sheet for assessing risk with mental health issues

Both Dublin & Montreal campuses rely on the procedures outlined in the Champlain College *Emergency Response Plan* (included in this report) for the following types of incidents:

- Bias related Incident
- Fire
- Gas / Carbon Monoxide Leak
- Harassment
- Illegal Activity
- Medical Emergency (including alcohol / drug crises) Power Outage / Heat Failure
- Water Damage / Flood

### **Emergency Response Preparedness**

Champlain College’s Emergency Response Plan (ERP) outlines responses to possible emergency situations. While no emergency plan can fully anticipate all possible variables that an emergency might present, it is best to respond within the framework of an existing plan than to create one during an unfolding emergency. The ERP outlines various levels of responsibility and actions needed to ensure a coordinated and effective response in the event of an emergency. The ERP ensures accurate, clear, and orderly communication is being communicated to the necessary groups and media while operating in compliance with governmental regulations.

The college policies and procedures herein will generally be followed by administrators whose responsibility and authority cover the operational procedures in this guide. Any exception to these emergency management procedures will be conducted by, or with the approval of, those administrators directing and/or coordinating the emergency operations. Since emergency situations could require outside agencies to respond (i.e. Burlington Police/Fire Department and Rescue), Champlain College’s Emergency Response Plan (ERP) follows the National Incident Management System (NIMS) in accordance with the Presidential Homeland Security Directive 5.

The ERP Categorizes Emergencies as follows:

#### **Levels of Emergency**

**LEVEL 1** – (NIMS 1/ 2) a catastrophic event with potential to impact the entire campus and possibly the surrounding community. Immediate resolution of the disaster, which can be a multi-hazard, is most likely beyond the emergency response capabilities of campus and may require local and possibly state and

federal resources. (Example: earthquake, major hurricane, pandemic flu or other contagious outbreak, or act of terrorism which would require State and Federal assistance.)

**LEVEL 2** - (NIMS 3) an incident with the potential of people being harmed/or damage to college property. *Examples: a contained fire, a tornado warning, an extended break down of an HVAC unit during extreme weather conditions, bomb threats, suicide or an untimely death on campus. These emergencies are addressed quickly and assessed to ensure they don't evolve into a larger incident.*

**LEVEL 3** – (NIMS type 4/5) a minor incident in which Champlain College personnel respond, assess the situation, apply a solution and determine that there is no continuing hazard to people and/or property. These incidents are usually resolved by the primary responder(s) with no immediate or long-term impact to daily operations. (Examples: minor injuries, minor accidents, short power surge or outage, minor equipment or facility issues.)

### ***Direction and Coordination of an Emergency***

When an emergency occurs, it should be reported immediately to Campus Public Safety at (802) 865-6465 and/or dial **911**.

The responding Campus Public Safety Officer(s) will follow a defined sequence of responses.

1. Conduct on site triage and make appropriate police, fire and/or medical rescue calls
2. Notify the Director of Public Safety, or designee, who will then determine if individuals on the Emergency Alert Roster need to be notified (Appendix A).
3. The Campus Public Safety Director will confer with cabinet level officers, when time permits, to determine if the Emergency Operations Center (EOC) should be opened and staffed.

**Note:** *The President (or the next most senior available administrator) retains Executive Authority and has the ultimate responsibility for declaring a "state of campus emergency," and making key executive decisions. S/he will be assisted and advised by the Policy Group and the Operations Group (together the Policy Group and the Operations Group comprise the Emergency Response Team). Field operations remain under the direction of an on-scene Incident Commander.*

### ***Direction and Coordination of a Potential Emergency***

When conditions indicate a potential emergency situation (example: *Anticipated major snow or ice storm, large campus disturbance, etc.*) the Policy Group will confer with key leaders within the Operations Group to decide if the entire Emergency Operations Team needs to be activated in order to formulate an incident action plan or if a smaller contingency is better suited.

**POLICY GROUP:** *(Used for some level 2 and all level 1 Incidents)*

- President (Convener)
- Provost (or designee) (secondary convener)
- Vice President of Finance
- Vice President of Student Affairs and Institutional Diversity and Inclusion
- President's Chief of Staff
- The Vice President for Enrollment Management
- Vice President of Human Resources
- Vice President of Technology and Chief Information Officer

**Role of Policy Group:** It shall be the role of the Policy Group to perform the following tasks:

- Oversee reconstitution with priorities & strategies
- Approve public information reports & instructions
- Liaison with governments & external organizations
- Liaison with the Board of Trustees

**OPERATIONS GROUP:** *(Used for some level 2 and all level 1 Incidents)*

- Dean of Students
- Director of Residential Life
- Associate Provost(s)
- Director Campus Public Safety
- Director Physical Plant
- Director Food Services / Sodexo
- Director Public Information and News
- Director of the IDX Student Center
- Director of Information Technology
- Director of Event Center

**Role of Operations Group:** It shall be the role of the Operations Group to perform the following tasks:

- Gather, confirm & evaluate incident information
- Identify resource needs & shortfalls
- Reassign/deploy individuals in support of critical needs
- Coordinate /communicate with the on-scene Incident Commander (IC) and Policy Group
- Manage crisis management call center
- Link to local, state, and federal emergency operation centers

## **Role of Incident Commander (IC)**

The **Incident Commander** is the person responsible for all aspects of emergency response on scene; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The IC is the first College representative at the scene and will remain the IC until relieved by someone of greater authority of expertise.

## **Declaration of an Emergency Condition**

The President, Provost, Vice President for Student Affairs, Vice President for Finance (*in this descending order*) can declare a Level 1 emergency when deemed necessary to initiate emergency response procedures and/or to close all or part of the campus. The President, Provost, Vice President for Student Affairs, Vice President for Finance or their designee(s) are the only ones with authority to declare an end to the state of emergency.

## **Emergency Communications (For Level 1/2 Emergencies)**

Timely and accurate communication with the campus population during a Level 1 or 2 emergency is essential. The Campus Mass Emergency Notification System (RAVE) can be used to quickly notify all faculty, staff and residential / commuter students with important direction. Depending upon the nature of the emergency, the campus will be alerted through use of the broadcast capabilities of the Campus Alert Emergency Notification System, in addition to phone mail and e-mail systems and Web advisories when suitable.

When appropriate, the local media will be advised. Periodic updates will be provided through the same channels. Should both the campus phone system and data network be unavailable, campus staff will be dispatched from the Emergency Operations Center to alert key personnel in each campus building, who will be expected to alert others in the building. Emergency communications, both on and off-campus, will be coordinated by the Assistant Vice President of Information Technology or his/her designee.

**During a Level 1 emergency**, or when the nature of the emergency suggests a potential influx of telephone inquiries concerning the well-being of faculty, staff, and students, a special phone message will replace the College's main greeting for incoming calls. The special phone message will direct callers to the campus Web site, national media and other appropriate means. Prior to such distribution, the campus crisis management relations team will serve as an incoming call center and placed under the temporary management of the Emergency Operations Team.



## **EMERGENCY OPERATIONS CENTER (EOC)**

If the emergency involves a large portion of the campus, (Level 1) an EOC will be established at a predetermined location. All pre-designated sites have generator-supplied back-up power, phone lines and utilities. The Emergency Response Team will meet at one of the three pre-designated sites to coordinate response efforts. The Public Safety Director or designee will play a key role in notifying campus personnel to respond to the Emergency Operations Center in accordance to the Emergency Response Plan. All incoming calls relevant to the crisis will be directed to the EOC. Outgoing calls will be made from other phone lines located within or near the Emergency Operations Center. No less than one Public Safety Officer will staff the Emergency Operations Center at all times until the emergency is resolved.

The Office of Strategic Communications, with the help of Campus Public Safety, shall establish a separate marshaling area for media. The Skiff Hall parking lot and lawn area is a pre-designated area for television crews if the situation allows. A podium for press conferences can be set up near the base of the back steps of Skiff Hall, facing the lake. If necessary, the Gallery may be opened as shelter for the press.

## **MOBILE EMERGENCY OPERATIONS CENTER**

If the emergency involves only one building or a small part of the campus (Level 2) a Field or Mobile Emergency Operations Center may be utilized. A public safety vehicle and Public Safety Officer may be placed as close to the emergency as reasonably possible. If possible one Public Safety Officer will staff the field command operations center at all times until the emergency is resolved. The Public Safety Officer will relay all pertinent information to the Emergency Operations Center.

## **PHYSICAL DAMAGE CONTROL** (Director of Physical Plant - Operations Group)

Utilizes Building Survey Log to document damages and/or utility outages (See Appendix)

- a) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, salvage operation, emergency repairs, etc.
- b) Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required for emergency use.
- c) Obtains the assistance of utility companies as required for emergency operations.
- d) Furnishes emergency power and lighting systems as needed.
- e) Surveys habitable space and relocates essential services and functions.
- f) Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- g) Provides for storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.

**CAMPUS PUBLIC SAFETY** (Public Safety Director - Operations Group)

- a) Receives first notification of incidents and makes appropriate phone calls, according to the Emergency Alert Roster (Appendix A of the ERP).
- b) Is liaison to local emergency responders (police, fire, UVMMC, etc.)
- c) Oversees RAVE emergency warnings and evacuation systems.
- d) Takes immediate and appropriate action to protect life, property, and to safeguard them as necessary.
- e) Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- f) Sets up an emergency operations center as needed.
- g) Consults with the Emergency Response Team on safety matters.  
Responsibility will be to minimize hazardous exposure to employees and students during the recovery process.

**STUDENT SERVICES** (Student Affairs - Operations Group)

The Dean of Student Affairs/Director of Residential Life and the On- Duty Area Coordinator(s) - coordinates follow-up with students and their families.

- a) Help to contain and responds to incidents that affect students, including food, clothing, personal items and housing issues.
- b) Track the location of students who become displaced.
- c) Act as primary liaison with parents. Will handle calls from parents of students who may call or e-mail the College, while consulting the Public Information and News Director's talking points.
- d) The Counseling staff will contact family members, roommates, and friends of students who are affected, injured, or killed, within FERPA privacy guidelines.
- e) Will call in additional trauma/grief specialists and spiritual support as needed.

**FOOD SERVICES** (Director – Sodexo - Operations Group)

The Director of Food Services or his/her designee coordinates food service and makes service available to campus affiliates during a campus emergency.

- a) Works from his/her office, or within the Emergency Operations Center, to gather current emergency status.
- b) Once aware of the magnitude of the emergency, contacts members of Sodexo to become part of emergency response team.
- c) Ensures adequate food is available to those affected or displaced by an emergency.
- d) Prepares for adequate staffing coverage for the dining facility in the event 24-hour availability is necessary.

## **PEOPLE CENTER AND HUMAN RESOURCES**

(Operations Group)

The Associate Vice President for Human Capital- coordinates follow-up with employees and their families affected by a campus emergency.

- a) Help contain and respond to incidents that affect employees.
- b) Utilizing the “Employee Contact Information Binders”: will notify that employee’s emergency contact person.
- c) Act as primary liaison with families of employees. Will handle calls from family members of employees who may call or e-mail the College, while consulting the Public Information Officer’s talking points.
- d) Will call in trauma/grief specialists and spiritual support as needed.

## **PUBLIC INFORMATION OFFICER**

(Operations Group)

- a) Works from the office and within the Emergency Operations Center to gather current emergency status.
- b) Is the liaison with the news media for dissemination of information as approved by the EOCM
- c) Furnishes statements for College phone operators and for the campus phone recording, as needed.
- d) Uses pre-designated media locations as a press area—to hand out written information and let the media know when the next press conference is.
- e) Works with campus Audio-Visual media services to position a podium near the media location for press conferences. Arranges for photographic and audio-visual services, as needed.
- f) Monitors the news for coverage of disaster.
- g) In the event of injury or death, helps prepare a statement to be made to the families affected. Does not release any names to the press until after the families have been informed.
- h) Coordinates with the campus web managers for posting updates on both college websites and sending out campus-wide e-mails.
- i) The College President is held on reserve for only the most high-level press briefings.

## **CAMPUS CRISIS RELATIONS MANAGMENT** (Operations Group – Level 1/2)

The Operations Group will designate an appropriate number of campus stakeholders to serve as an incoming call center to handle inquiries from neighbors, families of students, etc. and will be placed under the temporary management of the Emergency Operations Team.

## **Appendix A- Vermont Definitions for the Crimes of Dating Violence, Domestic Violence, Sexual Assault and Stalking**

**Note: these definitions are provided for educational and awareness purposes but are not used for purposes of reporting Clery crime statistics.**

**Consent:** “words or actions by a person indicating a voluntary agreement to engage in a sexual act.”

**Sexual Assault:** Sexual assault is engaging in a sexual act with another person and compelling the other person to participate in a sexual act:

1. without the other person’s consent; or
2. by threatening or coercing the other person; or
3. by placing the other person in fear of imminent bodily injury.

No person shall engage in a sexual act with another person and substantially impair the ability of the other person by administering or employing drugs or intoxicants without the knowledge of or against the will of the other person.

A “**sexual act**” means conduct between persons consisting of contact between the penis and the vulva, the penis and the anus, the mouth and the penis, the mouth and the vulva, or any intrusion, however slight, by any part of a person’s body or object into the genital or anal opening of another.

**Domestic Violence:** Domestic violence is violence or the threat of imminent violence committed:

By a current or former spouse or intimate partner of the person subjected to the violence

By a person with whom the person subjected to the violence shares a child in common

By a person who is cohabitating with, or has cohabitated with, the person subjected to the violence as a spouse or intimate partner.

- By a person similarly situated to the spouse of the person subjected to the violence under the domestic or family violence laws if the jurisdiction in which the violence occurred, or

By any other person against an adult or youth who is protected from the person’s act under the domestic or family violence law of the jurisdiction in which the violence occurred

Assault is attempting to cause or to willfully or recklessly cause bodily injury to a family or household member or to willfully cause a family or household member to fear imminent serious bodily injury. “**Household members**” are those persons who, for any period of time, are living or have lived together, are sharing or have shared occupancy of a dwelling, are engaged in or have engaged in a sexual relationship, or minors or adults who are dating or have dated.

**Dating Violence:** Domestic assault includes attempting to cause or to willfully or recklessly cause bodily injury to a person one is dating or has dated or to willfully cause such person to fear imminent serious bodily injury. "Dating" is defined as a social relationship of a romantic nature.

Factors to consider in determining whether a dating relationship exists or existed, include:

- a) the nature of the relationship;
- b) the length of time the relationship has existed;
- c) the frequency of the interaction between the parties; and
- d) the length of time since the relationship ended, if applicable.

**Stalking:** "Stalking" means engaging in a course of conduct that consists of following, lying in wait for, or harassing a person, when such conduct:

- a) serves no legitimate purpose; and
- b) would cause a reasonable person to fear for his or her physical safety or health, or would cause a reasonable person to suffer emotional distress.

"Following," means maintaining, over time, a visual or physical proximity to another person such that this other reasonable person would fear unlawful sexual conduct, unlawful restraint, bodily injury, or death.

"Harassing," means actions directed at a specific person, or a member of the person's family, which would cause a reasonable person to fear unlawful sexual conduct, unlawful restraint, bodily injury, or death, including but not limited to verbal threats, written, telephonic, or other electronically communicated threats, vandalism, or physical contact without consent.

"Lying in wait," means hiding or being concealed for the purpose of attacking or harming another person.