



ST MARY'S COLLEGE OF MARYLAND

OFFICE OF PUBLIC SAFETY

CAMPUS CRIME AND FIRE SAFETY REPORT

2010

In compliance with the
Jeanne Clery
Disclosure of Campus Security Policy
and Campus Crime Statistics Act
and the
Higher Education Opportunity Act

Compiled by the
St. Mary's College of Maryland Office of Public Safety
240-895-4911
www.smcm.edu/publicsafety

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MESSAGE FROM THE DIRECTOR

Welcome to St. Mary's College of Maryland. The safety of students, faculty, staff and visitors is our highest priority at St. Mary's. St. Mary's has always taken its responsibilities about safety very seriously.

This report, compiled by the Office of Public Safety in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the most recent requirements of the Higher Education Opportunity Act, was developed to provide information about crime and fire safety, and to provide information about reporting, services and other resources available to students, faculty and staff.

We are prepared for and have responded to many emergencies and incidents and know that we must continue to plan and practice to ensure we provide the best possible campus environment. The College developed a comprehensive Emergency Operations Guide in response to the myriad of potential crises that can occur on a college campus. The College's senior staff reviews the plan annually, has participated in emergency training, uses the plan when needed, and debriefs to ensure our response is appropriate. During an emergency requiring immediate action, St. Mary's College of Maryland can notify community members via an internal Text Messaging Notification system via the portal and the emergency siren and public address system, in addition to the more traditional methods of communication (e-mail, telephone, Residence Life Staff, etc.).

The Office of Public Safety is an integral part of the emergency response and management plan and campus life. Public Safety Officers are on duty 24 hours a day year-round, patrolling campus and responding to emergencies and requests for assistance. Public Safety Officers have full authority, granted by St. Mary's College of Maryland and its Board of Trustees, to enforce the policies as outlined in the Student Handbook, the Parking and Motor Vehicle Policies, and the Employee Handbook.

Public Safety Officers attend a Public Safety Officer Academy within the first year of employment. Additional in-service training is provided throughout the year on topics such as CPR/AED, First Aid, Incident Command, Critical Incident Management, Defensive Tactics, cultural diversity, student development, drug identification, and other programs.

St. Mary's College of Maryland is located in Historic St. Mary's City, a quiet community located in St. Mary's County in Southern Maryland with a very low crime rate. Because of our environment, we are not subject to most of the problems of a large city campus; however, we are not insulated from crime. We encourage members of our community to partner with us in identifying risks and decreasing the opportunities for crime.

Most of the serious incidents reported on campus occur between students or parties known to one another, and many involve the use of alcohol. Theft is the most common crime on any college campus and most thefts occur when rooms and offices are left unlocked "for just a minute." We encourage all members of the community to properly

secure and mark valuables to prevent theft and facilitate recovery, if necessary. Information on crime prevention and awareness is available to all St. Mary's College community members through various campus programs or with a phone call or e-mail. We encourage everyone to be actively involved in crime awareness and prevention.

Representatives from Public Safety work with the Office of Residential Life, Physical Plant, the St. Mary's County Sheriff's Office, local volunteer fire and rescue squads, and many other stakeholders to ensure the safety of the entire St. Mary's College of Maryland community.

Keep this information in a convenient location, as it may be helpful throughout the year. Please feel free to contact me by phone or e-mail if you have any questions.

Sincerely,

Christopher M. Santiago
Director of Public Safety
(240) 895-4911
cmsantiago@smcm.edu

INTRODUCTION

The Office of Public Safety provides a variety of programs and services in an effort to deter crime, identify and mitigate risks, and educate the community.

Public Safety operates 24 hours a day, 7 days a week, 365 days a year and is responsible for the protection of life and property, responding to calls for assistance, facilitating the movement of persons and vehicles around campus and documenting activity that violates state and federal laws or campus policies. We commit our efforts and design our operation toward:

1. Preventing and detecting crime,
2. Providing service to students, faculty, staff and guests,
3. Ensuring compliance with the policies and regulations of the College, the laws/ordinances of St. Mary's County and the laws of the State of Maryland.
4. Providing emergency response services to all emergencies, whether they be isolated or campus-wide.

Mission Statement

The Office of Public Safety is committed to creating and maintaining a safe and secure environment providing effective, efficient and consistent service to every member of the college community.

Guiding Principles

The Office of Public Safety provides service by adhering to the following principles:

- Respect: Every individual will be treated with respect.
- Education: Every interaction is an educational opportunity.
- Diversity: Recognize and appreciate the values each individual brings to the campus community.
- Commitment: Demonstrate commitment to the mission of the college.
- Participation: Be an integral part of and participate in the life of the college.

Vision and Goals

- Provide protection of persons and property through crime and loss prevention initiatives
- Achieve voluntary compliance with rules, regulations, ordinances, and the laws through equal application of enforcement.
- Establish a cohesive and supportive work environment – one that encourages innovation with an emphasis on the quality of service.
- Promote campus wide awareness of safety issues.
- Continue to develop a Public Safety department that is a forerunner in the field, widely respected and trusted.

REPORTING CRIMES AND EMERGENCIES

All members of the St. Mary's College of Maryland Community and guests to the campus are encouraged to report emergencies and suspected criminal activity to the Office of Public Safety immediately.

Public Safety maintains an emergency phone number for immediate assistance. Emergency phones, many with the "blue light," are located throughout campus exclusively for this purpose. If you witness a crime or wish to report an emergency, call:

SMCM Public Safety	240-895-4911
St. Mary's County Sheriff's Office	301-475-4200 x1900

Or report in person at the Public Safety Office located at the intersection of College Drive and the East Fisher Road between the Physical Plant Office and the Michael P. O'Brien Athletics and Recreation Center.

When reporting a crime or emergency:

1. **Remain calm**
2. **Give the location of the incident** – building name, room number, parking lot name.
3. **Identify yourself and give a callback telephone number.** Your identity may remain confidential; however, it is important that we be able to contact you if we need additional information. Depending on the circumstance you may be called as a participant in a judicial hearing.
4. **State the incident you are reporting** (e.g. theft, medical emergency, fire).
5. **Describe the scene** – who and how many people are there, if medical treatment is being given, descriptions of subjects, and other information.
6. **State the subject's direction of flight**, if applicable.
7. **Stay on the phone** until the dispatcher has recorded all of the information.

Individuals may also report incidents anonymously through the College web site using the Silent Witness program. Silent Witness submissions are reviewed during College business hours, Monday through Friday 8 am to 5 pm. Do not use this site to submit information on emergencies or crimes in progress. Call Public Safety at 240-895-4911 or 911.

- When a crime or other serious incident is reported, a Public Safety Officer will be dispatched to the scene to render assistance and investigate the incident. The St. Mary's County Sheriff's Office may also be contacted if circumstances dictate. If the responding officer determines the situation presents a significant or imminent danger to the St. Mary's College of Maryland Community, s/he will contact the Director of Public Safety and/or the Dean of Students to provide timely warning to the community.

- Any combination of either the Ridge Volunteer Fire Department (fire) and the Ridge Volunteer Rescue Squad (medical), or the Bay District Volunteer Fire Department (fire) and the Lexington Park Volunteer Rescue Squad (medical) will respond to all medical emergencies, fires, fire alarms, and hazardous materials incidents along with Office of Public Safety personnel.
- Incidents identified as Residence Life or Maintenance related will be referred to the on-call personnel in the specific department needed.

ACCESS TO CAMPUS FACILITIES AND RESIDENCE HALLS

Community members may use campus facilities for advertised public events, as authorized guests of the Michael P. O'Brien Athletic and Recreation Center, or as invitees to non-public campus events.

Persons visiting a specific department or facility should stop at Public Safety at the intersection of College Drive and East Fisher Road between the Physical Plant Office and the Michael P. O'Brien Athletics and Recreation Center to obtain a visitor's parking pass. All vendors must be registered at the Office of Public Safety. Unauthorized persons found on campus will be deemed trespassers and may be subject to criminal prosecution.

Administrative and academic buildings are secured at the earliest possible hour, given their projected use each day. During the academic year, exterior doors to residence halls are locked 24 hours a day. During summer camps and conferences, exterior doors to residence halls are either locked or monitored by a conference office staff member to ensure only authorized personnel are permitted entrance. All residence halls have electronic access control and are accessible with key cards. Exterior doors are equipped with door prop alarms that sound if the door is left open. Residence hall rooms have combination locks that are changed each year, when a room occupant moves out or when otherwise deemed necessary. Public Safety Officers and Residence Life staff members periodically patrol residence halls to check for safety issues.

Some areas on campus, such as computer rooms, laboratories, and studios, are restricted from access without authorization. Authorization must be in writing from the person in charge of the area and must be on file in the Office of Public Safety for these areas prior to access being granted. Valid SMCM identification is necessary to confirm authorization for access. Public Safety reserves the right to give or deny access to any area in case of emergency or if deemed necessary.

Faculty, staff, and students are required to carry the SMCM ID card at all times while on campus. The ID is required to check out materials from the Library, eat in the Great Room (for students on the meal plan or individuals with debit accounts), use College athletic facilities and for admission to certain campus events. Identification must also be presented to a Public Safety Officer or other college official when requested. SMCM ID cards are issued during the first weeks of classes or a hire, and replacements can be

obtained throughout the year at Glendening Hall service desk or at the IT Help Desk located in Baltimore Hall.

LOCK OUTS AND LOST KEYS

Student and employees occasionally get locked out of rooms and offices. Public Safety should be notified for lock-outs.

In case of a lost key and/or code, students should immediately notify the Residential Life Office for a lock change or replacement key. Faculty and staff members should notify their supervisor or department head, the Physical Plant Office and the Office of Public Safety.

MAINTENANCE ISSUES AND SAFETY

Maintenance problems affecting the safety and security of the campus are given high priority. Physical Plant personnel are on-call around the clock to rectify problems that present an immediate compromise to safety. Public Safety Officers and Residence Life Staff document and report maintenance needs as part of their regular responsibilities. The staff in both areas works closely with Physical Plant and housekeeping personnel to maintain a safe and pleasant environment for living and working.

AUTHORITY AND RELATIONSHIP WITH OTHER AGENCIES

The Officers of the St. Mary's College of Maryland Office of Public Safety, acting as agents of the College, are authorized to enforce policies and regulations of the College and to refer those individuals in violation to the Director of Public Safety and Office of Student Conduct. Some Public Safety Officers are commissioned by the State of Maryland and have the authority to effect arrests.

The Director of Public Safety regularly reviews police logs and reports from the St. Mary's County Sheriff's Office to monitor off-campus student behavior and refers those reports to both the Dean of Students and the Office of Student Conduct.

The College maintains a cooperative relationship with St. Mary's County and the Public Safety Officers work closely with law enforcement officers from the county and surrounding communities.

Public Safety periodically works with state and federal agencies on investigations, programs and training.

The College does not have any off-campus student organizations.

PREPARATION OF THE ANNUAL CRIME AND FIRE SAFETY REPORTS

The Director of Public Safety compiles the statistics for the Campus Crime Report and the Director of Public Safety reviews policy statements and other information. S/he is also responsible for on-line registration and data entry to the Department of Education web site.

Statistics for crimes that occurred on or near campus are gathered by Public Safety incident reports, Residential Life incident reports, St. Mary's County Sheriff's Office reports, and Maryland State Police reports. The St. Mary's County Sheriff's Office provides statistics regarding alcohol, weapons and drugs arrests on and in the area surrounding campus. The Office of Student Conduct compiles statistics on disciplinary referrals for drug and alcohol violations, which are provided to the Director of Public Safety for inclusion in the report. It is the practice of the College that incidents reported to other offices are reported to Public Safety for documentation and follow-up if necessary.

The statistics represented in the annual report reflected activity that occurred during the previous calendar year.

CONFIDENTIAL REPORTING

While it is preferable for reports to be made to Public Safety, we understand that some victims may choose not to speak with an officer. Therefore, victims may report a crime on a confidential basis to the following people:

Laura Bayless, Dean of Students
MJ Raleigh, Director of Counseling Services
Linda Wallace, Director of Health Services
Sally Mercer, Asst. VP for Human Resources
All On-Call Professionals and Counselors

A confidential "Third Party Report" with information regarding the incident will be completed; however, no names or identifying information will be used without the consent of victim. The "Third Party Report" will be forwarded to the Director of Public Safety. Although Counseling Center personnel are precluded from mandated reporting of criminal incidents, they are encouraged to use the "Third Party Report" with the consent of the victim.

Incidents can also be reported via a confidential "Silent Witness" web form. The Silent Witness program is for reporting crimes/incidents and/or serious policy violation which may affect the health, safety or welfare of the St. Mary's College of Maryland Community. Silent Witness submissions are reviewed by the Director of Public Safety during College business hours to determine if follow-up or further investigation is warranted. Information is confidential; however, contact information may be submitted voluntarily. No follow-up or investigation will be conducted without the consent of the victim or reporting party.

POSSESSION, USE AND SALE OF ALCOHOL AND DRUGS

Underage possession or use of alcoholic beverages is prohibited. By state law, no one under the age of 21 years of age is permitted to consume, purchase, transport or possess any alcoholic beverage. The College does not condone violation of criminal law, including underage drinking. The laws of the State of Maryland govern all matters relating to alcohol on College premises, or at College-sponsored events. As members of the general public in this state, students are assumed to have full knowledge of these laws. The Maryland Revised Statutes Annotated is available in the Library and online.

Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law (e.g., prescription drugs) are forbidden. Federal and state law regarding narcotics and controlled substances shall be strictly observed and enforced. Drug-related devices are forbidden on college premises; in accordance with state law.

The full text of the St. Mary's College of Maryland Policy on Alcohol and Other Drugs can be found in the student handbook, *To The Point* (<http://www.smcm.edu/judicial/tothepoint.html>).

SEXUAL ASSAULT POLICY

St. Mary's College of Maryland is committed to creating and maintaining a community in which students, faculty and staff can work together in a secure environment free of all forms of harassment, exploitation, violence and intimidation.

Forcing or coercing someone to have sexual intercourse or engage in other sexual contact (including acquaintance rape), or the threat of such contact, is a violation of an individual's physical and emotional integrity and is unlawful.

On college campuses, the perpetrator of sexual assault is most often someone the victim knows.

What is Sexual Assault?

Along the continuum of sexual harassment, sexual assault falls under the most egregious of behaviors. It includes sexual penetration, sexual touching, or other sexual contact that uses manipulation, coercion, intimidation, physical force, or threats of physical force or retribution, and is without meaningful consent of the other. "Meaningful consent" is consent that is freely given.

The individual must:

- Have the right and ability to say yes or no to the sexual contact at any point, without threat of consequences or harm,
- Be in a clear state of mind, not impaired by drugs and/or alcohol, and
- Be able to understand the potential consequences of and alternatives to what is being asked.

In addition, consent may not be inferred from silence or passivity alone. A current or previous dating relationship does not constitute consent. Excessive use of alcohol precedes many assaults. It is important to note that use of alcohol does not diminish the perpetrator's personal responsibility.

In the state of Maryland, if an individual is forced to have sexual intercourse, is unable to consent (for example, due to the influence of alcohol), or is less than 13 years of age, the perpetrator is considered to have committed rape in the first degree. Further, subjecting a person to sexual contact which causes serious personal injury or engaging in sexual contact with a person who is at least 13 years of age and under 16 years old is considered a sexual offense in the first degree. It is important to note that the use of overpowering physical force and/or infliction of physical injury does not necessarily need to be present in order to prove the commission of these crimes. In some instances, the threat of physical force against the victim (or even against another individual, such as a relative or close friend), is enough show of force to result in a criminal conviction. The College's

sexual assault policy can be found in the student handbook, *To The Point*, beginning on page 68.

College Disciplinary Process

A criminal conviction in and of itself may lead to disciplinary action by the College. In addition, behaviors which are both illegal and in violation of the Student Code of Conduct may be handled separately in court and on campus even though the incident and the individuals involved are the same. Finally, certain offenses of a sexual nature which may not be considered unlawful or are not pursued in criminal court for other reasons may still be regarded as violations of the Student Code of Conduct.

Sexual assault and other types of unprivileged sexual contact could result in costly fines and other criminal penalties including incarceration, and/or strong College sanctions, such as suspension or dismissal. In instances where student organizations are involved, these organizations may also have sanctions taken against them, such as the rescinding of their institutional recognition. Students who would like more information regarding either Maryland Sexual Assault Statutes or College conduct expectations may review the law and Student Code of Conduct. They may also contact the Director of Public Safety, the Dean of Students, the Director of Residential Life, or the Sexual Assault Wellness Advocate.

Rights of the Complainant/Victim in the College Disciplinary Process

St. Mary's College of Maryland's disciplinary process will respect the rights of the victim which include the following:

1. The right to have his/her case heard by an appropriate hearing board or administrative hearing officer.
2. The right to have his/her case processed without judicial delay.
3. The right to written notice of the charges no less than 72 hours before the hearing, except when faced with the end of the semester. In such cases, the student may waive his or her right to 72 hours notification in order to expedite the timely conclusion of a pending hearing. Otherwise, the coordinator of Student Activities and Judicial Affairs may choose to have the hearing take place during the break period or be held over to the next semester.
4. The right to written notice of the time, date and place of the hearing.
5. The right to testify on his/her behalf.
6. The right to be present at the hearing.
7. The right to confront any witnesses appearing or evidence presented, to produce eye witnesses on his/her behalf, and to present evidence.
8. The right to have an adviser of his/her choosing present at the hearing. The adviser may not participate in the hearing but may only provide advice to the complainant. The adviser must be a member of the College community.
9. Complainants directly involved with a case may obtain outcome information from the Coordinator of Student Activities and Judicial Affairs on a need-to-know

basis. The Coordinator of Student Activities and Judicial Affairs retains the right to keep outcome information confidential if there is insufficient reason for disclosure.

Victim Assistance

If you wish to report a sexual assault or have experienced unwanted sexual contact, please seek assistance. Go to a safe place. Do not bathe, douche, change clothes, clean up or touch evidence if at all possible. If you do change clothes, put all the clothing you were wearing in a paper, not plastic, bag. Even if you think you will not press charges, preserving evidence keeps your options open. Seek medical assistance. Call Public Safety, the residence life staff (if you live in a residence hall), the Counseling Center, the Sexual Assault Wellness Advocate, the St. Mary's College First Responder Network or the Sheriff's Office. You may also want to contact a close friend or family member. St. Mary's College of Maryland provides support services and counseling for College community members, both female and male, who have experienced rape, sexual assault, sexual abuse, date rape, inappropriate touching of an intimate nature, or another form of unprivileged sexual contact. The assistance includes initial crisis intervention, information on reporting, and personal support services such as:

- Accompaniment to the hospital
- Notification of friends, relatives, or supervisors
- Accompaniment to the Sheriff's Office
- Referral to the Counseling Center and/or Health Services for ongoing assistance
- Referral and/or support for significant others
- Assistance in filing a complaint with the Judicial System
- Lease termination or other arrangements for securing on-campus housing
- Transportation and meals when needed
- Scheduling assistance to reduce time lost from work and/or classes, to include rescheduling of examinations or missed academic work.
- Contact with police and/or prosecutor for exchange of information and explanation of case progress.

This assistance can be provided through the Office of the Dean of Students at 240-895-4208 or by any Residential Life staff member. For assistance, please contact any of these individuals or call the Office of Public Safety at 240-895-4911 and they will contact one of these individuals for you. Many victims meet with more than a dozen people as they go through initial interviews relating to disciplinary and criminal proceedings. It is easy to be confused by the various roles of the many officials involved in the process. The Sexual Assault Wellness Advocate, at 240-895-4289, can help reduce this confusion in coordinating information and referrals.

Survivor Concerns

A survivor may experience many conflicting emotions in the aftermath of a sexual assault. You might feel shock, fear, anger, guilt, shame, or numbness. Each survivor's response is unique. Often students who have experienced a sexual assault find that their eating or sleeping patterns have changed, that they are isolating themselves from others,

or that they are unable to concentrate on schoolwork. Whether you choose to report sexual assault or not, talking with a counselor or a trusted friend or family member can be very helpful. The SMCM Counseling Center (240-895-4289) is a free and confidential resource.

CRIME AWARENESS AND PREVENTION PROGRAMS

Crime awareness is the key to crime prevention. The following services and programs are provided by Public Safety and are available to educate community members.

Alcohol 101 and Alcohol Awareness	Program educates students on issues related to alcohol and safety, includes impairment simulation using “Beer Goggles”
Bicycle Safety and Registration	They’re expensive and portable: learn how to protect your assets
Residence Hall Liaison Program	The Residence Hall Liaison Program pairs Public Safety Officers with campus groups to bring the officers into closer contact with the campus community in a positive, service oriented way.
Campus Alerts	Issued to advise the community of relevant information in other areas of concern, i.e. weather or storm advisories, traffic advisories, potential or real power outages, etc.
Crime Alerts	Issued when a crime or pattern of crimes or other activity has occurred which present an immediate and significant danger to the Community. Alerts are sent out as an e-mail, are posted in those areas affected and notification made to Residence Life Staff, if applicable. Alerts may also activate the College’s TMNS.
Cyber Crime/Cyber Safety	Learn how to stay safe in the viral world and how to check your on-line reputation
Drug Awareness and Recognition	Provides basic information about drug abuse and awareness including abuse of legal and prescription medications
Driver Certification Program	Students participate in both a classroom and practical training exercise for the use of state vehicles
Emergency Planning and Management	Provides basic information on emergency planning and management at St. Mary’s, how to create an emergency plan for yourself or office, discussion of types of emergencies that could occur and basic office safety.
Fire Safety	Fire and smoke incidents kill many people each year. Learn how to prevent fire related incidents and what to do if a fire breaks out
Operation ID	Engrave, mark and inventory your

	valuables so you identify them if lost or stolen.
R.A.D. (Rape Aggression Defense)	A 12-hour self-defense program for women only. The course includes lecture, discussion and self-defense techniques, suitable for women of all ages and abilities. Classes are scheduled at least once each semester. This course has its foundation in education and awareness.
Rape and Sexual Assault Awareness	Seminars on rape awareness provide an overview of the issue and what to do if someone becomes a victim. Includes an introduction to the RAD program.
School Violence Awareness and Education	Awareness and education program on school violence, warning signs, creating an action plan and reporting using the "Shots Fired On Campus" DVD.
Silent Witness	Anonymous web link to report violations of state law, college policy or suspicious activity. Submissions are reviewed during normal business hours.
Workplace/School Violence	Focused primarily on faculty and staff, this program focuses on workplace violence and warning signs, creating an action plan and how to report. Uses the "When Lightning Strikes" DVD.

INFORMATION ON REGISTERED SEX OFFENDERS

In accordance with the Clery Act and the state sex offender's registration laws, information on registered sex offenders in St. Mary's County is available from:

St. Mary's County Sheriff's Office
 23150 Leonard Hall Drive
 Leonardtown, Maryland
 301-475-4200 x1900

EMERGENCY MANAGEMENT

Emergency Response and Evacuation Procedures

In case of emergency, St. Mary's College of Maryland utilizes a number of communication methods to notify the campus community depending on the specific circumstances of the incident. These may include: e-mail, voice mail, posts on the St. Mary's College of Maryland homepage, emergency siren broadcasts, text messaging, radio and television announcement and/or paper postings.

When an incident is reported to Public Safety that may potentially present an immediate and significant danger to the community, the Director of Public Safety or designee is immediately notified to assess the veracity of the report. The method of distribution is determined based on the potential threat presented and the area(s) and/or individual(s) potentially affected. When possible, a draft message of the content of the notification will be reviewed by at least one member of College's senior staff (President, VP for Academic Affairs/Dean of the Faculty, VP of Business and Finance, Dean of Students, VP of Advancement) prior to distribution however the Director of Public Safety or designee is authorized to activate the College's notification systems immediately if necessitated by the circumstances.

The following individuals are authorized to disseminate emergency notifications:

- College President
- Vice President of Academic Affairs and Dean of Faculty
- Dean of Students
- Vice President of Business and Finance
- Vice President of Advancement
- Assistant Vice President of Publications & Media Relations
- Director of Public Safety

Emergency Notification System

St. Mary's College of Maryland has an internal Text Messaging Notification system which it uses to notify the St. Mary's College of Maryland community. The system is designed to send emergency messages to enrolled campus members via SMS (text) message, cellular telephone and/or e-mail when circumstances dictate. This system is part of the College's overall communication plan.

The Text Messaging Notification System (TMNS) will be used primarily when a situation exists that presents an imminent danger to the campus community and/or to notify the College's Emergency Response Team of an incident. An "imminent danger" is one that threatens the immediate safety of the campus community, is not anticipated, and in which failure to provide such a warning may result in serious harm. Examples of such emergencies are a tornado, a chemical or hazardous material spill, or an armed and actively violent person. TMNS messages will not be used unless the situation is

determined to imminent and requires immediate action. TMNS messages may also be used to notify the campus community about curtailed campus operations (e.g. inclement weather closings).

Information submitted to the system will be used only for purposes of emergency communication and will not be sold to use for marketing or any purpose other than those mentioned above.

The TMNS can be activated through EOP standard protocol or when authorized by:

- College President
- Vice President of Academic Affairs/Dean of the Faculty
- Dean of Students
- Vice President of Business and Finance
- Vice President of Advancement
- Assistant Vice President of Publications & Media Relations
- Director of Public Safety

The TMNS will be tested once annually and/or as part of a campus-wide drill. The purpose of the drill is to ensure that the system is in good working order and that campus community members know what actions should be taken in case of emergency.

Procedures

Registration

1. In order to receive TMNS messages, members of the St. Mary's College of Maryland community must enroll through the portal and provide contact information indicating by what means they would like to be notified in case of emergency.
2. Enrollment in the TMNS is available to all members of the St. Mary's College of Maryland community.
3. Employees:
 - a. Enrollment information will be provided to all new St. Mary's College of Maryland employees via the Human Resources orientation process or by the employee supervisor.
 - b. An enrollment message will be sent out to faculty and staff at the beginning of each Fall semester to ensure contact information is correct and up-to-date.
4. Students:
 - a. Enrollment information will be provided to all new St. Mary's College Maryland students prior to and during Fall Orientation via e-mail.
 - b. Enrollment messages will be sent out to students at the beginning of the Fall and Spring semesters to enroll new students and to provide student an opportunity to update contact information.

5. Enrollment is open at all times and is available on the St. Mary's College of Maryland.

Activation of Text Messaging Notification System

1. When Public Safety receives a report that an incident has occurred or may occur that presents an imminent danger to campus, the supervisor on duty or on-call will immediately be notified of the threat.
2. The supervisor will determine if the incident requires an emergency campus notification via the TMNS or if the campus notification can be made effectively via other communication methods.
3. If it is determined that the TMNS will be used, the Director of Public Safety will log in to the TMNS and send the appropriate warning notification (see attached list).
4. The Director of Public Safety or designee will notify the College President or College administrator in charge (designee) to advise them of the emergency and activate the College ERT if necessary.
5. The College President or designee will indicate which College administrators listed below should be contacted and by whom:
 - a. College President
 - b. Vice President of Academic Affairs/Dean of the Faculty
 - c. Dean of Students
 - d. Vice President of Business and Finance
 - e. Vice President of Advancement
 - f. Assistant Vice President of Publications & Media Relations
 - g. Environmental Health and Safety Officer
6. When the emergency is over, a message will be sent out to the community indicating that emergency is over.

TMNS Testing/Maintenance

The Text Messaging Notification System will be tested periodically to ensure it is in good working order.

The following individuals are authorized to request to test the system:

- College President or designee
 - Dean of Students or designee
 - Director of Public Safety or designee
1. When a test of the system is authorized, the College will make every effort to notify the St. Mary's College of Maryland faculty, staff, and students via web and e-mail postings.

2. When the test begins, Public Safety will send out a message indicating that the system is being tested using the procedure describe above.
3. At the conclusion of the test, an e-mail will be sent to the St. Mary's College of Maryland faculty, staff and students advising them that the test is concluded and any further emergency notifications should be considered real.

Annual Drill

1. When a drill is authorized, the College will make every effort to notify St. Mary's College of Maryland faculty, staff and students via web and e-mail postings.
2. Prior to the beginning of the drill, a message will be disseminated to the campus via broadcast e-mail indicating that the following message is associated with a drill that all community members are to respond as they would in a true emergency.
3. When the drill begins, Public Safety staff will be advised to send one of the standard emergency messages.
4. In concert with the above message, a message will be sent out via other campus messaging systems announcing the drill and actions to be taken.
5. Drill staff will ensure that the appropriate actions have been taken (building evacuated or shelter taken as directed).
6. When the drill is concluded, an e-mail will send to St. Mary's College of Maryland faculty, staff and students advising them that the drill is concluded and any further emergency broadcasts should be considered real.

This policy is subject to periodic review and revision at the request of the College Emergency Response Team.

Emergency Outdoor Message Broadcast Policy and Procedures

St. Mary's College of Maryland has a Whelen outdoor emergency broadcast system which is equipped with two (2) sirens and the ability to broadcast emergency messages on campus. The siren/loudspeaker(s) are located on the roof of the Michael P. O'Brien Athletics and Recreation Center and the roof of the Campus Center. Both are controlled by Public Safety via the assigned radio frequency. The system will only be used when a situation exists that presents an imminent danger to the campus. An "imminent danger" is one that threatens the immediate safety of the campus community, is not anticipated, and in which failure to provide such a warning may result in serious harm. Examples of such emergencies are a tornado, a chemical or hazardous material spill, or an armed and actively violent person. An Emergency Outdoor Message Broadcast will not be used unless the situation is determined to be imminent.

Procedure

1. When Public Safety receives a report that an incident has occurred or may occur that presents an imminent danger to campus, he/she will immediately advise the supervisor on duty or on call of the threat.
2. The Supervisor will immediately determine if the incident requires an emergency campus notification via the outdoor broadcast system or if the campus notification can be made effectively via other communication methods.
3. If it is determined that the outdoor broadcast system will be used, the supervisor will advise the dispatcher that activation is required and indicate which of the following warnings will be used:
 - a. Campus Lockdown
 - b. Shelter-in-place
 - c. Emergency evacuation
 - d. Tornado warning
4. The dispatcher will activate and play the appropriate message.
5. The dispatcher or supervisor will notify the Director of Public Safety or designee if the Emergency Outdoor Message Broadcast system is used.
6. The Director of Public Safety or designee will notify the following individuals to advise them of the emergency and activate the College ERT if necessary:
 - a. College President
 - b. Vice President of Academic Affairs/Dean of the Faculty
 - c. Dean of Students
 - d. Vice President of Business and Finance
 - e. Vice President of Advancement
 - f. Assistant Vice President of Publications & Media Relations
7. When the emergency is over, the dispatcher will play the all clear announcement.

Testing/Maintenance

The Emergency Outdoor Message Broadcast system will be tested periodically to ensure it is in good working order and/or during a drill.

The following individuals are authorized to request a test of the system:

- College President or designee
- Dean of Students or designee
- Director of Public Safety or designee

A test may also be requested by Physical Plant after maintenance; however, the test must be authorized by one of the individuals listed above.

- When a test of the system is authorized, the College will make every effort to notify St. Mary's City and community. Notifications will be made to the Sheriff's Office, St. Mary's College of Maryland faculty, staff and students via web/e-mail postings and via press release to The Enterprise.
- When the test begins, the Public Safety staff will be advised to sound the "test" message, using the procedures described above.
- At the conclusion of the test, an e-mail will be sent to St. Mary's College of Maryland faculty, staff and students advising them that the test is concluded and any further emergency broadcasts should be considered real.

Annual Drill

The Emergency Outdoor Message Broadcast system, in addition to other campus communication systems, will be used once annually as part of a campus wide drill. The purpose of the drill is to ensure that the system is in good working order and that campus community members know what actions should be taken in case of emergency.

The following individuals are authorized to request a test of the system:

- College President or designee
 - Dean of Students or designee
 - Director of Public Safety or designee
1. When a drill is authorized, the College will make every effort to notify St. Mary's City and the community. Notifications will be made to the Sheriff's Office, St. Mary's College of Maryland faculty, staff and students via web/e-mail postings and via press release to The Enterprise.
 2. Prior to the beginning of the drill, a message will be disseminated to the campus via broadcast e-mail indicating that the following message is associated with a

- drill and that all community members are to respond as they would in a true emergency.
3. When the drill begins, the Public Safety staff will be advised to sound one of the emergency messages.
 4. In concert with the message, a message will be sent out via other campus messaging systems (emergency notification system, e-mail, etc.) announcing the drill and the actions to be taken.
 5. Drill staff will ensure that the appropriate actions have been taken (building evacuated or shelter taken as directed).
 6. When the drill is concluded, Public Safety will sound the “Post test announcement.”
 7. At the conclusion of the drill, an e-mail will be sent to St. Mary’s College of Maryland faculty, staff and students advising them the drill is concluded and any further emergency broadcasts should be considered real.

This policy is subject to periodic review and revision.

Evacuation Procedures

All campus buildings are posted with evacuation maps. Residential Life staff members and administrative and academic Building Contacts, including student resident assistants, are trained in emergency evacuation procedures for individual residence halls and in case a campus evacuation is required. Evacuation procedures in residence halls are tested during fire egress drills each semester.

Detailed campus evacuation procedures are outlined in the College’s Emergency Operations Plan, which is reviewed annually.

MISSING STUDENT POLICY

All students in on-campus housing facilities have the option at residence hall check-in to register a confidential contact person to be notified in the case that the student is determined to be missing. The student may indicate that person to be a parent or guardian or another person if they choose. Use of that notification information is for authorized campus officials, Public Safety staff and law enforcement in furtherance of a missing person investigation.

Any individual who believes that a currently enrolled St. Mary's College of Maryland resident student is missing should notify the Office of Public Safety at 240-895-4911 (4911 from campus phones). Following receipt of this information, the Office will commence an investigation, which may include notification of various College departments to assist in determining if the student is in fact missing. These may include, but are not limited to, the Dean of Students, the Office of Residential Life, Dining Services, Campus Technology Support Services, faculty members, roommates, friends and others as needed.

Should the investigation result in the conclusion that the student is missing, and has been missing for 24 hours, Public Safety will notify the St. Mary's County Sheriff's Office and/or the appropriate law enforcement agency, as well as the student's confidential contact, within a span of time not to exceed 24 hours from the time the student was determined to be missing. If the missing student is under the age of 18, and not an emancipated individual, Public Safety will notify the student's parent or legal guardian immediately after the Office of Public Safety determines that the student is missing.

Procedure

1. When a resident student has been reported missing, the person to whom they are reported should immediately notify Public Safety.
2. Public Safety will immediately log the call and open an incident report.
3. Public Safety will then:
 - a. Contact the On Call Professional to notify him/her and to determine the last time the student was seen by roommates and friends.
 - b. Look up the student's ID card via the access control system to determine the last time the ID card was used to gain access to a campus building.
 - c. Contact Dining Services to determine the last time the ID was used for entrance to the Great Room or for a food purchase.
4. If the student has not been located, the Director of Public Safety or designee should be contacted and advised of the actions taken and the outcome. The Director of Public Safety or designee will be responsible for notifying the Dean of Students, the President and the campus spokesperson.

5. Public Safety should then continue investigating other avenues including:
 - a. Contacting the Dean of Students to determine if the student was recently seen or referred to the Counseling & Health Center;
 - b. Checking Facebook and other social media sites to determine if recent postings have been made;
 - c. Contacting faculty members teaching classes in which the student is enrolled;
 - d. Contacting CTSS to determine the last time and location the student was logged on the college's system.
6. If the student has still not been located, Public Safety must notify the St. Mary's County Sheriff's Office (or other law enforcement agency if applicable) as soon as practical but no later than 24 hours after the student has been determined to be missing.
7. Public Safety or other designated person will notify the confidential contact person noted on the housing information form (or the parent or legal guardian if no confidential contact is listed) that the student is missing no later than 24 hours after the student was reported missing.
8. If the missing student is under the age of 18, and not an emancipated individual, Public Safety will notify the student's parent or legal guardian immediately after it has been determined that the student is missing.
9. Public Safety will aid and assist the Sheriff's Office in all aspects of the investigation until the missing student has been located.

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND
CAMPUS CRIMES STATISTICS ACT (formerly the Campus Security Act)*

CATEGORY	VENUE	2007	2008	2009
CRIMINAL HOMICIDE: Murder and Non-Negligent Manslaughter	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Negligent Manslaughter	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
SEX OFFENSES: Forcible	Total On Campus***	2	0	0
	• <i>Number in dormitories or other residential facilities</i>	1	0	0
	• <i>Number in non-residential facilities</i>	1	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Non-forcible	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
ROBBERY	Total On Campus***	0	0	0
	• <i>Number in dormitories or residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0

AGGRAVATED ASSAULT	Total On Campus***	1	1	0
	• <i>Number in dormitories or residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	1	1	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
BURGLARY	Total On Campus***	5	5	1
	• <i>Number in dormitories or other residential facilities</i>	3	5	1
	• <i>Number in non-residential facilities</i>	2	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	1	0
ARSON	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
MOTOR VEHICLE THEFT	Total On Campus***	2	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	2	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
ARREST FOR: Liquor law violations	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Drug-related violations	Total On Campus***	0	2	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	2	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	1

Weapons possession	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
DISCIPLINARY REFERRALS: Liquor Law violations	Total On Campus***	179	122	102
	• <i>Number in dormitories or other residential facilities</i>	179	86	64
	• <i>Number in non-residential facilities</i>	0	36	38
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Drug-related violations	Total On Campus***	46	90	41
	• <i>Number in dormitories or other residential facilities</i>	0	46	17
	• <i>Number in non-residential facilities</i>	46	44	24
	In or on a non-campus building or property	0	0	0
	On public property	0	0	3
Weapons possession	Total On Campus***	0	0	4
	• <i>Number in dormitories or other residential facilities</i>	0	0	4
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0

Hate Crime Reportable Offenses

Larceny – Theft • Pocket-Picking	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • Purse Snatching	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0

Larceny – Theft • Shoplifting	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • Theft from Building	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • Theft from Coin Operated Machine or Device	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • Theft from Motor Vehicle	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • Theft of Motor Vehicle Parts or Accessories	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0

Larceny – Theft • All Others	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Simple Assault	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Intimidation	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Destruction/ Damage/ Vandalism of Property	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0

*** This category includes all on-campus incidents, including those listed in the categories below, "Number in dormitories or other residential facilities" and "Number in non-residential facilities." Therefore, the two categories are not cumulative, but duplicative.

Each statistic, resulting in bodily injury that is motivated by a type of bias or prejudice will have a superscript notation for the type of bias. Numbers in superscripted parenthesis indicate the number out of the total number of incidents that were motivated by each type of bias. If hate crimes occur involving bodily injury, but do not fall in the above categories, they must be separately noted in an additional section.

Key to Hate Crimes Notations Type of Bias or Prejudice:

Race = ra	Gender = g
Religion = re	Sexual Orientation = s
Ethnicity = e	Disability = d

Fire Safety Report

Housing Facility Fire Safety Systems

Building	Smoke Detectors		Fire Alarm Notification Directly to:	Sprinkler System (Yes/No)	Type (Wet/Dry)
	In-Room	Common Areas			
Calvert Hall	110 V Non-System	System	Public Safety	No	N/A
Caroline Hall	110 V Non-System	System	Public Safety	No	N/A
Dorchester Hall	110 V Non-System	System	Public Safety	No	N/A
Lewis Quad	110 V Non-System	System	Public Safety	Yes	Wet & Dry
North Crescent Townhouses	110 V Non-System	System	Public Safety	Yes	Wet
Prince George Hall	110 V Non-System	System	Public Safety	No	N/A
Queen Anne Hall	110 V Non-System	System	Public Safety	No	N/A
South Crescent Townhouses	110 V Non-System	System	Public Safety	Yes	Wet
Townhouse A (Harrington)	110 V Non-System	System	Public Safety	Yes	Wet
Townhouse B (Boone)	110 V Non-System	System	Public Safety	Yes	Wet
Townhouse C (Homer Dodge)	110 V Non-System	System	Public Safety	Yes	Wet
Townhouse D (Maggie Dodge)	110 V Non-System	System	Public Safety	Yes	Wet
Townhouse E (Morsell)	110 V Non-System	System	Public Safety	Yes	Wet
Townhouse F (Trueschler)	110 V Non-System	System	Public Safety	Yes	Wet
Waring Commons	110 V Non-System	System	Public Safety	Yes	Wet & Dry

Fire alarm systems and appropriate procedures are provided for the protection of life and property of students. Tampering with, misuse of fire alarms, smoke detectors, fire extinguishers, and/or failure to comply with related procedures is a serious infraction of College policy. This includes attaching any items to the sprinkler pipes in the residence halls and misusing exit doors designated for emergency use only.

Fire Safety Education and Training

Fire safety education and training is offered throughout the academic year by Public Safety, Residential Life and the Coordinator of Environmental Health and Safety. Resident Students are advised of emergency procedures, evacuation procedures, fire safety, and Health & Safety Inspections during floor/building meetings at the beginning of the academic year. Prior to each break (Thanksgiving, Winter, Spring), Residence Life staff have hall meetings with their residents to review Health and Safety Inspection information.

Residence Life staff receive at least two hours of fire safety training each August. They receive information on fire safety procedures, fire prevention, Health and Safety Inspections, and new staff learn how to use a fire extinguisher. In addition, all staff are trained on their building evacuation system.

Faculty and staff are periodically reminded via e-mail to refrain from using open flames (candles) in offices, refrain from overloading outlets, to turn off lights, etc.

All Public Safety Officers attend fire safety and emergency management training in the first year of hire and periodically throughout their tenure.

Fire/Egress Drills

Fire/egress drills are conducted minimally once in campus residences to ensure students are familiar with fire and emergency procedures and egress routes. Drills are run and supervised by Residential Life with assistance from Public Safety. Drills are documented in the Public Safety log and a drill report is kept on file for each drill conducted.

Calvert, Caroline, Dorchester, Lewis Quad, Prince George, and Queen Anne are required to have at least one regular, mandatory, supervised fire drill each September. The Townhouses and Waring Commons do not have supervised fire drills as we do not have a way of setting off the alarm in a systematic manner.

Procedures for Student Evacuation

All students and Residential Life staff are required to vacate buildings when a fire alarm sounds or at the request of a member of the Public Safety or Emergency Services personnel. Students are provided with information regarding appropriate procedures during floor/building meetings at the start of each semester. Evacuation information is also posted in residence halls and provided below. Students remaining in a building after the fire alarm has sounded are documented and referred to the Office of Student Conduct for disciplinary action.

In case of fire:

1. Immediately leave the building using the nearest exit notifying others in the building as you exit.
2. Activate the nearest alarm box and/or dial 9-1-1.
3. Do not use elevators.
4. If you encounter smoke, crouch nearest to the floor as you exit. If possible, breathe through a dampened cloth.
5. Meet at the pre-determined meeting area for your building and check in with the Resident Assistant or On-Call Professional.
6. Do not return to the evacuated building unless told to do so by the fire department or other official.

Evacuation Points

Students should gather in the designated location as follows:

Calvert Hall

Students should move toward the front steps of St. Mary's Hall. In the event of bad weather or an extended evacuation, students will be permitted to enter St. Mary's Hall.

Caroline, Dorchester, and Prince George

Students should move to the Montgomery Hall patio area located at the main entrance of the building. In the event of bad weather or extended evacuation, students will be permitted to enter Montgomery Hall.

Lewis Quadrangle

Students should move toward the grass areas around DPC. In the event of bad weather or an extended evacuation, students will be permitted to enter DPC.

Queen Anne Hall

Students should move toward the wooded area behind the dumpster located in the front of the building (parking lot). In the event of bad weather or an extended evacuation, students will be permitted to enter Montgomery Hall.

Townhouses - Harrington, Boone, Homer Dodge, Maggie Dodge, Morsell, and Trueschler

Students should exit toward the Townhouse Green and then proceed to the patio area of DPC. In the event of bad weather or an extended evacuation, students will be permitted to enter DPC.

Townhouses - Southern Crescent and Northern Crescent

Students should move toward the grass areas around DPC. In the event of bad weather or an extended evacuation, students will be permitted to enter DPC.

Waring Commons

Students should move toward Lewis Quad. In the event of bad weather or an extended evacuation, students will be permitted to enter the LQ rec. room and DPC. Students should not block the roadway.

Policies regarding portable electrical appliances, other prohibited items, open flames and smoking in student housing facilities

The Residential Life Office publishes policies regarding items and activities prohibited in residence halls on the Residence Life web page, in the Student handbook, and/or the Housing Contract.

Resident Student Guide (www.smcm.edu/residencelife)

Antenna, Electrical Wiring, Fire Safety, and Appliances

Residents are not permitted to install outdoor antennas or other devices on the exterior of any residence hall, suite, apartment, or townhouse or in adjacent trees or shrubbery. Under no circumstances may the electrical wiring in a room be altered. Installation or alteration of electrical equipment is prohibited. Fires in student rooms have resulted from electrical defects or careless use of electrical appliances. The following are the **ONLY** appliances which may be operated in student rooms: answering machine, clock, computer and printer, curling iron, electric blanket (with heat control), electric curlers, fan, hair dryer, hot pot (must have closed heating element), iron, lamp (except halogen*), popcorn popper, refrigerator (less than 5 cubic feet capacity, only one per room), radio, sewing machine, shaver, stereo equipment, television, typewriter, VCR.

Students living in the suites, apartments, or townhouses are permitted to have one microwave oven per suite, apartment, or townhouse unit. Students in traditional residence halls are not permitted to have a microwave in their rooms. One is provided in the common area kitchen.

Electrical appliances not included on this list are not allowed and may be confiscated and stored at the student's expense. No appliances may have an exposed heating element. All appliances must be UL-approved. **Candles and incense are not permitted due to the danger of open flame and unattended heat sources.** Window air conditioners are permitted only for those students with approved medical reasons who have received written permission from the Health Center and the Associate Dean of Students.

** Halogen lamps have been responsible for a number of housing fires across the country. Halogen bulbs burn three times as hot as incandescent bulbs. They are not permitted at SMCM.*

Health and Safety (H&S) Inspections

Residence Life staff will conduct health and safety inspections when we close for Thanksgiving Break (November), Winter Break (December), and Spring Break (March). We will focus on fire safety concerns, health & safety issues, cleanliness issues, and use these inspections in an effort to reduce end-of-the-year damage billing. If we nip potential problems earlier than May, it will help with the transition from academic year to summer-housing use, thus reducing the amount of time we spend on room inspections and damage billing.

Staff members will post notification flyers at least three days prior to each H&S inspection. Staff will write in the specific date and time of the inspection (residents do not need to be present). Staff will do a visual inspection of the room and will not open drawers or closets. Staff will be checking for:

General cleanliness (especially in the apartment and townhouse kitchens and bathrooms)
Disabled smoke detectors
Overloaded electrical outlets
Tapestries blocking lights, smoke detectors, doors, windows
Excessive trash
Evidence of pets, smoking, candles, incense
Unauthorized appliances or lofts
General cleanliness of the area
Obvious damage to College property
Belongings improperly stored in HVAC closets (Townhouses only)
Condition of the carpet (Townhouses only)
Properly charged fire extinguishers (Apartments and Townhouses only)

RAs will note issues and concerns initially, share this information with residents, give the residents two to three days to correct the problems and then re-inspect. While residents may not make repairs to holes, etc., they must remove all other problems cited, such as tapestries, microwave, pets, etc. If the corrections are not completed, the RA will submit an incident report for follow-up.

The inspections will take place as follows:

The Tuesday before Thanksgiving (Thanksgiving Closing)
The Friday after fall semester final exams end (Winter Break Closing)
The Friday we close for Spring Break (Spring Break Closing)

Holiday Decorations

Students may decorate their rooms and hallways for holidays.

1. All decorations must be UL-approved and marked “flame resistant” or “flame retardant.”
2. Live trees and greenery, and decorations containing crepe paper or pyroxylin plastics may not be used.
3. Nothing should be attached to or touch the ceilings or floors, especially in the hallways (exception: decorations with a stand securely placed on the floor).
4. Open flames are not permitted.
5. Twinkle lights may be strung along the walls.
6. One extension cord per outlet is permitted, with only one device plugged into the cord (that is, the cord is NOT there to provide additional outlets) and is only temporary, not stretched across doors, floors, under rugs, etc.
7. Nothing should block a light fixture or smoke detector at any time.
8. Students are not permitted to decorate exit doors, door handles, electrical equipment (including lights, panels, and switches), fire protection equipment (including alarms, extinguishers, lights, panels, or smoke detectors), stairs, stairwells, and windows.

Decorations, Tapestries

Due to fire safety regulations, students are not permitted to block light fixtures or smoke detectors with tapestries or other material. Because windows and doors must be accessible in the event of a fire, students may not hang material in a manner so as to block easy access to these egress points.

