

GOUCHER | college  
**Campus Public Safety**  
Annual Security Report  
October 1, 2016  
Includes  
Fire Safety Report

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## Campus Public Safety

*Published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*

NOTE: The Office of Public Safety reserves the right to change or cancel, without notice, policies, regulations, procedures, or any of the following information based on the needs of the Goucher community and new compliance standards enacted by the Department of Education for the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The college's Annual Fire Safety Report can be found on page 49 of this report.

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### Office of Public Safety Mission Statement

The Goucher College Office of Public Safety exists to support the educational mission of Goucher College. Its staff members are committed to providing high quality, community-oriented public safety services that facilitate the provision of educational services to the students of the college. The office strives to protect the rights and safety of all members of the campus community, and uses problem-solving strategies to address the security concerns of students, employees and guests.

The department's office is located on the ground floor of Robinson House in Heubeck Hall.

All members of the Public Safety staff pledge to conduct themselves in a manner that demonstrates their commitment to Goucher's five community principles:

- **Respect:** We will treat everyone within our community with respect and learn from our differences. When conflicts arise, we will work together to come up with mutually beneficial resolutions. We also commit to respect and protect the environment on our campus and in the world.
- **Inclusion:** We will acknowledge and embrace the unique gifts and differences of our community members. Furthermore, we seek to include those who may feel excluded.
- **Communication:** We will communicate with the intent to listen and learn from others while placing a premium on maintaining a safe space for those involved. We will create opportunities for dialogue so that a variety of voices can be heard.
- **Service and Social Justice:** We value active participation in bettering the Goucher community as well as those communities beyond the college where we live, work, and serve. In addition, we seek to understand the issues of privilege and oppression that exist in these communities.
- **Responsibility:** We understand that we are accountable for our own actions, opinions, and beliefs, and for ensuring that our actions are conducive to the safety and well-being of others.

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### Office of Public Safety Law Enforcement Authority and Jurisdiction

The Office of Public Safety has the authority to respond to all campus emergencies, conduct investigations, issue Goucher College identification cards, and maintain the vehicle registration and parking enforcement programs. Public safety officers are non-sworn officers and do not possess arrest powers. Criminal incidents are referred to the Baltimore County Police Department (BCPD), which

has jurisdiction over the campus.

The public safety staff consists of the director, senior associate director, and 16 full-time and 11 part-time security officers. Officers are on duty at the communications desk and on on-campus patrol, by bike and on foot, 24 hours a day, 365 days a year. The office reports to the Vice President and Dean of Students, and is located in the lower level of Heubeck Hall, opposite the Office of Residential Life. Any and all on-campus emergencies, criminal activity, suspicious conditions, subjects, or vehicles should be reported immediately.

### **Training**

Members of the Office of Public Safety are routinely trained and certified in First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillation (AED). All members of the office also have prior experience in law enforcement or security related fields, and all receive ongoing training. This training includes, but is not limited to, workshops and seminars sponsored by the University of Maryland System, the Anne Arundel Community College, Baltimore County Police and Fire Departments, Turnaround Sexual Assault Center, the College and University Police Investigators Conference, the International Association of Campus Law Enforcement Administrators, and the Criminal Justice Information System.

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### **Relationship with Local Law Enforcement Authorities**

Although Goucher does not have a formal written agreement with law enforcement agencies to investigate alleged criminal offenses, Goucher officers maintain a close working relationship with BPCD, which services the campus and is a nationally accredited police agency. Criminal incidents are reported to this agency. BCPD informs the office of public safety whenever a situation is reported to the police that may warrant an emergency response or timely warning on campus. Goucher also works closely with the agency to monitor local crime trends that may affect the Goucher community. Goucher College occasionally works with other law enforcement agencies, including the Federal Bureau of Investigation and the Department of Homeland Security.

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### **Reporting Criminal Activities and Emergencies**

Campus policy encourages every member of the campus community to report a crime promptly to the Office of Public Safety, including in situations where the victim wants to or is unable to report. Students, faculty, staff, and guests of Goucher College are encouraged to immediately report emergencies, criminal activity, and any suspicious conditions, subjects, or vehicles to the Office of Public Safety at x6111 from an on-campus telephone or 410-337-6111 from a cell phone, or activate a blue-light phone. Officers will conduct a thorough investigation of all incidents and offenses. The identity of complainant(s), victim(s), and witness(es) will be kept as confidential as is reasonably possible.

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## Confidential Reporting

Community members who want to make a confidential report of a crime may do so through Goucher's Silent Witness Program. Details about that program and a form to submit information confidentially can be found on the website at [www.goucher.edu/x16982.xml](http://www.goucher.edu/x16982.xml). This form is not intended for emergency use. Community members should report crimes in progress or emergency situations to Public Safety at X6111 (410-337-6111).

Community members may also report crimes confidentially to campus "Pastoral Counselors" and campus "Professional Counselors," as defined below. These individuals may report crimes to the college on a voluntary basis without including identifying information but, as a matter of policy, they are not required or encouraged to do so. In some situations, however, the campus counselors may be required by law to report a crime, so persons being counseled should ask them about this before disclosing information that they wish to keep confidential.

**Pastoral Counselor:** An employee of an institution who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. At Goucher this includes the Chaplain and the Director of Hillel.

**Professional Counselor:** An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. At Goucher this includes the mental health counselors at the College Student Counseling Center.

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## Emergency Phones on Campus

The college has emergency phones strategically placed to assist community members in the event of an emergency. These phones are easily identified by the flashing blue lights, which are on top of the phone units. In case of an emergency, the large red button on the face of the phone unit should be pushed. This will immediately ring into Public Safety, and will give the on-duty desk officer the location of the problem.

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## Off-Campus Student Organizations

There are no off-campus student organizations affiliated with Goucher College.

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## Security of and Access to Campus Facilities

The Goucher College campus is private property and is posted as such. Trespassers are prosecuted and/or barred from campus.

Unless otherwise warranted, the back service drive entrance to Goucher's campus is closed to vehicular traffic. Vehicular traffic may only enter campus through the front gate (main) entrance,

located on Dulaney Valley Road. The back entrance is open to bicycles and pedestrian traffic between 6:00 a.m. and 8:00 p.m.

### **After-Hours Guests**

When the college is in full academic session, public safety officers monitor all incoming vehicular traffic at the Gate House after 8 p.m. These officers assist with traffic control during special events and serve as an informational resource for the community's guests and as a deterrent to trespassers.

All drivers must stop their vehicles at the Gate House and check in with the officer every time they enter campus. The registration decals on community members' cars are their pass onto campus. Guest vehicles are logged in by the Gate House officers.

Guests are the responsibility of their host and must register with the Office of Public Safety. Students expecting a guest after midnight must contact the Office of Public Safety and give their name, room number, and guest's name. Students must meet their guest at the front doors of the residence halls and accompany them at all times while they are on campus. This system assists our efforts to maintain a safe campus. *Note: After midnight, failure to advise Public Safety of an expected after-hours guest will result in the guest being denied campus entrance at the Gate House.*

### **General Policies**

- The security and safety of the college's students and employees is a shared community responsibility.
- Access policies and permissions will be structured such that all members of the community will be granted access to buildings and rooms as required to perform the duties of their position or complete their academic requirements.
- Granting or rescinding access to a building or area will require the written authorization of a department chair, director, or divisional head.
- Accountability will be maintained and both the individuals granted access and the individual authorizing access would share in the responsibility for the access.
- On a temporary basis, changes to these policies can be made by the director of public safety. Permanent modifications to these policies and procedures will be made only with the approval of the Operations Management Group.
- The academic and residential calendar found at [www.goucher.edu/academiccalendar](http://www.goucher.edu/academiccalendar) will be the official campus calendar for determining official open and closed dates.
- Use of keys, access cards, and/or access system in a manner contrary to the safety and security of the community or to the detriment of the college's property and facilities will result in disciplinary action as specified in the Campus Handbook.
- Keys and cards to access Goucher facilities are the property of the college.

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### **Security Considerations Used in Campus Facility Maintenance**

With the cooperation of Office of Public Safety and Office of Residential Life, frequent tours of the campus are conducted to identify potential security/safety problems, such as burned-out lights, broken windows, and malfunctioning locks. The local fire marshal also makes periodic inspections of all campus facilities. The Office of Public Safety sends the Office of Facilities Management Services

(FMS) a daily report of any safety deficiencies and fire-code violations that officers have noted during their tour. FMS gives the highest priority to repairing/replacing all safety deficiencies and to rectifying any fire code violations.

A call-back system is in place, through the Office of Public Safety, for after-hours maintenance or housekeeping emergencies.

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## **Building and Room Security and Access Policies**

### **Buildings**

#### ***Administrative Buildings***

Administrative buildings will be opened for general access Monday through Friday from 7 a.m. to 5:30 p.m. At all other times, access will be limited only to authorized employees and students.

#### ***Academic Buildings***

Academic buildings will be opened for general access Monday through Thursday from 7 a.m. to 8 p.m. and Friday from 7 a.m. until 6 p.m. After 8 p.m. on weekday evenings, and on weekends when classes are scheduled, access will be limited to instructors and students enrolled in those programs. When classes are not in session, academic buildings will generally follow the same policies as administrative buildings. Note: All after-hours admissions will be coordinated through the Office of Public Safety.

*When classes are not in session, academic buildings will follow the same policies as administrative buildings.*

#### ***After-Hours Building Access for Students***

After 8 p.m., and on weekends all academic buildings will be locked. To have after-hours access to any academic area (including computer rooms, labs, and faculty offices), the following procedures must be followed:

1. Authorization must be given (in writing) by a qualified person (i.e., a faculty member) stating the student(s), location, date, and time period allowed in area.
2. Student(s) authorized to use any area after hours must be accompanied by another person.
3. Student(s) authorized to use any area after hours are not allowed to be anywhere other than specified location.
4. The Office of Public Safety is to be notified by student(s) when they are finished using any area after hours.

#### ***Residence Halls***

All residence halls have public areas and residence wings. Access to residence wings will be limited to only resident students and authorized employees. Refer to "Students" section below for further explanation. Staff with on-call responsibilities associated with the residences will have unrestricted access.

#### ***The Athenaeum***

The Athenaeum will be open for general access based on the schedule approved by the librarian. Access to the library at other times will be limited to authorized employees.

### ***Decker Sports and Recreation Center***

The Decker Sports and Recreation Center will be opened for general access based on the schedule approved by the director of physical education and athletics. Access to the center at other times will be limited to authorized employees.

#### ***Students***

- Within the first two weeks of the fall semester, each residence house will meet to decide its access policy for the semester. By majority vote of the house's residents, each residence house will be able to select either open or house-only access. Open access will allow access to a house by all resident students on an unrestricted basis. House-only access will restrict access to only those students residing in that house. In the case of houses that share common stairwells and doors, the access policy will be determined by a joint house vote. The default policy will be house-only. The decision to change a house's policy to open can only be made during the first two weeks of each semester and will remain in effect for the entire semester.
- All students will have access to the public areas leading to the commuter student, club, and student/social activity areas in Pearlstone.
- Access to academic buildings at times other than scheduled class times will be granted in order to complete academic requirements. Requests for building access must be made to the Office of Public Safety by the instructor and will be limited to students currently enrolled in the course. These special access privileges for students will be automatically revoked at the end of each semester.
- Access to administrative buildings at times other than normally open times will be granted to students only at the request of the appropriate director or vice president.

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## **OneCard Photo Identification Cards and College-Issued Keys**

*Note: The website for in-depth information concerning the OneCard is [www.goucher.edu/onecard](http://www.goucher.edu/onecard).*

All students, faculty, and staff are required to have a OneCard photo identification card, which is issued by the Office of Public Safety. The OneCard is not only for identification purposes, but also serves as an electronic key for access to (authorized) campus buildings and a Goucher library card, as well as a debit card for spending on campus and with participating off-campus merchants. Access permissions for staff will be established based on an individual's employment status and authorization of the department chair, director, or divisional head. Students' permissions will be based on their enrollment status and residence as listed in the Registrar's database. There is no charge for an individual's first card or set of keys.

#### ***Students***

A new Goucher identification card will be issued to all incoming first-year and transfer students, and to students who have lost their identification cards. All returning sophomores, juniors, and seniors are requested to retain their current identification cards, which will be validated by the OneCard manager upon the completion of the registration process with Student Administration Services.

#### ***Faculty and Staff***

The current identification card has name, faculty, or staff, and no expiration date printed on it. All faculty and staff must retain their current identification cards from year to year.



### ***Obtaining OneCard Photo Identification Cards and College-Issued Keys***

OneCard ID cards may be obtained from the Office of Public Safety at any time, upon satisfactory proof of identification.

The Office of Residential Living is responsible for the issuing of all keys to residential areas. Keys may be obtained from the Office of Residential Living, Monday through Friday from 9 a.m. to noon and 1 to 4 p.m. If a key needs to be duplicated, up to three working days will be needed.

Facilities Management Services issues all keys to administrative or academic areas and determines any fees or expenses relating to their replacements. Keys may be obtained from FMS Monday through Friday from 9 a.m. to noon and 1 to 4 p.m. If a key needs to be replaced, up to three working days will be needed.

### ***Duplication***

Reproduction of OneCards or college-issued keys by anyone other than authorized employees in FMS, Public Safety, or the OneCard Office is prohibited.

### ***Departure from the College***

All college-issued keys will be returned to the appropriate department chair or director upon departure or termination from the college. All Goucher identification cards are collected by the director of human resources during the exit interview. The OneCard manager will remove all permissions and privileges upon a student or employee's departure.

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## **Public Safety Escorts on Campus**

Community members may request an escort to any on-campus destinations during the hours of darkness (from dusk to dawn). Public Safety provides escorts for one or two students, either on foot or in a patrol car, depending on officer availability and the destination of student(s). (Escorts are not provided for groups of three or more.)

The procedures for arranging an on-campus escort are as follows:

1. Call Public Safety at 410-337-6112 and tell the desk officer your name and starting and ending destinations.
2. First-year students who are driving onto campus may request an escort from the North Student Lot, through the Gate House officer.
3. Wait at the designated location and show the officer your ID card upon request.
4. Be patient. Officers are often handling other calls when escort requests are received.

*The names of all people escorted, their destinations, and the beginning and ending times of the escort are recorded for the protection of the students and officers.*

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## **Office of Residential Living**

The Office of Residential Living staff consists of a director, an assistant director, two residential life coordinators, and an operations assistant. Each of these individuals is available to discuss personal, academic, and housing issues that may arise in the residence halls. They not only monitor the physical amenities, but also supervise 31 resident assistants (RAs), including four mentors, who are students

selected following an extensive interview process. The RAs facilitate community building, provide educational and social programs for the residence halls, and work with the professional staff to provide an atmosphere conducive to personal growth. An RA is on duty every night in the residence halls and walks through each hall every evening to interact with students, check maintenance, and assure security in the halls. RAs report any potentially threatening concerns to the Office of Public Safety. RAs and students are educated on and encouraged to attend to security issues to ensure a safe and enjoyable environment.

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### **The Community's Responsibility for Campus Safety**

It is absolutely necessary to have the cooperation and involvement of the college community to prevent crime and make the campus safe. Members of the community must assume responsibility for their own personal safety and the security of personal and college property by taking simple, common-sense precautions.

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### **Personal Safety Tips**

The following addresses an area of utmost importance to Public Safety: your personal safety. Please read this section carefully and follow these tips in your everyday life.

#### **Dating:**

- When you feel uncomfortable in a situation, trust your instincts.
- When you mean “no,” say “NO.” Don’t allow room for misinterpretation by being ambiguous in your actions. Be firm. You should communicate your intentions and limits early.
- Don’t immediately transfer your trust from an old friend to a new one. Remember, trust must be earned.
- Control the environment. You should be the one to choose or agree to the dating activity and location.
- Be alert to diminished awareness caused by alcohol and drugs.
- Don’t allow others to violate your personal space.

#### **Residence and Work Areas:**

- Lock your room/apartment/office door whenever you leave, even if you’re just going out “for a minute.”
- Take care of your keys. Don’t leave them in your “cubby” or other hiding place.
- Be wary of bringing casual acquaintances to your room or home.
- When going out, let someone know with whom you are going, where you are going, and, if possible, the approximate time of your return.
- Do not prop doors open. If you find a door propped on-campus, close it or report it to Public Safety.
- Know where fire alarms and emergency exits are located.
- Observe the college’s fire-prevention regulations.
- If you smell smoke or see a fire, pull the fire alarm and leave the building immediately.
- When a fire alarm sounds, leave the building immediately. Do not wait to see if it is a false/malfunctioning alarm.

- Notify Public Safety immediately (410-337-6111) of any emergency, criminal activity, suspicious conditions, or suspicious subjects.

**Campus Grounds:**

- Avoid taking shortcuts through isolated areas.
- Don't go for a "nature walk" through the woods alone; always use the "buddy" system.
- When walking, jogging, or running around the campus road after dark, wear reflective clothing.
- Do not walk, jog, or run on campus alone after dark. Again, use the "buddy" system.
- Call the Office of Public Safety for on-campus escorts from dusk to dawn.

**Telephone:**

- Be suspicious of surveys or wrong-number calls. Do not divulge your name, room number, or phone number. The caller may have reached you by dialing a number at random.
- Always be certain of the identity of the person on the other end of the line.
- Hang up immediately on annoying or obscene telephone calls. Remember, you control with whom you talk.
- Report all obscene or annoying phone calls immediately.

**Vehicle:**

- Have keys ready when approaching your vehicle. Check for intruders before and lock the door immediately after getting into your vehicle.
- Close all windows (in addition to locking all doors) when leaving your vehicle, whether it's for a few minutes or several hours.
- Lock all valuables in the trunk.
- Park in well-lighted areas at night.
- Do not attach your name or license tag number to your key ring.
- Never pick up hitchhikers or hitchhike yourself.
- Always keep your gas tank at least half full.
- If your vehicle breaks down in an isolated area, raise the hood, lock the doors, and stay inside.
- If someone stops to help, ask him/her to call the police. Sound the horn if you feel threatened.
- If you see a suspicious vehicle or someone driving recklessly on campus, notify the Office of Public Safety immediately.

**Property Security Tips**

What follows are common-sense reminders for protecting your property. Please remember and practice these tips at all times.

- Lock your doors – both in the residence halls and in your office space.
- Never leave your book bag, wallet, purse, or other valuables unattended.
- Even if you are going to be gone for "just a minute," take your belongings with you.
- Don't leave easily stolen items, such as your wallet, checkbook, or jewelry, in open view.
- Don't keep large sums of money in your room.
- Engrave your driver's license number and state on all valuables (stereo, TV, computer, etc.) Engravers are available at the Office of Public Safety.

- Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner's identity if property is recovered.
  - Fill out a serial number registration form, which is available at the Office of Public Safety. Include serial numbers of valuables, and the Office of Public Safety will maintain this record for five years.
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## **Crime Prevention Program**

*Emergency Notifications may be sent out through the e2Campus Notification system, a free system implemented by the college that may be used to contact community members by text message, e-mail, or RSS feed in the event of a campus emergency. The service is voluntary and community members are strongly encouraged to sign up for it at [www.goucher.edu/getalerts](http://www.goucher.edu/getalerts).*

The Office of Public Safety works closely with various campus groups to inform students and employees about campus security procedures and practices and how to be responsible for their own security and the security of others, and to thereby prevent crime. The Office of Public Safety incorporates suggestions and ideas in its continuing development of better means by which to reduce, if not eliminate, the opportunity for crime on campus. Public Safety officers and community members also share responsibilities as members of joint taskforces, which conduct reviews of various policies. To keep the Goucher community informed, the Office of Public Safety publishes crime alert bulletins and emergency notifications related to personal safety and property security. Crime alert bulletins provide a forum for addressing serious or chronic problems and suggest what can be done to deter/reduce such situations. These bulletins are based on information obtained through reports filed with the department and the "Weekly Crime Trends" report, which the director receives from the Baltimore County Police Department.

The department also addresses issues of personal and property safety by presenting workshops and seminars and by preparing or making publications public. Workshops, seminars, and publications include:

- "Safety and Security Orientation," presented annually to first-year and transfer students.
- Training and education programs with respect to sexual assault, relationship violence and stalking are described more fully at page 30, herein.
- The Office of Public Safety offers security training to departments upon request, including, but not limited to Active Shooter training.
- "The Use and Abuse of Alcohol and Other Drugs" is an in-class discussion topic during the First Year Experience program. Additionally, first year and transfer students take an on-line alcohol education course prior to matriculating at Goucher.
- The log of reported campus crimes and incidents is updated daily and is available for review in Public Safety.
- Alcohol and Drug Awareness Week, sponsored jointly by the Office of Public Safety and the Office of Residential Life. Demonstrations and presentations are given by the Baltimore County Police Department.
- Student Counseling Services provides educational events at "GIG" (the college's annual community celebration); and at spring break, to encourage moderation in the consumption of alcohol.

- Goucher College self defense classes, which cover basic stance, strikes and blocks. Each technique is specifically designed to be utilized in the event of an attack. The program assists participants in gaining confidence in their own abilities, as well as making them more aware of their surroundings. The course is offered several times during the academic year and is offered for free to all members of the Goucher college community.
- Office Watch Program, which uses various means to remind faculty and staff members of the need to lock their unoccupied offices, labs, or other work areas.

The Office of Public Safety maintains an information and resource library, located in the office vestibule area. Community members may choose from a variety of pamphlets and brochures concerning safety and security subjects.

The department also has an audio/visual library, which has videotapes that individual students, clubs, houses, or other community members may check out.

## **Emergency Response, Evacuation, and Notification Procedures, and Timely Warning Policy**

Goucher's Emergency Action Plan ([www.goucher.edu/student-life/student-services/office-of-public-safety/campus-emergency-procedures-guide](http://www.goucher.edu/student-life/student-services/office-of-public-safety/campus-emergency-procedures-guide)) governs the campus response to fires, explosions, floods, toxic material releases, civil disturbances, and any other emergency on campus. It also provides details about evacuation, emergency sheltering, and lockdown procedures.

In addition, residence hall units and all academic and administrative buildings contain Campus Emergency Procedures Guides ([www.goucher.edu/student-life/student-services/office-of-public-safety/campus-emergency-procedures-guide](http://www.goucher.edu/student-life/student-services/office-of-public-safety/campus-emergency-procedures-guide)). The guide is a yellow flip-chart that includes instructions for responding to particular emergencies, as well as emergency phone numbers. This guide includes details about the college's procedures related to medical emergencies, fire and weather emergencies, assaults, civil and criminal incidents, and hazardous material releases. Copies of the guide can be obtained from the Office of Communications.

As a basic principle of emergency response on campus, all calls for emergency response should be made first to 911 and immediately thereafter to the Office of Public Safety, at 410-337-6111. It is essential that Public Safety be contacted in addition to 911 so Public Safety officers are able to direct emergency responders to the location of the emergency. The office of public safety will ensure that local emergency authorities are advised of the emergency, as necessary.

### ***Evacuation Procedures***

Evacuation procedures are described in detail in the college's *Annual Fire Safety Report*, located at the end of this Report.

### ***Emergency Notification Procedure***

1. **Confirmation of Emergency:** Notification to the community will be made upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Whatever the situation, the director of public safety or designee has authority to confirm, as quickly as possible, if the critical incident requires an immediate emergency response and notification. The director, in consultation with

appropriate members of the community, including the office of the vice president and dean of students, legal counsel, the Title IX coordinator, facilities personnel, the office of communications and the vice president of human resources, and/or local first responders on the scene of a critical incident or dangerous situation, may confirm the existence of a significant emergency or dangerous situation requiring an emergency response and notification and determine the content of the notification, as well as which segments of the campus population need to be advised of the emergency or dangerous situation. The following factors will be considered in making this determination and determining the appropriate content:

- **Building Evacuation:** Individual buildings on campus should be evacuated when conditions are safer outside than inside the building. This may include fires, hazmats and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, and any other situations in which emergency personnel direct evacuation.
  - **Campus Evacuation:** The entire campus should be evacuated when conditions are safer away from then on the campus. Depending on the circumstances, this may include any of the situations noted for building evacuation, as well as approaching severe weather conditions or emergencies affecting a large area of the campus or surrounding area.
  - **Lockdown:** The campus or portions thereof should be locked down to protect community members from potential dangers in particular buildings, on campus generally, or in the adjacent areas. This may include criminal or violent acts committed on campus or in the areas adjacent to campus.
  - **Shelter in Place:** Sheltering in place should be implemented when conditions are safer on campus than off campus, such as tornado warnings or severe weather conditions, certain hazmat emergencies, some civil disorders, and nearby hostage or terrorism incidents.
2. **Notification of Emergency:** Upon confirmation of an emergency, the director of public safety or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the director of public safety or designee, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The director of public safety and other trained personnel are authorized to disseminate the emergency notification and will do so without delay.

The director of public safety or designee shall have final authority whether to issue an emergency notification.

### ***Timely Warning Policy***

A **TIMELY WARNING** is issued if a Clery Act crime occurs on Goucher's campus, including student residences, non-campus buildings or property, and public property as defined in Goucher's Clery report. If any Clery crime is committed on Goucher's Clery geography and 1) is reported to Goucher's campus public safety office or to a local law enforcement agency and 2) is

considered by Goucher's office of public safety to represent a serious or continuing threat to students or employees, Goucher's director of public safety or designee will authorize the issuance of a timely warning. For purposes of this policy, "timely" means as soon as reasonably practicable after an incident has been reported to the office of public safety or a campus security authority.

In order to determine if timely warning is required, and to determine the content of the warning, the office of public safety may consult with all relevant outside authorities, including local emergency responders, and with offices on campus, including the office of the vice president and dean of students, legal counsel, the Title IX coordinator, facilities personnel, the office of communications and the department of human resources. If time permits, the president's office will be consulted prior to issuing the warning. Trained personnel are authorized to disseminate a timely warning.

The decision to issue a timely warning will be made on a case-by-case basis. In determining whether to issue a Timely Warning, the college will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the college community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the campus community and (e) the risk of compromising law enforcement efforts.

The reasons the college does or does not issue a Timely Warning for any Clery Crime reported to the college will be documented on a Timely Warning Determination form and maintained by the office of public safety for at least seven years.

**Confidentiality of victims:** When issuing a timely warning with respect to a crime or hate crime, Goucher will withhold as confidential the name and other personally identifying information or personal information about the victim, to the extent possible while balancing the need to ensure the safety of the campus community.

### *Status Update/All Clear*

A **status update/all clear** is made when there is new information or instructions for the campus population; it may provide an update on the situation or change in protective actions. An **all clear** notification indicates that the emergency or threat has been contained. The director of public safety, or the president, or their designees are authorized to issue **status update/all clear** notifications. The director of public safety or designee shall have final authority whether to issue a **status update/all clear**.

### *Methods of Notification*

**Trained personnel** who may issue emergency notifications and timely warnings at the direction of authorized individuals include the following positions:

- director of public safety or trained designee
- executive director for marketing and communications
- webmaster
- general counsel
- vice president for information technology

**Designees** include the following positions:

- director of public safety
  - senior associate director of public safety

**Systems activated.** Trained personnel, under the direction of the director of public safety or designee, will determine the appropriate systems to activate, which may vary depending on the nature of the emergency. They may include the following:

- E2Campus
- E-mail
- RSS feed
- Campus-wide voice mail
- Message on main switchboard
- College website
- Door-to-door contact
- Public safety vehicle sirens and PA systems
- Electronic message boards
- Other systems as developed

**Testing of Emergency Response and Evacuation Procedures:**

On an annual basis, the Office of Public Safety will conduct tests of the college's emergency procedures. These will include the following:

- announced and/or unannounced fire/evacuation drills in all occupied buildings on campus;
- announced tests of its emergency communication systems, including the e2Campus system;
- other tests that may be announced or unannounced, including evacuation and shelter-in-place drills.

The Office of Public Safety will be responsible for publicizing campus emergency response and evacuation procedures in conjunction with at least one test per calendar year; and documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

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## **Firearms and Other Dangerous Weapons**

No weapons are allowed on Goucher College premises except for the exceptions listed. The term weapon includes any potentially dangerous object or substance including, but not limited to, any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded); any BB gun, pellet gun, air rifle, paint gun, or any replica firearm, sword (including decorative), or other martial arts weapon; any bomb (or other explosive material), knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less), switchblade, billy club, nunchaku, blackjack, bludgeon, metal knuckles, slingshot,



razor, or ice pick; illegal or potentially dangerous chemicals, fireworks, or any instrument, which by its nature or circumstances may be reasonably construed as a weapon.

Exceptions to this policy: Sworn peace officers employed by public agencies who are authorized to wear, carry or transport a weapon as part of their official equipment are authorized to carry their authorized weapon but are encouraged to report their presence to the Goucher College Office of Public Safety. People may carry OC (oleoresin capsicum) spray for self-defense purposes. Groups using weapons as theatrical props should report that information to the Goucher College Office of Public Safety. The use of weapons in programs sanctioned or sponsored by student clubs (e.g., fencing club), where such items are maintained, stored, and monitored by a college staff member, and are used in a controlled, monitored environment, are permitted.

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### **Information Concerning Registered Sex Offenders in Maryland**

The federal Campus Sex Crimes Prevention Act requires that institutions of higher learning advise members of the campus community where they may obtain information concerning registered sex offenders in the state. In Maryland, this information is listed on a website and may be found at [www.dpscs.state.md.us/onlineservs/socem/default.shtml](http://www.dpscs.state.md.us/onlineservs/socem/default.shtml).

Additionally, the Baltimore County Police Department sends the Office of Public Safety updated notices about registered child sex offenders who reside in Baltimore County. This information is available for review at any time in the Office of Public Safety.

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### **Procedures to Follow when a Sexual Assault, Relationship Violence (including Domestic Violence and Dating Violence) or Stalking Occurs**

*Goucher's Policy on Sexual Misconduct, Relationship Violence and Stalking can be found on-line at [www.goucher.edu/misconduct](http://www.goucher.edu/misconduct).*

#### **What to do if you are the victim of a sexual assault, relationship violence or stalking.**

Victims of sexual assault, relationship violence or stalking are strongly encouraged to take the following steps soon after experiencing one of the above incidents:

- If you feel unsafe, lock the door if possible and call 911 if in immediate danger or Public Safety at 410-337-6111 or 6112. Wait for emergency personnel or a Public Safety officer to arrive.
- Seek support. Call a friend, family member, or someone else nearby whom you trust, and ask that person to stay with you. You may also contact a campus consultant or outside source of support, as described below.
- If you haven't done so immediately, report the incident to Public Safety, at 410- 337-6111 or 6112. Public Safety officers are trained responders. Reporting the incident is important for your protection, and to pursue any legal remedy related to the incident, such as prosecution, should you decide to do so. Reporting the incident can also help you regain a sense of personal power and control, and can help ensure the safety of other potential victims.

- If the alleged perpetrator was unknown to you, try to remember any helpful details that may lead to his or her identification, such as scars or other marks, jewelry, dress, language, approximate height and weight in comparison to your own, vehicle description, tag number. Write these down as soon as you can, and include the date and time of writing.
- At this moment, or later, you will need to decide whether to pursue legal remedy. To support legal remedies, do the following:
  - Do not disturb the area, room, or vehicle where the incident occurred.
  - If you were sexually assaulted, do not bathe, shower, douche, brush your teeth, or eat or drink.
  - Please see below about forensic examinations and preservation of physical evidence.

### **Provision of Written Information**

If you report an incident of sexual misconduct, sexual assault, relationship violence or stalking to public safety or to any other authorized recipient of such reports, whether it occurred on or off campus, you will receive a written statement of your rights and options. This document is entitled “*Rights of Victims of Sexual Assault, Relationship Violence, and Stalking.*” In addition, the college will provide you with a pamphlet entitled “*Resources and Guidelines for Victims of Sexual Assault*” (this pamphlet includes an insert regarding your rights as a victim of relationship violence and stalking in the State of Maryland).

These documents include information about the following:

#### **Campus Sources of Support**

If you are sexually assaulted, or are the victim of relationship violence or stalking, you may choose to contact a trained consultant for support and advice. A consultant can also assist you in making decisions about reporting and at your request may accompany you to report the assault.

Consultants will maintain confidentiality to the extent reasonably possible. The following people are sexual assault consultants on campus:

- Monica Neel, psychologist 410-337-6562
- Lauren Greenberg, counselor 410-337-3023
- Cynthia Terry, college chaplain 410-337-6048
- Josh Snyder, rabbi 410-337-6545

You may also report an assault, relationship violence or stalking 24/7 to Public Safety, at 410-337-6111 or 6112.

#### **Other Sources of Support**

##### *On Campus.*

If you have been sexually assaulted, or are the victim of relationship violence or stalking, you may choose to seek support from other members of the college community, such as students, Resident Assistants (RAs), or faculty. You should be aware, however, that RAs and faculty members may be required to disclose information concerning the incident, including personally identifiable information, to college officials. Persons who by law can offer a greater level of confidentiality because of their special professional status, such as the college chaplain and Hillel rabbi, and the

counselors at the Student Health and Counseling Center, may also be required to disclose personally identifiable information in cases that threaten imminent danger to a member of the college community. If you are concerned, please discuss confidentiality with the person to whom you wish to speak before disclosing the assault.

#### *Off Campus.*

If you have been sexually assaulted, or are the victim of relationship violence or stalking, you may choose to receive assistance from a non-Goucher source. The following resources are available off-campus:

- TurnAround (Sexual assault/domestic violence crisis program)
  - 24-Hour Helpline 443-279-0379
  - Baltimore County office 410-377-8111
  - Baltimore City office 410-837-7000
- House of Ruth (Domestic violence services and shelter)
  - Hotline and Victim Advocate Program 410-889-7884
  - Domestic Violence Legal Clinic 410-554-8463
- Maryland Coalition Against Sexual Assault, Inc. (referral source but not direct service provider) 410-974-4507
- Rape, Abuse & Incest National Network Hotline 800-656-HOPE
- Sexual Assault Legal Institute (assistance with legal issues related to sexual violence)
  - Toll free 877-496-SALI
  - Office 301-565-2277
- APS Health Care (Employee Assistance Program provider for Goucher employees only) 1-800-765-0770

Contact information for off-campus resources may change, and other resources may become available over time. Goucher College will periodically update this list as appropriate.

#### **Counseling**

If you are sexually assaulted, or the victim of relationship violence or stalking, it is important that you talk with a counselor who is trained to assist victims with the emotional and physical impacts of the incident. This expertise is available in the Student Health and Counseling Center, and also at TurnAround in Towson, the local sexual assault/domestic violence crisis program for this area.

#### *On Campus.*

Students may receive confidential counseling during work hours, free of charge, from Goucher's counselors by contacting the Student Health and Counseling Center:

- Appointments may be made by calling 410- 337-6481 from 9 a.m. to 5 p.m. Monday through Friday.
- Emergency walk-in counseling is available at 1 p.m. every weekday without an appointment. After hours and on Saturday and Sunday, consultation for students is available by calling Public Safety at 410-337- 6111 or 6112. You will be referred immediately to on-call staff for support and assistance.

For counseling you may also contact the college chaplain, Cynthia Terry, at 410-337-6048, or the Hillel rabbi, Josh Snyder, at 410-337-6546, from 9 a.m. to 5 p.m.

Employees may receive confidential counseling by contacting the College's Employee Assistance Plan, 800-765-0770.

*Off Campus.*

You may contact TurnAround in Towson for counseling. Fees are charged on a sliding scale.

- 24-hour domestic violence hotline at 410- 828-6390
- 24-hour sexual assault hotline at 443-279-0379
- Daytime general information at 410-337-8111 or 410-837-7000

### **Medical Attention**

If you are the victim of a sexual assault or other act of violence, even if you think that you do not have any physical injuries, you are strongly encouraged to have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy resulting from the sexual assault. If you suspect that you may have been given a rape drug, such as Rohypnol ("roofies"), ask the hospital or clinic where you receive medical care to take a urine sample.

You may choose to be seen at the Student Health and Counseling Center (410-337-6050) for injuries, testing for sexually transmitted infections, emergency contraception, and counseling. Please note that the Student Health and Counseling Center does not collect evidence or perform forensic medical exams. The Student Health and Counseling Center provides medical care and counseling for all survivors of sexual assault, or other forms of violence, regardless of gender.

You may prefer to be taken to a local hospital for medical attention:

- to be examined for injuries
- to have evidence collected
- to receive immediate counseling and referral service
- to receive emergency contraception
- to be tested and treated for STIs

If you desire transportation to the hospital, please contact Public Safety at 410-337-6111 or 6112. If you are a student, please know that the on-call staff will accompany and assist you at the hospital. You will receive full and prompt cooperation from campus personnel in obtaining appropriate medical attention, including providing transportation to the nearest designated hospital.

### **Legal, Visa and Immigration services**

Goucher does not recommend particular attorneys, but you may wish to use the attorney referral service of the Baltimore County Bar Association Lawyer Referral and Information Service (LRIS), including an attorney who can assist you with visa and immigration issues.

- Call LRIS at (410) 337-9100, Monday – Friday, 9:00 a.m.- 4:30 p.m.
- Visit the BCBA office, Monday through Friday, 9:00 a.m. to 4:30 p.m. The BCBA office is located at 100 County Courts Building, 401 Bosley Avenue, Towson, MD 21204.

### **Preservation of Evidence and Forensic Examinations**

If you believe that you may at any time choose to pursue legal remedy related to a sexual assault, please request that the hospital perform a free Sexual Assault Forensic Examination (SAFE). Physical evidence is most effectively obtained within 48 to 72 hours of a sexual assault, although exams will be performed up to 120 hours after the assault. Maryland law allows a hospital to provide the SAFE exam free of charge, and there is no requirement for you to report an attack to the police; you can remain anonymous and the evidence will be held for a time with no identification. Greater Baltimore Medical Center (GBMC, at 6701 North Charles Street in Towson; ER 443-849-2225) is the closest hospital designated for sexual assault evidence collection and performs SAFE exams. Mercy Hospital (at 301 St. Paul Place in Baltimore; ER 410-332-9477) is the designated hospital in Baltimore City and performs SAFE exams. Both hospitals will perform the exams regardless of where the assault occurred, although GBMC works most closely with Baltimore County prosecutors.

If you are planning to have a SAFE examination, please preserve all physical evidence of the assault. Please do not bathe, shower, douche, brush your teeth, or eat or drink (this can be done after the examination).

If you think you may want to pursue legal remedy related to the assault, it is important to preserve other evidence as well. Please do not wash or throw away any articles of clothing worn during the assault. Please place the items in a paper bag (plastic may break down the evidence), with each separate item in a separate bag if possible (paper bags are available from Public Safety).

## Reporting

Decisions about reporting a sexual assault or other incident include whether to report the incident to the college administration, whether to file a complaint under the formal disciplinary procedures of the Policy on Sexual Misconduct, Relationship Violence and Stalking, and whether to bring criminal charges. These options are discussed in detail below.

### Amnesty for Drug or Alcohol Use

Goucher College encourages reporting of incidents of sexual misconduct, relationship violence, and stalking. The college recognizes that a student who has been drinking or using drugs at or near the time of an incident may be hesitant to make a report or to respond fully during an investigation because of potential consequences under the Code of Conduct for his or her own behavior. A student involved in informal or formal complaint procedures under this policy, either as complainant, respondent, or witness, will not be subject to disciplinary action under the college's Code of Conduct for his or her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations were not reasonably likely to place the health or safety of any other person at risk. The college may initiate an educational discussion, or pursue other educational remedies regarding alcohol or other drugs to protect the health and well-being of the student.

### Non-Retaliation

**Goucher College, and its officers, employees or agents, will not retaliate, intimidate, threaten, coerce or otherwise discriminate against you for exercising any rights or responsibilities under the college's Policy on Sexual Misconduct, Relationship Violence, or Stalking or for exercising any other rights described in this Security Report, or under federal or state law relating to sexual assault, relationship violence or stalking.**

## Reporting to the Office of Public Safety

- 410-337-6111

If you are sexually assaulted or otherwise victimized on campus, you are strongly encouraged to contact Public Safety at the above number immediately. When appropriate, Public Safety will issue a campus-wide alert for the protection of the college community, without revealing your identity. **The office of public safety will also record the incident in the crime log, but will withhold information from the log that would jeopardize the confidentiality of the victim, to the extent permitted by law.**

## Criminal Procedures

If you are sexually assaulted, or the victim of relationship violence or stalking, you also have the option of notifying the appropriate law enforcement officials, including local police, and you have the right to file criminal charges or to decline to notify the police. *At your request, Public Safety and/or the Title IX coordinator if requested, will promptly assist you in notifying law enforcement officials.* If you wish to notify law enforcement officials but are unable to do so yourself, Public Safety will promptly do so for you with your consent. You also have the right not to report the incident to criminal authorities.

## Obtaining Protective Orders

If you are the victim of relationship violence, you may be entitled to obtain a protective order against your abuser in the State of Maryland. For the purposes of obtaining a protective order in Maryland (also known as a "domestic violence protective order," or "DVPO"), domestic abuse occurs when someone you have a specific relationship with (current/former spouse; cohabitant, which is someone with whom you have had a sexual relationship and lived with for at least 90 days in past year and includes same-sex partners; relative; someone you have a child in common with; or an individual with whom you have had a consensual or nonconsensual sexual relationship within one year before the filing of the petition) commits one of the following offenses against you:

- Assault;
- An act that places you in fear of immediate serious bodily harm or actually causes you serious bodily harm;
- Attempted or actual rape or sexual offense;
- Stalking;
- False imprisonment, such as holding you somewhere against your will.

You may also be eligible for a protective order if you are a "vulnerable adult" (an adult who lacks the physical or mental capacity to provide for his/her daily needs).

**Note:** If you are NOT eligible for a protective order (because you do not have the specific relationship with the abuser described above), but you have been the victim of abuse and need protection, you may be eligible to file for a *peace order*.

## How Do I File for a Protective Order or Peace Order?

Information about how to file for one of these orders can be found on the website of the Maryland Judiciary system - <http://www.courts.state.md.us/courtforms/joint/ccdcdvpo001br.pdf>.

Protective orders can require the abuser to stay away from you, leave your home, provide emergency family maintenance to you, and attend counseling. They can be valid for up to one year and can be renewed. Peace Orders can provide only a stay away order and require counseling and are effective for up to 6 months, but can be renewed.

### **Coordination of Criminal Procedures and Internal Campus Procedures**

The college process and the criminal law system are independent from each other, and complainants may file complaints with either or with both systems. Because the standards for finding a violation of criminal law are different from the standards in the college's policy, criminal investigations or reports are not determinative of whether a violation will be found to have occurred under that policy, nor does a finding of responsibility made under that policy constitute a criminal conviction.

The college may institute disciplinary procedures against an accused student, faculty member, or staff member regardless of whether any criminal charges are filed. Persons accused of sexual assault, relationship violence or stalking may be removed from campus pending disciplinary action or criminal procedures, to avoid additional conflict within the community and to protect the safety of all those involved and of the campus community. If a criminal charge is filed, the college's general counsel shall determine whether action under this policy should be delayed pending the outcome of the criminal case, however the college is not required to await the outcome of any criminal proceedings before taking action under this policy.

### ***Filing a Complaint under the Policy on Sexual Misconduct, Relationship Violence and Stalking***

All formal complaints of sexual misconduct may be made in writing or in person by the complainant and describe the particulars of the alleged misconduct. They may be filed and reported, as follows:

- Online at <http://www.goucher.edu/x44057.xml>
- To the Title IX coordinator, available from 9-5 Monday through Friday at 410-337-6570 or [TitleIXCoordinator@goucher.edu](mailto:TitleIXCoordinator@goucher.edu) (Lucia Perfetti Clark)
- To Public Safety, available 24/7 at 410-337-6111 (a Public Safety incident report may also serve as part or all of the written complaint)
- To the dean of students when the complainant is a student, available from 9-5 Monday through Friday at 410-337-6150 or [bcoker@goucher.edu](mailto:bcoker@goucher.edu).

Further details about reporting options, including a link to an on-line reporting form, can be found on the college website - [www.goucher.edu/misconduct](http://www.goucher.edu/misconduct).

***The college will provide a complainant with written notification about options for, and available assistance in changing academic, living, transportation, and working situations as follows:***

### **Campus Protective Order**

Any person who brings a complaint of sexual assault, relationship violence or stalking may seek a campus protective order pending administrative disciplinary action. Campus protective orders are written orders issued by the director of public safety to the accused, which restrict or prohibit contact with the

complainant or impose such other restrictions as may be appropriate. Requests for campus protective orders may be made to the Title IX Coordinator, who will consult with the director of public safety. Complainants may also seek protective measures from outside law enforcement agencies.

### **Changes in Housing, Class, Internship, Transportation, Office, or Work Assignment**

Any student who brings a complaint of sexual assault, relationship violence or stalking may request a change in housing (a new room assignment in the residence halls), class assignment (a change to a different section of a course), internship placement (a change to a different internship site) or transportation so that the student will be removed from the influence of the accused. Academic relief, including requests for a grade of “incomplete” in a course or taking a course as an independent study, may also be appropriate. Such requests may be made to the Title IX Coordinator, who will consult with the appropriate individuals and grant the request if alternative arrangements are reasonably available.

Any faculty or staff member, including student employees, who brings a complaint of sexual assault, relationship violence or stalking under this policy may request a change in office location or in work assignment in order to be removed from the influence of the accused. Such requests should be made to the Title IX Coordinator, and will be granted if alternative arrangements are reasonably available.

*The accommodations provided to the complainant described above will be maintained confidentially to the extent that maintaining such confidentiality will not impair the ability of the college to provide the accommodations.*

### ***Procedure***

Goucher College’s process for resolution of complaints under the Policy on Sexual Misconduct, Relationship Violence and Stalking is a prompt, fair and impartial process, from the initial investigation to the final result. All college officials involved in administering the process will receive, at a minimum, annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Both parties are entitled to be accompanied at any part of the disciplinary proceeding by an advisor of their choice, including an attorney, except that individuals who have responsibility for implementing the policy (including investigators and members of the decision or appeals panel) and witnesses may not serve as advisors. The college places restrictions on advisors of both parties regarding the extent of their participation in the investigation process. Advisors may assist a party with understanding the investigation process and preparing for interviews and meetings; attend interviews and meetings with the party; review any written appeals or other statements prepared by the party; provide emotional support; and otherwise assist and support the party as the party moves through the process. Advisors may not speak on behalf of the party at any interviews or meetings or through any written documents.

1. **Notification of the Accused:** The person accused of sexual misconduct, relationship violence or stalking is notified in writing and in person (if feasible) of the complaint and investigation, and is provided with a copy of the written complaint or written summary of a complaint that is made in person. In the absence of a formal complaint by the alleged victim, the College reserves the right to initiate a complaint and to serve as a complainant if the college determines that such action is



necessary to provide a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence.

2. **Investigators:** The Title IX coordinator will assign a single external investigator to conduct an investigation of the complaint. The external investigator will be a neutral party outside of the College, usually an attorney, who is trained and experienced in conducting Title IX investigations and the dynamics of sexual misconduct and assault, and is trained in the College's policies and procedures. The complainant or the respondent may submit a written request to the Title IX coordinator to contest the external investigator, if there are reasonable articulable grounds to suspect bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised within four (4) business days of receipt of the notice of investigation. All objections must be raised prior to the commencement of the investigation. The Title IX coordinator will make the determination whether to seek an alternative external investigator. The college also reserves the right to appoint a single investigator or two investigators from within or outside the college community to conduct the investigation where warranted, as determined in the sole discretion of by the Title IX coordinator, in consultation with legal counsel.
  
3. **Report and Recommendation:** In a timely manner the investigator shall make a report with recommendations to the Title IX coordinator. The written investigation report will summarize the information gathered, synthesize the areas of agreement and disagreement between the parties and any supporting information or accounts, and analyze the relevant facts determined through the investigation, referencing any supporting documentation or statements. The report may include summaries of interviews with the Complainant, Respondent, third-party witnesses, experts, and any other individuals with relevant information, credibility assessments of the parties and witnesses, photographs of relevant sites or physical evidence, electronic records and forensic evidence. The report shall recommend one of the following findings:
  - The respondent is responsible for violating this policy;
  - The respondent is not responsible for violating this policy;
  - There is insufficient information to determine whether the respondent is responsible for violating this policy.

The investigators shall arrive at their conclusions based on a **preponderance of evidence**, meaning whether it is more likely or not that the policy was violated.

4. **Complaints against faculty or staff.** If the respondent is a faculty or staff member, the investigator's report with recommended finding will be provided to the appropriate administrator for further consideration and possible disciplinary action. When the respondent is a faculty member, the report will be provided to the provost; when the respondent is a staff member, the report will be provided to the director of human resources. The administrator will follow applicable college policy in making a final determination of responsibility and implementing disciplinary action if appropriate.

When the respondent is a faculty member, the provost shall institute sanctions in accordance with faculty legislation. If suspension or dismissal is imposed, the Provost will bring the case before the Dismissals and Suspensions Committee (DSC) for informal or formal resolution before that

Committee. Faculty members have the right to grieve the imposition of any lesser sanctions, including written reprimands, before the Faculty Grievance Committee.

When the respondent is an employee other than a faculty member, the director of human resources shall implement sanctions together with the respondent's supervisor and/or division head. Employees who are members of a union shall have the right to file a grievance regarding any discipline imposed, as provided in the applicable collective bargaining agreement.

For faculty violations, possible sanctions for any violation of this policy, including sexual assault, relationship violence and stalking, may include one or more of the following sanctions: a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination or harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or access to campus facilities, reassignment, denial of salary increase, suspension with or without pay for one semester or one academic year, or dismissal.

For violations by employees other than faculty members, sanctions for any violation of this policy, including sexual assault, relationship violence and stalking, may include one or more of the following sanctions: a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination or harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or of access to campus facilities, reassignment or transfer to another department, demotion, removal of supervisory responsibility, denial of salary increase, suspension without pay for one week or one month, final written warning, or termination.

In determining sanction, the administrators should consider 1) the respondent's prior disciplinary history; 2) the nature and violence of the conduct at issue; 3) the impact of the conduct on the complainant; 4) the impact of the conduct on the community, its members, or its property; 5) whether the respondent is likely to engage in the conduct in the future; and 6) any other mitigating or aggravating circumstances, including the college's Community Principles. Alcohol and drug use are not considered mitigating circumstances.

Both parties will be simultaneously advised of the final finding of responsibility and the complainant will be advised of any disciplinary action against the respondent that directly impacts him/her. The decision of the administrator in cases involving faculty or staff as respondents may not be appealed under this policy.

- 5. Complaints against Students.** If the respondent is a student, both parties will simultaneously be provided a summary of the investigator's report and any other materials that were relied upon by the investigator and/or presented to the decision panel by the investigator. Parties will be permitted to view, but not copy, the full report and materials upon request. The report and materials may be redacted when necessary to protect privileged or confidential information, to protect the safety or well-being of individuals involved in the investigation, or to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA).

a. Decision Panel. The investigator's report with recommended finding will be provided to two trained staff members appointed as the decision panel by the Title IX coordinator at the time the complaint is submitted. The decision panel will review the report and, at its discretion, may meet individually with both parties and/or with the investigator and witnesses, and may review any statements or other evidence that is mentioned in the report. Even if the decision panel does not request meetings with the parties, both parties shall be given the opportunity to respond to the report in writing or by meeting with the decision panel. This is the parties' opportunity to address any issues, concerns, or disagreements with the report and recommended finding; it is also their opportunity to provide statements about impact of the alleged misconduct and/or sanctions. After completing its review, the decision panel will make a finding on whether the respondent is responsible for violating this policy. This finding will be based on a preponderance of evidence, meaning whether it is more likely than not that this policy was violated.

b. Determination of sanctions. If the decision panel finds a respondent responsible for violating this policy, sanctions will be assigned based on the following factors:

- 1) the respondent's prior disciplinary history;
- 2) the nature and violence of the conduct at issue;
- 3) the impact of the conduct on the complainant;
- 4) the impact of the conduct on the community, its members, or its property;
- 5) whether the respondent is likely to engage in the conduct in the future; and
- 6) any other mitigating or aggravating circumstances, including the college's Community Principles.

Alcohol and drug use are not considered mitigating circumstances.

Sanctions for any violation of this policy may include one or more of the following sanctions: a written letter of warning, a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, probation, expulsion from the residence halls and/or from nonacademic campus activities, suspension or expulsion from the college and revocation of a degree.

In addition, sanctions for the following crimes may be imposed:

Sexual assault with intercourse or penetration: Although students found responsible for sexual assault involving intercourse and/or penetration are likely to receive a sanction of suspension (for one, two, three, four, five, six, seven or eight semesters) or expulsion, sanctions may also include instead of such sanction, or as a condition of return from a suspension, a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, probation, expulsion from the residence halls and/or from nonacademic campus activities, and revocation of a degree.

Sexual assault without intercourse or penetration: Sanctions may include one or more of the following: a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, probation, expulsion from the residence halls and/or from nonacademic campus activities, suspension (for one, two, three, four, five, six, seven or eight semesters), expulsion and revocation of a degree. Any of these sanctions may also be imposed as a condition of return from a suspension.

Relationship violence, including dating violence and domestic violence: Sanctions may include one or more of the following: a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, probation, expulsion from the residence halls and/or from nonacademic campus activities, suspension (for one, two, three, four, five, six, seven or eight semesters), expulsion and revocation of a degree. Any of these sanctions may also be imposed as a condition of return from a suspension.

Stalking: Sanctions may include one or more of the following: a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, probation, expulsion from the residence halls and/or from nonacademic campus activities, suspension (for one, two, three, four, five, six, seven or eight semesters), expulsion and revocation of a degree. Any of these sanctions may also be imposed as a condition of return from a suspension.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by outside authorities.

c. Written decision. The decision panel will provide a written decision to the Title IX coordinator, who shall simultaneously distribute copies to the parties. The parties will receive the written decision no later than 60 calendar days after the date the complaint was submitted, barring special circumstances as determined by the Title IX coordinator. The written decision may be redacted when necessary to protect privileged or confidential information, to protect the safety or well-being of individuals involved in the investigation, or to comply with the provisions of FERPA.

d. Appeal. In a case where the student is a respondent, both parties have the opportunity to appeal the written decision. Appeals may be made in writing or in person, and shall be made within ten calendar days of the date the decision is delivered or made readily available to a party. Appeals may be based only on the following grounds:

- The procedures described in this policy were not followed, and the failure to follow procedure may have affected the outcome of the final decision;

- The sanction(s) imposed are disproportionate for the facts of the case and/or the violation of the policy that was found;
- Substantive new information that was not reasonably available at the time of the investigation has now become available and may change the outcome of the final decision.

When a party requests an appeal in writing or in person, the Title IX coordinator shall advise the other party, who will be permitted to respond to the appeal within a timeframe established by the Title IX coordinator. The Title IX coordinator shall provide the responding party with a written summary of the appeal.

e. Appeal decision. Appeals will be determined by a three-person appeals panel in a timely fashion but generally within 15 calendar days after receipt of the appeal. Panel members are appointed from a trained pool by the Title IX coordinator. The panel shall review the written decision and any responses made by the parties. At its discretion, the panel may seek further information from the parties, the investigator, or the decision panel, and will then issue a written appeal decision that either accepts or amends the decision of the decision panel, or directs the investigator to re-open the investigation to address specific concerns raised by the appeals panel.

f. No further appeal. The decision of the appeals panel represents the final decision of the college. No administrative processes otherwise available to students may be used to further appeal the decision of the appeals panel.

g. Distribution of final decision: A copy of the final written decision of the appeals panel is simultaneously provided to both parties to the extent permitted by the provisions of FERPA and as required by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (Clery Act).

h. Imposition and enforcement of sanctions against students. The Title IX coordinator will be responsible for ensuring that any sanctions imposed in the final decision are implemented and completed. This may require contacting college employees in a position to enforce or monitor sanctions, such as the OneCard coordinator, the director of residential life, or an employment supervisor. In contacting such persons, the Title IX coordinator will only disclose as much information as is necessary to ensure that the sanctions are enforced or monitored. Failure to comply with sanctions imposed under this policy may result in additional sanctions, including suspension or expulsion, at the discretion of the Title IX coordinator, in consultation with legal counsel.

#### **Notification of Parties:**

Both the complainant and respondent will receive simultaneous written notice of:

In all cases:

- The final decision of the decision panel (students);
- The final determination of the administrator (faculty and staff); and the complainant will be advised of any disciplinary action against the respondent that directly impacts him/her.

In cases where the accused is a student:

- The report of the investigation;
  - The college's appeal procedures;
  - Any change to the results before the results are final;
  - The decision of the appeals panel.
- 

## **Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Education and training are a key component of maintaining an environment free from sexual misconduct, relationship violence and stalking. Goucher College is therefore committed to providing effective educational and training programs implementing its Policy on Sexual Misconduct, Relationship Violence and Stalking to all students, faculty, and staff. These are programs to prevent dating violence, domestic violence, sexual assault, and stalking. Goucher strives to ensure that the programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. The programs also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

### **Goucher programs are designed to provide the following information:**

- A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking;
- The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the State of Maryland;
- The definition of “consent,” in reference to sexual activity, in the State of Maryland;
- A description of safe and positive options for bystander intervention;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and
- Information contained in Goucher's Policy regarding disciplinary procedures, procedures to follow if individuals are the victim of a sexual offense, relationship violence or stalking, and information about the rights of victims and accused individuals under the policy, including resources that are available to them.

### **A. Primary Prevention and Awareness Programs**

1. **Primary Prevention Programs:** These include programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
2. **Awareness Programs:** These are community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

*At Goucher these programs include the following:*

- **Mandatory on-line training:** Goucher’s primary prevention and awareness programs include a mandatory on-line educational program for all staff, faculty and second-year and transfer undergraduate students. Employees of the college take the course within 30 days of employment, and thereafter as required by the college. During the 2015 academic year, all sophomore and transfer students were required to take the course in order to register for classes. Thereafter, the course will be required of all second year and transfer students.
- **Orientation program for first-year and transfer students:** The college’s planned programming for the First Year Experience program includes comprehensive coverage of all information listed above.
- **Graduate student information program:** Graduate students receive the information identified above through the distribution of written materials at in-person residencies and through the Goucher learning management system. In addition, beginning in 2016, an on-line program containing the above information will be made available to graduate students.

## **B. Bystander Intervention Programs**

These programs and trainings offer safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. They include recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Goucher provides bystander intervention training through the primary prevention and awareness programs described above.

## **C. Ongoing Prevention and Awareness Programs**

Ongoing prevention and awareness programs include programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the college/university and including information provided in campus education programs, publications and the college website.

Throughout the academic year, Goucher provides ongoing prevention and awareness programs that include the same information covered by the college’s primary prevention and awareness programs and is provided in the following formats:

- Ongoing social media campaign, including in 2014-2015 development of an “It’s On Us” campaign
- Partnering with community organizations to develop programming, including in 2015-2016 working with the One Love Foundation to bring the [Escalation workshop](#) to campus
- Guest speakers for targeted audiences
- Resource tables

- Panel discussions
- Recognition of violence awareness months (i.e., Domestic Violence Awareness Month – October; Sexual Assault Awareness month – April).
- Goucher’s website, which provides comprehensive information regarding all of the information listed above.

#### **D. Risk Reduction Programs**

These programs present options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

All of the training identified above promotes the reduction of risk on campus.

#### **E. Training for Individuals with Specific Responsibilities.**

Individuals with specific responsibilities relating to Goucher’s Policy on Sexual Misconduct, Relationship Violence and Stalking will receive additional training as required to fulfill those responsibilities effectively. These individuals include the campus Title IX coordinator, investigators, decision and appeals panel members, advisors, and public safety officers. This training includes annual training on how to conduct an investigation and the dynamics of sexual misconduct, relationship violence and stalking. This training is delivered through in-person sessions, attendance at conferences, presentations by experts, and on-line courses. The programs will, where necessary, include trauma-informed training to prevent process administrators from traumatizing participants in the investigation process and to enable them to understand the impact of trauma on victims and survivors.

In 2015 that training was provided by Natasha Baker and Megan Farrell, of Hirschfeld Kramer in a two-day course entitled Title IX ASAP Training for College Administrators; and in 2016 by Tom Tremblay, who provided two days of training in trauma informed interviewing techniques.

Training is also provided to all responsible employees regarding their reporting obligations under Title IX, including their obligation to report incidents of sexual misconduct, relationship violence and stalking to the Title IX Coordinator and how to handle requests for confidentiality. This training will be provided through in-person information sessions that will be made available to all employees.

### **Information about Sexual Assault, Domestic Violence, Dating Violence, and Stalking in the State of Maryland**

As required by the Violence Against Women Act, Goucher’s educational programs, described above, provide information about the definitions of various crimes within the State of Maryland. The information provided in such educational campaigns is as follows:

#### **What is the definition of sexual assault in Maryland?**

Sexual assault includes “rape” (vaginal intercourse with another by force, or the threat of force, without the consent of the other) and “sexual offenses” (includes a sexual act -- oral or anal sex; penetration with



an object; penetration with any body part except penis/vagina; or sexual contact - fondling). Charges can be based on a number of legal factors including age of victim (statutory rape), use of force or threat of force, lack of consent, and incapacitation of victim (including from intoxication).

[http://www.mcasa.org/\\_mcasaWeb/wp-content/uploads/2011/10/Table-Two-Final-2011.pdf](http://www.mcasa.org/_mcasaWeb/wp-content/uploads/2011/10/Table-Two-Final-2011.pdf).

### **Drug and alcohol-facilitated sexual assault**

There are additional criminal penalties for administering drugs (not including alcohol) to someone in order to commit a sexual offense (e.g. “date rape” drugs).

### **What is the definition of “consent” in Maryland?**

Maryland does not define the term “consent” by statute but defines “rape in the second degree” and a “sexual offense in the second degree” as a sexual act with a "physically helpless individual" or “mentally incapacitated individual.”

- "Physically helpless individual" means an individual who is unconscious; or does not consent to vaginal intercourse, a sexual act, or sexual contact; and is physically unable to resist, or communicate unwillingness to submit to, vaginal intercourse, a sexual act, or sexual contact.
- Mentally incapacitated individual is one who is incapable of appraising the nature of conduct or resisting vaginal intercourse, a sexual act or sexual contact due to the influence of a drug, narcotic or intoxicating substance, consumed voluntarily or involuntarily, or an act committed on him/her that occurred without his/her consent or awareness.

[http://www.mcasa.org/\\_mcasaWeb/wp-content/uploads/2011/10/Table-Three-Final-2011.pdf](http://www.mcasa.org/_mcasaWeb/wp-content/uploads/2011/10/Table-Three-Final-2011.pdf).

### **What is the definition of stalking in Maryland?**

Stalking is defined as “[a] malicious course of conduct that includes approaching or pursuing another where the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear of serious bodily injury, an assault in any degree; rape or sexual offense, attempted rape or sexual offense, false imprisonment, or death.

Maryland law also prohibits three other types of activity that are similar to stalking:

- Harassment (following or maliciously engaging in a course of conduct that alarms or seriously annoys the other with the intent to harass, alarm, or annoy the other, after receiving a reasonable warning or request to stop by or on behalf of the other, and without a legal purpose).
- Misuse of telephone facilities and equipment (use of telephone facilities or equipment to make an anonymous call that is reasonably expected to annoy, abuse, torment, harass, or embarrass another; repeated calls with the intent to annoy, abuse, torment, harass, or embarrass another; or a comment, request, suggestion, or proposal that is obscene, lewd, lascivious, filthy, or indecent).
- Misuse of electronic mail (use of electronic communication with the intent to harass, alarm, or annoy the other; after receiving a reasonable warning or request to stop by or on behalf of the other; and without a legal purpose).

### **What is the definition of domestic abuse or dating violence in MD?**

[http://www.womenslaw.org/laws\\_state\\_type.php?id=10022&state\\_code=MD](http://www.womenslaw.org/laws_state_type.php?id=10022&state_code=MD)

For the purposes of obtaining a protective order (also known as a "domestic violence protective order," or "DVPO"), domestic abuse occurs when someone you have a specific relationship with (current/former spouse; cohabitant, which is someone with whom you have had a sexual relationship and lived with for at least 90 days in past year and includes same-sex partners; relative; someone you have a child in common with; or an individual with whom you have had a consensual or nonconsensual sexual relationship within one year before the filing of the petition) commits one of the following offenses against you:

- Assault;
- An act that places you in fear of immediate serious bodily harm or actually causes you serious bodily harm;
- Attempted or actual rape or sexual offense;
- Stalking;
- False imprisonment, such as holding you somewhere against your will.

You may also be eligible for a protective order if you are a “vulnerable adult” (an adult who lacks the physical or mental capacity to provide for his/her daily needs).

**Note:** If you are NOT eligible for a protective order, but you have been the victim of abuse and need protection, you may be eligible to file for a peace order.

### **How do I file for a protective order or peace order?**

Information about how to file for one of these orders can be found on the website of the Maryland Judiciary system - <http://www.courts.state.md.us/courtforms/joint/ccdcdvpo001br.pdf>.

Protective orders can require the abuser to stay away from you, leave your home, provide emergency family maintenance to you, and to attend counseling. They can be valid for up to one year and can be renewed.

Peace Orders can provide only a stay away order and require counseling and are effective for up to 6 months, but can be renewed.

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### **Goucher College’s Alcohol, Tobacco and Other Drugs Policy**

The college’s policy prohibiting alcohol abuse, smoking in college buildings and the illegal manufacture, distribution, dispensation, possession, or use of alcohol and illicit drugs is designed to promote both the health and safety of all members of the community and their rights to an environment free from the effects of substance abuse. All students and employees are required to comply with this policy, which is adopted in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Schools and Campuses Regulations.

All Goucher faculty, staff and student employees and all Goucher students are prohibited from the

abuse of alcohol and the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or illicit drugs on college property or as part of any college activity, whether on or off campus.

Smoking, including the use of electronic cigarettes, is not permitted in any Goucher vehicle or building, including but not limited to residence halls, individual rooms and apartments within residence halls, individual faculty and staff offices, faculty and staff lounges, the Gopher Hole, and the Pearlstone Café. Smoking is also prohibited within 25 feet of any Goucher building.

All members of the Goucher College community are subject to the laws of the state of Maryland. Those laws provide that no individual under the age of 21 may possess alcoholic beverages of any kind and that no individual may sell or furnish alcohol to individuals under the age of 21. In addition, violations of local, state, and federal laws that govern the manufacture, distribution, dispensation, possession, and use of controlled substances can subject individuals to fines up to \$250,000 and jail terms of as much as 20 years. Students who violate Goucher's policy are subject to disciplinary action pursuant to the Student Code of Conduct. Violations are treated very seriously, and disciplinary action may include disciplinary probation, referral to an appropriate rehabilitation or treatment program, residence hall sanctions, suspension, and/or expulsion.

Violations of the policy may also be reported to appropriate law enforcement agencies. Criminal or civil action neither necessitates nor precludes campus action.

Students who are convicted of drug offenses will lose their student-aid eligibility for specific periods of time, depending upon whether the conviction was for use or sale, and upon how many times they have been convicted.

In order to encourage the lawful and responsible use of alcohol, the college will provide alcohol education programs. Included in these programs will be information on alcohol, the consequences of the use and abuse of alcoholic beverages, and information about individual responsibilities and liabilities with respect to alcohol, tobacco and drug use. The college will also provide tobacco-cessation programs and education to all students, as well as educational programs about other substances that may be abused, including narcotic and prescription drugs.

In particular, first-year students participate in a mandatory session during orientation regarding Goucher's Alcohol and Drug policy (including our Amnesty policy), signs of alcohol poisoning, resources on campus, and personal responsibility regarding alcohol. All new students (first-year and transfer students) are also assigned the online course AlcoholEdu as homework for their required First Year Experience course. Other activities included a "Safe Spring Break Sendoff," to engage students in activity that involves pacing and self-awareness of substances being consumed; and at "GIG," Goucher's annual campus celebration, by providing awareness activities regarding the responsible use of alcohol.

The college also provides counseling services to employees in these areas through its Employee Assistance Program.

Further details about the college's policy can be found on-line at: [www.goucher.edu/legal-counsel/all-policies-and-procedures-a-z/alcohol-tobacco-and-other-drugs-policy](http://www.goucher.edu/legal-counsel/all-policies-and-procedures-a-z/alcohol-tobacco-and-other-drugs-policy).

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## Crime Statistics

In accordance with the Clery Act, specific criminal statistics must be compiled, published, and distributed annually to all current students and employees and to any applicant for enrollment or employment, upon request. The most recent three calendar years of crime statistics are included in this report beginning on page 46.

The office of public safety is responsible for compiling these statistics and communicates closely with local law enforcement authorities to obtain crime statistics that may not have been reported to the office of public safety.

In order to gather this information from members of the college community, the office of public safety formally communicates via email with all members of the campus community at the end of every fall and spring semester to solicit reports about crimes that may have been reported to the community members or of which the community members are aware. Forms for reporting such information are available on the [public safety website](#). Crimes that are reported throughout the year are also included in the college's statistics. In addition, the college maintains a "[silent witness reporting system](#)" that allows community members to report crimes on a voluntary, confidential basis.

**Personally identifiable information about victims of crime will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics.**

The compiled statistics will provide information on the following types of incidents:

### Primary Crimes:

- Criminal homicide:
  - Murder and non-negligent manslaughter
- Manslaughter by negligence
- Sex offenses:
  - Rape
  - Fondling
  - Incest
  - Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Arson
- Motor vehicle theft

### Hate crimes:

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Bias is a preformed negative attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual

orientation, ethnicity or national origin. The following crimes, in addition to the primary crimes above, if they were motivated by bias based on the mentioned categories, will be reported as hate crimes:

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

#### **Arrests and referrals for disciplinary action**

- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Referrals for disciplinary actions for liquor law violations, drug law violations and illegal weapons possession.

#### **Dating violence, domestic violence and stalking**

The college will report incidents of dating violence, domestic violence and stalking that were reported to campus security authorities or the local police.

#### **Note:**

**The college will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code) or any non-forcible sex offense, the results of any college disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this policy.**

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# Crime Statistics Definitions

## **Locations**

### **On Campus:**

The Goucher campus is located at  
1021 Dulaney Valley Road,  
Baltimore, MD 21204.

### **Student Residences:**

All student residence halls are located on campus.

### **Other locations considered part of Goucher's campus are:**

902 Locustvale Road,  
Baltimore, Maryland 21204  
(guest rooms for visiting professors, speakers,  
etc.)

904 Locustvale Road,  
Baltimore, Maryland 21204  
(rental property)

906 Locustvale Road,  
Baltimore, Maryland 21204  
(rental property)

1002 Dulaney Valley Road,  
Baltimore, Maryland 21204  
(offices and meeting facilities)

### **Non-Campus buildings or property:**

Goucher's non-campus buildings include:

### **Off Campus Class Locations**

**A.A. Roberty Building**  
102 South hickory Avenue  
Bel Air, MD 21014

**Anne Arundel County Board of Education Building**  
2644 Riva Road  
Annapolis, MD 21401

**Bel Air High School**  
100 Heighe Street  
Bel Air, MD 21014

**Bel Air Middle School**  
99 Idlewild Street  
Bel Air, Maryland 21014

**Carver Staff Development Center**  
2671 Carver Road  
Gambrills, Maryland 21225

**Center for Educational Opportunity**  
253 Paradise Road  
Aberdeen, ND 21001

**Corkran Middle School**  
7600 Quarterfield Road  
Glen Burnie, Maryland 21061

**Dublin Elementary School**  
1527 Whiteford Road  
Street, MD 21154

**Emmorton Elementary School**  
2502 S. Tollgate Road  
Bel Air, MD 21015

**Fountain Green Elementary**  
517 S Fountain Green Rd  
Bel Air, MD 21015

**Freetown Elementary School**  
7904 Freetown Road  
Odenton, Maryland 21090

**George Fox Middle School**  
7922 Outing Avenue  
Pasadena, MD 21122

**Linthicum Elementary School**  
101 School Lane  
Linthicum Heights, Maryland 21090

**Magnolia Elementary School**  
901 Trimble Road  
Joppa, MD 21085

**Marley Elementary School**  
715 Cooper Road  
Glen Burnie, MD 21060

**Odenton Elementary School**  
1290 Odenton Road  
Odenton, Maryland 21090

**Pasadena Elementary School**  
401 Pasadena Road  
Pasadena, MD 21122

### **Study Abroad Locations**

**2015 Winter Honduras**  
Anthony's Key Resort, Roatan  
Sandy Bay, IB3100  
Honduras

**2015 Winter South Africa**  
Shikwaru Lodge  
Farm Geluk 285  
Sterk Rivier Road, 0600  
South Africa

Mackaya Bella Guest House  
137 Penzance Road  
Glenwood, Durban 4001  
South Africa

Hout Bay Backpackers  
8 Edward Street  
Hout Bay, 7806  
South Africa

Waybury House  
No. 3 Waybury Road  
Bryanston Johannes 2125  
South Africa

Hluhluwe Backpackers  
Memorial Gate  
Hluhluwe Dam Road  
Hluhluwe, 3960  
South Africa

**2015 Summer Amsterdam**  
The Student Hotel Amsterdam  
Jan van Galenstraat 335  
1061 AZ Amsterdam  
The Netherlands

**2015 Summer Japan/Taiwan**  
Hotel Graphy Nezu  
4-5-10 Ikenohata Taito-ku  
Tokyo 110-0008

Apartment 10f  
10F, NO1, Sec 1  
Chongqing N. Rd  
Taipei, Taiwan

Hotel Dormy Inn Nagasaki  
7-24 Douza-machi  
Nagasaki-city  
Nagasaki 850-0841

Shunkoin Temple  
42 Myoshiniji-Cho  
Hanazono  
Ukyo-Ky  
Kyoto 616-8035  
Japan

Mitsui Garden Hotel Hiroshima  
9-12 Nakamachi, Naka-ku  
Hiroshima 730-0037

**2015 Summer France**  
Hotel Paris Gambetta  
12, Avenue due Pere Lachaise  
20th Arr. 75020  
Paris, France

**2015 Summer Cuba**  
Holiday Inn Express Miami Doral Area

8436 NW 36th  
Miami, FL 33166

Habana Rivera Hotel  
Paseo on Malecón, Plaza  
Habana

Hotel la Union  
31 Street on 54  
Cienfegos

Ancon Hotel  
Maria Aguilar Highway  
Ancón Beach, Trinidad

Hotel Moka  
Km 51 Autopista a Pinar del Río  
Comunidad Las Terrazas  
Candelaria, Pinar del Río

Vueltabajo Hotel  
103 Marti on Rafael Morales  
Pinar del Río

**Athletic Travel Locations** (includes trips of duration longer than one night)

Hilton Ponce Golf & Casino Resort  
1150 Aribe Avenue  
Ponce, Puerto Rico, 00716

Hampton Inn & Suites  
600 Glenwood Avenue  
Raleigh, NC 27603

The Hampton Inn  
1011 Riverdale Street  
West Springfield, MA 01089

LaGuardia Airport Marriott  
102-05 Ditmars Boulevard  
East Elmhurst, NY 11369

Knight's Inn  
5324 Jefferson Davis Hwy, Building B  
Fredericksburg, VA 22408

Intercontinental Hotel  
9801 Carnegie Avenue  
Cleveland, Ohio 44106

Comfort Inn Suites at Ridgewood Farms  
2898 Keagy Road  
Salem, VA

Monte Carlo hotel  
3770 Las Vegas Boulevard South  
Las Vegas, NV 89109

**Public property:** Public property means all public property within the same reasonably contiguous geographic area of

Goucher, such as a sidewalk, street, other thoroughfare, or parking facility.





## **Campus Security Authorities**

**Goucher's Campus Security Authorities include the following individuals:** Goucher considers all employees, except for pastoral or professional counselors below, to be "campus security authorities" as that term is used in the Clery Act. Campus security authorities who witness, learn of, or hear about a Clery Act crime must contact the office of public safety and report what happened and where it happened; reporters may identify the victim or keep the victim's identity confidential. Forms for making such reports are available on the website - <http://www.goucher.edu/legal-counsel/all-policies-and-procedures-a-z/clery-report>. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

### **Pastoral Counselor**

An employee of an institution who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. At Goucher this includes the Chaplain and the Director of Hillel.

### **Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. At Goucher this includes the mental health counselors at the College Student Health and Counseling Center.

## **Crime and incident definitions**

**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.

**Arrest:** persons processed by arrest, citation or summons.

**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, or personal property of another, etc.

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

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

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

**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 and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by —

- (i) a current or former spouse or intimate partner of the victim;
- (ii) a person with whom the victim shares a child in common;
- (iii) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- (iv) 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
- (v) 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.

**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.

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

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**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.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Referrals for campus disciplinary action:** The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**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.

**Sex Offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape:** Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **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:** Nonforcible 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.

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (i) Fear for the person's safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

For the purposes of this definition:

*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. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Unfounded Crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

**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; encompasses weapons offenses that are regulatory in nature.

**2013 To 2015 Crime Statistics - Reported To Criminal Justice Authorities,  
Public Safety and Campus Security Authorities**

| Crime                                    | Year | Student Residences <sup>1</sup> | On Campus | Non-Campus | Public Property | Total |
|--|------|---------------------------------|-----------|------------|-----------------|-------|
| Aggravated Assault                       | 2013 | 0                               | 0         | 0          | 0               | 0     |
|  | 2014 | 0                               | 0         | 0          | 0               | 0     |
|  | 2015 | 0                               | 0         | 0          | 0               | 0     |
| Arson                                    | 2013 | 0                               | 0         | 0          | 0               | 0     |
|  | 2014 | 0                               | 0         | 0          | 0               | 0     |
|  | 2015 | 0                               | 0         | 0          | 0               | 0     |
| Burglary                                 | 2013 | 4                               | 4         | 0          | 0               | 4     |
|  | 2014 | 0                               | 0         | 0          | 0               | 0     |
|  | 2015 | 0                               | 1         | 0          | 0               | 1     |
| Motor Vehicle Theft                      | 2013 | 0                               | 0         | 0          | 0               | 0     |
|  | 2014 | 0                               | 0         | 0          | 0               | 0     |
|  | 2015 | 0                               | 0         | 0          | 0               | 0     |
| Murder and Non-Negligent Manslaughter    | 2013 | 0                               | 0         | 0          | 0               | 0     |
|  | 2014 | 0                               | 0         | 0          | 0               | 0     |
|  | 2015 | 0                               | 0         | 0          | 0               | 0     |
| Negligent Manslaughter                   | 2013 | 0                               | 0         | 0          | 0               | 0     |
|  | 2014 | 0                               | 0         | 0          | 0               | 0     |
|  | 2015 | 0                               | 0         | 0          | 0               | 0     |
| Robbery                                  | 2013 | 0                               | 0         | 0          | 0               | 0     |
|  | 2014 | 0                               | 1         | 0          | 0               | 1     |
|  | 2015 | 0                               | 0         | 0          | 0               | 0     |
| Sex Offenses - Rape                      | 2013 | 3                               | 3         | 0          | 0               | 3     |
|  | 2014 | 7                               | 7         | 0          | 0               | 7     |
|  | 2015 | 9                               | 10        | 0          | 0               | 10    |
| Sex Offenses - Fondling                  | 2013 | 1                               | 1         | 0          | 0               | 1     |
|  | 2014 | 1                               | 1         | 0          | 0               | 1     |
|  | 2015 | 2                               | 2         | 1          | 0               | 3     |
| Sex Offenses – Incest and Statutory Rape | 2013 | 0                               | 0         | 0          | 0               | 0     |
|  | 2014 | 0                               | 0         | 0          | 0               | 0     |
|  | 2015 | 0                               | 0         | 0          | 0               | 0     |

<sup>1</sup>The Student Residence category is a subset of the On Campus category. If a crime occurred in a student residence hall, it would be counted once under “Student Residence” and once under “On Campus.” The total number of crimes column includes the On Campus, Non-Campus and Public Property categories combined. Every attempt is made to count crimes only once in this report.

## 2013-2015 Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

**2013** No hate crimes were reported in the 2013 calendar year.

**2014** One report of a hate-related vandalism on campus motivated by race bias.

**2015** One report of a hate-related vandalism motivated by ethnicity and religion bias. The incident occurred on campus, but not in a residence hall.

One report of intimidation motivated by ethnicity bias in a campus residence hall.

**Note:** Crimes reported within the hate crimes category include murder/non-negligent manslaughter, negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, intimidation, larceny, simple, assault, and vandalism.

## 2013-2015 Arrests and Referrals for Disciplinary Action

| Arrests            | Year | Student Residences <sup>1</sup> | On Campus | Non-Campus | Public Property | Total |
|--------------------|------|---------------------------------|-----------|------------|-----------------|-------|
| Alcohol Violations | 2013 | 0                               | 0         | 0          | 0               | 0     |
|                    | 2014 | 0                               | 0         | 0          | 0               | 0     |
|                    | 2015 | 0                               | 0         | 0          | 0               | 0     |
| Drug Violations    | 2013 | 14                              | 15        | 0          | 0               | 15    |
|                    | 2014 | 4                               | 8         | 0          | 0               | 8     |
|                    | 2015 | 2                               | 3         | 0          | 0               | 3     |
| Weapons Possession | 2013 | 0                               | 0         | 0          | 0               | 0     |
|                    | 2014 | 1                               | 1         | 0          | 0               | 1     |
|                    | 2015 | 0                               | 0         | 0          | 0               | 0     |

| Referrals for Disciplinary Actions | Year | Student Residences <sup>1</sup> | On Campus | Non-Campus | Public Property | Total |
|------------------------------------|------|---------------------------------|-----------|------------|-----------------|-------|
| Alcohol Violations                 | 2013 | 157                             | 165       | 0          | 0               | 165   |
|                                    | 2014 | 139                             | 144       | 0          | 0               | 144   |
|                                    | 2015 | 82                              | 83        | 0          | 0               | 83    |
| Drug Violations                    | 2013 | 44                              | 48        | 0          | 0               | 48    |
|                                    | 2014 | 54                              | 64        | 0          | 0               | 64    |
|                                    | 2015 | 36                              | 38        | 0          | 0               | 38    |
| Weapons Possession                 | 2013 | 0                               | 0         | 0          | 0               | 0     |
|                                    | 2014 | 0                               | 0         | 0          | 0               | 0     |
|                                    | 2015 | 0                               | 0         | 0          | 0               | 0     |

## **2013-2015 Incidents of dating violence, domestic violence and stalking**

### 2013:

The college received one report of dating violence in 2013, which occurred on campus in a student residence.

### 2014:

The college received two reports of dating violence in 2014, both of which occurred on campus in a student residence.

The college received two reports of stalking in 2014, which both occurred on campus; one occurred in a residence hall; the exact location of the second incident is unknown (the victim was subjected to online stalking while on campus).

### 2015:

The college received six reports of dating violence in 2015; five occurred on campus in student residence halls and one occurred in a non-campus location in a vehicle leased by the college.

The college received one report of stalking, which occurred on campus in a residence hall.



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## Annual Fire Safety Report on Student Housing – October 1, 2016

The Higher Education Opportunities Act (HEOA) of 2008 requires colleges and universities maintaining on-campus housing to compile fire data and issue a fire safety report annually. This report includes required information about student housing fire safety systems, fire drills, fire safety policies, and education and training programs.

### On-Campus Housing Fire Safety Equipment and Plans for Future Improvement

With the exceptions noted below, all of Goucher College's residence halls have full sprinkler systems and networked fire alarm systems that are monitored by public safety. When a networked fire alarm is activated, the alarm sounds on a panel at the Public Safety Office, which is staffed 24 hours a day, 365 days a year. An officer then responds to the building and determines the cause of the alarm and whether the fire department should be notified.

| <u>Residence Hall</u>     | <u>System Description</u>   |
|---------------------------|---|
| <u>Mary Fisher Hall</u>   | <u>Full sprinkler and networked alarm system installed 2008</u>       |
| <u>Heubeck Hall</u>       | <u>Full sprinkler and networked alarm system installed 2000</u>       |
| <u>Froelicher Hall</u>    | <u>Full sprinkler and networked alarm installed 2009</u>              |
| <u>Stimson Hall</u>       | <u>Networked alarm system installed in 2004. <b>No sprinklers</b></u> |
| <u>Sondheim House</u>     | <u>Full sprinkler and networked alarm system installed 2002</u>       |
| <u>Welsh Hall</u>         | <u>Full sprinkler and networked alarm system installed 2005</u>       |
| <u>Pagliari Selz Hall</u> | <u>Full sprinkler and networked alarm system installed 2016</u>       |

Residence halls also include fire extinguishers in all common areas and hallways, evacuation maps and safety brochures on the back of all doors and in common areas, and smoke detectors in all rooms and common areas.

Future improvements in the college's fire safety program are not necessary or planned at this time.

### Individuals to Whom Fires Should be Reported and Maintenance of Fire Log

A fire is an instance of open flame or other burning (i) in a place not intended to contain the burning or (ii) in an uncontrolled manner.

All fires should be reported immediately to the Office of Public Safety by calling 410-337-6111. The office maintains a written fire log that records the nature, date, time, and general location of each fire on campus. The recordation must occur within two business days of the report. The office will allow public inspection of the log for the most recent 60-day period during normal business hours and will make older portions of the log available within two business days after any request.

### Supervised Fire Drills

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by officers from the Office of Public Safety. Additionally, each time new residents occupy a building

during the summer for camp-related activities, a fire drill is conducted to ensure the temporary residents are familiar with evacuation routes and procedures.

## **Evacuation Policy and Procedures**

[The Goucher College Emergency Action Plan](#), provides the following instructions to be followed in the case of an evacuation emergency:

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Goucher College, all persons in the affected premises must evacuate. You will be notified of a fire or other evacuation emergency by a fire alarm signal, which may be a bell or a horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages and phone communications (voice mail) if appropriate.

If you discover a fire, smell smoke, or discover any other hazardous emergency condition in a college facility, immediately activate the building fire alarm and call 911 first, and then the college Office of Public Safety at 410-337-6111. Calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items you may take include coats, valuables, medicines, purses, wallets, and keys. You should also take any pets with you. You should never try to retrieve items in another location in the building.

Building occupants are not required or encouraged to fight fires and may not use a fire extinguisher unless they are designated and trained by the college to do so. Any individual designated and trained by the college in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. Close windows and the doors behind you. Use the nearest safe exit, but DO NOT use any elevators. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge.

If the door or doorknob to the hallway is hot, do not open it, as fire may be on the other side. If you are unable to leave your room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 911 and then the Office of Public Safety at 410-337-6111 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, visually impaired, hearing impaired, or mobility impaired as needed and immediately inform the nearest emergency responder of the individual's location. Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Know the location of all exits from your building. All exits in college facilities are marked with EXIT signs and directional arrows.

Leave the building and assemble in the designated area assigned for your building, where you will not hinder the approaching emergency response personnel and apparatus. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Office of Public Safety or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for Public Safety officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to reenter. If re-entry to the building is not imminent, occupants will be directed to proceed to another location. Depending on the severity and scale of the event that triggered the evacuation, Public Safety will implement procedures to account for all college employees and residents known to have been in the building, and all are expected to cooperate in the effort. To the extent possible, telephones and computers will be provided to allow employees and residents to contact family members.

### **Fire Safety Violations and prohibitions (including rules on portable electrical appliances, smoking and open flames.)**

The Student Code of Conduct contains a section addressing fire safety violations. A fire safety violation “includes, but is not limited to storing or possession of any hazardous, flammable, or explosive materials; failure to leave a building during a sounded alarm; tampering with fire/safety equipment such as fire extinguishers, smoke detectors, pull stations, or sprinklers; false alarms or the false reporting of a bomb, fire, or other emergency on college premises or at activities sponsored by the college.”

The Residential Life website, <http://www.goucher.edu/student-life/living-on-campus/on-campus-storage-rentals-and-what-to-bring/what-to-bring> ), lists items and activities prohibited in private residence halls rooms, including candles, incense, irons, hot pots, coffee makers, hoverboards, and halogen lamps. In addition, each student is given a copy of a handbook at orientation that includes rules relating to permitted small appliances and fire safety in general.

Goucher’s smoking policy prohibits smoking in any Goucher vehicle or building, including residence halls, individual rooms and apartments within residence halls, individual faculty offices, faculty and staff lounges, the Gopher Hole, and the Pearlstone Café. Smoking is also prohibited within 25 feet of any Goucher building.

### **Fire Safety Education and Training Programs**

All residence life coordinators and RAs receive fire safety and emergency action plan training and are responsible for providing fire safety training to students. Prior to the first fire drill of the year, each resident assistant conducts a mandatory house meeting for students during which evacuation procedures, and fire safety rules are reviewed with new and returning residents.

All residence hall rooms are equipped with evacuation maps posted on the back of the door, which indicate the safest and most direct exit routes from the room in the case of an emergency. Also on the back of the door in each room is a copy of the college’s Campus yellow Emergency Procedures Guide which provides information on how to respond appropriately in any number of emergency situations.

Professional staff and faculty members receive Emergency Action Plan training through an on-line program, during which fire safety and evacuation procedures are reviewed. Staff and faculty are provided with copies of the Campus Emergency Procedures Guide at that time and the guides are displayed throughout campus as well as being available online at [www.goucher.edu/legal-counsel/all-policies-and-procedures-a-z/campus-emergency-procedures-guide](http://www.goucher.edu/legal-counsel/all-policies-and-procedures-a-z/campus-emergency-procedures-guide). In addition, public safety officers and facilities employees are provided with training under the college's Fire Watch Policy ([www.goucher.edu/legal-counsel/all-policies-and-procedures-a-z/fire-watch-policy](http://www.goucher.edu/legal-counsel/all-policies-and-procedures-a-z/fire-watch-policy)).

### **Fire Drills**

The college conducted fire drills in all residence halls once each during the spring and fall semesters in calendar year 2015.

## **Fire Safety Report and Statistics — Fire Log 2013, 2014, 2015**

There were no fires in 2013 and 2014.

In 2015, one unintentional fire occurred in a housekeeping closet in Mary Fisher Residence Hall. The cause was chemical interaction of hazardous products (cleaning supplies). \$75 in property damage resulted.

### **Statistics on Fires - Definitions**

A "fire," for reporting purposes, is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

1. The cause of a fire is the factor of factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional act, mechanical failure, or act of nature.
2. A fire-related injury is any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
3. Fire-related death is any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. A fire-related death includes any instance in which a person dies within one year of injuries sustained as a result of the fire.
4. The value of property damage is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:
  - contents damaged by fire
  - related damages caused by smoke, water and overhaul
  - does not include indirect loss, such as business interruption

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## Missing Student Policy Statement

### Purpose

The purpose of the policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

The policy applies to students who reside in campus housing, including off-campus apartment units leased by the college for student residents.

For purposes of the policy, a student may be considered to be a "missing student" if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

### Procedures

1. Designation of confidential emergency contact information

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information will be maintained confidentially and will be available only to the Office of Public Safety and the Vice President and Dean of Students, or his designee, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

In the event a student who is under the age of 18 and is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian, in addition to the student's designated contact, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

2. Official notification for missing students

- a) Any individual on campus who has information that a residential student may be a missing student must notify the Office of Public Safety as soon as possible and in no event, later than 24 hours after determining that the student is missing.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Office of Public Safety will assist external authorities with these investigations as requested.

- b) The Office of Public Safety will gather all essential information about the residential

student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

- c) If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), no later than 24 hours after the Office of Public Safety determines that a residential student is missing:
    - i. the Office of Public Safety will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation; and
    - ii. the Vice President and Dean of Students will notify the emergency contact (for students 18 and over) or the emergency contact and the parent/guardian (for students under the age of 18) that the student is believed to be missing.
3. Campus communications about missing students

In cases involving missing students, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing student. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the college's Office of Communications. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Office of Public Safety, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the Goucher community with any information about a missing student, the Office of Communications shall consult with the Office of Public Safety and with local law enforcement authorities to ensure that communications do not hinder the investigation.